



# Pennsylvania Information Management System

## 2015-2016 POSTSECONDARY USER MANUAL for Community Colleges

### Volume 1

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*Version 8.3*

*Pedro A. Rivera, Secretary of Education*



# pennsylvania

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**Commonwealth of Pennsylvania**

Tom Wolf, Governor

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## Introduction

### Purpose

The Pennsylvania Information Management System (PIMS) is a statewide longitudinal data system for the collection and reporting of unit-level educational data.

PIMS was developed with the purpose of:

- Allowing the Pennsylvania Department of Education (PDE) to meet federal and state reporting requirements;
- Streamlining the reporting processes from educational institutions to PDE and the U.S. Department of Education (USDOE);
- Reporting timely and accurate education data through standardized and ad hoc reporting capabilities;
- Improving educational decision-making through the use of high quality data and decision support tools; and,
- Providing longitudinal data on educational progress over time.

The *PIMS Postsecondary User Manual* describes the data elements and templates postsecondary administrators submit to the system, as well as the collection timelines.

### Family Educational Rights and Privacy Act

Student education records are official, confidential documents protected by the Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g). FERPA defines education records as all records – both paper and computerized – that schools or education agencies maintain about students, and protects both paper and computerized records. FERPA and other privacy laws (such as Title I and Special Education) ensure that information about citizens collected by schools and government agencies is released only for specific and legally defined purposes.

Under FERPA Sec. 99.31 and 99.35, education agencies may release personally identifiable information to the PDE for the purposes of auditing and evaluating education programs and complying with federal and state regulations.

## PIMS Manual Change Summary

- Manual was reformatted to make it more accessible to users with disabilities and comply with the Americans with Disabilities Act of 2008.
- Dates were updated to reflect the new once-per-year collection schedule for the current academic year. Institutions must submit data templates for each term before entering subsequent semester data.
- Initial Correction windows were replaced with one Annual Correction Window that will occur in March; institutions will use the Annual Correction Window to change prior academic year data.
- The link to the Postsecondary Data Collection Opt Out Form was updated. Under the new annual collection schedule, the new opt-out deadline for students is June 30.

## Data Collections

The table below presents the planned data collection windows for Academic Year (AY) 2015-16 and AY 2016-17.

Academic Year	Data Collection Type	Data Collection Period
2015-16	Summer 2 End of Term	10/6/2015 – 11/14/2015
	Fall End of Term	9/1/2016 – 11/1/2016
	Intersession	9/1/2016 – 11/1/2016
	Spring End of Term	9/1/2016 – 11/1/2016
	Summer 1 End of Term	9/1/2016 – 11/1/2016
2016-17	Summer 2 End of Term	9/1/2017 – 11/1/2017
	Fall End of Term	9/1/2017 – 11/1/2017
	Intersession	9/1/2017 – 11/1/2017
	Spring End of Term*	9/1/2017 – 11/1/2017
	Summer 1 End of Term	9/1/2017 – 11/1/2017

The table below details the templates to be submitted for each data collection.

Data Collection	Templates Included
Summer 2 EOT	<ul style="list-style-type: none"> <li>• PS Student Institution</li> <li>• PS Student Enrollment</li> <li>• PS Course</li> <li>• PS Course Campus</li> <li>• PS Class</li> <li>• PS Student Class Detail</li> </ul>
Fall EOT	<ul style="list-style-type: none"> <li>• Campus Fact</li> <li>• PS Student Institution</li> <li>• PS Student Enrollment</li> <li>• PS Student Transfer Fact</li> <li>• PS Course</li> <li>• PS Course Campus</li> <li>• PS Class</li> <li>• PS Student Class Detail</li> </ul>
Intersession EOT	<ul style="list-style-type: none"> <li>• PS Student Institution</li> <li>• PS Student Enrollment</li> <li>• PS Course</li> <li>• PS Course Campus</li> <li>• PS Class</li> <li>• PS Student Class Detail</li> </ul>

Data Collection	Templates Included
Spring EOT	<ul style="list-style-type: none"> <li>• Campus Fact</li> <li>• PS Student Institution</li> <li>• PS Student Enrollment</li> <li>• PS Student Transfer Fact</li> <li>• PS Course</li> <li>• PS Course Campus</li> <li>• PS Class</li> <li>• PS Student Class Detail</li> </ul>
Summer 1 EOT	<ul style="list-style-type: none"> <li>• Campus Fact</li> <li>• PS Student Institution</li> <li>• PS Student Enrollment</li> <li>• Student Award (data to be submitted for the entire academic year)</li> <li>• PS Course</li> <li>• PS Course Campus</li> <li>• PS Class</li> <li>• PS Student Class Detail</li> </ul>

## Data Correction Window

PDE understands that data can change after it is submitted to PIMS. This occurs most frequently with course completions and grades. For instance, at some institutions students have up to a year after the term ends to complete a course and have an “Incomplete” changed to an actual grade. Or a student may appeal a course grade and have it changed up to a year after the end of the term.

PDE uses a data correction window to capture these changes. When a correction window is open, institutions may update or correct data previously submitted in PIMS. The following templates are included in these correction windows:

- PS Student Enrollment (to update credit fields if necessary)
- PS Course
- PS Course Campus
- PS Class
- PS Student Class Detail

An annual correction window is available each March for the previous academic year. For example, the annual data correction window for AY 2015-16 will be in March 2017. At that time institutions will be able to submit corrections for AY 2015-16 Summer 2 EOT, Fall EOT, Intersession, Spring EOT, and Summer 1 EOT.

Institutions should contact PDE if they need to correct data in other collections/templates and/or at different times.

## Students to Be Reported in PIMS

Act 24 of 2011 authorizes PDE to collect unit level data that are mandated by federal statute or regulation or as required by the Pennsylvania Public School Code of 1949 as amended. PDE is collecting data elements necessary to meet the following reporting requirements:

- Community College Annual Report (CCAR),
- Pennsylvania Transfer and Articulation System, and
- EDFacts reporting, as required by the U.S. Department of Education.

In order to meet these reporting requirements, community colleges should submit data for all students enrolled in courses for credit.

PDE collects data annually from postsecondary institutions to meet these requirements. Students may opt out of a commonwealth data collection by submitting the electronic [Postsecondary Data Collection Opt-Out Form](#)<sup>1</sup> to PDE by June 30 of the academic year being reported. Students are not permitted to opt out of federally-mandated collections.

PDE collects data from postsecondary institutions in September and October of each year. The collection covers all semesters during the previous academic year (Fall, Intercession, Spring and Summer).

In accordance with Act 24, PDE will notify postsecondary institutions in writing of the unit-level data elements being collected. Upon receiving the notice, the postsecondary institution will provide students who are subject to the data request with electronic notice of the Department's request and of the student's ability to opt out of the collection by June 30. The electronic notice shall direct students to a PDE webpage containing a description of the information being collected, the process and timeline for opting out of the collection and the [Postsecondary Data Collection Opt-Out Form](#).

Students are responsible for opting out the data collection annually by the posted deadline and for identifying the postsecondary institution(s) PDE should notify on their behalf. Students must submit a separate opt-out form for each postsecondary institution attended during the collection year.

Approximately one month prior to the collection date, PDE will provide postsecondary institutions with the Names (first and last) and Student Identification Numbers of students from their institutions that have elected not to participate. The postsecondary institution is responsible for excluding those students' information from its data submission. PDE and the postsecondary institutions are not responsible for the sharing of data that may result from a student providing inaccurate information.

## Campus Reporting in PIMS

Many institutions have multiple physical campuses. To collect unit-level data at various campus locations, the Student Enrollment template contains a Campus ID field. In addition, the Campus Fact template contains a Campus ID field to allow characteristics to be submitted for multiple campuses.

With respect to campus reporting in PIMS, institutions should be consistent with **Integrated Postsecondary Education Data System** (IPEDS) reporting. For example, if an institution has multiple campuses, but submits data into IPEDS as a single location, the institution should do the same for PIMS. Likewise, if the institution submits data by individual campus locations in IPEDS, the institution should follow this construct for PIMS.

**Important note for institutions with Perkins programs:** There is an exception to this rule. If an institution has Perkins programs at a PDE-approved branch campus, that institution must submit its

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<sup>1</sup> <http://www.education.pa.gov/Postsecondary-Adult/PIMSPostsecondary/Pages/Postsecondary-Data-Collection-Opt-Out.aspx#tab-1>

students in the Student Enrollment template with the Campus ID of the branch campus. Reporting for these programs requires PDE to collect the branch campus where the student is attending and receiving services. In this case the institution should submit all students, not just Perkins students, in the Student Enrollment template with the actual Campus ID of the campus they are attending. NOTE: An institution does not need to submit records for multiple campuses within the Campus Fact template. If an institution reports to IPEDS using just the main campus, that institution can submit all of the Campus Fact details under the main campus.

