Statewide Student Profile System
System Specifications

September 12, 2013
The First-Time Full-Time Edit report (FTFEDITRPT) and the First-Time Full-time Freshmen Match report (FTFMTCHRPT) have been added to the SSPSWEB application and is set to run automatically. Users will see two new columns on their respective report pages showing the FTFEDITRPT and FTFMTCHRPT reports. Both of these reports should be looked over and verified. To that end checkboxes have been added to the Certify form and are required to be checked as part of the certification process.

April 5, 2013
Memorandum to Users

With the growth in the development of and interest in distance learning technologies, it is important to have information about the choices students make in their academic course offerings. The E-Learning field deals with whether the course section is taken (completed by the student) through electronic/distance education, and the degree to which that is so. For example, students enrolled in a course section that is 100% online will never have to show up on campus, even though they might choose to take some other courses on site; students in a course section that is 50-99% online (Hybrid) would have to come on campus, at least for an occasional exam. Choose the code corresponding to the level of E-Learning delivery the student experiences for the course section. There should be no blank fields. The choices are below.

**E-Learning:** Indicate whether the course is taken
- O = 100% Online
- H = 50-99% Online = Hybrid
- S = Less than 50% Online (or > 50% on site)

December 05, 2012
Memorandum to Users

Beginning with the Fall 2012-2013 SSPS data collection cycle, institutions will submit SSPS data using the new web interface application accessible from the Board of Regents Web Applications Menu.

December 07, 2011
Memorandum to Users

Beginning with the Fall 2011-2012 SSPS data collection cycle, institutions will begin reporting those students working towards graduate certificates using the new degree level of 70.

September 16, 2010
Memorandum to Users

Beginning with the Fall 2010-2011 SSPS data collection cycle, institutions will begin reporting the cumulative hours earned for each student. See the record layout for the proper placement and format of the new data. As mentioned above, submission of this new metric is mandatory for the Fall 2010-2011 data collection cycle.
March 30, 2010
Memorandum to Users

For the Winter/Spring 2009-2010 SSPS data collection, institutions may report SSPS data using the newest ethnicity codes if they choose. In an earlier memorandum, you were told that the Board of Regents will not be implementing these new codes until Fall 2010-2011. We have since decided that we will, in fact, implement the new ethnicity codes. Submission of these new ethnicity codes will be optional during the Winter/Spring submission and mandatory for the Fall 2010-2011 submission.

December 21, 2009
Memorandum to Users

Beginning Fall 2009-2010, institutions may report the new Admission Test Type using the new code “E” for the International English Language Testing System for those students using this system rather than TOEFL. The Board of Regents will also accept the associated test score for this new admission test. Reporting this new test score will be optional for Fall 2009-2010, and will become mandatory in Fall 2010-2011. See the updated definition for Admission Test Score for an example on how to code the IELTS score.

November 03, 2009
Memorandum to Users

Beginning Fall 2009-2010, institutions may report using the new ethnicity codes if they choose. However, the Board of Regents will not be implementing these new codes until Fall 2010-2011. In the meantime, the editing process will:

a) cross-walk the new ethnicity code of 5 (Native Hawaiian or Other Pacific Islander) into the old ethnicity code of 1 (Asian or Pacific Islander)

b) cross-walk the new ethnicity code of 9 (Two or more races) into the old ethnicity code of 8 (Race/Ethnicity Unknown).

Please keep this in mind in order to avoid confusion.

March 01, 2008
Memorandum to Users

Beginning Winter/Spring 2007-2008, institutions can report an institutional common id (12 bytes) which can be used to assist in editing the student unit data. The SSN is still a required field, but will not be used to identify students in the Edit/Error reports. The institutional common id will be printed on the reports instead. See Definitions for specific instructions in using the institutional common id.

October 05, 2004
Memorandum to Users

The Student Transcript System (Louisiana high school transcript data) has now been implemented. Therefore, the following data elements are required for Academic Year 2004-2005 (Fall, Winter, and Spring):

1) High School Grade Point Average,
2) High School Percentile Rank, and
3) Board of Regents’ Core Flag

These elements are now ACTIVE and REQUIRED in Fall 2004.

Please see Appendix H for helpful notes and information.
Due to the development and implementation timeline of the Student Transcript System (Louisiana high school transcript data), the following data elements for academic year 2003-04 (Fall, Winter, or Spring):

1) High School Grade Point Average,
2) High School Percentile Rank, and
3) Board of Regents' Core Flag

will:

   a) **NOT** be required for in-state students and
   b) be **OPTIONAL** for out-of-state students.

These elements will become active and required in Fall 2004.
Due Date:  
- Fall Semester/Quarter: January 15
- Winter Quarter: March 15
- Spring Semester/Quarter: June 15

NOTE: As this data will be presented at the first Board of Regents monthly meeting following the above due dates, it is expected that the completed file is received on the above due dates.

Report Scope:  
14th class day (or equivalent) census of current term enrollment, but collected at the end of term to facilitate the compilation of student level term outcomes. See Appendix H.

Reporting Medium:  
The preferred reporting method is via the Board of Regents’ SSPS web application. The URL to the Board of Regents Web Applications Menu is:

https://regents.louisiana.gov/

The Statewide Student Profile System portal is the last entry at the bottom of the right column.

Institutions are to call the Board of Regents at (225) 342-4253 for an access ID and password.

