



Achieving the Dream /Developmental Education Initiative

HCC AtD/DEI Data Map

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Includes Latest Version (7.0: June 2010) of JBLA Changes

Effective only for Fall 2013 Submissions

The purpose of the *Achieving the Dream (AtD)* data streams is to provide a longitudinal database, structured from our data submissions, to allow AtD data analyses and develop reports for nationwide comparisons and studies of AtD and DEI success components and trends. Matching static cohorts are also used by HCC to conduct longitudinal analysis, which allows one to identify differences in outcomes among varying student groups, and facilitate the development of interventions that increase students' chances for success, particularly for those students at risk for decreased postsecondary outcomes.

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AtD & DEI

Goals

Achieving the Dream (AtD) addresses a national imperative: to increase success for the growing number of students for whom community colleges are the point of entry into higher education.

The initiative focuses on improving success rates among low-income students and students of color, including degree and certificate attainment, and transfer to four-year colleges. The *Developmental Education Initiative* (DEI) is particularly focused on improving success and developmental series completion rates of under-prepared new students.

The Data Collection Effort

Data-driven decision-making is key – to diagnose improvement needs, generate the institutional will for change, and assess the impact of the changes on students. Each participating college is required to provide certain data for each cohort and each semester. Currently, the required data include items that are mainly available from existing administrative records, including transcripts. Optional data items are being added to the data collection this year to expand the information available on student demographics and finances.

Finally, *we can include additional variables of our own choosing for any term* or data for other than the fall cohort (AtD requests data for the fall cohort only). According to JBLA, if we have data we would like to add to our database, we are to provide the data elements' definitions and valid values along with our submission. When HCC's longitudinal file is constructed, any custom data elements we submit will be included with the database.

Summary of Data Collection Changes for the DEI Colleges

- Twice-per-year data collection: In addition to Fall data collection, DEI colleges submit data in the Spring as well (see page 3 for the data submission schedule and "naming conventions.")
- Report developmental education placement test scores: DEI colleges will submit placement test data, which added new data elements to the *Student General Record* files (page 13 through 15).
- Report data about intervention strategies and student participation in the interventions: To analyze the impact of particular developmental education strategies, and to track students' participation in the interventions, DEI colleges submit descriptions of the interventions they implement and their students' participation in those interventions. Descriptions of up to three selected intervention strategies were submitted on the intervention strategies data screen. The intervention participation data are submitted with the term files. (See pages 30 and 42 for more information)



Files to be Submitted

Two types of data files are to be submitted each year. A brief description of both files follows. The list of variables to be included in the files, along with their definitions, is in *Data Elements Requested for Submission*.

Student: General Record

This file is submitted once for each student — just before mid-term SAOIR refreshes for Fall and Spring cohorts. The general record contains all credential-seeking students entering your institution for the first time during the fall term with student-specific data that needs to be collected only once; i.e., student demographics, high school information, application data, etc. For HCC, this record also contains 48 variables explained on pages 17 through 23 that include the cohort semester, college of admission, the Academic Program code selected upon admission, and the pre-summer flag and variables describing the cohort's Pre-Summer session courses, (originally approved by Sue Clery, 2004).

Student: Term Record

Each term's student term record file is submitted in the upcoming Fall or Spring submission. The term record contains data on all of the cohorts being tracked reflecting students' activities for the specified reporting term: grade point average, credits attempted, credits earned, etc. Term Record submissions should include several cohorts in one file. For example, the Term Record for Fall term of the academic year 2005-06 will contain data reflecting the 2002, 2003, 2004, and 2005 cohorts. For HCC, term records also contain 47 variables explained on pages 31 through 38, including Core Completer flag, CPLancode, ESL and other developmental and gatekeeper courses tracked by HCC, and HCC Term indicator.



Submission Schedule & Naming Files

This section provides the details of how to name the files you are submitting, and which files need to be submitted at each academic term.

Naming Files

Proper naming of the files is important for project management purposes. The naming convention for files is:

FILE_YEAR_TERM_UNITID

where:

- FILE is the type of file
 - Student: general record is named *Stu_Gen*
 - Student: term record is named *Stu_Term*
- YEAR is the academic year (e.g. 1213 = Academic Year 2012-2013).¹
- TERM is the current reporting term (see *Terms* in the *General Information* section of this document). Terms will be 01 for all but Student Term files that will be 01, 03, 06 depending on the term data contained.
- UNITID is our institution's ID as assigned by the U.S. DoE = 225423.
- For example, the Student: General record being submitted for the fall (first term) of the 2012-13 academic year, for an institution with a UNITID of 225423 would be named

Stu_Gen_1213_01_225423

¹ Academic year is defined as: July 1 through June 30 (same as the Federal financial aid academic year).

Data Submission Schedule

DEI colleges submit data two times a year. The files to be submitted and their frequency are as follows:

- the Student Term Record file is submitted to reflect all preceding terms; and
- the Student General Record file is submitted as the first data submission for the new AtD cohorts of Fall and Spring students in the following long semester.

The semi-annual data collection schedule for the 2013-14 academic year follows:

- The Spring 2013 student general files, and the Spring 2013 & Summer 2013 term files, are due by November 15, 2013.
- The Fall 2013 general file and the Fall 2013 term files are due by March 15, 2013.



File Format

When creating your files, format them as follows:

- Follow the format requirements for all data elements as specified in *Data Elements Requested for Submission*.
- Prepare files in comma separated, quote delimited format (CSV files). Place quotes around text in a text field that contains a comma or a quote, but not around numbers (numbers should not contain commas). Typically, if you export data from your system in CSV format, the system will insert quotes as needed.
- Do not put commas in numeric data. For example, 18,383 should be included in the database as 18383, not 18,383.
- One record only per line. Records do not wrap over multiple lines.
- CR/LF indicates the end of a record.
- Include the variable names indicated in *Data Elements Requested for Submission* at the top of the file.
- Student social security number (SSN) is the FIRST variable on the student files. The *Student ID Encryption Program* requires SSN to be the first field on the record. HCC uses student EMPLID formatted to look like an SSN for this variable.
- The specific data elements requested as part of the AtD and DEI projects are provided in the *Data Elements Requested for Submission* section of this document. If there are data elements requested that your institution cannot provide, include the variable in the dataset with a -1 (missing code) or -2 (not applicable) for each record. It is very important that you include all requested variables with your files, whether or not you are able to provide the data. Check the spelling of field names—e.g. I,II,III are made from the uppercase i, not a 1 or a lowercase L.



Student ID Encryption Program

The confidentiality of individuals and their personal information is of utmost importance in this project. Therefore, do not provide students' names, addresses, telephone numbers, social security numbers, or any other identifying information on data files you are submitting to JBLA.

That said, however, it is necessary for this project to have a means of tracking students over time. You will be provided with a *Student ID Encryption Program*. This program will assign a unique ID number to each student so he/she can be tracked over time. The program is an easy-to-use, MS Windows-based program. The program will provide you with two outputs each from the *Student: Term Record* and *Student: General Record* CSV files you create for submission: (1) a secured file to provide to JBLA, and (2) a file for your records that contains all of your data — including student EMPLID number — along with the encrypted student ID. The program is available on the Achieving the Dream website: www.dreamwebsubmission.org — under “Resources”, or at:

<<http://www.achievingthedream.org/dataresearch/datatools/datasubmissioninformation.tp>>

Please note: it is imperative that you use the same password on all files for the duration of the project. If the same password is not used, we will not be able to create a longitudinal database

FOR YOUR COLLEGE AND YOU WILL NOT HAVE THE ABILITY TO TRACK STUDENTS THROUGH YOUR ACHIEVING THE

Dream data. In case you do not remember your password from submission to submission, check [your previously submitted files](#). The output file the encryption program generates for your institution to keep contains the password at the top of the file. **Please save all of your files.**

The student ID encryption program is simple to use and contains step-by-step directions as you use it. JBL Associates provided instructions detailing with how to use the student ID generation program along with the actual program to HCC. See Word Document for HCC instructions on how to extract, setup, join, encrypt, and zip files for emailing to JBL Associates. See files in OIR for encryption program password.

[Preparing_AtD_Extracts_for_JBLA.doc]



Which Students Are Included in HCC Data Reports?

Cohort students are non-Dual, award-seeking, semester credit hour (SCH) students enrolled in the Fall or Spring semester for the first time at HCC. The specific details of defining your cohort follow.

Cohort Identification

The Fall cohort of students has been predetermined to use semester credit students enrolled in courses as of the IPEDS census date of October 15, but to include incoming transfer students also. That is, Fall's IPEDS FTIC and Fall's AtD FTIC differ only by inclusion of the incoming transfer student. The new Spring AtD cohorts will be created just before the Spring Mid-term SAOIR Refresh.

Who to Include in the Cohort

Include all degree/certificate-seeking undergraduate students (full-and part-time) entering your institution for the first time either during the fall term or during the immediate preceding summer sessions. Be sure to include students who were previously dual credit students, but have now graduated from High School. Students must be enrolled in courses creditable toward a degree, diploma, certificate, or other formal award. Include students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus centers and those enrolled in distance learning/home study programs. Be sure to include students taking remedial courses if the student is considered degree-seeking for the purpose of student financial aid determination.

A student who is a designated member of a specified cohort remains in that cohort, even if the student: transfers to another institution; drops out of the institution; stops out of the institution (skips one or more enrollment periods); or has not fulfilled the institution's requirements to receive a degree or certificate. Some minimal attrition will occur to the cohort if a student's records are administratively expunged from the Student System, as with deaths and special requests due to full-term withdrawals.

If your institution determines degree intent upon entry, only degree-seeking students should be included in your initial cohort. Students whose intent is not known are to be reported in the degree-seeking cohort.

Who to Exclude from the Cohort

Exclude students who are:

1. Enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program (i.e., non-degree-seeking).
2. Taking continuing education units (CEUs) unless they are also enrolled in courses creditable toward a degree or other formal award.
3. Exclusively auditing classes.
4. Studying abroad (i.e., at a foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal.
5. In any branch campus located in a foreign country.
6. High school students who are dually-enrolled at your institution.
7. Transient students taking a course or two to meet another college's requirements.



Data Elements Requested for Submission

How to Identify a Member of the Cohort

The variable named FTAHCC identifies the cohort term for each student. An FTAHCC of “6031” refers to students in the AtD cohort assigned to Fall 2002, being the first semester of the 02-03 Academic Year. This variable is stored in HCC DataMarts, and the “6031” cohort equals the “2002” for cohort year stored in the AtD data streams.

Beginning with the DEI Gates Grant, two cohorts per year are being collected, which changes the cohort identifiers. Although Fall cohorts will follow the existing naming format, Spring cohorts will be identified by HCC as their HCC term name; that is, 6092 = Spring cohort 6092. JBLA separately identifies the Spring and following Fall cohort by using both the year and term codes, HCC will identify them by the HCohort.

This section contains the data layouts and elements required for submission. Where we cannot provide data for a student, populate the field with either a -1 (missing), or a -2 (not applicable). Be sure to fill in every data element for every record—the only blank entries are in the custom testing fields. Per email instructions from Elif Bor in Feb 2010, if a Custom field is used then the related Placement Test Name and Score would be left blank, and visa versa. So if the xxxxExamP is -1, then xxxxPlacementTestName will equal -1 (being numeric), but xxxxPlacementTestScore and the Custom filed will be left blank. Also if the xxxxExamP is -2, then xxxxPlacementTestName will equal -2 (being numeric), but xxxxPlacementTestScore and the Custom filed will be left blank.

JBLA has two tips to help ensure the success of our data submissions:

- In order to be able to report properly for our students, we need to create a field in the student database that contains the cohort year for each student included in the data submissions. This variable will be included on all of our data submissions for student-level data.
- The data layouts provided below are the layouts for the files to compile. However, **DO NOT** send the *Student Term Record* and *Student General Record* files as they are described below, as they contain students’ EMPLID numbers. We need to run the *Student ID Encryption Program* on these files before submitting them to JBLA. The Student ID Encryption Program will provide unique student IDs for each record and create the file to be submitted to JBL. The encryption program will also create a file for our records that includes all of the submitted data, along with the EMPLID number and the student ID created for this project.