## Reporting Summer Term Data in PIMS

Institutions often offer multiple sessions during the summer term. PIMS operates on a July 1 – June 30 academic year. Summer terms should be reported to PIMS with the academic year that the freeze date falls within.

Data for sessions with a freeze date prior to June 30 have a Collection Term of “SUMMER1”. Data for sessions with a freeze date on or after July 1 have a Collection Term of “SUMMER2.” Terms are numbered according to the calendar year rather than the academic year.

During the Summer EOT collection institutions should submit only one set of templates per academic year. An institution offering one or multiple summer sessions that only fall within one academic year will submit one set of templates. An institution offering multiple summer sessions that fall within two academic years will submit two sets of templates. The data submitted in these templates should represent students as of the end of the last session they participated for that academic year.

Community colleges should submit data for all for-credit students enrolled at the end of the respective summer term.

*For example*, “State Community College” offers four summer sessions between May-August 2016. These sessions are shown in the table below.

Summer Session #	Session Start Date	Session Freeze Date	PIMS Academic Year	PIMS Collection Term
S1	May 17, 2016	May 21, 2016	2015-16	SUMMER1
S2	June 14, 2016	June 18, 2016		
S3	July 12, 2016	July 16, 2016	2016-17	SUMMER2
S4	August 9, 2016	August 13, 2016		

Due to the college’s respective freeze dates, S1 and S2 fall within AY 2015-16; S3 and S4 fall within AY 2016-17. State community college will report data for S1 and S2 with the 2015-16 data during the collection window in September/October 2016. Data for S3 and S4 will be submitted with the 2016-17 academic year which will be submitted during September/October 2017.

State Community College’s templates include data based on students’ last session of enrollment in the academic year. See the scenarios below:

Scenario	Data to be Reported
Student enrolled in S1 only	Student to be reported in set of templates for AY 2015-16. Student demographic and enrollment characteristics should be “as of” the end of S1. Courses from S1 should be reported.
Student enrolled in S1 and S2	Student to be reported in set of templates for AY 2015-16. Student demographic and enrollment characteristics should be “as of” the end of S2. Courses from S1 and S2 should be reported.
Student enrolled in S1 and S3	Student to be reported in set of templates for AY 2015-16 and in set of templates for AY 2016-17. Student demographic and enrollment characteristics should be “as of” the end of S1 and end of S3 respectively. Courses from S1 and S3 should be submitted in separate sets of templates.
Student enrolled in S1, S3 and S4	Student to be reported in set of templates for AY 2015-16 and in set of templates for AY 2016-17. Student demographic and enrollment characteristics should be “as of” the end of S1 and end of S4 respectively. Courses from S1 should be submitted in one set of templates and courses from S3 and S4 should be submitted in a separate set of templates.

## Templates

Templates are the files institutions use to load data into the PIMS data warehouse. Template specifications define the fields required for each file submitted to PIMS. Each template maps directly to a separate table in the data warehouse. Templates allow institutions to use a variety of file formats (comma or tab delimited) to transmit data as long as all fields within the template are accounted for. Within a given template not all eScholar-defined fields are collected by PDE. If a field is not collected, it is important to note that it still must be accounted for in the template file through use of the appropriate delimiter.

### Key Items to Note with Template Creation

- PIMS provides lookup tables for recoding
  - Ethnic Codes to Ethnic Descriptions
  - e.g. 9 = Asian
- PIMS uses PDE-defined codes
- Data extraction process must translate local codes to PDE codes
- Lookup tables will translate PDE codes to PDE descriptions

### Development Priority

- Some templates have dependencies on other templates.
- Highlighted items within the Load Sequence/Dependencies section at the bottom of each template specification indicate which templates must be submitted prior to the template in question.
- Recommendation: Start with the PS Student Institution template.

Each template specification in the PIMS Manual will contain the following sections:

- **Template Information**
- **Field Information**
- **Load Sequence/Dependencies**
- **FAQs**

## **Template Information**

<b>Template Name</b>	eScholar Template Name
<b>Template Description</b>	General description of the template
<b>Target Table</b>	eScholar data warehouse target table name for template (must be used within the template file name).

## **Field Information**

Each template specification within this document will have a table that indicates the following information:

<b>Field #</b>	eScholar designated field number. Each field can be uniquely identified within the template.
<b>Max Length</b>	Field lengths are identified in each template in the Max Length column. Maximum field lengths are specified for fields that do not have pre-defined code sets. This information is critical because the eScholar load plans will reject any record which contains a field that is greater than the designated length. Template fields that have pre-defined code sets do not have a length specified – simply adhere to the predefined code set. If the Max Length column has “N/A,” that indicates a code set is available for that field.
<b>Field Name</b>	eScholar Field Name. Those fields that are highlighted are the fields collected for PDE.
<b>R/O/CR</b>	This column indicates if a field is R (required), CR (conditionally required) or O (optional). Note: A record submitted to PIMS without a required field populated will be rejected.
<b>Code</b>	<p>The code column is used to identify how the specific field is applied to the target table in the data warehouse.</p> <p>"K" indicates that this column is a component of the set of columns that make up the logical key for the target table. The logical key specifies the uniqueness of each entry in the target table.</p> <p>A value of "U" indicates that this column will be updated in the target table if the entry exists and the value of this column has changed.</p> <p>A value of "M" indicates that the field is mandatory - a value must be supplied.</p> <p>A value of "D" indicates that the field is required but that the load plan will supply a default value if no value is supplied in the record.</p> <p>A value of "F" indicates that this column value will only be applied on the first load of this entry and it cannot be updated.</p> <p>A value of "N" indicates that this target column value will only be updated if it is null.</p>
<b>Definitions</b>	PDE definition of each field to be collected.
<b>Business Rules</b>	Any relevant PDE business rules that must be followed in creating the field value are defined here.

**Valid / Sample Value(s)** If a field requires one value in a specific code set (e.g., Gender – “M” for male and “F” for female) that code set will be defined here. If the field is a free-form field (e.g., Last Name Long), example data will be supplied.

**Not Collected** Some fields are not collected.

### **Load Sequence/Dependencies**

This section identifies any prerequisite files that must be loaded into PIMS prior to loading the given template file. For example, students must be loaded in the PS Student Institution Template before they can be loaded in the PS Student Enrollment Template.

### **FAQs**

The FAQs section will list Frequently Asked Questions (FAQs) for the specific template and provide answers.

## **Extracting Data into Template Format**

This section will provide guidance on extracting data from source systems into eScholar template format. This information can be used to create individual extraction routines or a system of extraction.

Data extraction and submission involve the process of:

- Extracting data from source systems
- Securely submitting files to PIMS
- Loading data into the PIMS data warehouse

The components of data extraction include:

- Extraction tools
- eScholar templates
- Automation components
- Documentation

Template files must be in one of the following delimited formats:

- Comma delimited (csv)
- Tab delimited

Templates can be created with or without a header record (record at the beginning of the file with the field names).

## **File Naming Conventions**

The following naming convention must be used for the extracted data files:

- InstitutionID\_TargetTable\_YYYYMMDDHHMM.xxx
- Example: 100000009\_PS\_STUDENT\_ENROLL\_200903051134.csv
  1. Institution ID = 9-digit Administrative Unit Number (AUN)
    - For example, 100000009
  2. Target Table (located on template) e.g., “PS\_STUDENT\_ENROLL”
  3. Time Stamp (ensures uniqueness for the file) e.g., “200709051134”
  4. File Extension (data separator type) e.g., “csv”
    - csv: comma-delimited
    - tab: tab-delimited

## Campus Domain

Institutions are required to submit the following template in the Campus Domain:

- **Campus Fact**

## Campus Fact Template

Target Table: CAMPUS\_FACT

### Template Description

This template provides for the collection of various numerical measures at the campus level. Institutions will submit one record *per measure per campus*. The template structure is defined below. The measures to submit within the template are defined in tables subsequent to the template structure. Note that certain measures are to be reported in the Fall EOT and Spring EOT collections, while others are to be reported for the entire academic year as part of the Summer 1 EOT collection.

See the “Campus Reporting in PIMS” section for important information before developing this template.