A user guide is available.
<table>
<thead>
<tr>
<th>Data Element Name</th>
<th>Code or Source of Code</th>
<th>Field Position</th>
<th>Field Format</th>
<th>Field Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Date</td>
<td>See Definitions</td>
<td>01-05</td>
<td>PIC X(4)</td>
<td>5</td>
</tr>
<tr>
<td>Academic Year Begin</td>
<td>‘YYYY’</td>
<td>01-04</td>
<td>PIC X(1)</td>
<td>4</td>
</tr>
<tr>
<td>Academic Term</td>
<td></td>
<td>05</td>
<td>PIC X(1)</td>
<td>1</td>
</tr>
<tr>
<td>Summer Semester/Quarter</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Semester/Quarter</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Semester/Quarter</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution Code</td>
<td>Appendix A</td>
<td>06-07</td>
<td>PIC X(2)</td>
<td>2</td>
</tr>
<tr>
<td>Student Identification Number</td>
<td>See Definitions</td>
<td>08-16</td>
<td>PIC X(9)</td>
<td>9</td>
</tr>
<tr>
<td>Student Name</td>
<td>See Definitions</td>
<td>17-60</td>
<td>PIC X(20)</td>
<td>44</td>
</tr>
<tr>
<td>Last Name</td>
<td>See Definitions</td>
<td>17-36</td>
<td>PIC X(20)</td>
<td>20</td>
</tr>
<tr>
<td>First Name</td>
<td>See Definitions</td>
<td>37-56</td>
<td>PIC X(20)</td>
<td>20</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>57</td>
<td>PIC X(1)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td>58-60</td>
<td>PIC X(3)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Student Race</td>
<td>See Definitions</td>
<td>61</td>
<td>PIC X(1)</td>
<td>1</td>
</tr>
<tr>
<td>Asian</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black, Non-Hispanic</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White, Non-Hispanic</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign/Non-Resident Alien</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race/Ethnicity Unknown</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two or more races</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Gender</td>
<td>62</td>
<td>PIC X(1)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee Residence</td>
<td>See Definitions</td>
<td>63</td>
<td>PIC X(1)</td>
<td>1</td>
</tr>
<tr>
<td>Yes</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Citizenship</td>
<td>64</td>
<td>PIC X(1)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parish/State/Country</td>
<td>See Definitions</td>
<td>65-66</td>
<td>PIC X(2)</td>
<td>2</td>
</tr>
<tr>
<td>Birth Date</td>
<td>See Definitions</td>
<td>67-72</td>
<td>PIC X(2)</td>
<td>6</td>
</tr>
<tr>
<td>Birth Month</td>
<td>‘MM’</td>
<td>67-68</td>
<td>PIC X(4)</td>
<td>2</td>
</tr>
<tr>
<td>Birth Year</td>
<td>‘YYYY’</td>
<td>69-72</td>
<td>PIC X(4)</td>
<td>4</td>
</tr>
<tr>
<td>Admission Status</td>
<td>See Definitions</td>
<td>73</td>
<td>PIC X(1)</td>
<td>1</td>
</tr>
<tr>
<td>Student Level</td>
<td>See Definitions</td>
<td>74-75</td>
<td>PIC X(2)</td>
<td>2</td>
</tr>
<tr>
<td>Preparatory</td>
<td>PR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshman</td>
<td>FR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sophomore</td>
<td>SO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior</td>
<td>JR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior</td>
<td>SR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td>P1/P2/P3/P4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate I</td>
<td>G1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate II</td>
<td>G2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Specialist SP
Other Undergraduate OU
Other Graduate OG

Program Classification
See Definitions 76-85 10

CIP Code
See Definitions 76-81 PIC X(6) 6

Degree Level Code
82-83 PIC X(2) 2

Diploma DP
Certificate (one-year) C1
Certificate (two-year) C2
Associate (two years) 10
Post-Associate Certificate 11
Baccalaureate 20
Post-Baccalaureate Certificate 21
Masters 30
Post-Masters Certificate 31
Doctorate 40
Post-Doctoral Certificate 41
Professional 50
Post-Professional Certificate 51
Educational Specialist 60
Graduate Certificate 70
Non-degree Seeking Student ND

Increment Key
See Definitions 84-85 PIC X(2) 2

Program Admission Flag
See Definitions 86 PIC X(1) 1

High School Graduation Year
‘YYYY’, See Definitions 87-90 PIC X(4) 4

High School Code
See Definitions 91-96 PIC X(6) 6

High School Grade Point Average
See Definitions 97-100 PIC 9(1)V999 4

High School Class Percentile Rank
See Definitions 101-103 PIC 9(3) 3

Admission Test Type
See Definitions 104 PIC X(1) 1

American College Test (ACT)
A
International English Language Testing System
E
Scholastic Aptitude Test (SAT)
S
Test of English as a Foreign Language (TOEFL - Paper)
T
Test of English as a Foreign Language (TOEFL - Computer)
X
Test of English as a Foreign Language (TOEFL – Internet)
I
Adults (age >=25)
Z

