

Fiscal Year 2014

**Management Information System
(MIS)
Reporting
Manual**



Iowa Community Colleges

State of Iowa
Department of Education
Division of Community Colleges
Bureau of Adult, Career and Community College Education
Grimes State Office Building
Des Moines, IA 50319-0146

March, 2013

State of Iowa
Department of Education
Grimes State Office Building
400 E. 14th Street
Des Moines, IA 50319-0146

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Reporting Schedule

Report	Due Date
I. Fall Reporting	
A. Transmittal Form – Data Records.....	October 1
B. Fall Term/Credit Student Information File.....	October 1
C. Fall Term/Credit Student Course File.....	October 1
II. Year End Reporting	
A. Transmittal Form – Data Records.....	August 4
B. Year-End Credit Student Information File.....	August 4
C. Year-End Credit Student Course File.....	August 4
D. Electronic Course Catalog File – Credit.....	August 4
E. Non-Credit Student Information File.....	August 4
F. Electronic Course Catalog File – Non-Credit.....	August 4
G. Human Resources Employee File.....	August 4
H. Human Resources Position File.....	August 4
I. Transmittal Form - Credit Student Award File.....	August 4
J. Credit Student Award File.....	August 4
K. Non-Credit Student Award File.....	August 4
L. Secondary Jointly Administered.....	August 4

The data files/reports listed above are required to be submitted to the Department of Education. Each section includes the dates that the files/reports are due to the Department of Education. The community college should keep a point-in-time file as of the date submitted. Please ensure that edit checks are performed on all data before submitting it to the Department. Invalid data will require the Department to return the files/reports to be corrected by the college before “clean” data is accepted.

Detailed description of Financial Reporting requirements and formats can be found in the State Accounting Manual.

Send ASCII fixed files to the Iowa Department of Education utilizing Department-approved secure method.

MIS Technical Assistance Contact Information

Management Information System (MIS)	Person	Email (@iowa.gov)	Phone (515)
Main Contact Person for MIS	Vladimir Bassis	Vladimir.bassis@	281-3671
Credit Reporting	Vladimir Bassis	Vladimir.bassis@	281-3671
Non-Credit Reporting	Amy Vybiral	Amy.vybiral@	281-4704
CIP Numbers/Identification Code Sets	Tom Cooley	Tom.Cooley@	281-4700
Secondary (Credit, Non-Credit, Jointly Admin., etc.)	Vladimir Bassis	Vladimir.bassis@	281-3671
Financial Reporting	Kent Farver	Kent.farver@	281-3550
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Data Submittal	Geoffrey Jones	geoffrey.jones@	281-7967

MIS SWAT TEAM

The MIS SWAT Team has been established as an advisory committee to analyze, modify, and review the content of the MIS Reporting Manual and MIS Data Dictionary. The Team is being convened on semi-annual basis for the discussion of upcoming modifications of the MIS Reporting Manual and Data Dictionary. The members of the Team represent a variety of positions and professional specialties both from the Iowa Department of Education and from the field.

Jeremy Varner, Department of Education, Chair

Vladimir Bassis, Department of Education

Connie Buhr, Hawkeye Community College

Monte Burroughs, Department of Education

Tom Cooley, Department of Education

Dena Dennis, Kirkwood Community College

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Dr. Gary Kaufman, Des Moines Area Community College