**Grain:** One record per campus / collection term / collection type / academic year / measure type

PDE is collecting only the **fields highlighted**. All fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

### Campus Fact Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rule	Valid / Sample Value(s)
1*	9	INSTITUTION ID	R	K, M	The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789  All institution and campus codes can be found at: <a href="#">EdNA website</a>
2*	4	CAMPUS ID	R	K, M	For main campuses use “9999.” See the “Campus Reporting in PIMS” section for important information. If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.		Example: 9999  All institution and campus codes can be found at: <a href="#">EdNA website</a>
3*	N/A	COLLECTION TERM	R	K, M	Academic term of data submission. See valid values.	These values must be in all capital letters.	Valid values: FALL SPRING SUMMER1
4*	N/A	COLLECTION TYPE	R	K, M	Specifies type of data collection. Use “EOT” only.	These values must be in all capital letters.	Constant: EOT

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rule	Valid / Sample Value(s)
5*	4,0	ACADEMIC YEAR	R	K, M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2015-2016 would be represented as 2016.		Example: 2016
6*	100	CATEGORY SET CODE	R	K, M	See the below tables for measures to submit during each collection. Use the appropriate Category Set Code as defined in these tables.	Values must be in all capital letters.	Valid values defined in tables below.  Example: DISTLEARN
7*	N/A	MEASURE TYPE	R	K, M	Specifies type of measure. Use value of "AMOUNT" or "COUNT." The appropriate Measure Type per each measure is defined in the tables below.	Values must be in all capital letters.	Valid values: AMOUNT COUNT
8	17,4	CAMPUS FACT AMOUNT	R	U, M*	The numerical amount related to the Category Set Code. For example, when submitting the Distance Learning Programs Number (Category Set Code = DISTLEARN) this value could be 27.		Example: 27

\* Field is part of the unique key for the template.

### Fall EOT and Spring EOT Measures

The measures below must be submitted by community colleges in the Campus Fact template during the Fall EOT and Spring EOT collections.

Measure Name	R / O / CR	Category Set Code	Measure Type	Measure Definition	Business Rule	Valid / Sample Value(s)
Number Part-Time Instructional Faculty	R	PTFAC	COUNT	The number of members of the instruction/research staff who were employed part-time during the term and whose major regular assignment is instruction, including those with released time for research. Also, includes part-time faculty for whom it is not possible to differentiate between teaching, research and public service because each of these functions is an integral component of his/her regular assignment.		Example: 65
Number Full-Time Instructional Faculty	R	FTFAC	COUNT	The number of members of the instruction/research staff who were employed full-time during the term and whose major regular assignment is instruction, including those with released time for research. Also, includes full-time faculty for whom it is not possible to differentiate between teaching, research and public service because each of these functions is an integral component of his/her regular assignment.		Example: 207
Average Credits Part-Time Faculty	R	AVGCRDPT	AMOUNT	The average number of credit hours taught for the term by individuals reported in the Number Part-Time Instructional Faculty measure above. A credit hour is a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate or other formal award. Note: If an instructor is teaching one or multiple courses or labs that have no credit hours assigned to them (e.g., clinical-type programs), he/she should still be included in this measure.		Example: 3.15
Average Credits Full-Time Faculty	R	AVGCRDFT	AMOUNT	The average number of credit hours taught for the term by individuals reported in the Number Full-Time Instructional Faculty measure above. A credit hour is a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate or other formal award. Note: If an instructor is teaching one or multiple courses or labs that have no credit hours assigned to them (e.g., clinical-type programs), he/she should still be included in this measure.		Example: 7.21

**Summer 1 EOT Measures**

The measures below must be submitted by community colleges during the Summer 1 EOT collection. These measures are for the entire July 1–June 30 academic year. For AY 2015-16 these measures include terms/sessions with freeze dates between July 1, 2015 and June 30, 2016. Report these measures with a Collection Term of “SUMMER1”.

Do not submit a record if the measure does not apply. For example, community colleges that do not have core-to-core articulation agreements with 4-year institutions should not submit the Number of Core-to-Core Articulation Agreements (Category Set Code = NUMCOREART).

Measure Name	R / O / CR	Category Set Code	Measure Type	Measure Definition	Business Rule	Valid / Sample Value(s)
Distance Learning Programs Number	R	DISTLEARN	COUNT	The number of programs that the campus exclusively delivers through distance learning for the full academic year.		Example: 27
Number of Core-to-Core Articulation Agreements	R	NUMCOREART	COUNT	Total number of formal articulation agreements for the academic year established by the campus with another institution of higher education that allow general education requirements earned at the sending institution to satisfy the general education requirements at the receiving institution.		Example: 12
Number of Program Specific Articulation Agreements	R	NUMPSART	COUNT	Total number of formal articulation agreements for the academic year established by the campus with another institution of higher education that allow for the transfer of credits in a specific program of study.		Example: 10
Number of Dual Enrollment School District Partners	R	NUMNON46SD	COUNT	Total number of campus dual enrollment school district partners during the academic year.		Example: 12
Number of Noncredit Workforce Development (EDS) Courses	R	NCWDC	COUNT	Total number of campus noncredit course offerings during the academic year approved by the Department of Education to qualify for an economic development stipend and having the specific purpose of providing opportunities for students and incumbent workers to develop or upgrade skills necessary in high priority occupations. If a course is offered multiple times during the academic year it should be counted multiple times within this measure.		Example: 10
Number of Students in Noncredit Workforce Development Courses	R	NCWDS	COUNT	Total number of students enrolled during the academic year in Non Credit Workforce Development Courses that are approved for the economic development stipend.		Example: 250

Measure Name	R / O / CR	Category Set Code	Measure Type	Measure Definition	Business Rule	Valid / Sample Value(s)
Number of Avocational Recreational Courses	R	AVOCRECC	COUNT	Total number of course offerings in avocational pursuits during the academic year, designed to provide enrollees with skills or knowledge to be used in an activity that is subordinate to their current or their planned future customary employment, or recreational pursuits, designed to provide enrollees with diversion or distraction from workaday routines. If a course is offered multiple times during the academic year it should be counted multiple times within this measure.		Example: 10
Number of Students in Avocational Recreational Courses	R	AVOCRECS	COUNT	Total number of students enrolled in Avocational/Recreational Courses during the academic year.		Example: 250
Number of Other Non Credit Courses	R	OTHNCC	COUNT	Total number of noncredit course offerings during the academic year that are planned educational activities designed to enable students to achieve stated learning goals. Exclude courses approved for economic development stipend or that are avocational recreational in nature. If a course is offered multiple times during the academic year it should be counted multiple times within this measure.		Example: 10
Number of Students in Other Non Credit Courses	R	OTHNCS	COUNT	Total number of students enrolled in Other Non Credit Courses during the academic year.		Example: 250
Number of Customized Job Training Offerings	R	CUSTJOB OF	COUNT	Total number of custom-designed training offerings during the academic year that are delivered to meet the workforce training needs of local employers or other community organizations.		Example: 25
Number of Students in Customized Job Training Offerings	R	CUSTJOB OFS	COUNT	Total number of students enrolled in customized job training offerings during the academic year.		Example: 100
Number of Businesses and Organizations Served	R	BUSSRVD	COUNT	The number of businesses and organizations the college worked with during the academic year to design and deliver customized job training.		Example: 15

### Load Sequences/Dependencies

Load Sequence/Dependencies
No dependencies

**Sample Data**

The table below provides a sample Campus Fact Template. This template contains records for a few measures for one campus. For clarity purposes this is shown in tabular format instead of comma or tab delimited format.

Institution ID	Campus ID	Collection Term	Collection Type	Academic Year	Category Set Code	Measure Type	Campus Fact Amount
407658804	9999	FALL	EOT	2016	PTFAC	COUNT	65
407658804	9999	FALL	EOT	2016	FTFAC	COUNT	207
407658804	9999	FALL	EOT	2016	AVGCRDPT	AMOUNT	3.15
407658804	9999	FALL	EOT	2016	AVGCRDFT	AMOUNT	7.21

**FAQs**

None at this time

## Student Domain

Institutions are required to submit the following templates in the Student Domain:

- **PS Student Institution**
- **PS Student Enrollment**
- **Student Award**
- **PS Student Transfer Fact**

## ***PS Student Institution Template***

**Target Table: PS\_STUDENT\_INSTITUTION**

### **Template Description**

The PS Student Institution Template contains basic information regarding an institution's students. In general, institutions should submit one record for each relevant student who was enrolled as of the term's freeze date (even if the student was not enrolled at the end of the term) plus include records for any additional relevant students who enrolled after the freeze date. Please see the notes directly below for additional details and one exception to this rule.

