

Center for Educational Performance and Information (CEPI)

STARR Data Manual

2016-17 School Year

Last Updated: 07/21/2017

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Introduction

This guide is part of a set of paper-based training materials for the Student Transcript and Academic Record Repository (STARR) collection in the web-based Michigan Student Data System (MSDS) application. Institutions of Higher Education (IHEs) are required to upload a data file containing the student's academic record, in XML format, to the STARR collection in the MSDS. This guide identifies and defines the student population and data elements to include in your STARR collection.

Background

When Michigan representatives agreed to accept State Fiscal Stabilization Fund dollars under the American Recovery and Reinvestment Act, they also agreed to four education assurances. One of these assurances is that the state of Michigan will connect preschool through postsecondary (P-20) education data into the labor force to evaluate effectiveness of public education at preparing students for postsecondary education and the workforce. Connecting P-20 data requires that the student Unique Identification Codes (UICs) assigned and maintained by the Center for Educational Performance and Information (CEPI) be exchanged among institutions and used at all education levels.

In order to fulfill these requirements, Michigan must collect and store each student's academic record in a data application for analysis. The application is called the MSDS. The collection of these data for IHEs is the STARR. The data collected have been developed into reports that are being published on the MI School Data site.

This document is meant to serve as a guide for the STARR collection. It is separated into sections, which cover the collection information, characteristic descriptions and appendix documents. Within this text, we will identify changes using the following methods.

Index of Changes

Changes to Current Submission

Legislative changes and other issues occasionally require us to update a manual during a submission. If that happens, any changes will be noted here, allowing you to print new copies of just the affected pages.

| Page Number(s) | New Characteristic/ Enumeration | Edits/Changes |
|----------------|---|--|
| 39 | Course Start Date | Added Course Start Date as new characteristic (YYYY-MM-DD) to Course Component |
| 37 | Course End Date | Added Course End Date as new characteristic (YYYY-MM-DD) to Course Component |
| 47 | Degree or Certificate Seeking Student | Added Degree or Certificate Seeking Student as new characteristic to Session Component (Yes or No) |
| 64 | Postsecondary Enrollment Type | Added "Transfer Work Only" as new enumeration to Postsecondary Enrollment Type characteristic (OPTIONAL) |
| 77 | Session Start Date | Added Session Start Date (YYYY-MM-DD) as new characteristic to Session Component |
| 74 | Session End Date | Added Session End Date (YYYY-MM-DD) as new characteristic to Session Component |
| 82 | Student Level Code | Added "Professional or Technical Credential" enumeration to Postsecondary Enrollment Type Characteristic |
| 75 | Session Name | Added "Summer" Enumeration |

Changes from Prior Year/Submission

Summary paragraph of changes.

| Page Number(s) | Field Number | Edits/Changes |
|-----------------------|--------------------------------------|--|
| 7 | STARR Reporting Year | Updates to reporting for 2016-17 STARR collection |
| 75 | Session Name | Removed "Early Summer" and "Late Summer" enumerations |
| 82 | Student Level Code | Definition of "Seeking 4 Year Degree" changed to "Community College Seeking Transfer to 4 Year Only" |

STARR Reporting Year

In order to accommodate the difference in summer session dates among IHEs, CEPI has added new data elements to the STARR that will provide IHEs with the flexibility to submit summer data in adherence to the session's start and end dates for their institution's academic calendar. These new data elements will require IHEs to submit start and end dates for both sessions and courses.

In addition to allowing IHEs to follow their own institution's calendar for academic sessions (including summer sessions), these changes will allow CEPI to extract the STARR data to align with the fiscal year. To fulfill our own reporting requirements, CEPI will report all students enrolled between July 1 and June 30, as well as all awards conferred through August 31 of the current calendar year.

Example for submitting sessions moving forward:

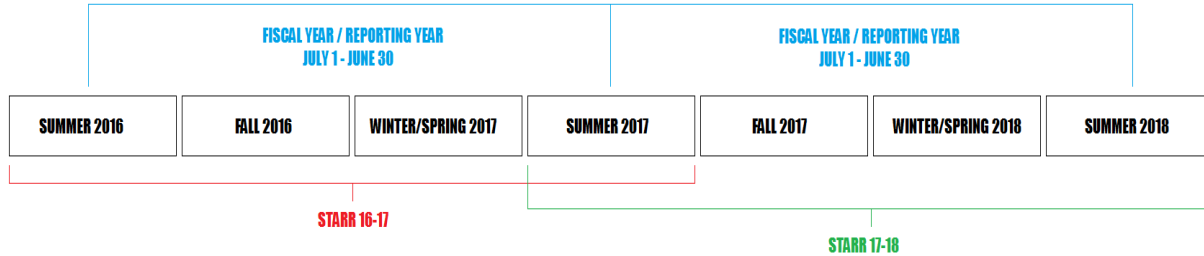
STARR 2016-17, submit the following sessions

- Summer 2016
- Fall 2016
- Winter/Spring 2017
- Summer 2017

STARR 2017-18, submit the following sessions

- Summer 2017
- Fall 2017
- Winter/Spring 2018
- Summer 2018

The diagram below shows the difference between how IHEs will report STARR data (along the bottom) and how CEPI will be reporting enrollments from those data (along the top).



The following pages contain information concerning each STARR field, in alphabetical order, such as definitions, minimum and maximum occurrences, minimum and maximum lengths, enumerations, and formats. Additionally, CEPI has suggested validation checks the IHE can perform prior to submitting the STARR data file to help ensure data quality. Finally, STARR field usage for specific reports has also been indicated. Definitions for the acceptable enumerations come from the National Center for Education Statistics (NCES) Integrated Postsecondary Education Data System (IPEDS) glossary, Postsecondary Electronic Standards Council (PESC) and/or the NCES Common Education Data Standards (CEDS), unless otherwise noted.

To view the STARR fields, definitions, minimum and maximum occurrences, minimum and maximum lengths, enumerations, and formats in an Excel document, click on the STARR Data Field Layout document link on the CEPI IHE web page. For additional information about data types and other technical definitions, please refer to the XML Validation Guide, located on the [CEPI IHE web page](#).

Getting Started

STARR Application Documents

Please visit the [CEPI IHE web page](#) for the most up-to-date information on the STARR collection. Please refer to this web page for the XML schema, sample schema, STARR Business Rules Validation, STARR Data Field Layout document, [user guide](#). This page also includes a link to the [PESC guide](#). We recommend that IHE users regularly refer to this page for updated postings.

The Educational Entity Master (EEM)

The Educational Entity Master (EEM) is the state's official directory of educational entity information. The EEM can be found at [the EEM web page](#). CEPI uses the EEM entity code numbers to link education data sets and validate submitting entity information. When EEM records are out of date, data validation can be more difficult. We highly recommend that IHEs verify their EEM data before each collection and update the EEM whenever entity information changes. Updates include changes in the name of the institution and contact information, as well as requests for closings of institutions. To navigate and use the EEM, view [the EEM User Guide](#). If your IHE does not have an authorized EEM user, please contact CEPI customer support for any updates to your institution's EEM record.

IHE Request for UIC Collection

Prior to uploading records to the STARR collection, participating IHEs will first need to acquire a Unique Identification Code (UIC) for all their enrolled students. Parchment electronic transcripts are currently being sent from high schools to IHEs. Each of these transcripts (for public school students) contains the current UIC for each student. The IHE Request for UIC Collection is the means for IHEs to acquire UICs for currently enrolled students who do not have a UIC. The procedures for this collection can be found on the [CEPI IHE web page](#).

Gaining Access to the MSDS

IHE staff members wishing to have access to the MSDS will need to complete a two-step process, which consists of:

- Obtaining a [MILogin](#) account and
- Completing and submitting the appropriate security agreement form to CEPI, signed by yourself and the Institution Registrar. These forms are posted in the STARR Support Documents section of the [CEPI IHE web page](#).

You will receive access to the application when both of the above steps have been completed and verified by CEPI. For more detailed information, please refer to the [MILogin User Guide](#) and security forms posted in the STARR Support Documents section of the [CEPI IHE web page](#). If you experience problems with your account or password, please contact CEPI at 517-335-0505 x3 or by email at: CEPI@michigan.gov.

Tips for Gaining Access to the MSDS

Security agreements must be signed by the registrar. CEPI staff will verify that the person listed as the registrar on the security agreement form matches the contact listed as the registrar in the membership directory on the [MACRAO website](#).

CEPI staff will also verify that a subscription request has been submitted in [MILogin](#) and that the information provided on the security agreement form matches the request. Once verified, permission will be granted and the requester will be notified by email.

MILogin access should be limited to only those persons who will be performing the STARR Collection functions (should range between 2-5 people). MSDS IHE users typically include: technology group members, admissions staff and/or staff from the registrar's office.

Removing Access to the MSDS

When authorized users leave your organization, a removal request must be sent in. CEPI does an annual refresh notice as well. To access the removal request form:

- Go to [CEPI's web page](#).
- Click on [CEPI Applications](#).
- Under 'Help and Training', open the 'Removing a CEPI Application User' document
- Follow the instructions for completion of the Removal Request Form.

Once the form is completed, print a copy, obtain the required signatures and fax to CEPI at 517-335-0488.

Searching for Entity Codes

When creating the STARR data file, the Submitting Entity code is required. If you need to look up the Submitting Entity code, follow this procedure in the EEM:

Go to the [EEM web page](#). Enter the entity's name in the EEM-Search box. Click Go.

Your search will bring up the desired entity information within the Entity Code column. The entity code is a five-digit code which may include a leading zero. Please do not cut off the leading zero, as it is a digit in the code.

| Name | Entity Code | Parent | Type | County | City | Match Ranking |
|--|-------------|--------|-------------------------------------|-----------|-----------|---------------|
| Kirtland Community College | 05213 | | Higher Education College/University | Roscommon | ROSCOMMON | 1 |

Getting Assistance with Data Submissions

The CEPI [IHE web page](#) contains the most up-to-date information about the STARR collection. This page includes training tools, communications, security information and general MSDS resources. Users can also click a collection name in the MSDS Data Collections section for detailed information including XML schemas and sample files for that collection.