Dr. Nancy Kothenbeutel, Eastern Iowa Community College District

Dr. Jim Lindenmayer, Indian Hills Community College

Lor Miller, Northeast Iowa Community College

Trudie Percy, Department of Education

Shelly Schmidt, North Iowa Area Community College

Amy Vybiral, Department of Education

Stephanie Weeks, Department of Education

Changes in MIS Reporting Manual for FY 2014

1. Removed redundant and outdated tables:
 - a. Non-Credit Course/Program/Activity CIP Numbers and Code Sets (p. C-2 and C-3; Examples of Specific Courses from the Non-Credit Course Master (p. C-16, 17 and 18); and Fiscal Year XXXX Non-Credit Course Master (pp. C-23 through C-27). Keep maintaining one reference program/codeset table (Fiscal Year Non-Credit CIP table, pp.C-28 through C-35); maintain Non-Credit PGM through state-wide Program Master web-based application, and publish annually a comprehensive table of all utilized non-credit courses.
 - b. Removed comprehensive list of state-utilized CIP codes form Appendix B. Instead, publish updated CIP table annually or as needed on the DOE web page for references.
 - c. Removed Appendix E: High School Identification Codes. Instead, provide hyperlink to the annually updated list of Iowa Public Schools on DOE web site.
2. Non-Credit.
 - a. Removed CIP number 32.010500 “Job Seeking/Changing” listed under Non-Credit Categories, section A (Adult Literacy Program), sub-section 1 (Adult Basic Education), page C-7 of the MIS Reporting Manual 2013, from the Adult Literacy category as non-applicable and add it to the pool of CIP numbers allowable under Enhanced Employability/Academic Success (Section C, page C-11, subsection D), with the codeset of 04 04 11 04.
3. Non-Credit Awards.

Substitute item #2 “Alternative high school diploma” (Section G, Fiscal Year Non-Credit Awards Reporting, page G-1, General Instructions) with “High school equivalency diploma (General Educational Development (GED))”. Substitute reporting item under code 2 “Alternative high school diploma” within reporting data element D (Section G, Fiscal Year Non-Credit Awards Reporting, page G-2) with “High school equivalency diploma (General Educational Development (GED))”, correspondingly, with clarification regarding reporting non-secondary only diplomas.
4. Credit Awards:

Add data reporting element K “Identification of the reverse credit transfer” to Section F: Credit Student Awards File, page F-3 of the MIS Reporting Manual, with the codes 0 = Not reverse credit; 1=Reverse credit transfer from Iowa State University; 2=Reverse credit transfer from the University of Iowa; 3=Reverse credit transfer from the University of Northern Iowa; 4= Reverse credit transfer from other institutions.

Add code 9 to the categories of Credit Award for APS (Associate of Professional Studies), MIS Reporting Manual 2014, pp. F1 and F2.
5. Credit Student File, Fall and Fiscal Year:

Clarified the description of the data element P (Date Student Exited Course) in Section A: Fall Credit Student Enrollment Reporting, sub-section D: Fall Credit Student Course File, page A-14 to read “Date Student Exited Course – If the

student exits the course early, the year, month, and day the student exited the course, otherwise list the year, month, and day the course ended”. Applied identical changes to the description of the corresponding data element in section B: Fiscal Year Credit Student Enrollment Reporting, sub-section D of the Fiscal Year Credit File layouts: Fiscal Year Credit Student Course File, data element P, page B-14

6. Data Dictionary: updated based on new/changed data elements.

Fall Credit Student Enrollment Reporting

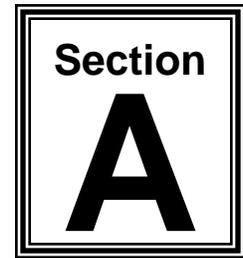


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I. Fall Credit Program CIP Numbers and Code Sets Summary