- In rare cases an institution may “administratively drop” a student. That is, the institution may realize that a student never did enroll for the term in question and may remove that student from their student information system for that term. These administratively dropped students, because they are not considered enrolled for the term, **SHOULD NOT** be included in the submission.
- Institutions **SHOULD NOT** submit students that are exclusively auditing courses since they are not considered for-credit.
- In certain cases a student is conferred an award in an academic year in which the student was not enrolled. If this occurs, the institution will need to submit the student in the PS Student Institution Template during Summer I along with the Student Award Template. Note, however, that since the student was not enrolled during the academic year, the student should not be submitted in the PS Student Enrollment Template.

**The PS Student Institution Template should include all students enrolled in courses for credit at the institution.**

The PS Student Institution Template includes unit-level data elements collected under commonwealth statute. These elements are identified in the Business Rules of the template specifications. *Prior to submitting the PS Student Institution Template* to PIMS, institutions are responsible for excluding these unit-level data from the records of students who have elected to opt-out of a commonwealth collection in accordance with the policy and procedure established under Act 24 of 2011. NOTE: Institutions will still need to submit records for opt-out students. However, the records will contain blank fields where data cannot be reported.

**Grain:** One record per student / institution / collection term / collection type and academic year

PDE is collecting only the **fields highlighted**. All fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

### PS Student Institution Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
1*	9	INSTITUTION ID	R	K, M	The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789  All Institution and Campus codes can be found at: <a href="#">EdNA website</a>
2*	10	PS STUDENT ID	R	K, M	The 10-digit unique PAsecureID assigned to the student.		Example: 100000009
3*	N/A	COLLECTION TERM	R	K, M	Academic term of data submission. See valid values.	Values must be in all capital letters.	Valid values: SUMMER 2 FALL INTERSESSION SPRING SUMMER1
4*	N/A	COLLECTION TYPE	R	K, M	Specifies type of data collection. Use "EOT" only.	Values must be in all capital letters.	Constant: EOT
5*	4,0	ACADEMIC YEAR	R	K, M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2015-2016 would be represented as 2016.		Example: 2016
6	Not Collected						
7	60	LAST NAME	R	U, M*	Student's full legal last name.		Example: Smith
8	60	FIRST NAME	R	U, M*	Student's full legal first name.		Example: John
9	60	MIDDLE NAME	O	U	Student's full legal middle name or initial.		Example: Lee
10	10	BIRTH DATE	R	U	Provide the birth date of the student.	All dates must be entered in ISO format (YYYY-MM-DD).	Example: 1996-07-15
11	Not Collected. This field was previously used for the Social Security Number.						
12	12	PS LOCAL STUDENT ID	O	U	Student's local institutional ID. This is an optional field.	This is a voluntary field.  Do not include students who have opted-out of the collection	Example: 12345
13	Not Collected. This field was previously used for the County Code of Declared Citizenship.						
14	Not Collected						
15	Not Collected. This field was previously used for the First Generation Indicator.						
16	N/A	GENDER CODE	R	U, M	Student's gender.	Values must be in all capital letters.	M - Male F - Female

**PS Student Institution Template Specifications**

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
17	N/A	RACE CODE	R	U, M	Student's race. See valid values.		Valid values: 1 – American Indian/ Alaskan Native 3 – Black or African American, non-Hispanic 4 – Hispanic of any race 5 – White, non-Hispanic 6 – Two or more races 7 – Nonresident Alien 8 – Race and ethnicity unknown 9 – Asian 10 – Native Hawaiian or other Pacific Islander
18	Not Collected						
19	Not Collected						
20	Not Collected						
21	Not Collected						
22	N/A	HISPANIC INDICATOR	R	U, M	Indicator of whether student is Hispanic.	Values must be in all capital letters.	Valid values: YES NO UNK (Unknown)
23	Not Collected						
24	N/A	NONRESIDENT ALIEN INDICATOR	R	U, M	Indicator of whether student is a Nonresident Alien.	Values must be in all capital letters.	Valid values: YES NO UNK (Unknown)
25	Not Collected. This field was previously used for the Disability Indicator.						
26	Not Collected						
27	Not Collected						
28	Not Collected. This field was previously used for the Primary Language Code.						
29	Not Collected. This field was previously used for the Military Status Code.						
30	Not Collected. This field was previously used for the Single Parent Indicator.						
31	Not Collected. This field was previously used for the Has Dependent Indicator.						
32	Not Collected						
33	Not Collected. This field was previously used for the Migrant Worker Indicator.						
34	Not Collected. This field was previously used for the LEP Indicator.						
35	Not Collected. This field was previously used for the Displaced Homemaker Indicator.						
36	Not Collected. This field was previously used for the Economically Disadvantaged Indicator.						
37	Not Collected						
38	Not Collected. This field was previously used for the Transfer Student Indicator.						

### PS Student Institution Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
39					Not Collected. This field was previously used for the Mother Highest Education Level Code.		
40					Not Collected. This field was previously used for the Father Highest Education Level Code.		
41					Not Collected. This field was previously used for the Permanent Street Address 1.		
42					Not Collected. This field was previously used for the Permanent Street Address 2.		
43					Not Collected. This field was previously used for the Permanent Street Address 3.		
44					Not Collected. This field was previously used for the Permanent Address City.		
45					Not Collected. This field was previously used for the Permanent Address State Code.		
46					Not Collected. This field was previously used for the Permanent Address Base Zip.		
47					Not Collected. This field was previously used for the Permanent Address Zip Code 4.		
48	N/A	PERMANENT ADDRESS COUNTY CODE	O	U	Provide the county of the student's permanent address if a PA resident. Use value "00" for out of state students	This is a voluntary field.  Do not include students who have opted-out of the collection	See Appendix C in volume 2 of the user manual.
49	N/A	STATE RESIDENCY CODE	CR	U	Specifies the student's residency status as of the reporting period. See valid values.	This is a state-mandated field.  Do not include students who have opted-out of the collection.	Valid values: 2 – Student is not a Pennsylvania resident 3 – Student is a legal resident within the sponsored area (CCs only) 4 – Student is not a legal resident within the sponsored area (CCs only)
50					Not Collected		
51					Not Collected		
52					Not Collected		
53					Not Collected		
54					Not Collected		
55					Not Collected		
56					Not Collected		

**PS Student Institution Template Specifications**

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
57	10	FIRST TERM OF ACADEMIC HISTORY DATE	R	U	The date of the student's first term of undergraduate academic history. This could be at the reporting institution or a different institution. Note that this applies to students who enter with advanced standing due to credits obtained during high school.  If the student does not provide evidence of prior postsecondary credits then it can be assumed that the student's first undergraduate term at the institution is their first of academic history.	All dates must be entered in ISO format (YYYY-MM-DD).	Example: 2013-08-23
58	10	FIRST ENROLLMENT AT INSTITUTION DATE	R	U	Date of student's first enrollment at the institution for the same level (e.g., undergraduate, graduate, etc.). Do not reset this date if a student receives multiple degrees/awards over time at the same level.	All dates must be entered in ISO format (YYYY-MM-DD).	Example: 2014-08-25
59	Not Collected						
60	Not Collected						
61	Not Collected						
62	Not Collected						
63	Not Collected						
64	Not Collected						
65	Not Collected						
66	Not Collected						
67	Not Collected						
68	3	DATA OPT OUT INDICATOR	R	U	Indicator to identify students who requested to opt out of PDE data collections.	Values must be in all capital letters.  Required for students who have opted out of PDE data collections.	Valid Values: YES NO

\* Field is part of the unique key for the template.

## Load Sequence/Dependencies

Load Sequence/Dependencies
No dependencies

## FAQs

None at this time

## ***PS Student Enrollment Template***

**Target Table: PS\_STUDENT\_ENROLL**

### **Template Description**

The PS Student Enrollment Template contains indicators and measures for each student enrolled in an institution. Similar to the PS Student Institution Template, institutions should submit one record in this template for each relevant student who was enrolled as of the term's freeze date (even if the student was not enrolled at the end of the term), plus include records for any additional students who enrolled after the freeze date. Institutions should not submit in this template "administratively dropped" students or students who exclusively audited courses during the term. Unlike the PS Student Institution Template, institutions should not submit students in this template who were conferred an award but not enrolled during the term.