If you are an entity authorized user and are having technical difficulties submitting data to CEPI, please send an email message to CEPI customer support at cepi@michigan.gov or call 517-335-0505 x3. Please provide your name, and entity name, CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.

Collections, Components and Characteristics

Collections

A set of components submitted for a particular purpose within a particular timeframe.

- IHE Request for UIC
- STARR

Components

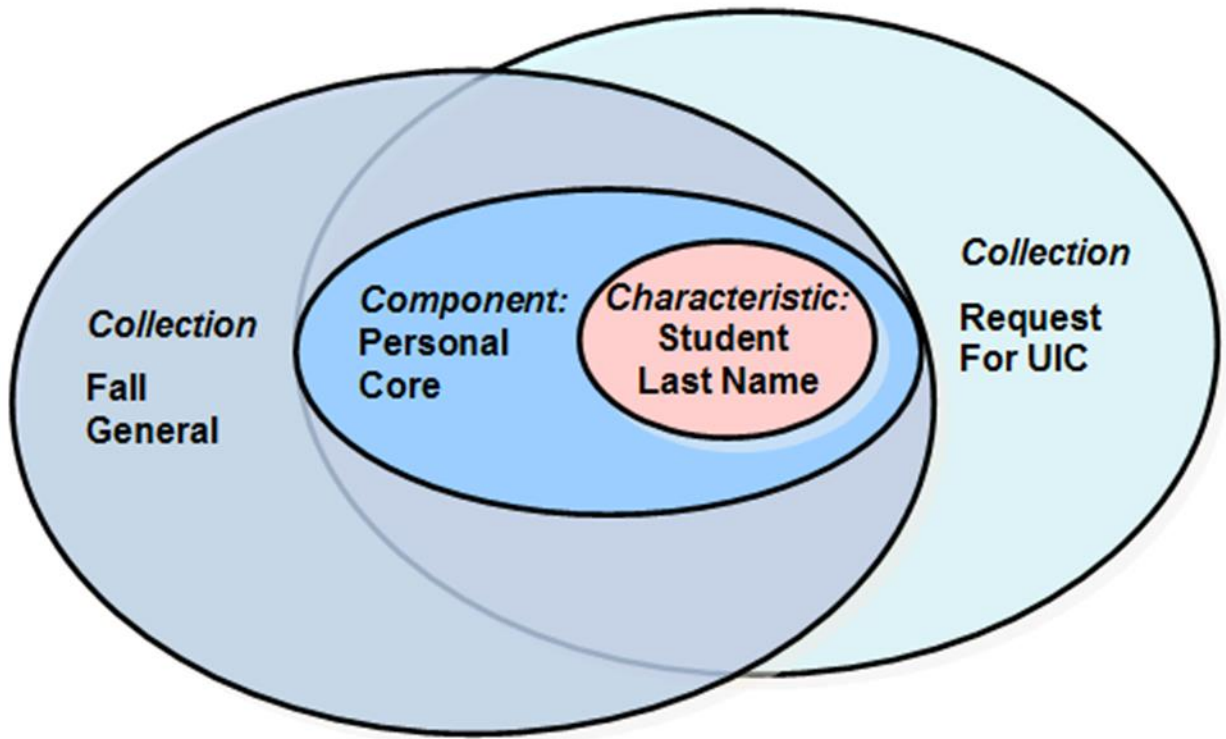
- Logical groupings of characteristics
- Allow groups of characteristics to be conditionally required
- Components may be included in multiple collections
- Components may be multi-valued (occurring more than once in a collection)

Characteristics

- Fields (data elements) associated with a student
- Each characteristic may only be included in one component

- Characteristics may be multi-valued (occurring more than once in the component)

C³ - Example



Certification

Certification is the process wherein an authorized MSDS user reviews and approves data within the STARR collection, indicating that to the best of his/her knowledge the data are accurate and complete. Certifying a collection officially submits the data to CEPI.

- The Reports Review step confirms that that data are accurate
- The Quality Review is the last step in the error check process.
- The Certification button officially submits the data to CEPI
- By clicking the certification check box, the user is confirming “that this information is valid and correct to the best of my knowledge” on behalf of the IHE.

The MSDS provides several built-in layers of data validation and quality-check functions.

When a user uploads a data file to the system, the MSDS automatically checks the file against the schema requirements. If the file does not meet these basic criteria, the system will not process it and will not transfer the file into the data Staging Area.

For more information about XML and schema validation, please refer to the [XML Validation Guide](#) located on the CEPI [MSDS web page](#).

After your uploaded file has passed the initial file-validation checks, the data are processed into the Staging Area where they go through additional field-level validation to check for data accuracy. These checks look at business rules as well as UIC matching. The system generates error, warning and resolution messages when a business rule is not followed. (Please refer to the "Help and Training" and "Technical Material" sections of the CEPI [MSDS web page](#) for more information about how the system functions.)

You must correct student records that have errors and complete all UIC resolution before you can certify your collection. For detailed information about UIC resolution, please refer to the UIC Support Documents on the CEPI [IHE web page](#). You should also review warnings to assure that the data are correct. The system generates warnings when the data are outside of the expected parameters for the STARR field, but may still be correct. Warnings will not prevent you from certifying a collection.

Once you have resolved all of the student records within the collection and they are error-free, you should review the reports provided by MSDS to confirm that the data are accurate, and then certify the collection.

STARR Fields in Alphabetical Order

| Characteristic Name | Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length |
|-----------------------|------------------------|---------------------|---------------------|----------------|----------------|
| Academic Award Date | Conditionally Required | 1* | 1 | | |
| Academic Award Level | Conditionally Required | 1* | 1 | | |
| Academic Award Title | Conditionally Required | 1* | 1 | 1 | 80 |
| Academic Letter Grade | Conditionally Required | 0 | 1 | 1 | 10 |
| Academic Program Name | Conditionally Required | 1* | 1 | 1 | 60 |
| Academic Program Type | Conditionally Required | 1* | 1 | | |

| Characteristic Name | Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length |
|--------------------------------------|------------------------|---------------------|---------------------|----------------|----------------|
| Academic Session Grade Point Average | Yes | 1 | 1 | | |
| Contact Hours | Optional | 0 | 1 | | |
| Course Academic Grade | Conditionally Required | 0 | 1 | | |
| Course Academic Grade Scale Code | Yes | 1 | 1 | | |
| Course Academic Grade Status Code | Yes | 1 | 1 | | |
| Course CIP Code | Optional | 0 | 1 | 5 | 7 |
| Course Credit Attempted | Yes | 1 | 1 | | |
| Course Credit Basis | Yes | 1 | 2 | | |
| Course Credit Earned | Yes | 1 | 1 | | |
| Course End Date | Yes | 1 | 1 | | |
| Course Number | Yes | 1 | 1 | 1 | 15 |
| Course Start Date | Yes | 1 | 1 | | |
| Course Subject Abbreviation | Yes | 1 | 1 | 1 | 10 |
| Course Title | Yes | 1 | 1 | 1 | 60 |

| Characteristic Name | Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length |
|---------------------------------------|------------------------|---------------------|---------------------|----------------|----------------|
| CTE Concentrator | Optional | 0 | 1 | | |
| Cumulative Grade Point Average | Yes | 1 | 1 | | |
| Date Of Birth | Yes | 1 | 1 | | |
| Degree CIP Code | Conditionally Required | 1* | 1 | 5 | 7 |
| Degree Or Certificate Seeking Student | Yes | 1 | 1 | | |
| Economically Disadvantaged | Optional | 0 | 1 | | |
| Entry Date | Yes | 1 | 1 | | |
| Ethnicity Code | Yes | 1 | 1 | | |
| First Name | Yes | 1 | 1 | 1 | 50 |
| Gender | Yes | 1 | 1 | | |
| High School Student | Yes | 1 | 1 | | |
| Last Name | Yes | 1 | 1 | 1 | 50 |
| Local Student ID | Yes | 1 | 1 | 1 | 20 |
| Middle Name | Optional | 0 | 1 | 1 | 50 |
| Military Status | Optional | 0 | 1 | | |
| Multiple Birth Order | Optional | 0 | 1 | 1 | 1 |

| Characteristic Name | Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length |
|-------------------------------|------------------------|---------------------|---------------------|----------------|----------------|
| Postsecondary Enrollment Type | Yes | 1 | 1 | | |
| Previous Last Name | Optional | 0 | 1 | 1 | 50 |
| Primary Academic Level | Optional | 1 | 1 | | |
| Program CIP Code | Conditionally Required | 0 | 1 | 5 | 7 |
| Race Code | Yes | 1 | 1 | | |
| Residency Status Code | Yes | 1 | 1 | | |
| Session End Date | Yes | 1 | 1 | | |
| Session Name | Yes | 1 | 1 | | |
| Session Start Date | Yes | 1 | 1 | | |
| Session Type | Yes | 1 | 1 | | |
| State Province Code | Conditionally Required | 0 | 1 | 2 | 2 |
| Student Level Code | Yes | 1 | 1 | | |
| Student Suffix | Optional | 0 | 1 | 1 | 10 |
| Submitting Entity | Yes | 1 | 1 | 5 | 5 |
| UIC | Yes | 1 | 1 | 10 | 10 |

*If the component that this characteristic falls within is submitted in the STARR file, then you must also submit this characteristic.