NOTE: EMPLID number needs to be the first variable in both the *Student General Record* and *Student Term Record* files.

Student: General Record (submitted once for each cohort, at the first cohort submission)

NOTE: There are two options for reporting students' race/ethnicity categories. Option 1: If your institution collects Hispanic/Latino origin separately from race data, code the RACE and HISP variables. Option 2: If you institution does not collect them separately, code the RACEETHN variable. Populate the RACE and HISP variables with -1.

| Name | HCC Variable | Description | Valid values | Definition |
|----------------------------|---|--|---|---|
| General Information | | | | |
| SSN | Emplid [Since the student's Emplid is more consistent than his/her SSN, HCC will use it for student Identification] | Social security number Student Emplid | Format: xxx-xx-xxxx {alpha} | Student's PeopleSoft Emplid. This MUST be the first variable in the Student: Term Record. The Student ID Encryption Program we will run to encrypt the IDs to create the unique project ID for each student. DO NOT send SSN to JBLA. |
| Cohort | 2008 = 2008 Fall cohort 2009 = 6092 Spring cohort 2009 = 2009 Fall cohort 2010 = 6102 Spring cohort 2010 = 2010 Fall cohort (change to numeric) FOR SPRING COHORTS, COHORTS WILL BE THE COHORT YEAR SAME AS THE FOLLOWING FALL | Cohort year WILL IDENTIFY THE SPRING COHORTS BY HCOHORT, AN HCC NEW VARIABLE | Format xxxx {numeric } 2008 = Students entering in fall '08 2009 = Students entering in either winter, spring or fall 2009 2010 = Students entering in either winter, spring or fall 2010 2011 = Students entering in either winter, spring or fall 2011 | Generally, the group of students entering in the fall term established for tracking purposes. This includes all students regardless of their status as full-time/part-time/transferred entering as first-time degree or certificate-seeking in this institution during the first term of the specified year. For a complete definition, see Which Students Do I Include in My Data Reports? |
| Gender | Gender [Default to -1 for unknown] Source: OIR DM05 gender | Gender of student | 1 = Male 0 = Female -1= Missing {numeric} | Gender of student, if known. |
| BirthYr | YOB If DOB converts to age of <=14 or > 95, default to -1 missing | Student's year of birth | Continuous -1 = Missing Format: yyyy {numeric} | Student year of birth. Include all 4 digits in the year, i.e., include 1976, not 76. |
| Race | Code as -1 [Using RaceEthn below] Changing to new ethnic coding is not required; we can continue to use the "IPED-Ethnic" code as defined for the datamarts | Race of the student, option 1 | 1 = American Indian/Alaskan Native 2 = Asian 3 = Black/African American 4 = Native Hawaiian/Other Pacific Islander 5 = White 6 = Non-resident alien 7 = More than one 8 = Other 0 = Unknown -1 = Missing {numeric} | Student's race—categories to describe groups to which individuals belong or identify with. NOTE: If your institution does not report race/ethnicity separately, please report the students' race/ethnicity categories under the RACEETHN variable defined below. Please respond to EITHER the RACE and HISP combination, or to RACEETHN, but not both. |
| Hisp | Code as -1 [SEE ABOVE - Using RaceEthn below] | Student is of Hispanic or Latino origin, option 1 | 0 = No 1 = Yes -1 = Missing {numeric} | Student is of Hispanic or Latino origin. |

Student: General Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|--|---|--|--|--|
| RaceEthn | Ethnic HCC :: AtD 5 = 1 4 = 2 2 = 3 1 = 5 3 = 6 0 = 7 7 = 4 8 = 8 6 = 0 Source: OIR DM05 IPEDEthnicity code, Effective Fall 2011 | Race/ethnicity of student, option 2 | 1 = American Indian/Alaskan Native 2 = Asian 3 = Black/African American, non-Hispanic 4 = Pacific Islander (Not Native Hawaiian) (N/A) 5 = White, non-Hispanic 6 = Hispanic 7 = Non-resident alien 8 = More than one 9 = Other 10 = Native Hawaiian (N/A) 0 = Unknown -1 = Missing (N/A) {numeric} | Student's race—categories to describe groups to which individuals belong or identify with. NOTE: If your institution does not report race/ethnicity separately, please report the students' race/ethnicity categories under the RACEETHN variable defined below. Although you only need to respond to EITHER the RACE and HISP combination, or to RACEETHN, please include the other variable(s) in the file, with a -1=missing for all records. |
| Zipcode | Home Zip Code Source: Zipcode from DM04 of CBM001 HOME address, -1 if blank or < 5 digits | Student's zip code of permanent residency | -1= missing Format: xxxxx-xxxx {alpha} | ZIP code at student's permanent residence are often blank, so using home residence. Include the 4-digit extension, if available. |
| Student: Background Information (Require at least Placeholders) | | | | |
| EFC | Parental Contribution Comes from Financial Aid's ISIR Computed Adjusted Parent Contribution field | Student's expected family contribution | Continuous 0 = Valid zero -1 = Missing -2 = Not applicable Format: xxxxxx {numeric} Initialize to -1 | Student's expected family contribution as determined by the federal government; used to determine financial aid packages. This number is determined after the student fills out the FAFSA (Free Application for Federal Student Aid) form. NOTE: This variable is <u>optional</u> ; please provide it if you are able. |
| DualEnrl | Code as 1 if Student took HCC Dual Credit, and 0 if not. | Student was dually enrolled while still in high school | 0 = No 1 = Yes -1 = Missing {numeric} Initialize to -0- | Was the student dually enrolled and attempting college credits while still a high school student? Note: the cohort should not include students currently enrolled in high school, only those who have graduated and are in degree-seeking programs in college. NOTE: This variable is <u>optional</u> ; please provide it if you are able. |
| SBridge | No Data at this time for this variable Initialize as -2 | Student was enrolled in a summer bridge program prior to Fall enrollment | 1 = Yes 2 = No -1 = Missing -2 = Not applicable – or -- Do not include summer bridge students {numeric} | Was the student enrolled in a summer bridge program prior to college enrollment? NOTE: This variable is optional. |
| FirstGen | First Gen Same as on DM 05 | Student is a first generation student | 1 = Yes 2 = No -1 = Missing or n/a {numeric} | Student is a first generation student if neither parent attended college. NOTE: This variable is <u>optional</u> ; please provide it if you are able. |
| FTIC | IPEDS FTIC Based on Adm Type | First time in college, anywhere | 0 = No 1 = Yes -1 = Missing | This identifies those students who are first attending college anywhere and matches the IPEDS FTIC status |

Student: General Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|---|--|---|---|---|
| Academic Information | | | | |
| HSDip | AdmType HCC :: AID GED = 2 TRN = 1 SPC = 9 NHS = 0 NST = 9 missing = -1 rest = 1 | Student has high school diploma/GED/other/none [No known record of AHS diploma info] | 1 = High School Diploma 2 = GED 3 = Other 4 = Adult HS diploma 9 = All Other 0 = None -1 = Missing {numeric} | Student has high school diploma or recognized equivalent, GED/Other (a document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the GED or another state-specified examination). |
| HSDipYr | HSGDte or derived Must be: > YOB + 16 & <= current yr – 16 or default to -1 missing | Year student received high school diploma/GED/other | Continuous -1 = missing Format: yyyy {numeric} | Year the student completed high school diploma or recognized equivalent (GED/other). |
| HSGPA | Code as -1 Missing [Don't have in PS] | High school grade point average | Continuous -1 = Missing Format: x.xx {numeric} | Student's high school grade point average, on a 4.00 point scale. |
| CrdXfer | Code as 1 if Student took HCC Dual Credit, but as -1 if no Dual Credit and Adm Type = 3, otherwise code as 0. | Previous college credits transferred | 0 = No 1 = Yes -1 = Missing {numeric} Initialize to -0- | Student transferred any credits from attendance at a postsecondary institution prior to attending this institution. Include college credits that your institution recognizes that were earned by a student through a program while the student was enrolled in high school. |
| | | We are limited to HCC Dual Credit Only | | |
| Transfer-in credits are not posted, until student applies for graduation. Grades for transfer-in courses are never posted and do not affect the HCC GPA; however HCC Dual Credit grades do affect the HCC GPA from the beginning. | | | | |
| NCrdXfer | HCC Dual Credits only | Number of credits transferred | Continuous -1 = Missing {numeric} | The total number of credits transferred from previous postsecondary institution. |
| GPAXfer | GPA of HCC Dual Credit Coursework Only | Grade point average on transferred credits. | Continuous 0 = Valid zero -1 = Missing Format: x.xx {numeric} | Grade point average (GPA) earned by the student at prior institutions of enrollment. This is the GPA of the credits your institution has accepted (on your institution's scale). |
| HighDeg | AcadLevel From Admissions Records Code to use in the identification of Intervention 1's Target Population | Highest previous postsecondary degree/certificate student holds | 1 = Certificate 2 = Associates Degree 3 = Bachelor Degree 4 = Higher 9 = All Other 0 = None -1 = Missing {numeric} | If the student holds a degree(s) or certificate(s) from any type of previous postsecondary institution, indicate the level of the highest certificate/degree attained. |
| | Code as 0 if "00" (Firsttimer), "10" (Freshman 1st Term), "20" (Freshman 2nd Term), "30" (Sophomore 1st Term), "40" (Sophomore 2nd Term), "50" (Junior Level or higher) or "UNC" (Unclassified 73+hrs, no degree). Code as 1 if Cert received. Code as 2 if "ASC" (Associate Degree Earned). Code as 3 if "BCH" (Bachelor Degree Earned) or "GR" (Graduate Student). Code as 4 if "DOC" (Doctorate Degree Earned) or "MAS" (Masters Degree Earned). Code as 0 if just High School or GED is cited as prior degree. | | | |
| RemTest | Code as 1 if student took any remedial placement test considered individually below. Placement tests for placement at or above college level are not considered "remedial tests." | Student is tested for any remedial needs. | 0 = No 1 = Yes -1 = Missing -2 = Does not apply {numeric} | Student was tested for remedial needs at this institution. Remedial tests are designed to test if student is deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. |
| | | Approved by testing services (MT), code as (-1) missing if all tests taken more than four years before cohort year, and exclude such old tests from placement decisions. See Excel spreadsheet [HCATDSG_Tests_Components_Placement_020610.xls] for tests and test components. Code as -2 if student has a prior postsecondary degree or took only college level placement tests (except SABE and DEPT). | | |