Admission Test Score
See Definitions 105-108 PIC 9(4) 4

Board of Regents’ Core Flag
See Definitions 109 PIC X(1) 1

Yes Y
No N

Current Term Grade Point Average
See Definitions 110-113 PIC 9(1)V999 4

Cumulative Overall Grade Point Average
See Definitions 114-117 PIC 9(1)V999 4

Academic Standing at End of Term
See Definitions 118 PIC X(1) 1

Good Standing G
Probation P
Suspension S
Withdrawn from institution W

Total Student Credit Hours Scheduled
See Definitions 119-122 PIC 9(3)V9 4

Total Student Contact Hours Scheduled
See Definitions 123-126 PIC 9(3)V9 4

For use by LSUHSC campuses only
See Appendix G 127 PIC X(01) 1
| Institution Common Identification Number | See Definitions | 128-139 | PIC X(12) | 12 |
| Cumulative Hours Earned | See Definitions | 140-144 | PIC 9(4)V9 | 5 |
| Attended Summer Session (Fall Only) | See Definitions | 145 | PIC X(1) | 1 |

**Student Course Information**

| Enrolled at Census Date | See Definitions | 146 | PIC X(1) | 1 |
| Developmental Course Flag | Blank or D | 147 | PIC X(1) | 1 |
| Contact Hour Course Flag | Blank or C | 148 | PIC X(1) | 1 |
| E-Learning Flag | O, H, or S | 149 | PIC X(1) | 1 |
| Course Abbreviation | See Definitions | 150-153 | PIC X(4) | 4 |
| Course Classification (CIP) | See Definitions | 154-159 | PIC X(6) | 6 |
| Course Number | See Definitions | 160-163 | PIC X(4) | 4 |
| Section Number | See Definitions | 164-167 | PIC X(4) | 4 |
| Course Credit/Contact Hours | See Definitions | 168-171 | PIC 9(3)V9 | 4 |

Repeats positions 146-173 for student's 2nd course, blank if none 174-201 28
Repeats positions 146-173 for student's 3rd course, blank if none 202-229 28
Repeats positions 146-173 for student's 4th course, blank if none 230-257 28
Repeats positions 146-173 for student's 5th course, blank if none 258-285 28
Repeats positions 146-173 for student's 6th course, blank if none 286-313 28
Repeats positions 146-173 for student's 7th course, blank if none 314-341 28
Repeats positions 146-173 for student's 8th course, blank if none 342-369 28
Repeats positions 146-173 for student's 9th course, blank if none 370-397 28
Repeats positions 146-173 for student's 10th course, blank if none 398-425 28
Repeats positions 146-173 for student's 11th course, blank if none 426-453 28
Repeats positions 146-173 for student's 12th course, blank if none 454-481 28
Repeats positions 146-173 for student's 13th course, blank if none 482-509 28
Repeats positions 146-173 for student's 14th course, blank if none 510-537 28
Repeats positions 146-173 for student's 15th course, blank if none 538-565 28
Repeats positions 146-173 for student's 16th course, blank if none 566-593 28
Repeats positions 146-173 for student's 17th course, blank if none 594-621 28
Repeats positions 146-173 for student's 18th course, blank if none 622-649 28
Repeats positions 146-173 for student's 19th course, blank if none 650-677 28
Repeats positions 146-173 for student's 20th course, blank if none 678-705 28
**DEFINITIONS**

**Academic Date:** This data element will span five positions of the record. The fifth position will indicate the academic term as specified below. **This field cannot be blank.**

<table>
<thead>
<tr>
<th>TERM</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Semester/Quarter</td>
<td>1</td>
</tr>
<tr>
<td>Fall Semester/Quarter</td>
<td>2</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>3</td>
</tr>
<tr>
<td>Spring Semester/Quarter</td>
<td>4</td>
</tr>
</tbody>
</table>

The first four positions will be the **beginning year** of the academic/fiscal year; that is, if the academic year is 2001-2002, code **2001**.

For example:

1) For Fall Semester/Quarter of Academic Year 2001-2002, code as **20012**.
2) For Spring Semester/Quarter Academic Year 2001-2002, code as **20014**.

**Academic Standing at End of Term:** The student’s academic standing, as determined by the reporting institution, at the end of the reported term. Code **G** for Good Standing, **P** for Probation, **S** for Suspension and **W** for Withdrawn from school. **This field cannot be blank.**

**Admission Status:** The student's current standing with regard to his/her attendance experience at the reporting institution. **This field cannot be blank.**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First-Time Freshman</td>
<td>An entering freshman who has never attended any college (or other postsecondary institution). Includes students enrolled in the fall term who</td>
</tr>
<tr>
<td></td>
<td></td>
<td>who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduation from high school).</td>
</tr>
<tr>
<td>2</td>
<td>New Graduate Student</td>
<td>A student who enters the institution classified as a Graduate Level Student (G1 or G2, see page 8) for the first time (e.g., a student who attended the institution as</td>
</tr>
<tr>
<td></td>
<td></td>
<td>an undergraduate will still be classified as a new graduate student when he/she is first admitted to these level).</td>
</tr>
<tr>
<td>3</td>
<td>Other Student</td>
<td>Any student who fails to fit into any of the other admission status categories.</td>
</tr>
<tr>
<td>4</td>
<td>Transfer Student</td>
<td>A student who enrolls at an institution for the first time who has previously attended another postsecondary institution. <strong>Students classified as visiting students or First-time Freshmen should be excluded.</strong> See the exception to this definition in the definition for First-Time Freshman above.</td>
</tr>
<tr>
<td>5</td>
<td>Continuing Students</td>
<td>Those students enrolled in a particular term who were also enrolled in the previous regular term or summer term and who do not qualify as first-time freshmen or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>transfer students. <strong>A regular term is defined as a fall or spring semester and a fall, winter or spring quarter.</strong></td>
</tr>
<tr>
<td>6</td>
<td>Readmitted Students</td>
<td>Those students enrolled for a particular term who were previously enrolled at your institution but were not enrolled under the conditions specified above for</td>
</tr>
<tr>
<td></td>
<td></td>
<td>continuing students.</td>
</tr>
</tbody>
</table>

BoR Statewide Student Profile System Specifications Page 9
7 New Professional
A student who enters the institution as a professional student (law, dentistry, medicine, veterinary medicine) for the first time. A student who attended the institution at another level will be classified as a new professional student when he/she is first admitted to this level.