STARR Fields

Academic Award Date

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|------------------------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Conditionally Required | 1 | 1 | | | Date (only); YYYY-MM-DD |

Definition: The year, month and day in which the academic award was conferred.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2010-05-01

Instructions:

- Enter the year, month and day in which the student's academic award was conferred.
- If you enter anything other than the "YYYY-MM-DD" format or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (AcademicAwardLevel, AcademicAwardTitle and DegreeCIPCode).
- This data element is required when submitting the Academic Award Component.
- Submit all academic awards conferred on or before August 31 of the current calendar year.

Tips: If your institution only stores the award date and not the conferred date, report the award date.

Usage: MI School Data, Student Pathways Data File, Postsecondary Success Rates, College Progression by Graduating Class, Student Pathways Aggregate by High School, Awards Conferred

Academic Award Level

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|------------------------|---------------------|---------------------|----------------|----------------|------------------------------------|
| Conditionally Required | 1 | 1 | | | Select only one from a table below |

Definition: Upon graduation/completion, the code that represents the level of achievement the student has received.

Specifications or Enumerations:

| Enumeration | Definition |
|-------------|--|
| 1 | Postsecondary award, certificate, or diploma of less than 1 academic year |
| 2 | Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years |
| 3 | Associate Degree |
| 4 | Postsecondary award, certificate, or diploma of at least 2 but less than 4 academic years |
| 5 | Bachelor's Degree |
| 6 | Post baccalaureate Certificate |
| 7 | Master's Degree |
| 8 | Post-Master's Certificate |
| 17 | Doctor's Degree-Research/Scholarship |
| 18 | Doctor's Degree-Professional Practice |
| 19 | Doctor's Degree-Other |

Instructions

- Enter the code that represents the level of achievement the student has received upon graduation/completion.
- This characteristic is intended to align with the NCES CEDS enumerations. The institution is to report students in the categories, which your institution currently uses.
- If you enter anything other than one of the 11 acceptable enumerations, or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (AcademicAwardDate, AcademicAwardTitle and DegreeCIPCode).
- This data element is required when submitting the Academic Award Component.

Usage: MI School Data, Student Pathways Data File, Postsecondary Success Rates, College Progression by Graduating Class, Student Pathways Aggregate by High School, Awards Conferred

Academic Award Title

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|------------------------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Conditionally Required | 1 | 1 | 1 | 80 | Text |

Definition: The descriptive title for the academic award.

Specifications or Enumerations: Text (80)

Format Example: Master of Arts in Economics

Instructions:

- Enter the title of the academic award.
- Separate all words with a space.
- If you enter anything longer than the 80-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the academic award title is longer than 80 characters, enter the first 80 characters.
- Spaces between words count as a character.
- You are conditionally required to report this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (AcademicAwardDate, AcademicAwardLevel and DegreeCIPCode).
- This data element is required when submitting the Academic Award Component.

Tips: If your institution does not supply the major/concentration within the award title for undergraduate students, please report the full title your institution uses (e.g., Bachelor of Science).

Usage: MI School Data, Student Pathways Data File, Postsecondary Success Rates, College Progression by Graduating Class, Student Pathways Aggregate by High School, Awards Conferred

Academic Letter Grade

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|------------------------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Conditionally Required | 0 | 1 | 1 | 10 | Text |

Definition: The alphabetical grade earned in the course.

Specifications or Enumerations: Text (10)

Format Example: B+

Instructions:

- Indicate the alphabetical grade earned in the course (e.g., A, C+, E/NC, HP, DIST).
- Report the AcademicLetterGrade for all courses reported or go as far back as the data are feasible.
- If you enter anything longer than the 10-character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data if the student received a letter grade for the course.

Suggested Validation Check:

The letter grade must correspond to the PESC Grade Scale <CourseAcademicGradeScaleCode> code (e.g., if Grade Scale <CourseAcademicGradeScaleCode> = "43", the letter grade must = "A", "B", "C" or "NC").

Tips: Grading scales can be accessed on page 65 of the [PESC guide](#).

Usage: MI School Data, Student Pathways Data File

Academic Program Name

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|------------------------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Conditionally Required | 1 | 1 | 1 | 60 | Text |

Definition: Your internal name of the program, major, minor or field of study the student is working toward.

Specifications or Enumerations: Text (60)

Format Example: American History

Instructions

- Enter the name of the program, major, minor or field of study for which the student is working toward.
- Separate all words with a space.
- If you enter anything longer than the 60-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the name is longer than 60 characters, enter the first 60 characters.
- Spaces between words count as a character.
- You are conditionally required to report this data element if the student has any StudentLevelCode other than "Nondegree Undergraduate, Nondegree Graduate, Community College Seeking Transfer To 4 Year Only or Professional or Technical Credential".
- This data element is required when submitting the Academic Program Component.

Usage: MI School Data, Student Pathways Data File

Academic Program Type

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|------------------------|---------------------|---------------------|----------------|----------------|--------------------------------------|
| Conditionally Required | 1 | 1 | | | Select only one from the table below |

Definition: The type of academic program the student is working toward.

Specifications or Enumerations:

| Enumeration | Definition |
|----------------|------------|
| Concentration | |
| Focus | |
| Major | |
| Minor | |
| SecondMajor | |
| Specialization | |

Instructions:

- Enter the type of program the student is working toward.
- Enumerations are based on the PESC standard. The institution is to report students in the categories which your institution currently uses.
- If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student has any StudentLevelCode other than "Nondegree Undergraduate, Nondegree Graduate, Community College Seeking Transfer To 4 Year Only or Professional or Technical Credential".
- This data element is required when submitting the Academic Program Component.

Tips:

- Although a third major and second minor are not acceptable enumerations according to the PESC standard, if an institution wishes to report these, list them in chronological order and code as "SecondMajor" or "Minor", respectively (if these are not already distinguished by "Concentration", "Focus" or "Specialization").
- Only use "Specialization" for those graduate, specialist or doctoral programs that use this distinction. Otherwise, use the enumeration which applies.
- Some community colleges have been coding Associates degrees and Certificates as "Major" and "Minor".
- You must submit the enumeration exactly as it appears here, showing each word beginning with a capital letter and no spaces between the words.

Usage: MI School Data, Student Pathways Data File

Academic Session Grade Point Average

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Yes | 1 | 1 | 0.00 | | Decimal |

Definition: The grade point average (GPA) for the respective academic session.

Specifications or Enumerations: Decimal

Format Example: 3.44

Instructions:

- Enter the student's GPA for the respective academic term with the decimal.
- Report the AcademicSessionGradePointAverage for all sessions reported or go as far back as the data are feasible.
- If you enter anything other than the decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Suggested Validation Check: GPAs cannot be greater than what your institution uses (e.g., 4.2, 5.0).

Usage: MI School Data, Student Pathways Data File and College Transfer report

Contact Hours

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Optional | 0 | 1 | 0.00 | | Decimal |

Definition: The "seat" time in front of the instructor.

Specifications or Enumerations: Decimal

Format Example: 3.0

Instructions:

- Indicate the decimal equivalent of the "seat" time in front of the instructor (e.g., 0.0, 1.0, 9.99, and 16.00).
- Report the ContactHours for all courses reported or go as far back as the data are feasible
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element. It is recommended that you report this data element if credit hours are not applicable for the enrolled course.

Tips: Contact hours are also known as non-credit hours or clock hours.

Usage: MI School Data, Student Pathways Data File

Course Academic Grade

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|------------------------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Conditionally Required | 0 | 1 | 0.00 | | Decimal |

Definition: The final numeric grade awarded for participation in the course.

Specifications or Enumerations: Decimal

Format Example: 3.5

Instructions:

- Indicate the decimal equivalent of the final numeric grade awarded for participation in the course.
- Report the CourseAcademicGrade for all courses reported, or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student received a numeric grade for the course.

Suggested Validation Check:

The numeric grade must correspond to the PESC Grade Scale <CourseAcademicGradeScaleCode> code (e.g., if Grade Scale <CourseAcademicGradeScaleCode> = "79", the numeric grade must = "4.0", "3.0", "2.0", "1.0" or "0.0").

Tips: Grade scale codes can be accessed on page 65 of the [PESC guide](#).

Usage: MI School Data, Student Pathways Data File

Course Academic Grade Scale Code

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--|
| Yes | 1 | 1 | | | Select only one code from the PESC Guide in Appendix H |

Definition: The grading scale used by your institution for the enrolled course.

Specifications or Enumerations: Select only one code from the Appendix C of the PESC guide on page 65.

Format Example: 25

Instructions:

- Indicate the grading scale used by your institution for the enrolled course.
- See PESC Appendix C for codes.
- Codes range from 01-99.
- Report the Course Academic Grade Scale Code for all courses reported, or go as far back as the data are feasible.
- If you enter anything other than one of the acceptable codes, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips:

- If the student withdrew from the course, received an incomplete or received academic forgiveness, the course still has a grading scale. Report this grading scale.
- Grade scale codes can be accessed on page 65 of the [PESC guide](#).
- If reporting programs that have a grade scale over 5.0, use the grading scales: "01", "15" or "53" from Appendix C in the [PESC Guide](#).

Usage: MI School Data, Student Pathways Data File

Course Academic Grade Status Code

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------------|
| Yes | 1 | 1 | | | Select only one from the table below |

Definition: The student's disposition for the enrolled course for the respective academic session.