Student: General Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|------------------------------|--|---|--|--|
| MathExm | Use range scores on Accuplacer, Asset (Atxx only), COMPASS (COMPS not COMPP), THEA & TSI. Need another rem exam with TAAS, TAK10, TAK11. College Level only = ACT, SAT/SAT1, CLEP, Stanford, AP, MAPS Approved by testing services (MT), code as (-1) missing if all tests taken more than four years before cohort year, and exclude such old tests from placement decisions. See [HCATDSG_AtD_Tests_Components_Placement_101613.xlsx] Excel spreadsheet for tests and test components. Code as -2 if student has a prior postsecondary degree or PASSED college level placement tests (except SABE & DEPT). | Student took the college's developmental math placement test | 0 = No 1 = Yes -1 = Missing -2 = Does not apply {numeric} | Student took the institution's standard developmental math placement test. The TSI Assessment replaces all other placement tests effective Fall 2013. Other tests taken previously are good for three years. |
| MathExamName | MathExamName is converted from the test name stored in the Testing Library. The only valid names should be: For Math Dev. Placement will only use the following tests for Past Values: ACCUP = 3 = Accuplacer COMPS = 4 = COMPASS ATB2-E2 & ATE2 = 5 = ASSET TAAS = 9 = TAAS THEA = 12 = THEA TAK10 = 13 = TAK10 TAK11 = 14 = TAK11 Limited to TSI for scores post 8/27/13 (HCC will usually use this Field) | Math placement test used to assign student to any math remedial courses (Enter the number or match the -1 or -2 value of MathExpM) | Format F3.1 (xx.x) (numeric) 3 = Accuplacer 3.1 = Accup Arithmetic 3.2 = Accup CL Math 3.3 = Accup El. Algebra 4 = COMPASS 4.1 = COMP Algebra 4.2 = COMP CL Algebra 4.3 = COMP Pre-Algebra 4.4 = COMP Trig 5 = ASSET 5.1 = ASSET CL Algebra 5.2 = ASSET El Agebra 5.3 = ASSET Int.Algebra 5.4 = ASSET Num Skills 9 = TAAS 12 = THEA 13 = TAK10 14 = TAK11 17 = TSI 17.1 = TSI EAlg 17.2 = TSI IAlg -1 = Missing -2 = Does Not Apply | Test used to place student into remedial Math course. If more than one test is available for a student, include only the test that is the final placement deciding factor. For HCC the logic is to use the test with the latest test date recorded; but do not include in the logic if test is used <i>only</i> for college placement or is not used for developmental placement or is over 3 years old. See Custom field below when multiple subtests are required to determine Dev. Ed. placement level. |
| MathExamScore | Math developmental placement score as reported on the CBM02 and Datamart 06 (HCC will usually use this Field) | Student score from the math developmental placement test | Continuous Format = xxxx (numeric) | Student's score on the math developmental placement test. (Enter the test score or leave blank if missing, DNA or using custom score field below) |
| MathPlacementTestScoreCustom | Student's scores from the Dev Math placement test's subversions (HCC will not usually use Custom Field) | Combination of subtests (st) with st code : st score ; st code : st score | Format text xx.x:xxxx;xx.x:xxxx | Custom Score for combination of subtests required for placement Leave blank if no combined scores |
| EngExm | Use range scores on Accuplacer, Asset (Atxx only), COMPASS (COMPS not COMPP), THEA & TSI. Need another rem exam with TAAS, TAK10, TAK11. College Level only = ACT, SAT/SAT1, CLEP, Stanford, AP, MAPS Approved by testing services (MT), code as (-1) missing if all tests taken more than four years before cohort year, and exclude such old tests from placement decisions. See Excel spreadsheet [HCATDSG_Tests_Components_Placement_101613.xlsx] for tests and test components. Code as -2 if student has a prior postsecondary degree or PASSED college level placement tests (except SABE and DEPT). | Student took the college's English developmental placement test | 0 = No 1 = Yes -1 = Missing -2 = Does not apply {numeric} | Student took the institution's standard English developmental placement test. The TSI Assessment replaces all other placement tests effective Fall 2013. Other tests taken previously are good for three years. |

Student: General Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|---|--|--|---|---|
| EnglishExamName | <p>EnglishExamName is converted from the test name stored in the Testing Library. The only valid names should be:</p> <p>For English Dev. Placement will only use the following tests for Past Years:</p> <p>ACCUP = 3 = Accuplacer COMPS = 4 = COMPASS ATB2-E2 & ATE2 = 5 = ASSET THEA = 12 = THEA</p> <p>Limited to TSI for scores post 8/27/13 TSI = 17 = TSI TSI Writing Sample = 17.3</p> <p>(HCC will usually use Custom Field)</p> | <p>English placement test used to assign student to any English remedial course</p> <p>(Enter the number next to the test name or match the -1 or -2 value of EngExmP above)</p> | <p>Format F3.1 (numeric) 3 = Accuplacer 3.4 = Accup Essay 3.6 = Accup Sent. Skills 4 = COMPASS 4.5 = COMP Write 4.6 = COMP Writing Sample 5 = ASSET 5.5 = ASSET Write 5.6 = ASSET Writing Sample 12= THEA 17 = TSI 17.3 = TSI Writing Sample -1 = Missing -2 = Does Not Apply</p> | <p>Test used to place student into remedial English course. If more than one test is available for a student, include only the test that is the final placement deciding factor. For HCC the logic is to use the latest test date recorded; but do not include in the logic if test is used <u>only</u> for college placement or is not used for developmental placement or is over 4 years old. See Custom field below when multiple subtests are required to determine Dev. Ed. placement level.</p> |
| EnglishExamScore | <p>English developmental placement score as reported on the CBM02 and Datamart 06</p> <p>(HCC will usually use Custom Field)</p> | <p>Student score from the English developmental placement test</p> | <p>Continuous Format = xxxx (numeric)</p> | <p>Student's score on the English developmental placement test. (Enter the test score or leave blank if missing, DNA or using custom score field below)</p> |
| <u>EnglishPlacementTestScoreCustom</u> | <p>Student's scores from the Dev English placement test's subversions</p> <p>(HCC will usually use Custom Field)</p> | <p>Combination of subtests (st) with st code : st score ; st code : st score</p> | <p>Format text XX.X:XXXX;XX.X:XXXX</p> | <p>Custom Score for combination of subtests required for placement Leave blank if no comb scores</p> |
| ReadExm | <p>Use range scores on Accuplacer, Asset (Atxx only), COMPASS (COMPS not COMPP), THEA & TSI Need another rem exam with TAAS, TAK10, TAK11. College Level only = ACT, SAT/SAT1, CLEP, Stanford, AP, MAPS</p> | <p>Student took the college's reading developmental placement test</p> | <p>0 = No 1 = Yes -1 = Missing -2 = Does not apply {numeric}</p> | <p>Student took the institution's standard reading developmental placement test. The TSI Assessment replaces all other placement tests effective Fall 2013. Other tests taken previously are good for three years.</p> |
| <p>Approved by testing services (MT), code as (-1) missing if all tests taken more than four years before cohort year, and exclude such old tests from placement decisions. See Excel spreadsheet [HCATDSG_Tests_Components_Placement_101613.xlsx] for tests and test components. Code as -2 if student has a prior postsecondary degree or PASSED college level placement tests (except SABE and DEPT) .</p> | | | | |
| ReadExamName | <p>ReadExamName is converted from the test name stored in the Testing Library. The only valid names should be:</p> <p>For Read Dev. Placement will only use the following tests:</p> <p>ACCUP = 3 = Accuplacer COMPS = 4 = COMPASS ATB2-E2 & ATE2 = 5 = ASSET TASP /THEA = 12 = THEA</p> <p>Limited to TSI for scores post 8/27/13 TSI = 17 = TSI</p> <p>(HCC will not usually use Custom Field)</p> | <p>Reading placement test used to assign student to any Reading remedial course</p> <p>(Enter the number next to the test name or match the -1 or -2 value of ReadExmP)</p> | <p>Format F3.1 (numeric) 3 = Accuplacer 3.5 = Accup Reading Comp. 4 = COMPASS 5 = ASSET 12= THEA 17 = TSI -1 = Missing -2 = Does Not Apply</p> | <p>Test used to place student into remedial Reading course. If more than one test is available for a student, include only the test that is the final placement deciding factor. For HCC the logic is to use the test with the latest recorded test date; but do not include in the logic if test is used <u>only</u> for college placement or is not used for developmental placement or is over 4 years old.</p> |

Student: General Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|--|--|---|---|---|
| ReadExam Score | English developmental placement score as reported on the CBM02 and DataMart 06 (HCC will not usually use Custom Field) | Student score from the Reading developmental placement test | Continuous Format = xxxx (numeric) | Student's score on the Reading developmental placement test. (Enter the test score or leave blank if missing, DNA or using custom score field below) |
| <u>ReadPlacementTestScoreCustom</u> | Student's scores from the Dev Reading placement test's subversions (HCC will not usually use Custom Field) | Combination of subtests (st) with st code : st score ; st code : st score | Format text XX.X:XXXX;XX.X:XXXX | Custom Score for combination of subtests required for placement Leave blank if no comb scores |
| ESLEExam | CELSA Code as (-1) missing if tests taken more than four years before cohort year. TSI exam effective Fall 2013 | Student took the ESL exam | 0 = No 1 = Yes -1= Missing -2 = Does not apply {numeric} | Student was required to take an ESL (English as a Second Language) exam. |
| Approved by testing services (MT), code as (-1) missing if all tests taken more than four years before cohort year, and exclude such old tests from placement decisions. See Excel spreadsheet [HCCATDSG_Tests_Components_Placement_101613.xlsx] for tests and test components. Code as -2 if student has a prior postsecondary degree or PASSED college level placement tests (except SABE and DEPT). | | | | |
| MathExmP | Code dependent on score or range of scores received on placement test(s). Code as (-1) missing if test(s) taken more than four years before cohort year and exclude such test(s) from placement decision. | Student's result from the math developmental placement test | 0 = tested at college level (CL) 1 = tested 1 level below CL 2 = tested 2 levels below CL 3 = tested 3+ levels below college level -1 = Missing -2 = Does not apply {numeric} | Level the student tested at on the institution's standard math developmental placement test. [Can ignore code 4 & 9]: 4 = Student tested below college level & 9 = All other |
| See Excel spreadsheet for tests and test components, using test results that place highest. [HCCATDSG_Tests_Components_Placement_082909.xls]. Code as -2 if student has a prior postsecondary degree or PASSED college level placement tests (except SABE and DEPT). | | | | |
| EngExmP | Code dependent on score or range of scores received on placement test(s). Code as (-1) missing if test(s) taken more than four years before cohort year and exclude such test(s) from placement decision. | Student's result from the English placement test | 0 = tested at college level (CL) 1 = tested 1 level below CL 2 = tested 2 levels below CL -1 = Missing -2 = Does not apply {numeric} | Level the student tested at on the institution's standard English placement test. [Can ignore code 3 thru 9]: 3 = tested 3 or more levels below college level 4 = Student referred to community program/ Noncredit ESL course 5 = Non-ESL developmental course 6 = Student tested below college level 9 = All Other |
| See Excel spreadsheet for tests and test components, using test results that place highest. [HCCATDSG_Tests_Components_Placement_101613.xlsx]. Code as -2 if student has a prior postsecondary degree or PASSED college level placement tests (except SABE and DEPT). | | | | |

Student: General Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|--|---|--|--|--|
| ReadExpP | Code dependent on score or range of scores received on placement test(s). Code as (-1) missing if test(s) taken more than four years before cohort year and exclude such test(s) from placement decision. | Student's result from the reading developmental placement test | 0 = tested at college level (CL) 1 = tested 1 level below CL 2 = tested 2 levels below CL 3 = tested 3 or more levels below college level -1 = Missing -2 = Does not apply {numeric} | Level the student tested at on the institution's standard reading developmental placement test. [Can ignore code 4 & 9] 4 = Student tested below college level & 9 = All other |
| See Excel spreadsheet for tests and test components, using test results that place highest. [HCATDSG_Tests_Components_Placement_101613.xlsx]. Code as -2 if student has a prior postsecondary degree or PASSED college level placement tests (except SABE and DEPT). | | | | |
| ESLEXP | Code dependent on score or range of scores received on placement test(s). Code as (-1) missing if test(s) taken more than four years before cohort year and exclude such test(s) from placement decision. | Student's results from the ESL exam | 0 = tested at college level (CL) 1 = No, 1 level below CL 2 = No, 2 levels below CL 3 = No, 3 or more levels below CL -1 = Missing -2 = Does not apply {numeric} | This variable indicates whether the student passed the ESL exam, or at what level the student tested— 1, 2 or 3 or more levels below college level. [Can ignore code 9] 9 = All other |
| See Excel spreadsheet for tests and test components, using test results that place highest. [HCATDSG_Tests_Components_Placement_101614.xlsx]. Code as -2 if student has a prior postsecondary degree or PASSED college level placement tests (except SABE and DEPT) or has any other student attribute or group code that states remedial ESL is waived. | | | | |
| MathRRef | Code differs from that of MathExpP code, which is based on placement test above. Code as -2, if student also has any student attributes or group codes that state a remedial Math levels are waived. | Student referred to any math remedial courses [The MathRRef variable is used in the identification of Intervention 2's Target Population] | For multiple levels of remediation: 0 = referred to college level 1 = Yes, 1 level below CL 2 = Yes, 2 levels below CL 3 = Yes, 3 or more levels below CL -1 = Missing -2 = Does not apply {numeric} [Don't use codes 4 or 9, see above] | Student was referred for remedial needs in mathematics. Remedial courses are instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. The student can be referred through a counselor, a developmental office, etc. |
| EngRRef | Code differs from that of EngExpP code, which is based on placement test above. Code as -2, if student also has any student attributes or group codes that state a remedial English levels are waived. | Student referred to any English remedial courses | For multiple levels of remediation: 0 = tested at college level 1 = Yes, 1 level below CL 2 = Yes, 2 levels below CL -1 = Missing -2 = Does not apply {numeric} [Don't use codes 3, 4 or 9, see above] | Student was referred for remedial needs in English. Remedial courses are instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. The student can be referred through a counselor, a developmental office, etc. |
| RdRRef | Code differs from that of ReadExpP code, which is based on placement test above. Code as -2, if student also has any student attributes or group codes that states a remedial Reading levels are waived. | Student referred to any reading remedial courses | For multiple levels of remediation: 0 = tested at college level 1 = Yes, 1 level below CL 2 = Yes, 2 levels below CL 3 = Yes, 3 + levels below CL -1 = Missing -2 = Does not apply {numeric} [Don't use codes 4 or 9, see above] | Student was referred for remedial needs in reading. Remedial courses are instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. The student can be referred through a counselor, a developmental office, etc. |