X Visiting Student
A student who is enrolled in one or more courses at, or being taught by, your institution, but whose home institution is another campus or high school. Include all students who are visiting your campuses (e.g., cross-registered, cross-enrolled, dual-enrolled, concurrently enrolled, summer only, etc.) by formal or in-formal inter-institutional cooperative programs or agreements. Include preparatory (PR) students here. See Appendix H regarding PR students.

If a student is enrolled in course work on both campuses, both institutions, irrespective of the conditions of the programs or agreements, should report these students.

For example: A student enrolled in a degree program at institution A and cross-enrolled in a course at (or being taught by) institution B would be reported as Admissions Status “1”, “2”, “3”, etc. at institution A and as Admissions Status “X” at institution B.

If a student is enrolled in course work as a visiting student only and not enrolled on the home campus, the campus he/she is visiting should report the student.

For example: A student enrolled in a degree program at institution A does not enroll at institution A for the summer semester, but enrolls at institution B as a visiting student. Institution B would report that student as Admissions Status “X”.

Admission Test Score: To be reported for FIRST-TIME FRESHMEN or TRANSFER students required to meet final Freshman admission criteria (see Appendix H, #7). This should be the highest composite or total score (four characters) achieved by the student on the standardized test used to determine admission. (Note: TOEFL scores would be submitted for all foreign students and non-resident aliens.) Numeric scores must be right justified and left-filled with zeroes. For example, an ACT score of 27 would be coded as 0027; an SAT total score of 1800 would be coded as 1800; or a TOEFL score of 550 would be coded as 0550. The International English Language Testing System (IELTS) score of 7.5 would be coded as 0075. An IELTS score of 0.9 would be coded as 0009.

NOTE: If this field contains a zero (0) score and an Admission Test Type was indicated, both the Test Type and Test Score will be blanked out.

Admission Test Type: To be reported for FIRST-TIME FRESHMEN or TRANSFER students required to meet final Freshman admission criteria (see Appendix H, #7). This is the type of standardized test taken by the student used to determine admission. Use the following codes:

- American College Test (ACT) A
- International English Language Testing System (IELTS) E
- Scholastic Aptitude Test (SAT) S
- Test of English as a Foreign Language (TOEFL - Paper) T
- Test of English as a Foreign Language (TOEFL – Computer) X
- Test for English as a Foreign Language (TOEFL – Internet) I
- Adults whose age is 25 or above Z

Attended Summer Session: If the student attended any of the summer sessions directly prior to the Fall semester being reported, code a “Y” in column 145. If the student did not attend any of the summer sessions directly prior to the Fall semester being reported, leave column 145 blank. See additional Information on Page 26.

Birth Date: The calendar date of birth as designated on the individual's legal birth registration or certificate. Code birth month as 01 (January), 02 (February), etc. The birth month will occupy positions 67 and 68. Code
the birth year as the last four characters, i.e., if the student was born in 1981, code 1981 in positions 69-72.

**Board of Regents' Core Flag:** To be reported for FIRST-TIME FRESHMEN or TRANSFER students required to meet final Freshman admission criteria (see Appendix H, #7). Code Y if the student completed the Regents' high school core curriculum. Also code Y for out-of-state or international students if they have completed comparable core requirements, otherwise code N.

**CIP Code:** A six-character code developed for the National Center for Educational Statistics, which corresponds to a major field of study.

**Contact Hour Flag:** Code C if the course is a contact hour course. Code a blank space if a credit hour course (do NOT code low-values).

**Course Abbreviation:** The official assigned institutional identifier that serves to uniquely identify a course. This field should be left justified. For example, English would probably be coded as ENGL and Electrical Engineering as EE with two trailing blank spaces. This field cannot be blank.

**Course Classification:** A CIP classification must be assigned to each course on a student's schedule. This field cannot be blank.

**Course Credit/Contact Hours:** The amount, to tenths, of semester credit hours (SCH equivalents) or contact hours given for a course. "No credit" or non-credit courses should have a value of 000.0 (zero) and be coded as 0000. Actual credit earned should be reflected for variable credit courses. This field cannot be blank.

**Course Grade:** The grade given for the course. Single-character grades should be reported left justified and right-filled with a space, e.g., an A would be coded as "A ". This field cannot be blank, there must be a grade.

**Course Number:** The standard official institutionally-assigned number or other identification that serves to uniquely identify a course and is usually related to the academic level of the course. This field should be left justified and padded with blanks if necessary. The course abbreviation and course number should match the course identification scheme as suggested in the institution catalog. This field cannot be blank.