Specifications or Enumerations:

| Enumeration | Definition |
|---------------------------|--|
| AuditedCourse | Audited or visited the course |
| HonorsGrade | Honors grade |
| Incomplete | Did not complete all of the course requirements at the time of grade assignment |
| IncompleteNotResolvedFail | Failing/no pass/unsatisfactory grade awarded because incomplete, not resolved or unsatisfactory |
| InProgress | Course is in progress and a permanent grade is not yet assigned |
| NotYetReported | No grade reported yet by the instructor (although the course has ended) |
| OtherFail | Other not passing/unsatisfactory grade not described above |
| OtherPass | Other passing/satisfactory grade not described above |
| PassFailFail | Failing grade in a course (credit or non-credit) which is normally, or based on student option, given a pass/fail or satisfactory/unsatisfactory designation |
| PassFailPass | Passing grade in a course (credit or non-credit) which is normally, or based on student option, given a pass/fail or satisfactory/unsatisfactory designation |

| Enumeration | Definition |
|-------------------|--|
| TransferNoGrade | Transfer credit; grade not carried on receiving institution's transcript |
| Withdrew | Disenrolled from the course |
| WithdrewFailing | Withdrew at the time of a failing grade |
| WithdrewNoPenalty | Withdrew without penalty or pass/fail designation |
| WithdrewPassing | Withdrew at the time of a passing grade |

Instructions:

- Indicate the student's current disposition for the enrolled course.
- Enumerations are based on the PESC standard. The institution is to report students in the categories which your institution currently uses.
- Report the CourseAcademicGradeStatusCode for all courses reported or go as far back as the data are feasible.
- If you enter anything other than one of the 15 acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.
- Indicate if the course is a transfer course by using the TransferNoGrade enumeration.

Tips:

- "OtherPass" = the student successfully completed the course and earned a grade.
- "OtherPass" = the student successfully completed the course and earned a grade, but the grade does not count towards the major/program.
- "PassFailPass" = classes in which the student received this grade
- If your institution uses "NS = No Show," do not report this course in the STARR data file.
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage: MI School Data, Student Pathways Data File

Course CIP Code

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|---|
| Optional | 0 | 1 | 5 | 7 | 2 digits, a decimal point, then 2 or 4 digits |

Definition: The Classification of Instructional Programs (CIP) code used by the US Department of Education's National Center for Education and Statistics (NCES) to describe the area of study for the course.

Specifications or Enumerations: 2 digits, a decimal point, then 2 or 4 digits

Format Example: 03.0100

Instructions:

- Enter the CIP code for the course using the [2010 NCES version](#) with the decimal point.
- Report the CourseCIPCode for all courses reported, or go as far back as the data are feasible.
- If you enter anything shorter than the five-character minimum or longer than the seven-character maximum, the system will generate a file-level error and will reject the file upon upload. You are not required to report this data element when submitting a file.
- This characteristic is available for those institutions which assign CIP codes to particular courses and wish to report those.
- Verify CIP codes by going to the [NCES web page](#).

Tips: 2010 CIP Codes can be found on the [NCES web page](#).

Usage: MI School Data, Student Pathways Data File

Course Credit Attempted

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Yes | 1 | 1 | 0.00 | | Decimal |

Definition: The total value of credit hours attempted for a respective course.

Specifications or Enumerations: Decimal

Format Example: 4.0

Instructions:

- Indicate the decimal equivalent of the total value of credit hours attempted for the respective course (e.g., 0.0, 1.0, 9.99, and 16.00).
- Report the CourseCreditAttempted for all courses reported, or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.

Usage: MI School Data, Student Pathways Data File

Course Credit Basis

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Yes | 1 | 2 | | | Select from the table below |

Definition:

Developmental/remedial education courses teach academically under-prepared students the skills they need to succeed in college-level courses. These courses provide learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned. Basic competency is defined as reading, writing, mathematics and science.

Specifications or Enumerations:

| Enumeration | Definition |
|-----------------|--|
| Regular | A course not designated as Remedial |
| RemedialESL | An English as a Second Language course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned. |
| RemedialMath | A math course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned. |
| RemedialReading | A reading course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned. |
| RemedialScience | A science course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned. |
| RemedialWriting | A writing course providing learning strategies designed to improve or overcome any marked deficiency in basic |

| Enumeration | Definition |
|-------------|--|
| | competencies, including a deficiency in content previously taught but not learned. |

Instructions:

- Indicate if the enrolled course is considered by the college/university to be a remedial or regular course.
- Only report developmental/remedial courses in ESL, reading, writing, mathematics and science.
- This is a multi-select field unless you select Regular. For example, you can choose RemedialWriting and RemedialReading to identify a vocabulary course.
- If you enter anything other than one of the five acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- Report the CourseCreditBasis for all courses reported, or go as far back as the data are feasible.
- You are required to report this data element.
- You may not report blanks.

Tips:

- Developmental/remedial courses to exclude, for example, are "How to Succeed in College," "Freshman Seminar" and "Note Taking."
- Computer courses should not be considered remedial courses.
- English as a Second Language (ESL) courses should be included as remedial and reported as RemedialESL. The remedial definition is from page 13 of the [Activities Classification Structure manual](#).
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words

Usage: MI School Data, College Remedial Coursework Report and Student Pathways Data File

Course Credit Earned

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Yes | 1 | 1 | | | Decimal |

Definition: The total value of credit hours successfully completed or earned for the respective course.

Specifications or Enumerations: Decimal

Format Example: 3.0

Instructions:

- Indicate the decimal equivalent of the total value of credit hours successfully completed or earned for the respective course (e.g., 0.0, 1.0, 9.99, and 16.00).
- Report the CourseCreditEarned for all courses reported, or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.

Usage: MI School Data, 24 College Credits and Student Pathways Data File

Course End Date

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Required | 1 | 1 | | | YYYY-MM-DD |

Definition: The year, month and day an instance of a course officially ended.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2010-12-13

Instructions:

- Enter the year, month and day in which the course officially ended
- Report the CourseEndDate for all courses reported, or go back as far as the data are feasible.
- If you report anything other than the "YYYY-MM-DD" format specified above, the system will generate a file- level error and will reject the file upon upload
- You are required to report this data element when submitting a file.

Usage: MI School Data

Course Number

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Yes | 1 | 1 | 1 | 15 | N/A |

Definition: The official reference number/code portion of a course identifier.

Specifications or Enumerations: N/A

Format Example: 410

Instructions:

- Enter the numeric or alpha-numeric reference code of the course identifier.
- This is the second part of the total course identifier (e.g., 100, 325, 4210, 125B, A430).
- Report the CourseNumber for all courses reported, or go as far back as the data are feasible.
- If you enter anything longer than the 15-character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.

Tips: This course identifier is college/university specific.

Usage: MI School Data, Student Pathways Data File

Course Start Date

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Required | 1 | 1 | | | YYYY-MM-DD |

Definition: The year, month and day an instance of a course officially began.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2010-08-23

Instructions:

- Enter the year, month and day in which the course officially began.
- Report the CourseStartDate for all courses reported, or go back as far as the data are feasible.
- If you report anything other than the “YYYY-MM-DD” format specified above, the system will generate a file-level error and will reject the file upon upload
- You are required to report this data element when submitting a file.

Usage: MI School Data

Course Subject Abbreviation

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Yes | 1 | 1 | 1 | 10 | N/A |

Definition: The alphabetic abbreviation of the academic department or discipline offering the course.

Specifications or Enumerations: N/A

Format Example: ENG

Instructions:

- Enter the alphabetic abbreviation of the academic department or discipline offering the course.
- This is the first part of the total course identifier (e.g., ENG, HIS, MTH).
- If you enter anything longer than the 10-character maximum, the system will generate a file-level error and will reject the file upon upload.
- Report the CourseSubjectAbbreviation for all courses reported, or go as far back as the data are feasible.
- You are required to report this data element.

Tips: This course identifier is college/university specific.

- If a student repeated a course, this course would be included in the file under the respective term in which the course was repeated.

Usage: MI School Data, Student Pathways Data File

Course Title

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Yes | 1 | 1 | 1 | 60 | N/A |

Definition: The name or title of the course.

Specifications or Enumerations: N/A

Format Example: Calculus II

Instructions:

- Enter the name or title of the course.
- Separate all words with a space.
- Report the CourseTitle for all courses reported, or go as far back as the data are feasible.
- If you enter anything longer than the 60-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full name or title is longer than 60 characters, enter the first 60 characters.
- Spaces between words count as a character.
- You are required to report this data element.

Tips: The course name is college/university specific.

Usage: MI School Data, Student Pathways Data File

CTE Concentrator

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------------|
| Optional | 0 | 1 | | | Select only one from the table below |

Definition: A CTE concentrator is a postsecondary student who meets one of the following:

(1) Completes at least 12 academic or CTE credits (excluding developmental) within a single CTE program area sequence that is comprised of 12 or more academic and technical credits and terminates in the award of an industry-recognized credential, a certificate or a degree. These credits must have been earned as of the beginning of the fall semester of the reporting year. (All CTE program completers are, by definition, CTE concentrators).

(2) Completes a short-term CTE program sequence of less than 12 credit units that terminates in an industry-recognized credential, a certificate or a degree. Further, per the state's Perkins Core Performance Indicator Definitions, all CTE program completers are by definition CTE concentrators.

Specifications or Enumerations:

| Enumeration | Definition |
|-------------|------------|
| Yes | |
| No | |

Instructions:

- Indicate if the student completed CTE credits or completed a CTE program during the reporting year.
- Separate all words with a space.
- If you enter anything other than one of the acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element. If you know that the student has taken CTE credits or completed a CTE program meeting the criteria above, it is recommended that you include this data element to complete the student's academic record.

Tips: You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter.

Usage: MI School Data, Student Pathways Data File

Cumulative Grade Point Average

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Yes | 1 | 1 | | | Decimal |

Definition: The cumulative GPA for all courses taken as shown by the term being submitted.

Specifications or Enumerations: Decimal

Format Example: 3.89

Instructions:

- Enter the student's cumulative GPA for each academic session reported during the collection window.
- Report the CumulativeGradePointAverage for all sessions reported. This is not limited to just students who received an award(s) from your institution.
- If a student was an undergraduate at your institution and is now a graduate student (or is concurrently enrolled at both levels), do not combine the cumulative GPAs; report the respective cumulative GPA for that academic session.
- If some students do not receive a cumulative GPA (e.g., medical students), report the cumulative GPA as "0.00" and notify CEPI customer support which student records were reported this way.
- If you enter anything other than the decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips: If the student started your college in Fall 2010 and the term being reported is Fall 2012, report the CumulativeGradePointAverage as of Fall 2012, not as of Winter/Spring 2014 when the STARR collection is due.