Student: General Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|---|--|--|--|---|
| JBLA Added 4-YR College Variables Note:CC need only fill in with a -1 for all records. | | | | |
| SAT | If available may add, but need at least placeholder. | Total SAT Score | Continuous -1 = Missing {numeric} | Total Scholastic Aptitude Test (SAT) score. A student receives a reading score, writing score, and a math score. Each score ranges from 200 to 800, with a total test score of 600-2400. This variable has a range of 600-2400. |
| ACT | If available may add, but need at least placeholder. | Composite ACT score | Continuous -1 = Missing {numeric} | Composite ACT score. The ACT consists of four tests: English, Mathematics, Reading, and Science. The score range for each of the four tests is 1-36. The composite score, as reported by ACT, is the average of the four test scores earned during a single test administration, rounded to the nearest whole number. This variable has a range of 1 to 36. |
| HCC Additional Variable(s): | | | | |
| HCohort | Cohort Flag | Selection as either Fall or Spring cohort | 1 = Fall Cohort 2 = Spring Cohort | Beginning in Spring 2009 with DEI, two cohorts are to be submitted per year. JBLA is referring to both as the same cohort number. This is a flag to identify within the general record whether this is a Fall or Spring Cohort. |
| College | College SYS = 1 = VIRT & ACT CEC = 2 NEC = 3 NWC = 4 SEC = 5 SWC = 6 Coleman = 7 | College of Admission | 1 = System 2 = Central 3 = Northeast College 4 = Northwest College 5 = Southeast College 6 = Southwest College 7 = Coleman College | The college of admission is derived from courses taken during the latest session (excluding Mini or any SCH course starting after 10/15/xxxx) of the student's first Fall term (the cohort term). If the student takes two or more classes in the same "latest" session, college of admission would equal the college where the student has taken most of his/her courses. If the student takes equal number of classes at different colleges, select the college randomly from the colleges represented. |
| AMajor | AcademicProgram Code selected upon admission | Student's major field of study selected upon admission | -1= missing Format: xxxxx {alpha 5} | Student's major field of study selected upon admission |
| Psummer | Prior Summer flag initialized to 0 = No Code as* -2 = Does not Apply" if Spring Cohort | Student enrolled in the Summer prior to the Cohort's Fall Semester | 0 = No 1 = Yes -1 = Missing -2 = Does not Apply {numeric} | Student enrolled in the Summer session(s) prior to the Cohort's first Fall Semester, |
| NumCdtA | SCRatt Code as* -2 = Does not Apply" if Spring Cohort | Number of credits attempted by student in the Summer prior to the Cohort's Fall Semester | Continuous -1 = Missing -2 = Does not Apply {numeric} | Total number of credits attempted by student in the pre-cohort Summer session(s). This is the total number of SCH credits the student was enrolled in at the end of the institution's drop-add period for the reporting term on the courses official day. |
| NumCdtC | SCRearn Code as* -2 = Does not Apply" if Spring Cohort | Number of credits completed by student in Summer prior to the Cohort's Fall Semester | Continuous -1 = Missing -2 = Does not Apply {numeric} | Total number of credits completed by student in the pre-cohort Summer session(s). This is the number of SCH credits the student received at the end of semester. |
| TermGPA | GPA for summer courses at end of Summer Session(s) Code as* -2 = Does not Apply" if Spring Cohort | Student's GPA for Summer prior to the Cohort's Fall Semester | Continuous -1 = Missing -2 = Does not Apply Format: x.xx {numeric} [Can ignore -3 = Withdraw] | Student grade point average (GPA) for the pre-cohort Summer session(s). Report the GPA on the institution's scale (4.00, 6.00, etc). Include credits earned on a pass/fail basis in the same manner the institution includes them (if they are not calculated directly in the GPA by the institution, do not include them here). |

Student: General Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|---------|-----------------------------------|---|--|--|
| MaRGI | MATH 0312 Initialize as -1 | Grade student achieved in remedial math course; course 1 level below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial math course that is one level below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| EnRGI | ENGL 0310 Initialize as -1 | Grade student received in remedial English course; course 1 level below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English course that is one level below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| RdRGI | GUST 0342 Initialize as -1 | Grade student received in remedial reading course; course 1 level below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English course that is one level below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| MaRGII | MATH 0308 Initialize as -1 | Grade student achieved in remedial math course; course 2 levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial math course that is two levels below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| EnRGII | ENGL 0300 Initialize as -1 | Grade student achieved in remedial English course; course 2 levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English course that is two levels below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| RdRGII | GUST 0341 Initialize as -1 | Grade student achieved in remedial reading course; course 2 levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English course that is two levels below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| MaRGIII | MATH 0306 Initialize as -1 | Grade student achieved in remedial math course; course 3 or more levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial math course that is three or more levels below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |

Student: General Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|----------|-----------------------------------|---|--|--|
| RdRGIII | Gust 0339 Initialize as -1 | Grade student achieved in remedial reading course; course 3 or more levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English course that is three or more levels below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| MARGIV | MATH 0102 Initialize as -1 | Grade student received in remedial Math course; course four levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial Math course that is four levels below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| EFSRGI | ENGL 0349 Initialize as -1 | Grade student received in remedial English for Foreign Speakers course; course one level below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English for Foreign Speakers course that is one level below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| EFSRGII | ENGL 0347 Initialize as -1 | Grade student received in remedial English for Foreign Speakers course; course two levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English for Foreign Speakers course that is two levels below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| EFSRGIII | ENGL 0346 Initialize as -1 | Grade student received in remedial English for Foreign Speakers course; course three levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English for Foreign Speakers course that is three levels below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| ESLRGI | ESOL 0356 Initialize as -1 | Grade student received in English as a Second Language course; course three levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in an English as a Second Language course that is three levels below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| ESLRGII | ESOL 0352 Initialize as -1 | Grade student received in English as a Second Language course; course four levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in an English as a Second Language course that is four levels below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |

Student: General Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|----------|-----------------------------------|---|--|---|
| ESLRGIII | ESOL 0348 Initialize as -1 | Grade student received in English as a Second Language course; course five levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in an English-as-a-Second-Language course that is five levels below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| ESLRGIV | ESOL 0344 Initialize as -1 | Grade student received in English as a Second Language course; course six levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in an English-as-a-Second-Language course that is six levels below college level during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| CAIlgP | MATH 1314 Initialize as -1 | Grade student received in college-level algebra/math, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level Algebra/Math course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| CMathPII | MATH 1332 Initialize as -1 | Grade student received in college-level General Math course, a first level course | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level General Math course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CEngP | ENGL 1301 Initialize as -1 | Grade student received in college-level English, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level English course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| CEngPII | ENGL 1302 Initialize as -1 | Grade student received in college-level English, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level English course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| CAcctPI | ACCT 2301 Initialize as -1 | Grade student received in second college-level accounting course | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second college-level accounting course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |

Student: General Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|----------|-----------------------------------|---|--|--|
| CAcntPI | ACNT 1303 Initialize as -1 | Grade student received in first college-level Academic & WF accounting course | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level Academic & WF accounting course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| CBioPla | BIOL 1308 Initialize as -1 | Grade student received in college-level Intro Biology course, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level Intro Biology course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| CBioPlb | BIOL 1406 Initialize as -1 | Grade student received in college-level General Biology course, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level General Biology course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| CEcoPIma | ECON 2301 Initialize as -1 | Grade student received in college-level Macroeconomics course, second level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second level college-level Macroeconomics course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| CEcoPImi | ECON 2302 Initialize as -1 | Grade student received in college-level Microeconomics course, second level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second level college-level Microeconomics course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| CGovPI | GOVT 2301 Initialize as -1 | Grade student received in college-level Government course, second level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second-level college-level Government course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| CGovPII | GOVT 2302 Initialize as -1 | Grade student received in college-level Government course, second level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second-level college-level Government course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |

Student: General Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|----------|---|---|---|---|
| CHisPI | HIST 1301 Initialize as -1 | Grade student received in college-level History course, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level History course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| CHisPII | HIST 1302 Initialize as -1 | Grade student received in college-level History course, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level History course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| MaBCGI | MATH 0101 Initialize as -1 | Grade student received in 1-credit remedial Math Boot Camp course; shortened course replaces Math 0308 for students who were unsuccessful at Math 0308. | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial Math Boot Camp course, which replaces Math 0308. [Can ignore P/F code series, and -9 = All other] |
| COriPI | GUST 0101 Discontinued in 2007 Initialize as -1 | Grade student received in one-credit college orientation course | Continuous -1 = Missing/Did not Take grade format: x.xx {numeric} | Grade student received in the one-credit college orientation course during the pre-cohort Summer session(s). |
| COriPII | GUST 0303 Discontinued in 2007 Initialize as -1 | Grade student received in three-credit college orientation course | Continuous -1 = Missing/Did not Take grade format: x.xx {numeric} | Grade student received in the three-credit college orientation course during the pre-cohort Summer session(s). |
| COriPIII | GUST 1270 Initialize as -1 | Grade student received in two-credit college orientation course for general studies, which has GUST0170 as a co-requisite | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the two-credit college orientation course during the pre-cohort Summer session(s). Student gets same grade in GUST 0170 co-requisite. [Can ignore P/F code series, and -9 = All other] |
| COriHlth | HPRS 1201 Initialize as -1 | Grade student received in three-credit college orientation course for Allied Health Programs | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the three-credit college orientation course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| COriENG | ENGR 1201 Initialize as -1 | Grade student received in three-credit college orientation course for Pre-Engineering studies | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the three-credit college orientation course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| COriEDUC | EDUC 1200 through Summer 2011 than EDUC 1300, the new SS course Initialize as -1 | Grade student received in two-credit college orientation course for Education studies – converted to grade rec'd for three credit new Student Success Course. | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the three-credit college orientation course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| LEAD1200 | LEAD 1200 Initialize as -1 | Grade student received in two-credit college orientation course for technical (W/F) studies | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the three-credit college orientation course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |

Student: General Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|----------|---|--|---|---|
| MATH0311 | MATH 0311 Initialize as -1 StatWay Dev. Math | Grade student received in two-credit developmental MATH course in Statistics for non-science majors studies | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the three-credit college orientation course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| MATH1311 | MATH 1311 Initialize as -1 StatWay Dev. Math | Grade student received in college-level General Statistics course (a first level college course to replace College Algebra requirement for non-science majors. | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in college-level General Statistics course (a first level college course to replace College Algebra requirement for non-science majors). [Can ignore P/F code series, and -9 = All other] |
| NumCCrdt | New Derived Variable in 2008 Source: OIR DM05 Excludes CEUs | Number of credits completed by student in which they received a "C" or better | Continuous -1 = Missing {numeric} | Total number of credits completed by student during the term in which they received a C or better. |
| PREM0200 | PREM0200 MyFoundationLab 4-wk 32-hr Prep series for Math | Grade student received in non-course dev-level prep course in Math to improve placement results. | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade level the student achieved in a non-course based modular remedial Math series to determine dev/college level placement with post Compass test during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| PRER0200 | PRER0200 MyFoundationLab 4-wk 32-hr Prep series for Reading & English | Grade student received in non-course dev-level prep course in Reading/English to improve placement results. | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade level the student achieved in a non-course based modular remedial Reading/English series to determine dev/college level placement with post Compass test during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| PRER0300 | PRER0300 MyFoundationLab 4-wk 48-hr Prep series for Reading & English for HILZ students. | Grade student received in non-course dev-level prep course in Reading/English to improve placement results. | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade level the student achieved in a non-course based modular remedial Reading/English series to determine dev/college level placement with post Compass test during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |

Note: COriPI, GUST0101 & COriPII, GUST0303 are now only placeholders for prior years data. Courses were discontinued 3 yrs ago.