**The PS Student Enrollment Template should include all students enrolled in courses for credit.**

The PS Student Enrollment Template includes unit-level data elements collected under commonwealth statute. These elements are identified in the Business Rules of the template specifications. *Prior to submitting the PS Student Enrollment Template to PIMS*, institutions are responsible for excluding these unit-level data from the records of students who have elected to opt-out of a commonwealth collection in accordance with the policy and procedure established under Act 24 of 2011. NOTE: Institutions will still need to submit records for opt-out students. However, the records will contain blank fields where data cannot be reported.

**Grain:** One record per student / institution / campus / collection term / collection type and academic year

PDE is collecting only the **fields highlighted**. All fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

**PS Student Enrollment Template Specifications**

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
1*	9	INSTITUTION ID	R	K, M	The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789  All institution and campus codes can be found at: <a href="#">EdNA website</a>
2*	4	CAMPUS ID	R	K, M	For main campuses use "9999." See the "Campus Reporting in PIMS" section for important information. If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.		Example: 9999  All institution and campus codes can be found at: <a href="#">EdNA website</a>
3*	10	PS STATE STUDENT ID	R	K, M	The 10-digit unique PAsecureID assigned to the student.		Example: 1234567890
4*	N/A	COLLECTION TERM	R	K, M	Academic term of data submission. See valid values.	Values must be in all capital letters.	Valid values: SUMMER 2 FALL INTERSESSION SPRING SUMMER1
5*	N/A	COLLECTION TYPE	R	K, M	Specifies type of data collection. Use "EOT" only.	Values must be in all capital letters.	Constant: EOT
6*	4,0	ACADEMIC YEAR	R	K, M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2015-2016 would be represented as 2016.		Example: 2016

**PS Student Enrollment Template Specifications**

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
7	7	MAJOR CIP CODE	CR	U, D	Six character Classification of Instructional Programs (CIP) code of the student's major. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX. Use value of "90.0000" for undeclared.  If the student is pursuing multiple degree types (e.g., an Associate and a Bachelor's degree), this field should include the CIP code of the major associated with the highest degree.	This is a unit-level state-mandated field.  Exclude data from the record of a student has opted-out of the collection.	See Appendix A in Volume 2 of the user manual.
8	7	SECOND MAJOR CIP CODE	CR	U, D	Six character Classification of Instructional Programs (CIP) code of the student's second major. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.	Required if the student has a second major.  This is a unit-level state-mandated field.  Exclude data from the record of a student has opted-out of the collection.	See Appendix A in Volume 2 of the user manual.
9	7	THIRD MAJOR CIP CODE	CR	U, D	Six character Classification of Instructional Programs (CIP) code of the student's third major. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.	Required if the student has a third major.  This is a unit-level state-mandated field.  Exclude data from the record of a student has opted-out of the collection.	See Appendix A in Volume 2 of the user manual.
10	Not Collected. This field was previously used for the Minor CIP Code.						
11	Not Collected. This field was previously used for the Second Minor CIP Code.						
12	Not Collected. This field was previously used for the Third Minor CIP Code.						
13	Not Collected. This field was previously used for the Degree CIP Code. This has moved to the Student Award Template.						
14	Not Collected. This field was previously used for the Second Degree CIP Code. This has moved to the Student Award Template.						
15	Not Collected. This field was previously used for the Third Degree CIP Code. This has moved to the Student Award Template.						

**PS Student Enrollment Template Specifications**

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
16	N/A	DEGREE SEEKING STATUS CODE	CR	U	Specifies student's degree-seeking status.	This is a unit-level state-mandated field.  Exclude data from the record of a student has opted-out of the collection.	Valid values: 1 – Degree / certificate / diploma seeking 2 – Non degree / certificate / diploma seeking taking courses for credit 3 – Undecided
17	N/A	DEGREE SEEKING TYPE CODE	CR	U	Specifies academic award of program student enrolled in.	This is a unit-level state-mandated field.  Exclude data from the record of a student has opted-out of the collection.	Valid values: 1 – Certificate 2 – Diploma 12 – Undecided Program 15 – Non-Degree Seeking 16 – Associate in Arts (A.A.) 17 – Associate in Science (A.S.) 18 – Associate in Applied Science (A.A.S.) 19 – Other Associate Degrees 20 – Second Certificate 21 – Second Diploma 22 – Second A.A. 23 – Second A.S. 24 – Second A.A.S. 25 – Second Other Associate Degree 26 – Third Certificate 27 – Third Diploma 28 – Third A.A. 29 – Third A.S. 30 – Third A.A.S. 31 – Third Other Associate Degree 32 – Other miscellaneous Degree, Certificate or Diploma
18	Not Collected. This field was previously used for the Degree Awarded Code. This has moved to the Student Award Template.						

**PS Student Enrollment Template Specifications**

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
19	N/A	DUAL ENROLLMENT TYPE CODE	CR	U	<p>Specifies whether as of the reporting period the student was dually enrolled as part of the Act 46 program, not dually/concurrently enrolled or dually/concurrent enrolled but not part of the Act 46 program. See valid values.</p> <p>Dual enrollment is defined as a high school student taking a course or courses at a postsecondary institution for high school credit.</p> <p>Concurrent enrollment is defined as a high school student taking a course or courses at a postsecondary institution but not for high school credit.</p>	<p>This is a unit-level state-mandated field.</p> <p>Exclude data from the record of a student has opted-out of the collection.</p>	<p>Valid values:                      1 – Not dually or concurrently enrolled                      2 – Act 46 Dual Enrollment                      3 – Non Act 46 Dual/Concurrent Enrollment</p>
20	3	FULL TIME STUDENT INDICATOR	CR	U	<p>Specifies student's full- or part-time status as of the reporting period. A full-time undergraduate student is defined as a student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.</p> <p>Students participating in a co-op or internship during the term should be reported as full-time.</p>	<p>Values must be in all capital letters.</p> <p>This is a unit-level state-mandated field.</p> <p>Exclude data from the record of a student has opted-out of the collection.</p>	<p>Valid values:                      YES                      NO</p>

**PS Student Enrollment Template Specifications**

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
21	3	FIRST TERM OF ACADEMIC HISTORY INDICATOR	CR	U	<p>Specifies whether the respective term is the student's first term of undergraduate academic history. Note that students who first entered during the summer should have this field set to "YES" for the summer and subsequent fall term. Additionally, note that this also applies to students who enter with advanced standing due to credits obtained during high school.</p> <p>If the student does not provide evidence of prior postsecondary credits then it can be assumed that the term in question is the student's first of academic history and indicated as such here.</p>	<p>Values must be in all capital letters.</p> <p>This is a unit-level state-mandated field.</p> <p>Exclude data from the record of a student has opted-out of the collection.</p>	Valid values: YES NO
22	Not Collected. This field was previously used for the Honors Program Indicator.						
23	Not Collected. This field was previously used for the Student Housing Code.						
24	Not Collected. This field was previously used for the Study Abroad Indicator.						
25	Not Collected. This field was previously used for the Foreign Exchange Student Indicator.						
26	Not Collected. This field was previously used for the Alternate Credit Indicator.						
27	Not Collected						
28	Not Collected						
29	Not Collected. This field was previously used for the FAFSA Indicator.						
30	Not Collected						
31	Not Collected						
32	Not Collected						
33	Not Collected						
34	Not Collected. This field was previously used for the Post Graduation/Completion Plan Code.						

**PS Student Enrollment Template Specifications**

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
35	N/A	EXIT REASON CODE	CR	U	Reason the student left the institution during or at the end of the term.	<p>Submit if the student exited the institution after the freeze date and before the end of the term or at the end of the term. Note that this includes graduation. Use "Unknown" value if necessary.</p> <p>This is a unit-level state-mandated field.</p> <p>Exclude data from the record of a student has opted-out of the collection.</p>	<p>Valid values:</p> <ul style="list-style-type: none"> <li>1 – Obtained Employment</li> <li>2 – Entered Military</li> <li>3 – Personal Reasons</li> <li>4 – Academic Dismissal</li> <li>5 – Non-Academic Dismissal</li> <li>6 – Verifiable transfer to two year institution</li> <li>7 – Verifiable transfer to four year institution</li> <li>8 – Student deceased or totally disabled</li> <li>9 – Serving with a foreign aid service of the Federal Government, such as the Peace Corps</li> <li>10 – Serving on official church mission</li> <li>11 – Graduated</li> <li>12 – Unknown</li> <li>13 – Financial Reasons</li> </ul>
36	Not Collected. This field was previously used for the Financial Aid Grant Percentage.						
37	Not Collected. This field was previously used for the Financial Aid Loan Percentage.						
38	Not Collected. This field was previously used for the Tuition Paid.						
39	Not Collected. This field was previously used for the Number of Alternate Credits.						
40	7,2	CUMULATIVE CREDITS COMPLETED	R	U	<p>Cumulative credits earned by the student since first enrolling at the institution. Include the credits earned during the term in question.</p> <p>Include transfer credits.</p>		Example: 0

## PS Student Enrollment Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
41	7,2	CUMULATIVE REMEDIAL CREDITS COMPLETED	CR	U	Cumulative remedial credits earned by the student. Include the credits earned during the term in question. Use 0 if appropriate.  Remedial courses are instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.	This is a unit-level state-mandated field.  Exclude data from the record of a student has opted-out of the collection.	Example: 0
42	Not Collected. This field was previously used for the Cumulative Non Remedial Credits Completed.						
43	Not Collected						
44	Not Collected. This field was previously used for the Cumulative GPA.						
45	Not Collected. This field was previously used for the Cumulative Non Remedial GPA.						
46	Not Collected						
47	Not Collected						
48	Not Collected						
49	Not Collected. This field was previously used for the Number of AP Credits.						
50	Not Collected. This field was previously used for the Tuition Basis Code.						