Educational Program	Classification of Instructional Programs (CIP)	Identification Code Set (Level, Type, SpEmp, Obj/Pur)
Arts & Sciences		
Liberal/General Studies	24.010100	03 08 11 03
College Parallel /Career Option		
No Special Emphasis	Occupational Specific	03 06 11 03
Shared A&S College Parallel/Career Option-No Special Emphasis	Occupational Specific	03 36 11 03
Career & Technical Education		
Preparatory		
Full-Time Preparatory		
No Special Emphasis	Occupational Specific	03 02 11 03
Reciprocal Agreement	Occupational Specific	03 02 35 03
Apprenticeship (Non-IDED Funded)	Occupational Specific	03 02 04 03
Advanced Standing Career/Vocational Education Programs		
No Special Emphasis	Occupational Specific	03 12 11 03
Reciprocal Agreement	Occupational Specific	03 12 35 03
Short-Term Preparatory		
Special Populations	Occupational Specific	03 03 09 03
No Special Emphasis	Occupational Specific	03 03 11 03
Part-Time Preparatory		
No Special Emphasis	Occupational Specific	03 07 11 03
Corrections		
Juvenile –State/County/Homes/Other	Occupational/Subject	02 03 30 03
Adult – State/County Jails/Halfway Houses/Rehab. Centers/Other	Occupational/Subject	04 03 30 03
Contract/Customized Business/Industry Training	Occupational/Subject	04 03 47 03
Recertification/Relicensure	Occupational/Subject	04 46 11 03

II. Fall Credit Hour Reporting Requirements/Procedures

Procedures are to be followed when identifying credit hours of enrollment. Guidelines for determining credit hours are found in 281 Iowa Administrative Code 21.2(13).

Credit enrollments consist of instructional offerings, courses, programs, and activities in the Arts and Science and Career and Technical Education areas/Cost Centers. This includes credit offerings in:

1. Liberal/General Studies
2. College Parallel/Career Options
3. Developmental Education
4. Full-Time, Advanced Standing, Shared, Part-Time, and Short-Term Career/Technical Preparatory
5. Apprenticeship
6. Reciprocal Agreement
7. Secondary-Postsecondary Joint Enrollment
8. Corrections
9. Contract/Customized Business/Industry Training
10. Recertification/Relicensure

Department of Education (DE) approval must be received for most of credit offerings. DE approval is not required for concentration areas in Liberal/General Studies, Developmental Education, Postsecondary Enrollment Options, Economic Development, Corrections, Contract/Customized Business/Industry Training, and Recertification/Relicensure. A Credit Program Master, specific to each community college, is maintained by the Department of Education. Contact the Department if there is any change from the Credit Program Master Listing of Classification of Instructional Program (CIP) Number and/or Instructional Code Set.

All students that receive credit for completed offerings must be reported on the Management Information System (MIS). Credit Student Enrollment File formats are available at the end of this section. Files must be as complete as possible for each student and for each course in which the student enrolls. Data files are to be transmitted to the designated web server or via other secure method allowed by the Department of Education and must be ASCII fixed length files.

Fall Term Credit Student Enrollment Files are due on October 1 of the reporting fiscal year.

State Students Identification Numbers for the new students who received them prior to college enrollment are provided to colleges by the Department of Education upon request within two weeks after Fall enrollment data confirmations. Colleges are responsible for the maintenance of the provided ID numbers for the complete period of students' education with a college.

III. General Credit Instructions – Fall

A. Credit Instructional Program /Course Criteria

Credit instructional programs/courses must meet all of the criteria listed below:

1. Each course must be an organized subject matter in which instruction is offered.
2. Each course must have a minimum length of 1 credit hour. A credit hour is established at 16 contact hours, where 1 contact hour = 50 minutes. Only the following multipliers are allowed in calculating the credit hour:
 - A. 50 minutes = 1 contact hour
 - B. 55 minutes = 1.1 contact hours
 - C. 60 minutes = 1.2 contact hours
 - D. Less than 50 minutes, do not report.
3. Minimum Standards
 - A. Classroom work.
 - i) The minimal requirements for one semester hour of credit shall be 800 minutes of scheduled instruction plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirements for one-quarter hour of credit shall be 533 minutes of scheduled instruction plus (when applicable) a scheduled culminating activity.
 - B. Laboratory work.
 - i) The minimal requirement for one semester hour of credit shall be 1,600 minutes of scheduled laboratory work plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 1,066 minutes of scheduled laboratory work plus (when applicable) a scheduled culminating activity.
 - C. Clinical practice.
 - i) The minimal requirements for one semester hour of credit shall be 2,400 minutes of scheduled clinical practice plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 1,599 minutes of scheduled clinical practice plus (when applicable) a scheduled culminating activity.
 - D. Work experience.
 - i) The minimal requirement for one semester hour of credit shall be 3,200 minutes of scheduled work experience plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 2,132 minutes of scheduled work experience plus (when applicable) a scheduled culminating activity.
4. Each course must have a syllabus, course description, and condensed outline or statement of the main points on file at the community college.
5. Each course must be approved in accordance with the appropriate procedure as defined by local board policy.
6. The community college must have a written agreement with the instructor of record, identifying the conditions of the services to be provided (e.g., contractual or subscribed services agreement). When courses are transmitted to remote sites, the instructor at the origination site is the instructor of record.
7. Students must be registered according to the official registration procedures of the community college.
8. Student enrollment records appropriate for audit must be maintained for each course.
9. The instructional program is the first 2 years of college only (lower division courses) as opposed to upper division (undergraduate level) or graduate (master's and doctorate) level courses. [Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy."]

B. Fall Credit Enrollment/Reporting Policies/Procedures

1. An **official school calendar**, which clearly indicates the periods students are enrolled and days when courses are not in session (holidays and professional meetings).
2. Community colleges shall not count more than 10 official days of **registration and orientation** immediately preceding a term as a part of the total enrollment for purposes of computing contact hours for credit students, provided the institution's registration and orientation program was included as a part of the official school calendar. Registration and orientation days shall be counted only for students who register prior to or during the official late registration period of the community college and no later than 2 weeks (14 calendar days) after the beginning of the courses or programs.
3. Days on which **tests** are administered may be counted for purposes of computing credit hours if they are a part of the scheduled term as indicated by the official school calendar.
4. Reporting enrollments related to **course length** must be determined as follows:
 - a. Courses over 2 weeks in length (14 calendar days). The total registration, less the withdrawals through the first 2 weeks, shall be counted as the enrollment. All credit hours shall be recorded for these students.
 - b. Courses less than 2 weeks in length (14 calendar days). The total registration less the withdrawals through the first 2 course meetings shall be counted as the total enrollment. All credit hours shall be recorded for these students.
 - c. Open Entry/Open Exit, Individualized and Self-Paced Courses. Courses that allow the student to enter at variable times and/or progress at individual rates will compute credit hours based upon the individual student's entry date. Students who withdraw in the first 2 weeks (14 calendar days) from the student's entry date will not be counted. All credit hours for the course will be counted if no withdrawal occurs through the first 14 calendar days. Individualized courses should be counted as exact credit hours.
5. Enrollment must be determined on a point-in-time reporting basis for the following situations:

The withdrawal date for any student is the day on which the student is officially withdrawn from a course or program in a community college in accordance with institutional policy. Courses, which students are withdrawn from through the 14th calendar day from the beginning date of the program or course will not be used for computation of credit hours. Courses which students are not withdrawn from through the 14th calendar day will have all credit hours for the course computed. Institutions must record the exact withdrawal.
6. Community colleges must not report more than 1 credit hour for an individual student for the same period of time. There is no circumstance that can be construed as authorization for reporting 2 or more credit hours for the same period of time.
7. Credit hours counted for: (a) on-the-job training, (b) clinical programs, and (c) work experience programs shall be computed on the basis of the actual number of credit hours a student is enrolled and participates in the program. The maximum number of hours counted for a full-time or part-time program may not exceed 40 hours per week for the combined total hours including classroom work orientation.
8. Credit hours shall not be counted for the time students spend taking tests that are not a part of a course or program. (i.e. GED tests, independent testing for licensure boards, independent screening and testing for business and industry, governmental agencies, other independent standardized testing programs).
9. Each course and program offered by a community college shall clearly identify the total number of credit hours, which are classified as classroom work, laboratory, clinical practice, and work experience. Credit hour identification shall be continually revised to reflect changes.