Student: Term Record (Exclude cohort students not enrolled, administratively dropped, or transferred during the term.) (Cohorts are grouped for each term and submitted after next Fall or Spring Mid-term depending upon cohort.)

| Name | HCC Variable | Description | Valid values | Definition |
|---|--|--|--|---|
| SSN | Emplid [Since the student's Emplid is more consistent than his/her SSN, HCC will use it for student Ident.] | Social security number Student Emplid | Format: xxx-xx-xxxx {alpha} | Student's PeopleSoft Emplid. This MUST be the first variable in the Student: Term Record. The <u>Student ID Encryption Program</u> we will run to encrypt the IDs to create the unique project ID for each student. DO NOT send student SSNs to JBLA. |
| Cohort | 6031 = 031 = 2002 6041 = 041 = 2003 6051 = 051 = 2004 ***** 6121 = 121 = 2011 6131 = 131 = 2012 6141 = 141 = 2013 (change to numeric) For spring cohorts, cohorts will be the cohort year same as the following fall | Cohort year WILL IDENTIFY THE SPRING COHORTS BY HTERM, AN HCC VARIABLE | 2002 = 2002 Fall cohort 2003 = 2003 Fall cohort 2004 = 2004 Fall cohort ***** 2011 = 2011 Fall cohort 2012 = 2012 Fall cohort 2013 = 2013 Fall cohort {numeric } 2011 = 6112 Spring cohort 2012 = 6122 Spring cohort 2013 = 6132 Spring cohort With term record = "3" | Generally, the group of students entering in the fall term established for tracking purposes. This includes all students regardless of their status as full-time/part-time/ transferred entering as first-time degree or certificate-seeking in this institution during the first term of the specified year. For a complete definition, see <u>Which Students Do I Include in My Data Reports?</u> NOTE: All students on the submitted files need to have a valid cohort year. This year remains the same for each student throughout the life of the project. |
| Major | CPLANCODE Plan Code selected upon admission, with current update if any. Following Plancodes are Academic 2000101, 1000101, 3000100, 1000102, 2000102, 3000101, 1000103 Should be all plancodes leading to an AA, AS, or AGS and are coded as a 2. Any student choosing plancode 8800900 is undecided and is code as a 3. Rest are either 1 or missing -1. Drop "E" prefix when deriving AtD value. | Student's major field of study: vocational/technical or general education/liberal arts The new AAT, Associate of Arts in Teaching, will be coded as a 2. | 1 = Vocational/technical 2 = General education/liberal arts 3 = Undeclared -1 = Missing {numeric} | Student's major field of study— vocational/technical or general education/liberal arts. General education/liberal arts major fields are programs designed to impart knowledge and skills that represent the accumulated knowledge base in a subject area. The instruction is designed to be comprehensive and theoretical. For example, mathematics majors provide instruction across a broad range of mathematical content areas, including in-depth study of historical and theoretical perspectives, with minimal regard to specific occupational applications. Include: English/literature and humanities; interdisciplinary studies; mathematics; science; social science. Vocational/Technical major fields are programs designed to impart knowledge and skills that represent the relevant accumulated knowledge within the context of occupation-specific job requirements. The knowledge and skills imparted typically involve less theory, more application, and a narrower focus than what is taught in an academic major; they are also often explicitly linked to occupational skill demands. For example, an engineering/engineering technology major focuses on the mathematical principles and applications that are required for practice as an engineer/engineering technologist, with more limited attention to areas of mathematics that do not have engineering applications. At the community college level, vocational/terminal fields consist of programs that impart the knowledge and skills required for semiskilled, skilled, technical, and paraprofessional occupations. |
| Three Dreamkeeper Variables (Depend, Marital, & NumDep) are optional but do need placeholder in the data extract. | | | | |
| Depend | Unknown variable | Dependency Status | -1 = Missing/Unknown | Fed Fin Aid variable 1 = Dependent & 2 = Independent ----- OPTIONAL |
| Marital | MSTAT Recode MSTAT as: "S" = 1; "M" = 2; "E" = 3; "C" = 4; "D" = 5; "W" = 6; "H" = 9; "9" or "U" = -1 | Student's Marital Status | 1=Single; 2=Married; 3= Separated; 4=Common Law; 5=Divorce;6=Widow; 7= SWD; 9-All Other; -1 = Missing | Student's marital status as reported on the FAFSA, or other sources as available. ---- ----- OPTIONAL |
| NumDep | Unknown variable | # of Dep. Children | Continuous or -1 (missing) | Number of dependent children even if not in residence ----- OPTIONAL |

Student: Term Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|---------|--|--|--|--|
| MaRAI | MATH 0312 Initialize as 0 | Student attempted remedial math course; course 1 level below college level | 0 = No 1 = Yes -1 = Missing -2 = Does not apply {numeric} | Student attempted a remedial math course that is one level below college level during the term, and was enrolled in the course on official day. Don't use 2 = Tested out - competency test |
| EnRAI | ENGL 0310 Initialize as 0 | Student attempted remedial English course; course 1 level below college level | 0 = No 1 = Yes -1 = Missing -2 = Does not apply {numeric} | Student attempted a remedial English course that is one level below college level during the term, and was enrolled in the course on official day. Don't use 2 = Tested out - competency test |
| RdRAI | GUST 0342 Initialize as 0 | Student attempted remedial Reading course; course 1 level below college level | 0 = No 1 = Yes -1 = Missing -2 = Does not apply {numeric} | Student attempted a remedial reading course that is one level below college level during the term, and was enrolled in the course on official day. Don't use 2 = Tested out - competency test |
| MaRAII | MATH 0308 Initialize as 0 | Student attempted remedial math course; course 2 levels below college level (if applicable) | 0 = No 1 = Yes -1 = Missing -2 = Does not apply {numeric} | Student attempted a level II remedial math course that is two levels below college level during the term, and was enrolled in the course on official day. Don't use 2 = Tested out - competency test |
| EnRAII | ENGL 0300 Initialize as 0 | Student attempted remedial English course; course 2 levels below college level (if applicable) | 0 = No 1 = Yes -1 = Missing -2 = Does not apply {numeric} | Student attempted a remedial English course that is two levels below college level during the term, and was enrolled in the course on official day. Don't use 2 = Tested out - competency test |
| RdRAII | GUST 0341 Initialize as 0 | Student attempted remedial reading course; course 2 levels below college level (if applicable) | 0 = No 1 = Yes -1 = Missing -2 = Does not apply {numeric} | Student attempted a remedial reading course that is two levels below college level during the term, and was enrolled in the course on official day. Don't use 2 = Tested out - competency test |
| MaRAIII | MATH 0306 Initialize as 0 | Student attempted remedial math course; course 3 or more levels below college level (if applicable) | 0 = No 1 = Yes -1 = Missing -2 = Does not apply {numeric} | Student attempted a remedial math course that is three or more levels below college level during the term, and was enrolled in the course on official day. Don't use 2 = Tested out - competency test |
| EnRAIII | Code as -2 [This level is not available at HCC] | Student attempted remedial English course; course 3 or more levels below college level (if applicable) | 0 = No 1 = Yes -1 = Missing -2 = Does not apply {numeric} | Student attempted a remedial English course that is three or more levels below college level during the term, and was enrolled in the course on official day. Don't use 2 = Tested out - competency test |
| RdRAIII | GUST 0339 Initialize as 0 | Student attempted remedial reading course; course 3 or more levels below college level (if applicable) | 0 = No 1 = Yes -1 = Missing -2 = Does not apply {numeric} | Student attempted a remedial reading course that is three or more levels below college level during the term, and was enrolled in the course on official day. Don't use 2 = Tested out - competency test |

Student: Term Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|--------|-----------------------------------|--|--|--|
| MaRGI | MATH 0312 Initialize as -1 | Grade student achieved in remedial math course; course 1 level below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial math course that is one level below college level during the reporting term. [Can ignore P/F code series, and – 9 = All other] |
| EnRGI | ENGL 0310 Initialize as -1 | Grade student received in remedial English course; course 1 level below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English course that is one level below college level during the reporting term. [Can ignore P/F code series, and – 9 = All other] |
| RdRGI | GUST 0342 Initialize as -1 | Grade student received in remedial reading course; course 1 level below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English course that is one level below college level during the reporting term. [Can ignore P/F code series, and – 9 = All other] |
| MaRGII | MATH 0308 Initialize as -1 | Grade student achieved in remedial math course; course 2 levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial math course that is two levels below college level during the reporting term. [Can ignore P/F code series, and – 9 = All other] |
| EnRGII | ENGL 0300 Initialize as -1 | Grade student achieved in remedial English course; course 2 levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English course that is two levels below college level during the reporting term. [Can ignore P/F code series, and – 9 = All other] |
| RdRGII | GUST 0341 Initialize as -1 | Grade student achieved in remedial reading course; course 2 levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English course that is two levels below college level during the reporting term. [Can ignore P/F code series, and – 9 = All other] |

Student: Term Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|---------|---|--|--|---|
| MaRGIII | MATH 0306 Initialize as -1 | Grade student achieved in remedial math course; course 3 or more levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial math course that is three or more levels below college level during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| EnRGIII | Code as -1 [No Equivalent Course at HCC] | Grade student achieved in remedial English course; course 3 or more levels below college level | Continuous -1 = Missing/Did not Take | Grade the student achieved in a remedial English course that is three or more levels below college level during the reporting term. |
| RdRGIII | Gust 0339 Initialize as -1 | Grade student achieved in remedial reading course; course 3 or more levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English course that is three or more levels below college level during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CAIgAt | MATH 1314 Initialize as 0 | Student attempted college-level Algebra/Math, first level | 0 = No 1 = Yes -1 = Missing {numeric} [Ignore -2 dna] | Student attempted a first-level college-level Algebra/Math course during the term, and was enrolled in the course on official day. Equals Gatekeeper Math |
| CEngAt | ENGL 1301 Initialize as 0 | Student attempted college-level English, first level | 0 = No 1 = Yes -1 = Missing {numeric} [Ignore -2 dna] | Student attempted a college-level English course during the term, and was enrolled in the course on official day. Equals Gatekeeper English. |
| CAIgP | MATH 1314 Initialize as -1 | Grade student received in college-level algebra/math, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level Algebra/Math course during the reporting term. [Can ignore P/F code series, and -9 = All other & -5 = Fail, no credit; -6 = No show, no credit] |
| CEngP | ENGL 1301 Initialize as -1 | Grade student received in college-level English, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level English course during the reporting term. [Can ignore P/F code series, and -9 = All other & -5 = Fail, no credit; -6 = No show, no credit] |
| NumCdtA | SCRatt Source: OIR DM05 Excludes CEUs | Number of credits attempted by student in the term. Student is omitted if in cohort but attempted no SCH, or no degree conferred or not transferred or admin. excused for the sem. | Continuous -1 = Missing {numeric} | Total number of credits attempted by student in the term. This is the total number of credits the student was enrolled in at the end of the institution's drop-add period for the reporting term on the courses official day. |