\* Field is part of the unique key for the template.

### Load Sequences/Dependencies

Load Sequence/Dependencies
PS STUDENT INSTITUTION

### FAQs

- 1. Must enrollment information be submitted for all students?**
  - Yes, enrollment records must be submitted for all relevant for-credit undergraduate students. Submissions should include one record for each student who was enrolled as of the freeze date (even if they were no longer enrolled at the end of the term) plus records for any additional students that enrolled after the freeze date.
- 2. Is the First Term of Academic History Indicator meant to indicate a student's first term at a particular institution or overall first term in higher education?**
  - This field is meant to capture a student's first term in higher education.

3. **Should students be given the 'Graduated' Exit Reason if they have completed the academic requirements for a degree but have not formally applied or received the award?**
  - No, students should only be marked as "Graduated" when the degree has been conferred.

## ***Student Award Template***

**Target Table: STUDENT\_AWARD**

### **Template Description**

Institutions should submit in this template all awards conferred on relevant students for the entire academic year. This template is only to be submitted once per year within the Summer 1 EOT collection.

Note that institutions should include awards conferred on previous students that were not enrolled during the academic year in question (award conferred late) in this template.

If a student received multiple awards, these should be submitted as separate records with a different Award Code and/or Award CIP Code.

**The Student Award Template should include all students enrolled in courses for credit.**

The Student Award Template includes only unit-level data elements collected under commonwealth statute. *Prior to submitting the Student Award Template* to PIMS, institutions are responsible for **excluding the entire record of a student who has elected to opt-out** of a commonwealth collection in accordance with the policy and procedure established under Act 24 of 2011.

**Grain:** One record per student per award code

PDE is collecting only the **fields highlighted**. All fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

### Student Award Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
1*	9	INSTITUTION ID	R	U, M	The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789  All institution and campus codes can be found at: <a href="#">EdNA website</a>
2*	10	PS STATE STUDENT ID	R	K, M	The 10-digit unique PAsecureID assigned to the student.		Example: 1000000009
3*	N/A	AWARD CODE	R	K, M	The type of award/degree conferred on the student.	This is a unit-level, state-mandated field.	Valid values: 1 – Certificate 2 – Diploma 16 – Associate in Arts (A.A.) 17 – Associate in Science (A.S.) 18 – Associate in Applied Science (A.A.S.) 19 – Other Associate Degree 20 – Second Certificate 21 – Second Diploma 22 – Second A.A. 23 – Second A.S. 24 – Second A.A.S. 25 – Second Other Associate Degree 26 – Third Certificate 27 – Third Diploma 28 – Third A.A. 29 – Third A.S. 30 – Third A.A.S. 31 – Third Other Associate Degree 32 – Other miscellaneous Degree, Certificate or Diploma
4*	4,0	ACADEMIC YEAR	R	K, M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2015-2016 would be represented as 2016.		Example: 2016

### Student Award Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
5	7	AWARD CIP CODE	R	K, M	Six-character Classification of Instructional Programs (CIP) code of the student's degree, certificate or diploma earned at the end of the term. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.	This is a unit-level, state-mandated field.	See Appendix A in Volume 2 of the user manual.
6	4	CAMPUS ID	R	U, M	For main campuses use "9999." See the "Campus Reporting in PIMS" section for important information. If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.		Example: 9999  All institution and campus codes can be found at: <a href="#">EdNA website</a>
7	10	AWARD DATE	R	U, M	The date the award was conferred on the student.	All dates must be entered in ISO format (YYYY-MM-DD).  This is a unit-level, state-mandated field.	Example: 2016-05-14

\* Field is part of the unique key for the template

### Load Sequence/Dependencies

Load Sequence/Dependencies
PS STUDENT INSTITUTION

### FAQs

None at this time

## ***PS Student Transfer Fact Template***

**Target Table: PS\_STUDENT\_TRANSFER\_FACT**

### **Template Description**

This template is used to collect college-level credits transferred by students to the current institution. This template is included in the Fall EOT and Spring EOT collections.

Institutions should submit transfer credit data in the term in which the student's transfer credit is evaluated and recorded on the student's transcript at the current institution. For example, if a transfer student enrolls into an institution in the fall term, but the transcript is not received, evaluated and recorded until the spring term, the student's transfer credit data should be submitted during the Spring EOT collection. Transfer credit data should only be submitted for enrolled students.

Institutions will need to submit at least three records per student that transferred credit in this template. One record must be submitted for:

- Total Credits Presented (CREDIT GPA CODE = 10)
- Total Credits Accepted (CREDIT GPA CODE = 20)
- Total Credits Rejected (CREDIT GPA CODE = 30)

If a student is transferring credit from multiple institutions, submit multiple sets of records, one set per TRANSFER FROM IPEDS UNIT ID.

The PS Student Transfer Fact Template includes only unit-level data elements collected under commonwealth statute. *Prior to submitting the PS Student Transfer Fact Template* to PIMS, institutions are responsible for **excluding the entire record of a student who has elected to opt-out** of a commonwealth collection in accordance with the policy and procedure established under Act 24 of 2011.

**Grain:** One record per student per TRANSFER FROM IPEDS UNIT ID per CREDIT GPA CODE.

PDE is collecting only the **fields highlighted**. All fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

**PS Student Transfer Fact Template Specifications**

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
1*	9	TRANSFER INTO INSTITUTION ID	R	K, M	The unique 9-digit Administrative Unit Number (AUN) of the reporting institution assigned by the Pennsylvania Department of Education.		Example: 123456789  All institution and campus codes can be found at: <a href="#">EdNA website</a>
2*	4	TRANSFER INTO CAMPUS ID	R	K, M	For main campuses use "9999." See the "Campus Reporting in PIMS" section for important information. If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.		Example: 9999  All institution and campus codes can be found at: <a href="#">EdNA website</a>
3*	10	PS STATE STUDENT ID	R	K, M	The 10-digit unique PAsecureID assigned to the student.		Example: 100000009
4*	6	TRANSFER FROM IPEDS UNIT ID	R	K, M*	The IPEDS Unit ID of the postsecondary institution the student is transferring credit from. If the student is transferring credit from a foreign institution use a constant of "999999."  To look up an IPEDS Unit ID for an institution, go to the IPEDS Data Center at the <a href="#">NCES website</a> .	This is a unit-level, state-mandated field.	Example: 210669
5*	10	TRANSFER DATE	R	K, M	The specific date the student transferred is not necessary. Use the last date in the current academic year. Format should be YYYY-06-30. For example, for academic year 2015-2016 use '2016-06-30.'	All dates must be entered in ISO format (YYYY-MM-DD).  This is a unit-level, state-mandated field.	Example: 2016-06-30
6*	N/A	CREDIT GPA CODE	R	K, M	Identifies the type of credits submitted in Field #10 TRANSFER CREDITS. See valid values.	This is a unit-level, state-mandated field.	See Appendix D in Volume 2 of the user manual.
7	N/A	TRANSFER COLLECTION TERM	R	F, M	Academic term of data submission. See valid values.	Values must be in all capital letters.	Valid values: FALL SPRING
8	N/A	TRANSFER COLLECTION TYPE	R	F, M	Specifies type of data collection. Use "EOT" only.	Values must be in all capital letters.	Constant: EOT

### PS Student Transfer Fact Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
9	4,0	TRANSFER ACADEMIC YEAR	R	F, M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2015-2016 would be represented as 2016.		Example: 2016
10	7,2	TRANSFER CREDITS	R	U	The number of credits transferred. The type corresponds to the value submitted in Field #6 CREDIT GPA CODE.	This is a unit-level, state-mandated field.	Example: 12.5
11	Not Collected						

\* Field is part of the unique key for the template

### Load Sequence/Dependencies

Load Sequence/Dependencies
PS STUDENT INSTITUTION

### FAQs

- Should transfer credit be reported from all institutions or only those that are regionally accredited?**
  - All college-level credit that is transferred and recorded on a student's transcript should be reported, regardless of accreditation.
- Should developmental courses be reported in the credit totals for transfer students?**
  - Report all college-level credits presented by the student. "Credits Presented" is defined as college-level credits earned by a student at the previous institution. If no credit was awarded for a developmental course (or any other course) at the prior institution, it should not be reported.