Usage: MI School Data, Student Pathways Data File and College Transfer report

Date Of Birth

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Required | 1 | 1 | | | Date (only); YYYY-MM-DD |

Definition: The date of birth as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 1988-11-06

Instructions:

- Enter the year, month and date of birth for the student.
- If you enter anything other than the required "YYYY-MM-DD" format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.

Tips:

- The UIC is required to be included in the STARR data file. If the student has a UIC, the student has a documented date of birth in the MSDS. You can do individual student searches in the MSDS to obtain the date of birth. More information can be found in the [IHE Request for UIC Collection User Guide](#).
- If you do not know the date of birth for a particular student, you should work with your IHE's admissions staff or your MSDS authorized user to obtain this information.

Usage: MI School Data, Postsecondary Reports

Degree CIP Code

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|------------------------|---------------------|---------------------|----------------|----------------|---|
| Conditionally Required | 1 | No Limit | 5 | 7 | 2 digits, a decimal point, then 2 or 4 digits |

Definition: The code indicating a discipline or field of study assigned by the Classification of Instructional Programs (CIP) and used by the US Department of Education's NCES.

Specifications or Enumerations: 2 digits, a decimal point, then 2 or 4 digits

Format Example: 03.0101

Instructions:

- Enter the CIP code for the degree using the 2010 IPEDS version with the decimal point.
- If you enter anything longer than the five-character minimum and the seven-character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (AcademicAwardDate, AcademicAwardLevel and DegreeCIPCode).
- Multiple DegreeCIPCodes are allowed per Academic Award when a student also has double or triple majors or minors.
- This data element is required when submitting the Academic Award Component.

Tips: The 2010 CIP Codes can be found by on the [NCES web page](#).

Usage: MI School Data, Student Pathways Data File

Degree Or Certificate Seeking Student

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------------|
| Required | 1 | 1 | | | Select only one from the table below |

Definition: Person is enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award.

Specifications or Enumerations:

| Enumeration | Definition |
|-------------|------------|
| Yes | |
| No | |

Instructions:

- If you enter anything other than one of the acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- High school students reported as "Early Middle College" should have "Yes" reported for the Degree or Certificate Seeking Student characteristic. These five-year programs are designed to allow a student to earn either a technical certificate, an associate degree, or up to 60 transferrable college credits.
- High School students reported as "Dual Enrolled," "Concurrent Enrollment" or "Other High School Student" should have "No" reported for the Degree or Certificate Seeking Student characteristic.

Tips: You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter.

Usage: MI School Data, Success Rates

Economically Disadvantaged

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------------|
| Optional | 0 | 1 | | | Select only one from the table below |

Definition: Eligible to receive Pell Grant (any amount) during the reporting year.

Specifications or Enumerations:

| Enumeration | Definition |
|-----------------|------------|
| NotPellEligible | |
| PellEligible | |

Instructions:

- Indicate if the student was eligible to receive a Pell Grant (any amount) during the reporting year. This is exclusive of whether or not the student actually accepted Pell Grant funds.
- If you enter anything other than one of the two acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element. If you know the student's economically disadvantaged status, it is recommended that you include this data element to complete the student's academic record.

Tips: You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Entry Date

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Yes | 1 | 1 | | | Date (only); YYYY-MM-DD |

Definition: The year, month and day of the first course enrollment at your institution.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2009-08-21

Instructions:

- Enter the year, month and day the student first enrolled in a course at your institution.
- This date remains the same regardless of the collection.
- Enrollment is not tied to First Time in Any College (FTIAC) and is defined as registering/enrolling for at least one credit, regardless of whether the student completed that credit or not.
- Use the IHE count date to determine the student's enrollment, and then report the date of the first course enrollment at your institution.
- If you enter anything other than the "YYYY-MM-DD" format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.
- Follow the Tips below as closely as possible, as these data are critical in the way dates are calculated in the MI School Data reports.

Tips: Entry date does not change; entry date is the year, month and day of the first time the student enrolled in your institution. Entry date is not affected by a student enrolled in your institution as:

- an undergraduate who was then accepted as a graduate student,
- a non-degree seeking student who was later admitted as a degree-seeking student,
- a high school dual enrolled or guest student who was later admitted as a freshman or transfer,
- a student who enrolled, stopped taking classes and enrolled again.

CEPI will use the entry date to determine if the student enrolled at an IHE after graduating from high school, per ARRA reporting requirements.

Usage: MI School Data, Postsecondary Reports

Ethnicity Code

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------------|
| Yes | 1 | 1 | | | Select only one from the table below |

Definition: Indication that the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.

Specifications or Enumerations:

| Enumeration | Definition |
|-------------------------|--|
| Non-Hispanic/Non-Latino | The student does not trace his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race. |
| Hispanic/Latino | The student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race. |
| Unknown | The institution has not been notified by the student whether he or she traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race. |

Instructions:

- Indicate if the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.
- If you enter anything other than one of the three acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips:

- Race is not collected at the federal level for students indicated as Hispanic/Latino. Therefore, IPEDS reporting does not break Hispanic/Latino further out by race. The STARR data file does collect race on students indicated as Hispanic/Latino. However, to be consistent with IPEDS numbers, CEPI agreed to not report the race of the Hispanic/Latino students.

- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage: MI School Data, Student Pathways Data File and College Transfer report, College Enrollment by High School

First Name

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--|
| Yes | 1 | 1 | 1 | 50 | Names (letters, apostrophes, commas, hyphens, periods) |

Definition: A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Names (letters, apostrophes, commas, hyphens, periods)

Format Example: David

Instructions:

- Enter the full first name of the student.
- If you enter anything longer than the 50-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full first name is longer than 50 characters, enter the first 50 characters.
- You are required to report this data element.
- You may not report blanks.

Suggested Validation Check:

- The word "null" cannot be used.
- Numeric characters cannot be used.
- Check to see if the first name matches the last name.

Tips

If a student has only one name, contact CEPI customer support and indicate:

- 1) the student's name,
- 2) the student's date of birth,
- 3) the student's gender,

- 4) the student's nationality and
- 5) if the student came from a Michigan high school.

Contacting CEPI will enable these rare instances to be handled on a case-by-case basis. If the student came from a Michigan high school, CEPI will search within the MSDS to locate the student. Also, notifying CEPI of the student's nationality will serve as a means to monitor if a certain nationality tends to have this scenario.

Usage: MI School Data, Student Pathways Data File

Gender

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------------|
| Yes | 1 | 1 | | | Select only one from the table below |

Definition: The gender (sex) of the student.

Specifications or Enumerations:

| Enumeration | Definition |
|-------------|------------------------|
| M | The student is male. |
| F | The student is female. |

Instructions:

- Enter the gender (sex) of the student as it appears on enrollment documents.
- If you enter anything other than one of the two acceptable enumerations or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips: You must submit the enumeration exactly as it appears here.

Usage: MI School Data, Postsecondary Reports

High School Student

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------------|
| Yes | 1 | 1 | | | Select only one from the table below |

Definition: An indication of whether a high school student was taking postsecondary courses during the academic session.

Specifications or Enumerations:

| Enumeration | Definition |
|---------------------------|---|
| Dual Enrolled | High School students may participate in dual enrollment by attending at least one high school course at a public or approved non-public high school and simultaneously attending an eligible degree-granting postsecondary institution. A course is eligible if the same course content is not available at the high school or if a student is unable to take the high school course due to a scheduling conflict. Eligible courses must be transferrable for postsecondary credit. The K12 District must allow the student to dual enroll if they have a qualifying score on the ACT Plan, PSAT or Michigan Merit Exam. School districts are required to have an annual announcement regarding this option. This does not prohibit a high school from negotiating dual enrollment options for any student regardless of eligibility. Dual enrolled students should be reported as non degree-seeking in STARR. |
| Other High School Student | Any other high school student. These students should be reported as non degree-seeking in STARR. |
| Concurrent Enrollment | High school students taking college-level courses at the high school building during the school day. These courses are either taught by high school teachers meeting college qualifications for adjunct faculty, or by post-secondary faculty teaching in the high school classroom. Eligible courses must be transferrable for postsecondary credit. Most high schools may require the student to apply for, and test into, college level courses and/or complete specific prerequisites. Concurrently enrolled students should be reported as non degree-seeking in STARR. |

| Enumeration | Definition |
|-------------------------|---|
| Not High School Student | Not a high school student currently attending your Institution of Higher Education. |
| Early Middle College | High school students attending a five-year high school program designed to allow a pupil to earn a high school diploma and substantial college credit through an additional fifth year of study (Early Middle College). Eligible courses must be able to be counted toward completion of accreditations, certification, licensing and/or postsecondary degrees by the end of the student fifth high school year. Early Middle College students should be reported as degree-seeking in STARR. |

Instructions:

- Indicate the type of postsecondary enrollment option exercised by the high school student, or if the student enrolled outside of the postsecondary enrollment options.
- If you enter anything other than one of the four acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- If you have high school students who were in enrolled in your institution, you must identify the student’s postsecondary enrollment option exercised.

Citation: School Aid Act, MCL 388.1809 (5) and MCL 388.1845 (6)

Tips: You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter.

- This is the only data element where a space is included between the words.
- Report all high school students who are enrolled in eligible college courses earning some type of postsecondary credit.
- High school students reported as “Early Middle College” are seeking a degree or certificate. Therefore, ‘Yes’ should be reported for the Degree or Certificate Seeking Student characteristic and the values reported for “Student Level Code” should equal “1,” “2” or “3.”
- High school students reported as “Dual Enrolled,” “Other High School Student” or “Concurrent Enrollment” should have “No” reported for the Degree or Certificate Seeking Student characteristic and the values reported for Student Level Code should equal “20” (Nondegree Undergraduate).