Student: Term Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|----------|--|---|--|---|
| NumCdtC | SCRearn Source: OIR DM05 Excludes CEUs | Number of credits completed by student in the term | Continuous -1 = Missing {numeric} | Total number of credits completed by student in the term. This is the number of credits the student received at the end of the semester. |
| NumCCrdt | New Derived Variable in 2008 Source: OIR DM05 Excludes CEUs | Number of credits completed by student in which they received a "C" or better | Continuous -1 = Missing {numeric} | Total number of credits completed by student during the term in which they received a C or better. |
| TermGPA | GPA | Student's GPA for the term | Continuous -1 = Missing -3 = Withdraw (ignore) Format: x.xx {numeric} | Student grade point average (GPA) for the reporting term. Report the GPA on the institution's scale (4.00, 6.00, etc). Include credits earned on a pass/fail basis in the same manner the institution includes them (if they are not calculated directly in the GPA by the institution, do not include them here). |
| CumGPA | Cum GPA [Includes credits earned during the current semester.] Source: OIR DM05 GPA. | Student's cumulative GPA | Continuous -1 = Missing -3 = Withdraw (ignore) Format: x.xx {numeric} Institution Scale = 4.00 | The student's cumulative grade point average (GPA) as of the end of the reporting term. Report the GPA on the institution's scale (4.00, 6.00, etc). Include credits earned on a pass/fail basis in the same manner the institution includes them (if they are not calculated directly in the GPA by the institution, do not include them here). |
| Complete | Certificates & Associate degrees conferred on the graduate records & CBM009. | Highest award level of student completion during the semester [Include all awards conferred during the semester. (use to be 6 = MSAa , is now "9 = All Other")] | 0 = No 1 = Certificate (Cert 2) 2 = Associate degree 3 = Bachelor's degree 4 = Diploma (AHS) 5 = Short Term Certificate (Cert 1) 9 = All other (MSAs) -1 = Missing {numeric} | This variable indicates the <i>highest</i> award received by the student, if any. Choose the highest if two are received in the same semester. If the student completed a degree/certificate during/at the end of the reporting term, indicate if the student received a degree, diploma, certificate, or other formal award. In order to be considered a completer, the degree/award must actually be conferred. |
| | Include all degrees conferred during the semester consistent with the CBM009. Also include degrees conferred in a prior semester but not previously reported (because of late data entry). For marketable skills awards, use the term that the award was issued. <i>(This changed from deriving the completion term based on effective date of the program completion, as done prior to Acad Yr 2006.)</i> | | | |
| CipCode | Major of Completer [Usually 10 digits with & without periods. Remove all periods, select first 6 characters of alpha series, and place one period after second character.] | CIP (Classification of instructional programs) code of highest award student received | Continuous -1 = Missing Format: xx.xxxx {alpha} | CIP (Classification of instructional program) code of highest award received by the student per CBM009. Since these CIP codes will be as reported in the CBM009 & only affect "completers," most of the entries will NOT likely be missing (-1). |
| Transfer | Code as -1 until merged from NLCL files to AtD csv files. NLCL files were not accessible for Spring & Summer 2010 | Student transferred Program accepts all cohort students and codes them as -1 or 9 (not enrolled or no completion in that term). | 0 = No 1 = Yes -1 = Missing 9 = Not Enrolled or No Completion {numeric} | Student transferred to another college during/at the end of the reporting term. Include this information if it is known. Information is unknown, code as -1. When NLCL merged, this value changed to "1", then all records with 9 code remaining are removed from term record before submission. |
| Excused | Code as -1 [Information not coded into PeopleSoft System] | Student left the institution without completing the sought for degree or transferring due to physical incapacities, military service, etc. | 0 = No 1 = Yes -1 = Missing {numeric} | Student left institution during/at the end of the reporting term without graduating or transferring because of one of the following reasons: died or were totally and permanently disabled; left school to serve in the armed forces; left to serve with a foreign aid service of the federal government, such as the Peace Corps; left to serve on official church mission. |

Student: Term Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|--------------------|---|--|--|--|
| Student Aid | | | | |
| ApplAid | Code as 1 for all students receiving any Offered \$ amount for Aid Year, and the rest as missing -1. [Since all students can apply for Federal Aid on-line, there is no way to know who did or did not.] | Student applied for financial aid | 0 = No 1 = Yes -1 = Missing {numeric} (Initialize to -1) | Student applied for Federal financial aid for the current academic term. This is based on whether the student had a record of a Federal financial aid application for the current academic year, or received any Federal financial aid. |
| TtlAid | Equals the sum of the disbursed \$ amount reported for the students in the following four variables. | The amount of all financial aid received by the student | Continuous 0 = Valid zero -1 = Missing {numeric} | Total amount of all financial aid, from any source, received during the current academic term. TtlAid should equal the sum of TtlGrant, TtlLoan and TtlWork. |
| TtlPell | Financial Aid Fund Codes ending in "001" are the Federal Pell Grants. Base term on date of disbursal. | The amount of Pell grant received by the student – use disbursed \$ amount for all term records beginning Fall 2005. Limit of \$5,645 total for 2013-2014 AY | Continuous 0 = Valid zero -1 = Missing {numeric} (no commas, or cents) | Indicates the Federal Pell grant amount received at your institution during the current reporting academic term. For your reference, the annual <i>Pell grant maximums</i> are included in the General Information section of this document. |
| TtlDream | Not Applicable to HCC [Initialize as -1] | The amount of Dreamkeeper emergency aid received by the student | Continuous 0 = Valid zero -1 = Missing {numeric} | Told by 10/12/09 email to put in placeholder with -1 fill, instead of omitting it as told previously. |
| TtlGrant | All other code 3 endings not included in the Loan or College WorkStudy descriptions are other known grants received by the student. Base term on date of disbursal. | The total amount of any grants received by the student – use disbursed \$ amount for all term records beginning Fall 2005. | Continuous 0 = Valid zero -1 = Missing {numeric} (no commas, or cents) | Total amount of all grants and scholarships: Federal, state, institutional, and other grants received during the current academic term. This includes employer tuition reimbursements and grants from private sources and Federal Pell grants. |
| TtlLoan | Financial Aid Fund Codes ending in "007", "204", "205", "900", or "902" represent State and Federal loans. Coding may need to be reverified. 4/22/14 Base term on date of disbursal. | The total amount of loans received by the student – use disbursed \$ amount for all term records beginning Fall 2005. | Continuous 0 = Valid zero -1 = Missing {numeric} (no commas, or cents) | Total amount of all loans: Federal, state, institutional, and private sector loans received during the current academic term. This includes all loans received by the student (do not include PLUS loans to parents). |
| TtlWork | Financial Aid Fund Codes ending in "901" or "999" = Texas and Federal Work Study, respectively. Base term on date of disbursal. | The \$ amount of total college work-study (CWS) received by the student | Continuous 0 = Valid zero -1 = Missing {numeric} (no commas, or cents) | Total amount of work-study awards received during current academic term. This is equal to the sum of federal, state, and institutional work-study amounts. Report the amount actually earned rather than the award amount, which may be greater. |

Student: Term Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|--|--|---|---|---|
| Intervention Participation | | | | |
| <i>Intervention 1</i> | Revised Derived Variable DEI Intervention Strategy . | Intervention Program Code for Intervention1 | DevMathBridge Format: alpha max 20 | Code for developmental education strategy 2. Enter the program code as entered on the intervention information page |
| <i>Intervention-Participation1</i> [No hyphen in the name. JBLA selected the name.] | Revised DEI Derived Code Target Population = All cohorts' students who have a MathRRef > 0 & do not have any prior term record occurrence of a Grade of A, B, C, I/A, I/B, or I/C in either MATH0312 or MATH0112. Treatment = TermRecord enrollment in any Dev. Math Bridge course, including MATH0106, MATH0108, and MATH0112. | Student's Intervention participation status for Intervention1 Pre-summer student info on general record. | 1 = Student is part of the target audience and received treatment 2 = Student is part of the target audience and did not receive treatment 3 = Student is NOT part of the target audience but received treatment -1 = Student is not part of the target audience and did not receive treatment [Initialize to -1] | Indicates whether the student was a part of the target audience and participated in Intervention1. Note: Although tracked, this intervention focuses only on the developmental MATH Bridge courses, not the other dev. MATH courses. |
| <i>Intervention 2</i> | Derived Variable DEI Intervention Strategy | Intervention Program Code for Intervention2 | LCwithDevMath Format: alpha max 20 | Code for developmental education strategy 2. Enter the program code as entered on the intervention information page |
| <i>Intervention-Participation2</i> [No hyphen in the name. JBLA selected the name.] | Revised DEI Derived Code Target Population = All cohorts' students who have a MathRRef > 0 & do not have any prior term record occurrence of a Grade of A, B, C, I/A, I/B, or I/C in either MATH0312 or MATH0112. Treatment = TermRecord enrollment in any Dev. Math course, MATH 0306, 0308, or 0312, combined in a Learning Community (Class Note "1867"). | Student's Intervention participation status for intervention2 Pre-summer student info on general record. | 1 = Student is part of the target audience and received treatment 2 = Student is part of the target audience and did not receive treatment 3 = Student is NOT part of the target audience but received treatment -1 = Student is not part of the target audience and did not receive treatment [Initialize to -1] | Indicates whether the student was a part of the target audience and participated in Intervention2. Note: Although tracked, this intervention focuses only on Learning Communities containing a developmental MATH course |
| <i>Intervention 3</i> | Revised Derived Variable DEI Intervention Strategy For JBL Tracking Purposes includes only students enrolled in GUST1270. | Intervention Program Code for Intervention 3 | SuccessCourse Format: alpha max 20 | Code for developmental education strategy 3. Enter the program code as entered on the intervention information page |
| <i>InterventionParticipation3</i> [No hyphen in the name. JBLA selected the name.] | Revised DEI Derived Code Target Population = All FTIC cohort students with EnrTerm = TermRecord & HighDegree (AcdLevel) < 1 & CumSearn pre-term- record < 12 sem cr hrs Treatment = Student took GUST1270, during term, or <u>pre-summer</u> term if a Fall cohort term. | Student's Intervention participation status for intervention3 Pre-summer student info on general record. | 1 = Student is part of the target audience and received treatment 2 = Student is part of the target audience and did not receive treatment 3 = Student is NOT part of the target audience but received treatment -1 = Student is not part of the target audience and did not receive treatment [Initialize to -1] | Indicates whether the student was a part of the target audience and participated in Intervention 3. Note: JBL requested that only GUST1270 be included, not the other orientation courses. |

Student: Term Record — Continued:

| Four-year College Variables (Include Placeholders per Rashmi 9/19/07) | | | | |
|--|---|---|--|--|
| ULevel | Not Applicable to HCC | Undergraduate level | -1 = Missing as Placeholder | Student's undergraduate class level during the term. |
| Major4Year | Not Applicable to HCC | Major field of study | -1 = Missing as Placeholder | Student's undergraduate major field of study during the term. |
| Name | HCC Variable | Description | Valid values | Definition |
| HCC Additional Variables | | | | |
| Core | Core Flag | Core Completer | 0 = No 1 = Yes 2 = Prior term completion -1 = Missing {numeric} | Student has successfully completed the core curricula requirements by the end of reporting semester. |
| | Use same core completion term as CBM009. For core completions satisfied in a prior term, but not previously reported (due to late data entry), report as "2". (This changes from deriving the core completion term based on date received date, as done prior to Acad Yr 2006.) | | | |
| CPlancode | CPLANCODE CPlanCode selected upon admission, with current update if any. Drop "E" prefix. | Student's major field of study [Same code as used in Major logic at the start of the term record, but report the code not the conversion.] | xxxxxx -1 = Missing {numeric} | Student's major field of study as selected upon admission, or updated by student or counselor since admission. |
| EFSRGI | ENGL 0349 Initialize as -1 | Grade student received in remedial English for Foreign Speakers course; course one level below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English-for-Foreign-Speakers course that is one level below college level during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| EFSRGII | ENGL 0347 Initialize as -1 | Grade student received in remedial English for Foreign Speakers course; course two levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English-for-Foreign-Speakers course that is two levels below college level during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| EFSRGI | ENGL 0346 Initialize as -1 | Grade student received in remedial English for Foreign Speakers course; course three levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial English-for-Foreign-Speakers course that is three levels below college level during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| ESLRGI | ESOL 0356 Initialize as -1 | Grade student received in English as a Second Language course; course three levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in an English-as-a-Second-Language course that is three level below college level during the reporting term. [Can ignore P/F code series, and -9 = All other] |