## Course Domain

The Course Domain consists of four templates. Institutions should submit all courses that a student must take for degree completion, both for-credit and remedial. An exception is courses, such as labs or clinicals, that technically are separate courses but only for scheduling purposes. Students enrolled in these courses must also be enrolled in a related primary course (e.g., the lecture) at the same time. The student receives credit and a grade only for the primary course. These courses (e.g., the lab or clinical) should be excluded from PIMS reporting.

- **PS Course**
- **PS Course Campus**
- **PS Class**
- **PS Student Class Detail**

## ***PS Course Template***

**Target Table:** PS\_COURSE\_DIM

### **Template Description**

The PS Course Template defines the courses that an institution offers each academic year. Include all courses that a student must take for degree completion, both for-credit and remedial. An exception is courses, such as labs or clinicals, that technically are separate courses but only for scheduling purposes. Students enrolled in these courses must also be enrolled in a related primary course (e.g., the lecture) at the same time. The student receives credit and a grade only for the primary course. These courses (e.g., the lab or clinical) should be excluded from PIMS reporting.

Note that this template only needs to be submitted once per academic year. This assumes that all courses offered for the academic year are included in the first submission. If not, a subsequent submission during the same academic year will be necessary with the additional courses offered.

**Grain:** One record per course / institution / academic year

PDE is collecting only the **Fields highlighted**. All fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

**PS Course Template Specifications**

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
1*	9	INSTITUTION ID	R	K, M	The unique 9-digit Administrative Unit Number (AUN) of the reporting institution assigned by the Pennsylvania Department of Education.		Example: 123456789  All institution and campus codes can be found at: <a href="#">EdNA website</a>
2*	20	LOCAL COURSE ID	R	K, M	A letter/number designation assigned to a specific course.		Example: ENG100
3*	4,0	ACADEMIC YEAR	R	K, M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2015-2016 would be represented as 2016.		Example: 2016
4	Not Collected						
5	7	COURSE CIP CODE	R	U, M	Six-character Classification of Instructional Programs (CIP) code of the course. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.  PDE, at least temporarily, will also accept this Course CIP Code in the two character format of XX.  If the Course CIP Code is unknown use "00.0000."		See Appendix A in Volume 2 of the user manual for 6-digit CIP codes.  See Appendix B in Volume 2 of the user manual for 2-digit CIP codes
6	50	COURSE NAME	R	U, M	Associated title for course as listed in the institution's master catalog.  Course names longer than 50 characters will have to be abbreviated or otherwise shortened to 50 characters or less.		Example: English Literature

**PS Course Template Specifications**

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
7	100	COURSE DESCRIPTION	R	U, M	<p>Associated description for course as listed in the institution's master catalog. If the description is not available submit the Course Name.</p> <p>Course descriptions longer than 100 characters will have to be abbreviated or otherwise shortened to 100 characters or less.</p>		
8	N/A	COURSE LEVEL CODE	R	U, M	<p>Specifies if course is upper-level, lower-level or remedial in nature. If remedial, the level of remediation must be indicated. See values. Remedial courses are instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. Typically these courses are not counted towards graduation.</p>		<p>Valid values:</p> <p>RU1 - Course is one level below undergraduate college level</p> <p>RU2 - Course is two levels below undergraduate college level (typically only community colleges have this level of remediation)</p> <p>RU3 - Course is three or more levels below undergraduate college level (typically only community colleges have this level of remediation)</p> <p>LU - Course is lower undergraduate college level (often lower undergraduate courses are coded as 100 or 200 level courses but not always)</p> <p>UU - Course is upper undergraduate level (often upper undergraduate courses are coded as 300 or 400 level courses but not always; this value does not apply to community colleges)</p>

\* Field is part of the unique key for the template.

## Load Sequence/Dependencies

Load Sequence/Dependencies
No Dependencies

## FAQs

None at this time

## ***PS Course Campus Template***

**Target Table: PS\_COURSE\_CAMPUS**

### **Template Description**

The PS Course Campus Template associates the course offerings defined in the PS Course Template to campuses for each term. Institutions should submit one record for each course offered at a campus during a term. See the “Campus Reporting in PIMS” section for important information before developing this template.

A course offered during multiple summer sessions should only be submitted once per academic year. Please review the “Reporting of Summer Term Data in PIMS” section before developing this template for the summer term.

**Grain:** One record per course / campus / institution / collection term / collection type and academic year

PDE is collecting only the **fields highlighted**. All fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

### PS Course Campus Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
1*	9	INSTITUTION ID	R	K, M	The unique 9-digit Administrative Unit Number (AUN) of the reporting institution assigned by the Pennsylvania Department of Education.		Example: 123456789  All institution and campus codes can be found at: <a href="#">EdNA website</a>
2*	4	CAMPUS ID	R	K, M	For main campuses use "9999." See the "Campus Reporting in PIMS" section for important information. If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.		Example: 9999  All institution and campus codes can be found at: <a href="#">EdNA website</a>
3*	20	LOCAL COURSE ID	R	K, M	A letter/number designation assigned to a specific course.		Example: ENG100
4*	N/A	COLLECTION TERM	R	K, M	Academic term of data submission. See valid values.	Values must be in all capital letters.	Valid values: SUMMER 2 FALL INTERSESSION SPRING SUMMER1
5*	N/A	COLLECTION TYPE	R	K, M	Specifies type of data collection. Use "EOT" only.	Values must be in all capital letters.	Constant: EOT
6*	4,0	ACADEMIC YEAR	R	K, M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2015-2016 would be represented as 2016.		Example: 2016
7	N/A	GENERAL EDUCATION COURSE INDICATOR	R	U, M	Specifies whether course <b>can be</b> applied toward general education requirements (non-elective). PDE realizes that whether or not the course <b>actually</b> applies towards general education requirements will likely depend on the program the student is enrolled in.		Valid values: YES NO

**PS Course Campus Template Specifications**

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
8	N/A	INTERNSHIP TYPE CODE	R	U, M	Specifies whether the course is for an internship. This does not include cooperative education courses.		Valid values: 1 - Not an internship course 2 - Credit Student Teaching Assignment 3 - Credit Practicum 4 - Credit Clinical Field Experience 5 - Other Credit Internship/Field Experience
9	N/A	COOPERATIVE EDUCATION COURSE INDICATOR	R	U, M	Specifies if the course is a cooperative education program. A co-op program provides for alternate class attendance and employment in business, industry, or government.		Valid values: YES NO UNK - Unknown
10	N/A	OCCUPATIONAL COURSE INDICATOR	R	U, M	Specifies if the course is a Perkins postsecondary occupational course. An occupational course is one whose only content is specific to an occupation as identified by the CIP and the industry.  Note that the Perkins program does not apply to all institutions.		Valid values: YES NO

\* Field is part of the unique key for the template.

**Load Sequence/Dependencies**

Load Sequence/Dependencies
PS Course

**FAQs**

None at this time

## PS Class Template

Target Table: PS\_CLASS\_DIM

### Template Description

The PS Class Template defines the course offering sections. Institutions should submit one record per course section offered at a campus during a term. Course sections that do not follow the traditional term calendar should be reported during the term in which the section was primarily scheduled and the students were considered enrolled. Also, if a student received credit for a course by exam and a section is not offered during the term in which the student received credit, a “dummy” section record should be submitted within this template.

If an institution uses the same course and section identifiers across multiple summer sessions within the same academic year, please note that in order for these separate section records to be submitted to PIMS they must have unique SECTION ID numbers. To accomplish this, institutions may need to concatenate an indicator of the summer session to the section ID. The table below provides an example of this scenario. Note that this example ties to the example provided in the “Reporting of Summer Term Data in PIMS” section. Please review this section before developing this template for the Summer term.