Usage: MI School Data, Postsecondary Reports and portions of the Section 209 and 245 Budget Transparency Reporting

Last Name

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--|
| Yes | 1 | 1 | 1 | 50 | Names (letters, apostrophes, commas, hyphens, periods) |

Definition: A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Names (letters, apostrophes, commas, hyphens, periods)

Format Example: Spencer

Instructions:

- Enter the full last name of the student.
- If you enter anything longer than the 50-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full last name is longer than 50 characters, enter the first 50 characters.
- You are required to report this data element.
- You may not report blanks.

Suggested Validation Check:

- The word "null" cannot be used.
- Numeric characters cannot be used.
- Check to see if the first name matches the last name.

Tips: If a student has only one name, contact CEPI customer support and indicate:

- 1) the student's name,
- 2) the student's date of birth,
- 3) the student's gender,

- 4) the student's nationality and
- 5) if the student came from a Michigan high school.

Contacting CEPI will enable these rare instances to be handled on a case-by-case basis. If the student came from a Michigan high school, CEPI will search within the MSDS to locate the student. Also, notifying CEPI of the student's nationality will serve as a means to monitor if a certain nationality tends to have this scenario.

Usage: MI School Data, Student Pathways Data File

Local Student Id

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Yes | 1 | 1 | 1 | 20 | Free Form Text |

Definition: The school-assigned student ID number.

Specifications or Enumerations: Free Form Text

Format Example: 8035356

Instructions:

- Enter the student identification number assigned by your institution.
- This can be numeric, alpha-numeric or non-numeric (e.g., 805356, A271402, @1294967, AHY23G).
- This identification number is usually different from the state-assigned student UIC.
- If you enter anything longer than the 20-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the student ID is longer than 20 characters, enter the first 20 characters.
- You are required to report this data element.
- You may not report blanks.

Usage: MI School Data, Student Pathways Data File

Middle Name

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--|
| Optional | 0 | 1 | 1 | 50 | Names (letters, apostrophes, commas, hyphens, periods) |

Definition: A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Names (letters, apostrophes, commas, hyphens, periods)

Format Example: Arthur

Instructions:

- Enter the middle name of the student.
- If you do not have a middle name on record, provide the middle initial.
- If you enter anything longer than the 50-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the middle name is longer than 50 characters, enter the first 50 characters.
- You are not required to report this data element, as many students do not have middle names. If you know the student's middle name or middle initial, it is recommended that you include this data element to complete the student's academic record.

Suggested Validation Check:

- The word "null" cannot be used.
- Numeric characters cannot be used.

Usage: MI School Data, Student Pathways Data File

Military Status

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Optional | 0 | 1 | | | Select only one from the table |

Definition: Indicate the student’s military status at the time of admission.

Specifications or Enumerations:

| Enumeration | Title | Definition |
|-------------|---|--|
| 1 | Veteran | A person who served in the active military, naval, or air service, and was discharged or released therefrom under conditions other than dishonorable. |
| 2 | Active Member of the Military | A person engaged in full-time duty in the active military service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty. |
| 3 | Member of the National Guard or Military Reserves | An active member of the national guard or military reserves. |
| 4 | Spouse or Dependent of a Veteran | A spouse or dependent of a veteran as defined above. |
| 5 | Spouse or Dependent of an Active Member of the Military | A spouse or dependent of an active member of the military as defined above. |
| 6 | Spouse or Dependent of a Member of the | A spouse or dependent of a member of the national guard (or military reserve) as defined above. |

| Enumeration | Title | Definition |
|-------------|-------------------------------------|------------|
| | National Guard or Military Reserves | |

Instructions:

- Enter the student's military status at the time of admission during the collection window.
- If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Tips:

- The data is supposed to be as of the point of admissions. If the student was enrolled or earned a degree in the STARR collection reporting period then you are to report the student's entire academic record not just what is new for this year.
- Report this data as close to the first admission term possible.
- Report the unverified data at the time of collection, not after financial aid approval.

Citation: School Aid Act, MCL 388.1829 (1) (a) and MCL 388.1875 (1) (d)

Multiple Birth Order

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Optional | 0 | 1 | 1 | 1 | Whole Number Integer (0-9) |

Definition: Indicate that the student is part of a multiple birth where siblings share all unique identifying characteristics. MultipleBirthOrder is not intended to identify every case of twins, triplets, etc., in the state. It is only intended to provide some distinguishing data element for cases where twins (triplets, etc.) of the same gender have the same or a similar first name. Each student from such a multiple birth is to have a unique number.

Specifications or Enumerations: Whole Number Integer (0-9)

Instructions:

- Enter the whole number, zero through nine (0-9) that represents the student's birth order status. NOTE: To accommodate some local student information systems, "0" is accepted for students who are not part of a multiple birth.
- If you enter anything other than a whole number between zero and nine (0-9) in this characteristic, the system will generate a file-level error and reject the file upon upload.

Usage: MI School Data, Student Pathways Data File

Postsecondary Enrollment Type

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------------|
| Yes | 1 | 1 | | | Select only one from the table below |

Definition: An indicator of the enrollment type of a student at the beginning of the respective academic session at the same level (e.g., undergraduate, graduate).

Specifications or Enumerations:

| Enumeration | Definition |
|------------------|---|
| FirstTime | A student attending for the first time at institution, non-transfer in. |
| Continuing | A student who attended the reporting institution without a period of a stop-out as defined by your institution. The student would not have previously attended a different institute of higher learning. |
| Re-admit | A student who attended the reporting institution and stopped-out for a period of time before Re-Admitting to the same reporting institution. |
| TransferIn | A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit. The first session the student attends the institution where they transferred to should report a Postsecondary Enrollment type as "Transfer In". |
| TransferWorkOnly | A receiving college accepting transfer credit to apply toward the student record when the student was not enrolled at that institution. Although your institution is not required to submit historical data for a student who transferred in from a different institution, if it is easier for you to upload a student's entire academic history, please report the past sessions and corresponding courses being transferred for credit from a previous institution as "Transfer Work Only". |

| Enumeration | Definition |
|-------------|------------|
| | |

Instructions:

- Enter the student's current PostsecondaryEnrollmentType for each academic session reported during the collection window, as in accordance to your institution's policy.
- If you enter anything other than one of the five acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips:

- IHEs are only required to submit data from their own institution, but if you wish to report historical data for a student who transferred in from a different institution you may report those sessions as "Transfer Work Only".
- If your institution chooses to report transferred sessions as "Transfer Work Only", all other data elements that are required at the session level and course level must also be reported. Therefore, before you choose to report "Transfer Work Only", it is important to make sure you have all the information needed (e.g., session start/end dates).
- Courses corresponding to sessions reported as "Transfer Work Only" should be reported as "Transfer No Grade".
- The [College Transfer report](#) on MI School Data considers students submitted as TransferIn as a transfer. A student should only be reported "TransferIn" for one session.
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words. Except for the Re-admit enumeration.
- If the student was previously an undergraduate, and is now a graduate student at the same institution, the first session of enrollment at the graduate level is considered FirstTime.
- If the student enters your institution to begin a graduate program, but had previously earned a degree at another institution, the first session of enrollment at your institution should be FirstTime.
- If the student IS a high school student dual enrolled at your institution, the first session of enrollment is considered FirstTime. Every session after that is considered Continuing until high school graduation.

- If the student WAS a high school student dual enrolled at your institution, the first session of enrollment AFTER high school graduation is considered FirstTime. Every session after that is considered Continuing.
- "Guest" is the type of student; it is not the student's enrollment type.

Usage: MI School Data, College Transfer and Student Pathways Data File

Previous Last Name

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--|
| Optional | 0 | No Limit | 1 | 50 | Names (letters, apostrophes, commas, hyphens, periods) |

Definition: A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Names (letters, apostrophes, commas, hyphens, periods)

Format Example: Berger

Instructions:

- Enter the student's full previous last name if he/she enrolled in your institution with a different last name.
- If you enter anything longer than the 50-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full previous last name is longer than 50 characters, enter the first 50 characters.
- You are not required to report this data element, as many students do not have previous last names. If you know the student's previous last name, it is recommended that you include this data element to complete the student's academic record and to aid in connecting the educational records longitudinally.

Suggested Validation Check:

- The word "null" cannot be used.
- Numeric characters cannot be used.
- The previous last name cannot match the last name.

Tips:

- An example of this is a maiden name.

- A student can have more than one last name. Please follow the instructions above when adding additional last names.

Usage: MI School Data, Student Pathways Data File

Primary Academic Level

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------------|
| Optional | 0 | 1 | | | Select only one from the table below |

Definition: An indicator of which AcademicSession is primary when a college chooses to submit the same AcademicSession multiple times for the same student. This may occur when, for example, the student is:

- Enrolled as both an undergraduate and graduate student or;
- Taking courses at the undergraduate level and graduate level or;
- Degree-seeking and non-degree seeking.

Specifications or Enumerations:

| Enumeration | Definition |
|-------------|--|
| Yes | Indicator of the Primary Enrollment Type |
| No | Indicator that this is not the Primary Enrollment Type |

Instructions:

- Indicate if the student's PrimaryAcademicLevel within the Academic Session is primary.
- If you enter anything other than one of the acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element. However, in the event an individual student is being reported for a given Academic Session multiple times, you should identify the student's PrimaryAcademicLevel within the Academic Session.

Tips:

- If one of the enrollments is degree-seeking and one is non-degree seeking, then degree-seeking takes precedence.
- If both enrollments are degree-seeking, then the lower level enrollment takes precedence.
- If both enrollments are non-degree seeking, then the lower level enrollment takes precedence.