**Cumulative Hours Earned:** The student's cumulative hours earned (including all transfer work) as recognized by the submitting institution. This may be defined at your institution as total hours earned or total hours completed. Data are reported as a five (5) character data field, to tenths. For example, a student with total hours earned of 95.5 would be coded as 00955.

**Cumulative Overall Grade Point Average:** The student's average on all courses attempted (including all transfer work) as recognized by the submitting institution. This may be defined at your institution as cumulative, overall and/or adjusted GPA. Data are reported as a four-character data field, to thousandths, and uses a 4.000 grading system. For example, a student with a COGPA of 2.854 would be coded as 2854.

**Current Term Grade Point Average:** The student's GPA for the current reported term, as recognized by the submitting institution. Data are reported as a four-character data field, to thousandths, and uses a 4.000 grading system. For example, a student with a term GPA of 3.854 would be coded as 3854.

**Developmental Course Flag:** Code D for a Developmental Course, otherwise code a blank space (do NOT code low-value).

**E-Learning Flag:** Indicates whether the course is taken
- O = 100% Online
- H = 50-99% Online (Hybrid)
- S = Less than 50% Online (or > 50% on Site)

**Note:** This field cannot be blank.

**Enrolled at Census Date:** If the student was enrolled in the course at the Census Date (14th class day or equivalent), code Y (Yes), otherwise code N (No). This field cannot be blank. For those campuses that
use block scheduling, if the student is registered in the first course of the block as of the Census Date, all courses in the block should have Enrolled at Census Date = Y.

**Fee Residence:** A student who is not assessed out-of-state fees will be considered a Louisiana resident. The determination of whether or not a student should pay out-of-state fees rests with the institution. (This data should be used for determining a student's residency for fee purposes only and may not necessarily represent his actual home residence.) Students who are not assessed out-of-state fees should be coded Y. Students who are assessed out-of-state fees should be coded N. This field cannot be blank.

**High School Class Percentile Rank:** To be reported for FIRST-TIME FRESHMEN or TRANSFER students required to meet final Freshman admission criteria (see Admission Status definition). The student's high school class rank, as reported by the submitting institution. Three-character numeric data field that is right justified and left-filled with zeroes. For example, a student who ranks 42nd in a class of 200 students would be reported as (200 - 42)/200 and therefore at the 79th percentile and would be coded as 079. If the student was home-schooled, or has earned a GED, there will be no High School Percentile Rank included on his/her transcript, and this field can be blank.

**High School Code:** For all high school graduates, code the six-character code assigned to each high school by ACT (see Appendix F for Louisiana High School Codes). For unknown Louisiana codes, code all zeroes, i.e., 000000. For GED students, code 999997. For out-of-state high schools in which the ACT code is unknown or not available, code 999998. For foreign graduates, code all nines, i.e., 999999. For home-schooled students, code 999996. This field cannot be blank for Freshmen, regardless of age.

**High School Grade Point Average:** To be reported for FIRST-TIME FRESHMEN or TRANSFER students required to meet final Freshman admission criteria (see Appendix H, #7). The student's overall high school GPA, as recognized by the submitting institution. Data is reported as a four-character data field, to thousandths, and uses a 4.000 grading system. For example, a student with a HSGPA of 3.854 would be coded as 3854. The formula to be used for determining a converted 4.000 GPA is as follows: Converted GPA = HSGPA / (Scale / 4.0). Students with GEDs will not have high school grade point averages. Therefore, this field should be coded as blank.

**High School Graduation Year:** A four-character numeric code for the calendar year in which the student received his/her high school diploma or the equivalent thereof. If the student did not receive a diploma or the equivalent, leave this field blank.

**Increment Key:** A two-digit numeric key assigned by the Board of Regents’ staff, which gives each academic program record a unique key. (See Inventory of Degree and Certificate Programs for details.) This field cannot be blank.

**Institution Common ID:** Student ID other than the social security number. This field is included to assist the campus’ editing process. If your college does not assign student ID’s, then leave this field blank, and the last four (4) digits of the students’ SSN will be included in the edit reports instead.

**Institution Code:** A two-character code developed by the Board of Regents for Louisiana Institutions. The first character identifies the institutional system. This code provides for the state systems of colleges and universities and the classification of other traditional institutions. To permit an improved representation, the institution code in Appendix A includes a period to separate the system designation from the institutional designation. The code is processed, however, as a two-character code without periods.

**Parish/State/Country:**

1. If a student is a resident of the State of Louisiana, code the high school parish from which he/she graduated. (See Appendix B.)

2. If the student is not a Louisiana high school graduate, but is a Louisiana resident, code the parish of residency.

3. For students who are either U.S. citizens or lawful residents of the United States of America and not Louisiana residents, code the state/U.S. territory of origin. (See Appendix C)
(4) For students who are not U.S. Citizens and
  (a) carry F or J visas, or some other visa, and are in this country on a temporary basis
      without the right to remain indefinitely, code the country of origin. (See Appendix D.)

  (b) Have been lawfully admitted to the U.S. (hold a Permanent Residence Card, formerly
      called a "green card"), or have been granted political asylum or refugee status,
      code the country of origin. (See Appendix D).

Note: This field cannot be blank.

Program Admission Flag: Code N if the Program Classification has additional admission criteria which
have NOT been met by the student. Code a blank space if the program does not have additional
admission criteria or the student has been formally admitted to the program of study (do NOT code low-
values).