Student: Term Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|----------|-----------------------------------|---|--|---|
| ESLRGII | ESOL 0352 Initialize as -1 | Grade student received in English as a Second Language course; course four levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in an English-as-a-Second-Language course that is four levels below college level during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| ESLRGIII | ESOL 0348 Initialize as -1 | Grade student received in English as a Second Language course; course five levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in an English-as-a-Second-Language course that is five levels below college level during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| ESLRGIV | ESOL 0344 Initialize as -1 | Grade student received in English as a Second Language course; course six levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in an English-as-a-Second-Language course that is six levels below college level during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| MARGIV | MATH 0102 Initialize as -1 | Grade student received in remedial Math course; course four levels below college level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial Math course that is four levels below college level during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CAcctPI | ACCT 2301 Initialize as -1 | Grade student received in second college-level accounting course | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second-level college-level accounting course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CAcctPII | ACCT 2302 Initialize as -1 | Grade student received in second college-level accounting course | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second-level college-level accounting course during the reporting term. [Can ignore P/F code series, and -9 = All other] |

Student: Term Record—Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|----------|-----------------------------------|---|--|--|
| CAcntPI | ACNT 1303 Initialize as -1 | Grade student received in first college-level Acad & WF accounting course | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level Acad & WF accounting course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CAntPII | ACNT 1331 Initialize as -1 | Grade student received in second college-level WF accounting course | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second-level college-level WF accounting course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CBioPIa | BIOL 1308 Initialize as -1 | Grade student received in college-level Intro Biology course, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level Intro Biology course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CBioPIIa | BIOL 1309 Initialize as -1 | Grade student received in college-level Intro Biology course, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level Intro Biology course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CBioPIb | BIOL 1406 Initialize as -1 | Grade student received in college-level General Biology course, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level General Biology course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CBioPIIb | BIOL 1407 Initialize as -1 | Grade student received in college-level General Biology course, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level General Biology course during the reporting term. [Can ignore P/F code series, and -9 = All other] |

Student: Term Record — Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|----------|-----------------------------------|---|--|---|
| CBioPlc | BIOL 2401 Initialize as -1 | Grade student received in college-level Anatomy and Physiology course, second level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second level college-level Anatomy and Physiology course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CEcoPlma | ECON 2301 Initialize as -1 | Grade student received in college-level Macroeconomics course, second level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second level college-level Macroeconomics course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CEcoPlmi | ECON 2302 Initialize as -1 | Grade student received in college-level Microeconomics course, second level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second level college-level Microeconomics course during the reporting term. Can ignore P/F code series, and -9 = All other] |
| CEngPII | ENGL 1302 Initialize as -1 | Grade student received in college-level English course, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level English course during the reporting term. Can ignore P/F code series, and -9 = All other] |
| CGovPI | GOVT 2301 Initialize as -1 | Grade student received in college-level Government course, second level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second level college-level Government course during the reporting term. Can ignore P/F code series, and -9 = All other] |
| CGovPII | GOVT 2302 Initialize as -1 | Grade student received in college-level Government course, second level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second level college-level Government course during the reporting term. Can ignore P/F code series, and -9 = All other] |

Student: Term Record — Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|----------|-----------------------------------|--|--|--|
| CHisPI | HIST 1301 Initialize as -1 | Grade student received in college-level History course, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level History course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CHisPII | HIST 1302 Initialize as -1 | Grade student received in college-level History course, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level History course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| MaBCGI | MATH 0106 Initialize as -1 | Grade student received in remedial Math Boot Camp course; shortened course replaces Math 0306 for students who were unsuccessful at Math 0306. | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial Math Boot Camp course, which replaces Math 0306. [Can ignore P/F code series, and -9 = All other] |
| MaBCGII | MATH 0108 Initialize as -1 | Grade student received in remedial Math Boot Camp course; shortened course replaces Math 0308 for students who were unsuccessful at Math 0308. | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial Math Boot Camp course, which replaces Math 0308. [Can ignore P/F code series, and -9 = All other] |
| MaBCGIII | MATH 0112 Initialize as -1 | Grade student received in remedial Math Boot Camp course; shortened course replaces Math 0312 for students who were unsuccessful at Math 0312. | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade the student achieved in a remedial Math Boot Camp course, which replaces Math 0312. [Can ignore P/F code series, and -9 = All other] |
| CTrigPI | MATH 1316 Initialize as -1 | Grade student received in college-level Plane Trigonometry course, a first level course | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first level college-level Plane Trigonometry course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CMathPI | MATH 1324 Initialize as -1 | Grade student received in college-level Finite Math course, a first level course | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level Finite Math course during the reporting term. [Can ignore P/F code series, and -9 = All other] |

Student: Term Record — Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|---|--|---|--|--|
| CMathPII | MATH 1332 Initialize as -1 | Grade student received in college-level General Math course, a first level course for ACA & CTE | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level General Math course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CTMathPI | TECM 1303 Initialize as -1 [No longer just a placeholder] | Grade student received in college-level Technical Math course, a first level course for CTE students only | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level Technical Math course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CPCalPI | MATH 2412 Initialize as -1 | Grade student received in college-level Pre-Calculus course, a second course | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second-level college Pre-Calculus course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CCalcPI | MATH 2413 Initialize as -1 | Grade student received in college-level Calculus course, a second level course | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the second-level college-level Calculus course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| CPofPI | POFI 1301 Initialize as -1 | Grade student received in college-level Prof. Office Computer Applications course, first level | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the first-level college-level Prof. Office Computer Applications course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| COriPI | GUST 0101 Initialize as -1 (Discontinued – just placeholder) | Grade student received in one-credit college orientation course | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the one-credit college orientation course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| COriPII | GUST 0303 (Discontinued – just a placeholder) | Grade student received in three-credit college orientation course | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the three-credit college orientation course during the pre-cohort Summer session(s). [Can ignore P/F code series, and -9 = All other] |
| Note: CoriP1, GUST0101, and COriPII, GUST0303, were discontinued courses in 2007, kept only as placeholders in this file. | | | | |

Student: Term Record — Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|----------|---|--|--|---|
| COriEDUC | EDUC 1200 through Summer 2011 than EDUC 1300, the new SS course Initialize as -1 | Grade student received in two-credit college orientation course for Education studies – converted to grade rec'd for three credit new Student Success Course. | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Fall 2012 converted to grade student received in the newly remodeled three-credit Student Success course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| COriPIII | GUST 1270 Initialize as -1 | Grade student received in two-credit college orientation course for general studies, which has GUST0170 as a co-requisite | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the two-credit college orientation course during the reporting term. Student gets same grade in GUST 0170 co-requisite. [Can ignore P/F code series, and -9 = All other] |
| COriHlth | HPRS 1201 Initialize as -1 | Grade student received in three-credit college orientation course for Allied Health Programs | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the two-credit college orientation course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| COriENG | ENGR 1201 Initialize as -1 | Grade student received in three-credit college orientation course for Pre-Engineering studies | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the two-credit college orientation course during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| LEAD1200 | LEAD 1200 Initialize as -1 | Grade student received in three-credit college orientation course for technical (W/F) studies | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the three-credit college orientation course during the reporting term.. [Can ignore P/F code series, and -9 = All other] |
| MATH0311 | MATH 0311 Initialize as -1 StatWay Dev. Math | Grade student received in two-credit developmental MATH course in Statistics for non-science majors studies | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in the three-credit college orientation course reporting term. [Can ignore P/F code series, and -9 = All other] |
| MATH1311 | MATH 1311 Initialize as -1 StatWay Dev. Math | Grade student received in college-level General Statistics course (a first level college course to replace College Algebra requirement for non-science majors. | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade student received in General Statistics course (a first level college course to replace College Algebra requirement for non-science majors. [Can ignore P/F code series, and -9 = All other] |

Student: Term Record — Continued:

| Name | HCC Variable | Description | Valid values | Definition |
|--|--|--|---|--|
| PREM0200 | PREM0200 MyFoundationLab 4-wk 32-hr Prep series for Math | Grade student received in non-course dev-level prep course in Math to improve placement results. | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade level the student achieved in a non-course based modular remedial Math series to determine dev/college level placement with post Compass test during the reporting term.. [Can ignore P/F code series, and -9 = All other] |
| PRER0200 | PRER0200 MyFoundationLab 4-wk 32-hr Prep series for Reading & English | Grade student received in non-course dev-level prep course in Reading/English to improve placement results. | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade level the student achieved in a non-course based modular remedial Reading/English series to determine dev/college level placement with post Compass test during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| PRER0300 | PRER0300 MyFoundationLab 4-wk 48-hr Prep series for Reading & English for HILZ students. | Grade student received in non-course dev-level prep course in Reading/English to improve placement results. | Continuous -1 = Missing/Did not Take -2 = Incomplete/No Grade Posted -3 = Withdraw -4 = Audit grade format: x.xx {numeric} | Grade level the student achieved in a non-course based modular remedial Reading/English series to determine dev/college level placement with post Compass test during the reporting term. [Can ignore P/F code series, and -9 = All other] |
| HTerm [2007 Renamed because JBLA was overwriting it with their own code named term.] | HCC Term 031 = Fall 2002 032 = Spring 2003 033 = Summer 2003 | Semester related to data being extracted | xxxx Alpha e.g. 6031 = Fall 2002 6032 = Spring 2003 6033 = Summer 2003 6041 = Fall 2003 | The term is the semester for which the datastream is pulled. |
| CohortDesc | HCC Term 031 = Fall 2002 * * * 092 = Spring 2009 etc. | Semester related to the cohort to which the data belongs. | xxxxxxxxx Alpha e.g. 6031 = Fall 2002 * * * 6092 = Spring 2009 etc | The semester is the AtD Cohort to which the data belongs. This was added to differentiate between Fall and Spring cohorts during same calendar year. |



File Transmission

www.DreamWebSubmission.org

Where to Submit Your DEI Data (Achieving the Dream Data Submission Website)

Once your datafiles have been created in the correct format as explained, you are ready to submit them. In order to submit your DEI data, you will continue to use the Achieving the Dream data submission website. Log-in information has been distributed to colleges. If you have not received information by this date, please contact your JBLA Data Coordinator (Elif Bor, ebor@jblassoc.com, 301-654-5154).

If you need assistance or have any questions regarding eStats, please contact:

Benito Solorzano

202-728-0200

bsolorzano@aacc.nche.edu

Registering Your College: Institution Admin Page

After you have logged-in to the Achieving the Dream data submission website, you will be asked to register your college and complete the information on the *Institution Admin* page (see Figure 1). Here you will do the following:

- Verify your institution's name and UnitId.
- Enter the contact person's information. When you first log in to the data submission webpage, you will be asked to enter your contact information (name, telephone number, and e-mail address). Please remember to update this information if there is a new person submitting data.
- You are also asked to enter the number of credits needed to be considered a full-time student at your institution, your institution's GPA scale, and term information. This information should not change through the duration of the data collection for the initiative.
- Name your terms. The term start-date definitions appear to the right of the screen. Simply fill in your term name for your corresponding terms. For example, fill in "Fall" for term 1, the term that starts between August 1 and September 30. You will, more than likely, not use all of the terms. Term names you enter on the "Institution Admin" page will automatically appear on your data submission pages.

Once you have filled in this screen, click "Save" and you will be redirected to the *Home* page. Once the information on your *Institution Admin* page is complete, all future log-ins will automatically direct you to the *Home* page. You can then make any changes to your profile through the Institution Admin page by clicking on the "Tools" menu (described below under "Changing Contact Information").