Institution course section offerings across multiple summer sessions			Data as it should be submitted to PIMS			
Summer Session #	Institution Course ID	Institution Section ID	COLLECTION TERM	ACADEMIC YEAR	COURSE ID	SECTION ID
S1	ENG100	A10	SUMMER1	2015	ENG100	<b>S1-A10</b>
S2	ENG100	A10	SUMMER1	2015	ENG100	<b>S2-A10</b>
S3	ENG100	A10	SUMMER2	2016	ENG100	<b>S3-A10</b>
S4	ENG100	A10	SUMMER2	2016	ENG100	<b>S4-A10</b>

**Grain:** One record per class / campus / institution / collection term / collection type and academic year

PDE is collecting only the **Fields highlighted**. All fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

### PS Class Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
1*	9	INSTITUTION ID	R	K, M	The unique 9-digit Administrative Unit Number (AUN) of the reporting institution assigned by the Pennsylvania Department of Education.		Example: 123456789  All institution and campus codes can be found at: <a href="#">EdNA website</a>
2*	4	CAMPUS ID	R	K, M	For main campuses use "9999." See the "Campus Reporting in PIMS" section for important information. If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.		Example: 9999  All institution and campus codes can be found at: <a href="#">EdNA website</a>
3*	20	LOCAL COURSE ID	R	K, M	A letter/number designation assigned to a specific course		Example: ENG100
4*	25	SECTION ID	R	K, M	A letter/number designation assigned to a unique section of a course.		Example: A10
5*	N/A	COLLECTION TERM	R	K, M	Academic term of data submission. See valid values.	Values must be in all capital letters.	Valid values: SUMMER 2 FALL INTERSESSION SPRING SUMMER1
6*	N/A	COLLECTION TYPE	R	K, M	Specifies type of data collection. Use "EOT" only.	Values must be in all capital letters.	Constant: EOT
7*	N/A	ACADEMIC YEAR	R	K, M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2015-2016 would be represented as 2016.		Example: 2016
8*	N/A	PRIMARY INSTRUCTOR ID	R	U	Primary instructors of course sections will not be collected in PIMS at this time. Use the default value of "999."		Constant: 999
9	Not Collected						
10	Not Collected						
11	Not Collected						
12	Not Collected						
13	Not Collected						

### PS Class Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
14	5,2	MINIMUM CREDIT HOURS	CR	U	Minimum credit value that can be assigned to the course/section.  A credit hour is a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate or other formal award.		Example: .5
15	5,2	MAXIMUM CREDIT HOURS	CR	U	Maximum credit value that can be assigned to the course/section.  A credit hour is a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate or other formal award.		Example: 3.0
16	Not Collected. This field was previously used for the ESL Class Indicator.						
17	Not Collected. This field was previously used for the Honors Class Indicator.						
18	Not Collected. This field was previously used for the Study Abroad Indicator.						
19	N/A	PRIMARY DELIVERY METHOD CODE	CR	U	The mode of instruction by which the distance learning course section is offered.		Valid values: 1- Section is not distance learning 2 - Online Only: 100% 3 - Online : 80 – 99% 4 - Blended/Hybrid: 30-79% online 5 - Interactive TV Home Site (can include blended online) 6 - Interactive TV Remote Site (can include blended online) 7 - Section is distance learning but specific mode is unknown
20	Not Collected						
21	Not Collected						

\* Field is part of the unique key for the template.

## Load Sequence/Dependencies

Load Sequence/Dependencies
PS Course
PS Course Campus

## FAQs

None at this time

## ***PS Student Class Detail Template***

**Target Table: PS\_STUDENT\_CLASS\_DETAIL**

### **Template Description**

The PS Student Class Detail Template associates students to course sections. Institutions should submit student-course section enrollment records in this template only if the student was enrolled in the section after the official course add/drop date. Do not include student-course section enrollment records if the student dropped the course before this date. Do not submit student-course enrollment records if the student audited the course.

Additional notes:

- As with the other course templates, the PS Student Class Detail template should not include courses such as labs or clinicals that technically are separate courses for scheduling purposes. Students enrolled in these courses also must be enrolled simultaneously in a related primary course (e.g., the lecture). The student receives credit and a grade only for the primary course.
- Course sections that do not follow the traditional term calendar should be reported during the term in which the student was considered enrolled in the course. If course grades/outcomes are not available at the time of submission the student's enrollment should still be reported with a GRADE EARNED and CLASS OUTCOME CODE of 'NA.' The final outcome can then be corrected at a later date.
- If a student received credit for a course by exam a record for this student and course should be submitted in this template. If a section for this course was not offered during the term in which the student received credit, a "dummy" section record should be submitted within the PS Class Template. The same SECTION ID should be submitted in this template.

Please review the "Reporting of Summer Term Data in PIMS" section before developing this template for the summer term.

**The PS Student Class Detail Template should include all students enrolled in courses for credit.**

The PS Student Class Detail Template includes only unit-level data elements collected under commonwealth statute. *Prior to submitting the PS Student Class Detail Template* to PIMS, institutions are responsible for **excluding the entire record of a student who has elected to opt-out** of a commonwealth collection in accordance with the policy and procedure established under Act 24 of 2011.

**Grain:** One record per student / course section / campus / institution / collection term / collection type and academic year

PDE is collecting only the **fields highlighted**. All fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

### PS Student Class Detail Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
1*	9	INSTITUTION ID	R	K, M	The unique 9-digit Administrative Unit Number (AUN) of the reporting institution assigned by the Pennsylvania Department of Education.		Example: 123456789  All institution and campus codes can be found at: <a href="#">EdNA website</a>
2*	4	CAMPUS ID	R	K, M	For main campuses use "9999." See the "Campus Reporting in PIMS" section for important information. If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.		Example: 9999  All institution and campus codes can be found at: <a href="#">EdNA website</a>
3*	10	PS STATE STUDENT ID	R	K, M	The 10-digit unique PAsecureID assigned to the student		Example: 100000009
4*	20	LOCAL COURSE ID	R	K, M	A letter/number designation assigned to a specific course.		Example: ENG100
5*	25	SECTION ID	R	K, M	A letter/number designation assigned to a unique section of a course.		Example: A10
6*	N/A	COLLECTION TERM	R	K, M	Academic term of data submission. See valid values.	Values must be in all capital letters.	Valid values: SUMMER 2 FALL INTERSESSION SPRING SUMMER1
7*	N/A	COLLECTION TYPE	R	K, M	Specifies type of data collection. Use "EOT" only.	Values must be in all capital letters.	Constant: EOT
8*	4,0	ACADEMIC YEAR	R	K, M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2015-2016 would be represented as 2016.		Example: 2016

**PS Student Class Detail Template Specifications**

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
9	5,2	CREDIT HOURS ATTEMPTED	R	U, M	Credit hours attempted by the student for the course section.  A credit hour is a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate or other formal award.	This is a unit-level, state-mandated field.	Example: 1.5
10	5,2	CREDIT HOURS EARNED	R	U, M	Credit hours earned by the student for the course section.  A credit hour is a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate or other formal award.	This is a unit-level, state-mandated field.	Example: 1.5
11	20	GRADE EARNED	R	U, M	Grade the student received for the course section. Each institution will use its own grading taxonomy. Grades can be in alpha, numeric or alphanumeric format. If the grade is not available at the time of submission use a value of 'NA'.	This is a unit-level, state-mandated field.	Example: B
12	N/A	DISTANCE LEARNING INDICATOR	R	U, M	Specifies whether the student took the course section as distance learning.	This is a unit-level, state-mandated field.	Valid values: YES NO
13	N/A	INDIVIDUALIZED INSTRUCTION INDICATOR	R	U, M	Specifies whether the course section instruction was individualized for the student.	This is a unit-level, state-mandated field.	Valid values: YES NO

**PS Student Class Detail Template Specifications**

Field#	Max Length	Field Name	R / O / CR	Code	Field Definition	Business Rules	Valid / Sample Value(s)
14	N/A	CLASS OUTCOME CODE	R	U, M	Specifies whether the student passed, failed, did not complete or withdrew from the course section. Institutions should base the 'Passed' outcome on their own standards for successful completion of the course.	This is a unit-level, state-mandated field.	Valid values: P – Passed F – Failed I – Incomplete W – Withdrew M – Military Leave of Absence NA – Class outcome not available at time of data submission

\* Field is part of the unique key for the template

**Load Sequence/Dependencies**

Load Sequence/Dependencies
PS Student Institution
PS Course
PS Course Campus
PS Class

**FAQs**

None at this time