Program Classification: A six-digit CIP (Classification of Instructional Programs) code followed by a two-
digit Degree Level Code and Increment Key. The two-digit increment key completes the full unique
program classification taxonomy. Together, these codes should correspond to an individual student's major
field of study or curriculum/program objective identified in the BoR Inventory of Degree and Certificate
Programs. This field cannot be blank.

(1) Each institution should assure that reported CIP code (declared major), Degree Level
    Code, and Increment Key fields correspond to approved curricula as currently reported on
    the Board of Regents' Inventory of Degree and Certificate Programs

(2) For students uncommitted to a program of study, such as a first-time entering freshman,
    non-matriculating students or exchange students, code all zeroes in the CIP field, but
    code the level of the degree they are seeking in the Degree Level Code field and 00 in the
    Increment Key field.

(3) For non-degree seeking students, code all zeroes in the CIP field, but code ND in the
    Degree Level Code field and 00 in the Increment Key field.

(4) For undergraduate students who choose a major that is not approved for the reporting
    institution, and who intend to transfer to an institution which does grant his/her chosen
    undergraduate degree, code 240000 for the CIP code and the appropriate undergraduate
    Degree Level Code for the program to which the student intends to transfer. For these
    programs, code 00 in the Increment Key field.

Section Number: The official institution number or other identifier(s) that serve to uniquely identify the
section of a course. This field should be right justified and padded with zeroes if necessary. This field
cannot be blank.

Student Identification Number: The number assigned to the student by the Social Security Administration.

For those students not having a Social Security number, (e.g., foreign students) the institution will
assign a student identifier. The student identifier should include a "T" in the first position (indicating
a temporary number), followed by the Institutional Code in the next two positions. If an institution
reports students with temporary SSNs, these same temporary SSNs should be reported for the affected
students throughout their college careers. This field cannot be blank.

Student Name: The format of the name fields are as shown in the record layout of this document and
consists of Last Name, First Name, Middle Initial and Suffix. Changes in student name status, like changes
in Student Identification Number, should be forwarded to the Board of Regents. This field cannot be
blank.
**Student Level:** The total accredited work by a student which reflects institutionally accepted progress toward a degree or certificate. This field cannot be blank.

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR</td>
<td>Preparatory</td>
<td>A student concurrently enrolled in high school and college.</td>
</tr>
<tr>
<td>FR</td>
<td>Freshman</td>
<td>A student who has earned the equivalent of 0 to 29 semester credit hours.</td>
</tr>
<tr>
<td>SO</td>
<td>Sophomore</td>
<td>A student who has earned the equivalent of 30 to 59 semester credit hours.</td>
</tr>
<tr>
<td>JR</td>
<td>Junior</td>
<td>A student who has earned the equivalent of 60 to 89 semester credit hours.</td>
</tr>
<tr>
<td>SR</td>
<td>Senior</td>
<td>A student who has earned the equivalent of 90 or more semester credit hours and who is still an undergraduate student.</td>
</tr>
<tr>
<td>G1</td>
<td>Graduate I</td>
<td>A student registered in a post-baccalaureate school/program and who holds a bachelor's degree or the equivalent (or a “professional” degree) and is also pursuing a master's degree, or pursuing a doctoral degree but has earned less than the equivalent number of credits required for a master's degree which is normally in the range of 30 to 36 semester credit hours beyond the bachelor's level.</td>
</tr>
<tr>
<td>G2</td>
<td>Graduate II</td>
<td>A student who is pursuing a doctoral (except &quot;professional&quot;) degree program except those who are classified as Graduate I by the definition provided above.</td>
</tr>
<tr>
<td>SP</td>
<td>Specialist</td>
<td>This classification is to include all students who hold a bachelor's degree or the equivalent (or “professional” degree) and are pursuing an educational specialist certificate/degree.</td>
</tr>
<tr>
<td>P1</td>
<td>Professional 1</td>
<td>A student enrolled in the first year of the curriculum at a professional school (law, dentistry, medicine, and veterinary medicine).</td>
</tr>
<tr>
<td>P2</td>
<td>Professional 2</td>
<td>A student enrolled in the second year of the curriculum at a professional school (law, dentistry, medicine, and veterinary medicine).</td>
</tr>
<tr>
<td>P3</td>
<td>Professional 3</td>
<td>A student enrolled in the third year of the curriculum at a professional school (law, dentistry, medicine, and veterinary medicine).</td>
</tr>
<tr>
<td>P4</td>
<td>Professional 4</td>
<td>A student enrolled in the fourth year of the curriculum at a professional school (law, dentistry, medicine, and veterinary medicine).</td>
</tr>
<tr>
<td>OU</td>
<td>Other Undergraduate</td>
<td>Students who are (1) enrolled in a non-degree-seeking status (Degree Level=&quot;ND&quot;), or (2) enrolled at two-year institutions who have accumulated more than 59 semester credit hours, or (3) enrolled as a visiting student (admission status=&quot;X&quot; and not in High School) or (4) are pursuing a Post-Associate certificate. This category should be a “catch all” in case none of the categories above apply. This category should be rarely used.</td>
</tr>
<tr>
<td>OG</td>
<td>Other Graduate</td>
<td>Students who hold a baccalaureate or higher degree and either (1) have not been formally admitted to a graduate or undergraduate degree program, or (2) are pursuing a certificate program beyond the baccalaureate level (i.e., Post-Bachelors, Post-Masters, Post-Doctoral, or Post-Professional). This category should be a “catch all” in case none of the categories above apply. This category should be rarely used.</td>
</tr>
</tbody>
</table>