Usage: Enrollment metrics for Postsecondary reports on MI School Data.

Program CIP Code

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|------------------------|---------------------|---------------------|----------------|----------------|---|
| Conditionally Required | 0 | 1 | 5 | 7 | 2 digits, a decimal point, then 2 or 4 digits |

Definition: The code indicating a discipline or field of study assigned by the Classification of Instructional Programs (CIP) by the US Department of Education's NCES.

Specifications or Enumerations: 2 digits, a decimal point, then 2 or 4 digits

Format Example: 03.0101

Instructions:

- Enter the CIP code for the program the student is working toward using the 2010 IPEDS version with the decimal point.
- If you enter anything shorter than the five-character minimum or longer than the seven-character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student has any StudentLevelCode other than "Nondegree Undergraduate, Nondegree Graduate, Community College Seeking Transfer To 4 Year Only or Professional or Technical Credential" or when submitting the AcademicProgramName and AcademicProgramType characteristics within the Academic Program Component.

Tips:

- The 2010 CIP Codes can be found on the [NCES web page](#).
- Report CIP codes for all majors and minors the student is working toward.
- A student may have more than one major or minor. Please follow the instructions above when adding additional CIP codes.
- If a student has not yet signed/declared a major, but are degree-seeking, institutions generally report the student's program as General Studies (CIP 24.0102) or Liberal Arts and Sciences/Liberal Studies (CIP 24.0101).

Usage: MI School Data, Student Pathways Data File

Race Code

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------------|
| Yes | 1 | 1 | | | Select only one from the table below |

Definition: The category used to describe racial groups to which the student belongs or identifies with.

Specifications or Enumerations:

| Enumeration | Definition |
|---|--|
| American Indian or Alaska Native | A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment |
| Asian | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam |
| Black or African American | A person having origins in any of the black racial groups of Africa |
| Native Hawaiian or Another Pacific Islander | A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands |
| White/Caucasian | A person having origins in any of the original peoples of Europe, the Middle East or North Africa |
| Two or more races | A person having two or more origins in any of the acceptable race enumerations |
| Unknown | The institution has not been notified by the student of the student's race origin(s) |

Instructions:

- Enter the race of the student.
- If you enter anything other than one of the seven acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips: You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and include spaces between the words.

Usage: MI School Data, College Undergraduate, College Transfer and Student Pathways Data File

Residency Status Code

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------------|
| Yes | 1 | 1 | | | Select only one from the table below |

Definition: A person's residency status for tuition purposes.

Specifications or Enumerations:

| Enumeration | Definition | Acceptable Reporting Institution |
|---------------|---|---|
| InDistrict | The student qualifies for InDistrict tuition and fees | Community Colleges, 2-Year Independent Colleges |
| InState | The student qualifies for InState tuition and fees | Universities, Independent Colleges |
| OutOfState | The student qualifies for OutOfState tuition and fees | Community Colleges, Universities and Independent Colleges |
| NotReported | It is unknown where the student permanently resides relative to where the college/university is located | Community Colleges, Universities and Independent Colleges |
| International | The student qualifies for International tuition and fees | Community Colleges, Universities and Independent Colleges |
| OutOfDistrict | The student qualifies for OutOfDistrict tuition and fees | Community Colleges, 2-Year Independent Colleges |

Instructions:

- This data element is an indicator of a person's residency status for tuition purposes.
- This characteristic should be updated in each STARR collection if the residency changes.
- If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips: You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage: MI School Data, Student Pathways Data File

Session End Date

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Required | 1 | 1 | | | YYYY-MM-DD |

Definition: The year, month and day on which a session ends.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2010-12-13

Instructions:

- Enter the year, month and day on which a session ends.
- If you report anything other than the "YYYY-MM-DD" format specified above, the system will generate a file-level error and will reject the file upon upload
- You are required to report this data element when submitting a file.

Usage: MI School Data

Session Name

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------------|
| Yes | 1 | 1 | | | Select only one from the table below |

Definition: The academic term for which the data are being reported.

Specifications or Enumerations:

| Enumeration | Definition |
|-------------|------------|
| Fall | |
| Winter | |
| Spring | |
| Summer | |
| Other | |

Instructions:

- Enter the term for which the particular data are being reported.
- If you enter anything other than one of the five acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.
- Because summer session dates differ among IHEs, it is difficult to report sessions with overlapping start/end dates as either Early Summer or Late Summer; Therefore, Early Summer and Later Summer sessions were removed and replaced with Summer. IHEs should report all Summer courses as "Summer".

Tips:

- Guidelines for assigning session names are provided below, but the institution should assign session names in accordance to your institutions policy.

- "Fall" term generally begins in late August and ends in December.
- "Winter" term generally begins in January and ends in early May.
- "Spring" term generally begins in January and ends in early May.
- "Summer" term generally includes student enrollment dates that may occur as early as the beginning of May or as late as mid-August.
- "Other" is used for those terms that do not fall into one of the seasonal terms.

Usage: MI School Data, Postsecondary Reports

Session Start Date

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Yes | 1 | 1 | | | YYYY-MM-DD |

Definition: The year, and month and day identifying the start of the academic session based on your institutions policy.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2009-08-23

Instructions:

- You are required to report this data element.
- You may not report blanks.
- Enter the year, and month and day when the session started for the data being reported.
- If you enter anything other than the "YYYY-MM-DD" format, the system will generate a file-level error and will reject the file upon upload.
- Do not report courses enrolled for future terms. For example, if a student enrolled for a course to take place in the summer of a school year that has not begun, do not report this course yet as the course falls outside of the upload definition. These courses and grades will be reported in the next STARR collection.

Usage: MI School Data, Postsecondary Reports

Session Type

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|------------------------------------|
| Yes | 1 | 1 | | | Select only one from a table below |

Definition: The type of academic session for which the data are being reported.

Specifications or Enumerations Most Commonly Reported:

| | |
|---------------|---|
| FullYear | The prescribed length of instruction upon which credit is awarded based on the total number of days in a school year |
| Semester | Usually about 15 to 17 weeks in length; there are usually two semesters per academic year and perhaps other shorter sessions |
| Quarter | Usually about 10 to 14 weeks in length; normally there are four quarter sessions and perhaps other shorter sessions in an academic year |
| Quinmester | Usually about 8 to 10 weeks in length; normally there are five quinmester sessions per academic year |
| MiniTerm | A session whose length is less than the regular session; usually but not always contained wholly within the regular session (can also be known as the January "minimester") |
| SummerSession | A session or combination of sessions conducted after the last regular session of the school year and prior to the first regular session of the next school year |

Specifications or Enumerations NOT Typically Reported

| Enumeration | Definition |
|------------------|---|
| Intersession | For year-round schools, the days of optional attendance (equivalent to a summer session) for a student enrolled in a school offering a year-round program which provides three time blocks of 60 days of instruction followed by 15 of intersession |
| Trimester | Usually about 13 to 15 weeks in length; normally there are three trimesters and perhaps other shorter sessions in an academic year |
| LongSession | Longer than a semester or quarter or trimester, but shorter than a full year |
| FallSession | A session only available in the fall, which begins between late August and November 1. |
| FourOneFourPlan | A school year consisting of a four-month semester of academic work, followed by a month of special activity, followed by another four-month semester of academic work |
| Continuous | A calendar system classification that is used by IHEs that allow students to enroll/start classes at any time during the year. For example, a cosmetology or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date. |
| DiffersByProgram | A calendar system classification that is used by IHEs that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program. For example, an IHE might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October. |
| Other | A session or calendar system classification other than what is described in the acceptable enumerations |
| TwelveMonth | |

Instructions:

- Enter the type of academic session for which the particular data are being reported.
- The institution is to report students in the categories in which your institution currently uses.
- If you enter anything other than one of the 15 acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips

- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage: MI School Data, Student Pathways Data File

State Province Code

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|------------------------|---------------------|---------------------|----------------|----------------|--|
| Conditionally Required | 0 | 1 | 2 | 2 | Select only one code from the PESC Guide in Appendix A |

Definition: The state or province abbreviation of the student's legal home permanent state.

Specifications or Enumerations: Select only one code from the PESC Guide in Appendix A

Format Example: MI

Instructions:

- Enter the two-digit alpha state or province abbreviation of the student's permanent residence.
- This is a two-digit alpha code.
- This data element reflects the current state or province in which the student resides, not necessarily what the state/province was at the time of admission. This characteristic should be updated each STARR Collection if the student's state/province of residence changes.
- If you enter anything longer than the two-character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student permanently resides in the United States or Canada.

Tips:

- This data element is intended to align with the NCES CEDS definition of United States Citizenship Status.
- For entering freshman, permanent state (state of residence) may be the legal permanent state (state of residence) of a parent or guardian
- State province codes can be accessed in Appendix A (page 62) of the [PESC guide](#).

Student Level Code

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|------------------------------------|
| Yes | 1 | 1 | | | Select only one from a table below |

Definition: The level of education the student is associated with for the respective academic session.