ACHIEVING THE DREAM

COMMUNITY COLLEGES COUNT

HOUSTON COMMUNITY COLLEGE SYSTEM

Home Institution ▶ Reports ▶ Tools ▶ Resources ▶ Welcome Margaret Drain | Log Out

Institution Admin

| | | |
|---|--|------------------|
| Institution Name* | HOUSTON COMMUNITY COLLEGE SYSTEM | |
| Institution ID * | 225423 | |
| Round | Round 1 | |
| Contact Person * | Martha Oburn; Margaret Drain; Hazel Milan | |
| Contact Phone * | 713-719-8625 | |
| Contact Email * | martha.oburn@hccs.edu; margaret.drain@hccs.edu; hzl.milan@hccs.edu | |
| Total number of credits required by this institution for a student to qualify as full-time (i.e., 12 credits) * | 12 | |
| Range of the grade point average (GPA) scale used by this institution | 4.00 | |
| Data Coordinator | Elif Bor | |
| Specify which terms are valid for your school by entering their term names | | |
| Terms used by school | Term name (i.e. Fall) | Term Start Date |
| Term 1 | Fall | Aug 1 - Sept 30 |
| Term 2 | | Oct 1 - Oct 31 |
| Term 3 | Spring | Jan 1 - Feb 28 |
| Term 4 | | Mar 1 - Apr 15 |
| Term 5 | | May 1 - May 14 |
| Term 6 | Summer | May 15 - Jun 15 |
| Term 7 | | Jun 16 - July 17 |
| * required fields | | |
| <input type="button" value="edit"/> | | |

Version 2.8 Section 509 Statement | JBL Associates | Developed by JBL

Figure 1: JBLA’s DEI Institutional Admin screen

Identifying Placement Tests and Test Scores: Placement Test Information Page

Prior to data submission, you will need to identify the placement tests used/accepted at our institution and the respective cut-off scores for college level and 1, 2, or 3 levels below college level placement on the placement test information page. To access this page, select “Placement Test Cutoff Scores” under the *Institution* menu and fill in the cut-scores for the tests, which is the high score for the selected range used to assign students to developmental education at your institution. The placement test information page will look similar to Figure 2. To view the placement test data variables to be included in the student general files, see pages 11 through 14.

| SAT Math Score Example | | | | |
|------------------------|-----------------------|------------------------|------------------------|---------|
| College Level | 1 Level Below College | 2 Levels Below College | 3 Levels Below College | |
| Value Entered | N/A | 500 | 400 | 300 |
| SAT Range | 500-601 | 500-601 | 400-501 | 300-200 |

| Placement Test | Subject | 1 Level Below College | 2 Levels Below College | 3 Levels Below College | |
|---------------------------------------|---------|-----------------------|------------------------|------------------------|------|
| 1: ACT | English | | | | Edit |
| 1: ACT | Reading | | | | Edit |
| 1: ACT | Math | | | | Edit |
| 2: SAT | English | | | | Edit |
| 2: SAT | Reading | | | | Edit |
| 2: SAT | Math | | | | Edit |
| 3: Accuplacer | English | | | | Edit |
| 3: Accuplacer | Reading | 77 | 70 | 54 | Edit |
| 3: Accuplacer | Math | | | | Edit |
| 3.1: Accuplacer Arithmetic | Math | | 120 | 74 | Edit |
| 3.2: Accuplacer College Level Math | Math | | | | Edit |
| 3.3: Accuplacer Elementary Algebra | Math | 120 | 53 | 34 | Edit |
| 3.4: Accuplacer Essay | English | | | | Edit |
| 3.5: Accuplacer Reading Comprehension | Reading | | | | Edit |
| 3.6: ACCUPLACER Sentence Skills | English | | | | Edit |
| 4: COMPASS | English | | | | Edit |
| 4: COMPASS | Reading | 80 | 60 | 45 | Edit |
| 4: COMPASS | Math | | | | Edit |
| 4.1: COMPASS Algebra | Math | 70 | 48 | 38 | Edit |
| 4.2: COMPASS College Algebra | Math | | | | Edit |
| 4.3: COMPASS Pre-Algebra | Math | | 100 | 48 | Edit |

Figure 2. JBLA’s DEI Placement Test Cut-Off Scores screen

At the bottom of the JBLA’s DEI Placement Test Cut-Off Scores screen there is a button to select the Custom Logic View. These fields should only be used if your institution uses a combination of scores to place students into developmental classes. Please use the same identifiers used in the custom data fields when entering the cutoff scores on the Institution Placement Test Cutoff Scores form.

For one an Accuplacer English Placement Test example:

Below College 1 Level Field: $3.4 \geq 4$ & $3.6 = 56-120$

Below College 2 Levels Field: $3.4 < 4$ & $3.6 < 120$

Below College 3 Levels Field: NA

An actual student input for English Placement fitting this schema would be 3.4: 4 ; 3.6: 60

| Subject | 1 Level Below College | 2 Levels Below College | 3 Levels Below College | |
|---------|--|---|------------------------|------|
| English | $3.4 \geq 4$ & $3.6 = 56-120$ or $4.5 = 59-100$ & $4.6 = 4-5$ or $5.5 = 40-54$ & $5.6 = 4-5$ | $3.4 = 4-5$ & $3.6 = 56-120$ or $3.4 < 4$ & $3.6 < 120$ or $4.5 = 100$ & $4.6 < 4$ or $4.5 < 59$ & $4.6 > 3$ or $5.5 < 55$ & $5.6 < 44$ or $5.5 < 40$ & $5.6 > 3$ | NA NA NA | Edit |
| Reading | | | | Edit |
| Math | | | | Edit |

Figure 2b. JBLA’s DEI Placement Test Custom Scores screen



Identifying Interventions: Intervention Information Page

On the “Interventions Page”, you will be asked to provide information about each of the three selected intervention strategies. This page is located under the *Institution* tab. When you click on the link, a grid similar to the one shown below (Figure 3) will appear. Here simply enter the required information for each intervention. See page 28 for a description of the intervention data elements to be included in our term files.

| Intervention 1 | |
|--|---|
| Intervention Program Code | Format: alpha, 20 |
| Intervention Program Name | {include text string length, or allowable format for all variables} |
| Intervention Type (Direct/Indirect) | |
| Intervention Content Area(s) - (Math, English, Reading) | |
| Intervention Description | |
| Target Population (i.e., African American males, nursing students, etc.) | |
| # of Student Targeted | |
| Case Management (yes/no) | |

Figure 3. JBLA’s DEI Intervention Strategy grid

Submitting Data: Home Screen

You will use the “Home” page to submit your data, check the status of your submissions and receive or send any communications regarding your submissions. The file status grid will look similar to Figure 4.

| Year | Student General | | Student Term | | |
|---------|------------------|----------|------------------|----------|----------|
| | Fall | Spring | Fall | Spring | Summer |
| 2002-03 | Approved | Upload | Approved | Approved | Approved |
| 2003-04 | Approved | Upload | Approved | Approved | Approved |
| 2004-05 | Approved | Upload | Approved | Approved | Approved |
| 2005-06 | Approved | Upload | Approved | Approved | Approved |
| 2006-07 | Approved | Upload | Approved | Approved | Approved |
| 2007-08 | Approved | Upload | Approved | Approved | Approved |
| 2008-09 | Approved | Approved | Approved | Approved | Approved |
| 2009-10 | Approved | Approved | Approved | Approved | Approved |
| 2010-11 | Approved | Approved | Approved | Approved | Approved |
| 2011-12 | Approved | Approved | Approved | Approved | Approved |
| 2012-13 | Approved | Approved | Approved | Approved | Approved |
| 2013-14 | Waiting Approval | Upload | Waiting Approval | Upload | Upload |

Figure 4. JBLA’s AtD/DEI “Home” Submission screen.



Uploading Files

Click on an “upload” link to submit a specific file. When you click on this link, a screen will appear allowing you to browse for the file on your system. When you have selected the proper file to upload, click the “Upload CSV file” button. Please be sure your file is properly formatted (in CSV format), all cells contain valid data, and your file is encrypted so you are not submitting Social Security numbers. If a format error is detected, the system will return a message below the “Upload CSV file” button. Once you have uploaded the file, you may receive one of the following messages in the “Status” grid:

- **Needs Approval:** If there are no errors, “Needs Approval” will appear on the file status page. You are now ready to view the frequency report for this file. Refer to the *Reports* section of this document for information regarding this report. Once the file has been successfully uploaded and the frequency report looks correct, you will need to approve the file so it can be sent to JBLA for review and final approval. Click the “Submit for Approval” button at the bottom of the page to send the file to JBLA.
- **Errors:** If the file status grid indicates “Errors” on a file submission, click on the “Errors” link. The resulting screen contains a “Status Msg” box; clicking on this message will return the errors found in the file. Once you correct these errors, resubmit your file and click “Replace” (see Figure 5).
- **Approved:** Once the file has been approved by JBLA, the “Status” screen will say “Approved” and the file will be considered final. If you would like to make revisions at this time, you will need to contact your JBLA data coordinator to unlock your files.
- **Rejected:** If JBLA has questions about the file, the status screen will say “Rejected” and your JBLA data coordinator will contact you.

Messages

At the bottom of the “Status” screen you may leave or pick up messages regarding your data submissions. Messages will automatically be sent to the appropriate JBLA data coordinator.

Changing Institution Information

You can change institutional information by going to the *Institution* menu and selecting “Institution Information.” Click on “Edit” at the bottom of the page and then “Save” once you have made the necessary changes. In general, all institutional information—except contact person and email—should remain the same throughout your participation in the Developmental Education Initiative.

JBLA’s AtD/DEI Reports

There are several different types of reports provided to you on the basis of your data submissions. These reports are provided to help you identify errors and inconsistencies in your data submissions. After your data are submitted, in order for your submission to be accepted, review and sign off on these reports; your JBLA data coordinator will sign off on them as well. A description of each of the reports follows.

JBLA Frequency Reports

To access frequency reports for specific files, go to the *Home* page and, on the “Status” screen, click on the file you want to view. The import screen will appear again. Click on the “Show” link in the “Freq Report” box. This will take you to a screen that indicates the variables that were uploaded. The frequency reports provide tabulations of each field in your submission. Reviewing these frequencies often aids in finding errors quickly (see Figure 6 for a sample frequency report). For example, out-of-range data and other coding issues can be identified quickly on these reports. View each file’s frequency report after it has been uploaded.

| Table of Gender by Cohort | | |
|---------------------------|----------------------|-------|
| Gender of ImportStudent | Cohort (Cohort Year) | Total |
| | 2004 | |
| Male | 432 | 432 |
| | 55.03 | 55.03 |
| | 100 | |
| | 55 | |
| Female | 353 | 353 |
| | 44.97 | 44.97 |
| | 100 | |
| | 45 | |
| Total | 785 | 785 |
| | 100 | 100 |

Figure 6. JBLA’s AtD/DEI Frequency Report screen

Flag Reports

The flag reports provide indications of potential logic errors in your data. For example, the flag report will indicate if a student took a placement test, but has missing referral data. The flag reports do not always indicate data that are wrong, but if data are flagged, you need to either provide an explanation as to why this is so in your institution, or correct the problem and resubmit your data. If the “Status” screen says “Needs Approval” then you do not have any flags on the file, although you will need to check the frequency reports.

Flag reports are found in the same location as your frequency reports; on the *Home* page, click the file you want to view in the “Status” grid. Click on the “Show” link in the “Flag Report” box. This will take you to a screen that lists the flags for that file.

Edit Reports

The edit reports provide crosstabulations of your data -- for example, the number of credits attempted and completed by race/ethnicity. Crosstabulating your data can provide further indication of data errors.

To view your edit reports, select *Reports* from the toolbar at the top of the screen and click “Edit Reports.” Your screen should have two drop-down menus that allow you to create customized reports for each cohort as they progress through your institution (see Figure 7). These reports can be easily printed by using the “Print View” option in the upper left hand corner.