**Student Race - Civil Rights Racial Category:** An indication of the student's ethnic origin. The codes to be used are as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Asian</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>American Indian or Alaskan Native</td>
<td>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.</td>
</tr>
<tr>
<td>Race/Ethnicity</td>
<td>Definition</td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Black, Non-Hispanic</td>
<td>A person having origins in any of the black racial groups of Africa.</td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td>A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td>
<td></td>
</tr>
<tr>
<td>White, Non-Hispanic</td>
<td>A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</td>
<td></td>
</tr>
<tr>
<td>Foreign/Non-Resident Alien</td>
<td>A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. Non-resident aliens are to be reported separately, rather than in any of the other racial/ethnic categories described in this section.</td>
<td></td>
</tr>
<tr>
<td>Race/ethnicity Unknown</td>
<td>This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.</td>
<td></td>
</tr>
<tr>
<td>Two or more races</td>
<td>Two or more races</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** This field cannot be blank.

**Total Student Contact Hours Scheduled:** The amount, to tenths, of semester contact hours scheduled at the semester/quarter census date. "No credit" or non-credit courses should have a value of 000.0 (zero), coded as 0000. Actual credit earned should be reflected for variable contact hour courses. *Note: This field is the summation of Course Credit/Contact Hours for all courses with Contact Hour Course Flag equal to "C".*

**Total Student Credit Hours Scheduled:** The amount, to tenths, of semester credit hours (SCH equivalents) scheduled at the semester/quarter census date. "No credit" or non-credit courses should have a value of 000.0 (zero), coded at 0000. Actual credit earned should be reflected for variable credit courses. *Note: This field is the summation of Course Credit/Contact Hours for all courses with Contact Hour Course Flag equal to Blank. All students must have at least one course.* For those campuses that use block scheduling, if the student is registered in the first course of the block as of the Census Date, all courses in the block should have Enrolled at Census Date = Y.
Appendix A

Institution Codes

Appendix B
Parishes and Codes

Note: Parish codes 1 through 9 should all have leading zeros.
Example: Acadia should have a parish code of 01.

Appendix C
States and Abbreviations

https://www.usps.com/send/official-abbreviations.htm
Appendix D
Countries of the World

http://www.iso.org/iso/home/standards/country_codes/country_names_and_code_elements.htm
Appendix F

ACT High School Codes

http://www.actstudent.org/regist/lookups/
Appendix G

Special Instructions for LSU Health Sciences Center

Source: Board of Regents
Special Instructions for LSU Health Sciences Center

**RECORD DESCRIPTION**

Use the following record specifications for positions 127-145.

<table>
<thead>
<tr>
<th>Data Element Name</th>
<th>Code or Source of Code</th>
<th>Field Position</th>
<th>Field Format</th>
<th>Field Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Flag</td>
<td></td>
<td>127</td>
<td>PIC X(01)</td>
<td>1</td>
</tr>
<tr>
<td>Yes</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution Common ID</td>
<td></td>
<td>128-139</td>
<td>PIC X(12)</td>
<td>12</td>
</tr>
<tr>
<td>Not Used</td>
<td>Blanks</td>
<td>140-145</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**NOT REQUIRED**

<table>
<thead>
<tr>
<th>Data Element Name</th>
<th>Code or Source of Code</th>
<th>Field Position</th>
<th>Field Format</th>
<th>Field Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Admission Flag</td>
<td>Blanks</td>
<td>86</td>
<td>PIC X(01)</td>
<td>1</td>
</tr>
<tr>
<td>High School Graduation Year</td>
<td>Blanks</td>
<td>87-90</td>
<td>PIC X(04)</td>
<td>4</td>
</tr>
<tr>
<td>High School Code</td>
<td>Blanks</td>
<td>91-96</td>
<td>PIC X(06)</td>
<td>6</td>
</tr>
<tr>
<td>High School Grade Point Average</td>
<td>Blanks</td>
<td>97-100</td>
<td>PIC X(4)</td>
<td>4</td>
</tr>
<tr>
<td>High School Percentile Rank</td>
<td>Blanks</td>
<td>101-103</td>
<td>PIC X(3)</td>
<td>3</td>
</tr>
<tr>
<td>Admission Test Type</td>
<td>Blanks</td>
<td>104</td>
<td>PIC X(01)</td>
<td>1</td>
</tr>
<tr>
<td>Admission Test Score</td>
<td>Blanks</td>
<td>105-108</td>
<td>PIC X(4)</td>
<td>4</td>
</tr>
<tr>
<td>Board of Regents’ Core Flag</td>
<td>Blanks</td>
<td>109</td>
<td>PIC X(01)</td>
<td>1</td>
</tr>
<tr>
<td>Current Term Grade Point Average</td>
<td>Blanks</td>
<td>110-113</td>
<td>PIC 9(1)V999</td>
<td>4</td>
</tr>
<tr>
<td>Cumulative Overall Grade Point Average</td>
<td></td>
<td>114-117</td>
<td>PIC 9(1)V999</td>
<td>4</td>
</tr>
<tr>
<td>Total Student Credit Hours Scheduled</td>
<td>Blanks</td>
<td>119-122</td>
<td>PIC 9(3)V9</td>
<td>4</td>
</tr>
<tr>
<td>Total Student Contact Hours Scheduled</td>
<td>Blanks</td>
<td>123-126</td>
<td>PIC 9(3)V9</td>
<td>4</td>
</tr>
<tr>
<td>Student Course Information</td>
<td>Blanks</td>
<td>146-705</td>
<td></td>
<td>560</td>
</tr>
</tbody>
</table>
Appendix H