Specifications or Enumerations Most Commonly Reported

| Enumeration | Definition | Undergraduate/Graduate | Degree Seeking/Non-Degree Seeking |
|-------------|---|------------------------|-----------------------------------|
| 1 | Postsecondary award, certificate, or diploma of less than 1 academic year | Undergraduate | Degree Seeking |
| 2 | Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years | Undergraduate | Degree Seeking |
| 3 | Associate Degree | Undergraduate | Degree Seeking |
| 4 | Postsecondary award, certificate, or diploma of at least 2 but less than 4 academic years | Undergraduate | Degree Seeking |
| 5 | Bachelor's Degree | Undergraduate | Degree Seeking |
| 6 | Post baccalaureate Certificate | Graduate | Degree Seeking |
| 7 | Master's Degree | Graduate | Degree Seeking |

| Enumeration | Definition | Undergraduate/ Graduate | Degree Seeking/Non- Degree Seeking |
|-------------|--|----------------------------|---|
| 8 | Post-Master's Certificate | Graduate | Degree Seeking |
| 17 | Doctor's Degree- Research/Scholarship | Graduate | Degree Seeking |
| 18 | Doctor's Degree- Professional Practice | Graduate | Degree Seeking |
| 19 | Doctor's Degree-Other | Graduate | Degree Seeking |
| 20 | Nondegree Undergraduate | Undergraduate | Non-Degree Seeking |
| 21 | Nondegree Graduate | Graduate | Non-Degree Seeking |
| 22 | Community College Seeking Transfer to 4 Year Only | Undergraduate | Non-Degree Seeking |
| 23 | Professional or Technical Credential | Undergraduate | Non-Degree Seeking |

Instructions

- Enter the student's level of education for each academic session reported during the collection window.
- This characteristic is intended to align with the NCES CEDS enumerations. The institution is to report students in the categories which your institution currently uses.
- If you enter anything other than one of the 15 acceptable enumerations or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.
- Please report workforce professionals taking a course to expand knowledge or acquire a new work skill as value "23" (Professional or Technical Credential) for Student Level Code.
- High school students reported as "Early Middle College" should be reported as either value "1," "2" or "3" for Student Level Code.
- High school student reported as "Dual Enrolled," "Concurrent Enrollment" or "Other High School Student" do not expect to earn a degree until after high

school. Therefore, these students should be reported as value "20" for Student Level Code.

Tips

- The StudentLevelCode should be an indicator of the award level in which the person is currently enrolled. The AcademicAwardLevel will ultimately represent the level of achievement the student has received.

Usage: MI School Data, Postsecondary Success Rates

Student Suffix

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------------|
| Optional | 0 | 1 | 1 | 10 | Select only one from the table below |

Definition

The expression of a student's generation within a family.

Specifications or Enumerations

| Enumeration | Definition |
|-------------|------------|
| JR | Junior |
| SR | Senior |
| I | The 1st |
| II | The 2nd |
| III | The 3rd |
| IV | The 4th |
| V | The 5th |
| VI | The 6th |
| VII | The 7th |
| VIII | The 8th |
| IX | The 9th |
| X | The 10th |

Instructions

- Enter the student's generation within a family.
- The suffix is not to be attached to the last name in the LastName data element.
- If you enter anything other than one of the 12 acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data, as many students do not have suffixes.

Suggested Validation Check

- The word "null" cannot be used.
- The suffix cannot be included in the LastName characteristic.

Tips

- If your student information system includes the suffix in the last name characteristic, the two characteristics will need to be split apart and reported in separate fields.

Usage: MI School Data, Student Pathways Data File

Submitting Entity

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Yes | 1 | 1 | 5 | 5 | Numeric |

Definition: The five-digit state-assigned code for the postsecondary institution.

Specifications or Enumerations: Numeric

Format Example: 09876

Instructions:

- Enter the five-digit state-assigned code as it appears in the EEM.
- If you enter anything other than a five-digit code, the system will generate a file-level error and will reject the file upon upload.
- The code is five-digits. Do not cut off the leading zero.
- You are required to report this data element.
- You may not report blanks.

Usage: MI School Data, Postsecondary Reports

UIC

| Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length | Specifications or Enumerations |
|----------|---------------------|---------------------|----------------|----------------|--------------------------------|
| Yes | 1 | 1 | 10 | 10 | Numeric |

Definition: The 10-digit UIC produced by CEPI and assigned to each student.

Specifications or Enumerations: Numeric

Format Example: 1234567890

Instructions:

- Enter the 10-digit UIC for the student as assigned by CEPI.
- This is a 10-digit number. If present, do not cut off the leading zero.
- Do not submit a student record that you do not have a UIC for; CEPI cannot use these records.
- You can acquire a student's UIC from the student's Parchment electronic transcript or through the IHE Request for UIC Collection in the MSDS. For more information, view the [IHE Request for UIC Collection User Guide](#) on the CEPI [IHE web page](#).
- If you enter anything shorter than the 10-character minimum or longer than the 10-character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Suggested Validation Check:

- The UIC must correspond to that particular student record.
- Compare your UIC to that on the student's electronic transcript.
- "0000000000" cannot be used.

Tips:

- If a student has more than one UIC, these need to be linked. For instructions on how to link UICs, view the [IHE Request for UIC Collection User Guide](#) on the CEPI [IHE web page](#).

Usage: MI School Data, Postsecondary Reports

Appendix A: STARR Component and Characteristics in Schema Order

| Component Name | Characteristic Name | Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length |
|----------------------|-----------------------|----------|---------------------|---------------------|----------------|----------------|
| Submitting Entity | | Yes | 1 | 1 | | |
| | SubmittingEntity Code | Yes | 1 | 1 | 5 | 5 |
| Student | | Yes | 1 | ∞ | | |
| Personal Core | | Yes | 1 | 1 | | |
| | UIC | Yes | 1 | 1 | 10 | 10 |
| | LastName | Yes | 1 | 1 | 1 | 50 |
| | FirstName | Yes | 1 | 1 | 1 | 50 |
| | MiddleName | Optional | 0 | 1 | 1 | 50 |
| | StudentSuffix | Optional | 0 | 1 | 1 | 10 |
| | DateOfBirth | Yes | 1 | 1 | | |
| | MultipleBirthOrder | Optional | 0 | 1 | 1 | 1 |
| | Gender | Yes | 1 | 1 | | |
| | PreviousLastName | Optional | 0 | 1 | 1 | 50 |
| Student Demographics | | Yes | 1 | 1 | | |
| | EntryDate | Yes | 1 | 1 | | |
| | LocalStudentID | Yes | 1 | 1 | 1 | 20 |
| | EthnicityCode | Yes | 1 | 1 | | |

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| Component Name | Characteristic Name | Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length |
|------------------|----------------------------|------------------------|---------------------|---------------------|----------------|----------------|
| | RaceCode | Yes | 1 | 1 | | |
| | Economically Disadvantaged | Optional | 0 | 1 | | |
| | StateProvinceCode | Conditionally Required | 0 | 1 | 2 | 2 |
| | CTEConcentrator | Optional | 0 | 1 | | |
| | MilitaryStatus | Optional | 0 | 1 | | |
| Academic Record | | Yes | 1 | 1 | | |
| | | | | | | |
| Academic Award | | No | 0 | ∞ | | |
| | AcademicAward Level | Conditionally Required | 1* | 1 | | |
| | AcademicAward Date | Conditionally Required | 1* | 1 | | |
| | AcademicAward Title | Conditionally Required | 1* | 1 | 1 | 80 |
| | DegreeCIPCode | Conditionally Required | 1* | 1 | 5 | 7 |
| Academic Session | | Yes | 1 | ∞ | | |
| | ResidencyStatus Code | Yes | 1 | 1 | | |
| | SessionStartDate | Yes | 1 | 1 | | |

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| Component Name | Characteristic Name | Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length |
|------------------|------------------------------------|------------------------|---------------------|---------------------|----------------|----------------|
| | SessionEndDate | Yes | 1 | 1 | | |
| | SessionName | Yes | 1 | 1 | | |
| | SessionType | Yes | 1 | 1 | | |
| | PrimaryAcademic Level | Optional | 1 | 1 | | |
| | DegreeOr CertificateSeekingStudent | Yes | 1 | 1 | | |
| | StudentLevelCode | Yes | 1 | 1 | | |
| | Postsecondary EnrollmentType | Yes | 1 | 1 | | |
| | HighSchoolStudent | Yes | 1 | 1 | | |
| | AcademicSession GradePointAverage | Yes | 1 | 1 | | |
| | CumulativeGrade PointAverage | Yes | 1 | 1 | | |
| Academic Program | | No | 0 | ∞ | | |
| | ProgramCIPCode | Conditionally Required | 0 | 1 | 5 | 7 |
| | AcademicProgram Type | Conditionally Required | 1* | 1 | | |

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| Component Name | Characteristic Name | Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length |
|----------------|--------------------------------|------------------------|---------------------|---------------------|----------------|----------------|
| | AcademicProgramName | Conditionally Required | 1* | 1 | 1 | 60 |
| Course | | Yes | 1 | ∞ | | |
| | CourseStartDate | Yes | 1 | 1 | | |
| | CourseEndDate | Yes | 1 | 1 | | |
| | CourseSubjectAbbreviation | Yes | 1 | 1 | 1 | 10 |
| | CourseNumber | Yes | 1 | 1 | 1 | 15 |
| | CourseCIPCode | Optional | 0 | 1 | 5 | 7 |
| | CourseTitle | Yes | 1 | 1 | 1 | 60 |
| | CourseCreditBasis | Yes | 1 | 2 | | |
| | CourseCredit Attempted | Yes | 1 | 1 | | |
| | CourseCredit Earned | Yes | 1 | 1 | | |
| | CourseAcademic GradeStatusCode | Yes | 1 | 1 | | |
| | CourseAcademic Grade | Conditionally Required | 0 | 1 | | |
| | CourseAcademic GradeScaleCode | Yes | 1 | 1 | | |
| | AcademicLetter Grade | Conditionally Required | 0 | 1 | 1 | 10 |

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| Component Name | Characteristic Name | Required | Minimum Occurrences | Maximum Occurrences | Minimum Length | Maximum Length |
|----------------|---------------------|----------|---------------------|---------------------|----------------|----------------|
| | ContactHours | Optional | 0 | 1 | | |

*If the component this characteristic falls within is submitted in the STARR file, then you must also submit this characteristic. To see which components are part of a higher-level component (for example, Personal Core is within the Student component) please reference the 2017 STARR Data Field Layout table on the [IHE web page](#).