Helpful Notes and Information

Source: Board of Regents
Helpful Notes and Information

1. **Sources for the SSPS Data File:**

   The sources for the revised student profile are actually a combination of both the census date snapshot and the end-of-term enrollment files. This reporting protocol change was necessary to meet two seemingly unrelated goals of the revision process:

   a) inclusion of "end-of-term" outcomes in the new SSPS
   b) minimize the reporting burden on our campuses

   Technically, a suggested methodology for "building your file" would be to:

   a) Freeze the file at the census date (include all necessary components available at the census date).
   b) During the fall semester, internally edit/validate fields such as SSN, Name, Admission status, degree level, Major, High School information, Gender, and other "non-outcomes" fields that will be included in the report.
   c) Freeze the end-of-term file that includes the outcomes measures required for reporting.
   d) Perform a full outer join of the two files (by internally defined key). This will allow you to include students who added after the census date as well as "pick-up" the end of term outcomes required in the report.
   e) Edit/validate data based on internally defined criteria.
   f) Submit file to BoR - begin edit cycle.

   Although the above methodology is somewhat oversimplified, it does provide a summary of the processes necessary for building the final file reported to the Regents by January 15 (for fall). The same process applies to the Winter, Spring and Summer submissions.

2. **Preparatory Students:**

   These students are defined as still attending high school and have not yet received their high school diplomas (or GEDs). When a preparatory student is concurrently enrolled in high school and a college, the student level of the student is PR and the Admission Status of the student is X = Visiting.

3. **Inclusion of Inter-Sessions:**

   The best test for inclusion of an inter-session with the regular semester data would be if the inter-session is part of the term grading cycle. For example, consider the Spring semester. When a student receives Spring grades, are the inter-session grades on the Spring grade report? If they are, then include the inter-session course data. If they are not, then send the inter-session data as a separate file.
4. **Downloading the SSPS COBOL Program:**

The SSPS Edit/Error COBOL program can be found at the Board of Regents FTP site. It will be in the file called **COBOLPGMS** with the member name **SSPSEDCPY**. The command language program is in the same file, **COBOLPGMS**, with the member name **SSPSCLCPY**.

If there are any questions regarding these programs, please contact Mary Angela Schauf at (225) 342-4253.

5. **Downloading the CRIN Master file:**

A copy of the CRIN Master file can be found at the Board of Regents FTP site. It will be in the file called **CRINMAST** with the member name **CRINMAST**.

If there are any questions regarding these programs, please contact Mary Angela Schauf at (225) 342-4253.

6. **Special Course Designations:**

- For Degree Only students, use **DEGO** as the course abbreviation.
- For Exchange students, use **EXCH** as the course abbreviation.
- For students registered in absentia, use **ABST** as the course abbreviation.
- For those students having withdrawn from the institution, use **WDRW** as the course abbreviation.

Example:

<table>
<thead>
<tr>
<th>Course Abbrev</th>
<th>Enrolled at Census Date</th>
<th>Course Number</th>
<th>Section Number</th>
<th>6-Digit CIP Code</th>
<th>Credit Hours</th>
<th>Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEGO</td>
<td>Y or N</td>
<td>9999</td>
<td>0001</td>
<td>000000</td>
<td>0.0</td>
<td>NC* or NG*</td>
</tr>
<tr>
<td>DEGR</td>
<td>Y or N</td>
<td>9999</td>
<td>0001</td>
<td>000000</td>
<td>0.0</td>
<td>NC* or NG*</td>
</tr>
<tr>
<td>EXCH</td>
<td>Y or N</td>
<td>9999</td>
<td>0001</td>
<td>000000</td>
<td>0.0</td>
<td>NC* or NG*</td>
</tr>
<tr>
<td>ABST</td>
<td>Y or N</td>
<td>9999</td>
<td>0001</td>
<td>000000</td>
<td>0.0</td>
<td>NC* or NG*</td>
</tr>
</tbody>
</table>

*NC is No Credit
*NG is No Grade

Note: Course abbreviation, course number, section number and course grade are institutional specific and should be reported consistent with institution taxonomy. For example, if the reporting institution uses a three-byte course number, 999 should be used. In addition, the institutional “no grade” code should be reported for course grade.
Helpful Notes and Information

7. **Reporting those fields on which final admission decisions were made:**

The Board of Regents expects those fields affecting final admission decisions to be reported. These fields are:

- High School Grade Point Average
- High School Percentile Rank
- High School Graduation Year
- Admission Test Type
- Admission Test Score
- Board of Regents’ Core Flag

8. **Reporting Students that Attended a Summer Session Prior to the Fall Semester**

This deals with the new variable called *Attended Summer Session* (page 8) and applies to all students.

Code “Y” in column 145 if the student attended any of the summer sessions directly prior to the Fall semester being reported. This includes students that:

a) registered by the 14th class day, or
b) added classes after the 14th class day, or
c) completed the summer session, or
d) failed to complete the summer session and have no grades

Otherwise, leave the column blank if the student did not attend any of the Summer sessions directly prior to the Fall semester being reported.