B. Fall Credit Enrollment/Reporting Policies/Procedures, Continued

10. Policies for such purposes as late registration and official withdrawal shall be followed when computing credit hours.
11. Courses or programs that have minor variations in the number of credit hours of classroom work and laboratory from 1 week to another may have an arbitrary assignment of hours determined for each term to facilitate clerical procedures.
12. Credit hours shall not be counted for staff development/in-service training sessions for employees of community colleges. This includes full-time or part-time employees and volunteers who are serving in the capacity of instructors, tutors, teacher aides, or recruiters for the college.
13. Holidays when students are not scheduled for classes shall not be counted when computing credit hours.
14. Days when professional meetings are held and classes are not scheduled shall not be counted when computing credit hours.
15. The day when commencement occurs may be included when computing credit hours, if this day occurs during the period in which the student was registered for a course or program.
16. Extended field trips offered as eligible credit courses/hours in which students are officially registered shall have hours computed by counting no more than the number of classroom work and laboratory contact hours that are equivalent to the number of credit hours assigned to the experience.
17. Independent Study, "To Be Arranged," courses must record all arrangements between the instructor and students indicating when the course actually met and documentation that all Credit Instructional Program/Course Criteria are satisfied.
18. Courses offered as Distance Education must be taught by instructors who have a written agreement with the community college that is granting the credit and transmitted to students at remote sites via audio and/or video telecommunications technology (i.e., web based-internet, satellite, and/or Iowa Communications Network-ICN).
 - a. Enrollments can be eligible for the general state aid (state general aid funding distribution formula) if they qualify under specific instructions contained in the credit hour enrollment reporting procedures and the Instructional Program/Course Criteria.
 - b. Offerings by a consortium of community colleges shall be reported in a uniform manner. Students must be enrolled by only one community college.
 - c. Report credit hour enrollments of students in programs offered via distance education in conjunction with other institutions of higher education. (Regents Institutions, community colleges, private colleges, universities, and subscribed services).
19. Home Schooled Students must be reported on the MIS Credit Student Information File using the local high school code. Either the Iowa High School Code or the ACT code is accepted.

C. Specific Program/Student Reporting Procedures

1. Developmental Education	<u>CIP</u> Occupational Specific	<u>Code Set</u> Program specific
<p>Enrollments in developmental education must be identified with the code sets for the program of enrollment in the MIS Credit Student Course File. Colleges must provide the course name and course number of all developmental education courses to the Department of Education. Colleges will use course numbers under 100 for developmental education.</p>		
2. Apprenticeship	<u>CIP</u> Occupational Specific	<u>Code Set</u> 03 02 04 03
<p>Apprenticeship credit programs that are <u>not</u> funded by Iowa Economic Development Authority Programs (260E/260F/260G) must utilize the code set of 03 02 04 03. All apprenticeship programs must be <u>registered</u> with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Students must be registered apprentices with the Bureau of Apprenticeship and Training.</p>		
3. Advanced Standing Career/Vocational Education Programs	<u>CIP</u> Occupational/Subject	<u>Code Set</u> Type 12
<p>Advanced Standing Programs are those programs that require completion of another program before a student is eligible to enter. These programs are to be identified by an Identification Code Set Type-Program, Course, Service, and/or Activity of 12 rather than by a CIP number.</p>		
4. Corrections	<u>CIP</u> Occupational Specific	<u>Code Set</u> 02 03 30 03
	Juvenile	
	Adult	04 03 30 03
<p>Credit programs developed to enhance life skills, and academic and/or employability success for individuals who are residents of a county, state, private, confinement, rehabilitation, and/or correctional facility should be included in the credit hour reporting. All credit hours generated by corrections individuals are to be reported in these codes sets.</p>		
5. Contract/Customized Business/Industry Training	<u>CIP</u> Occupational Specific	<u>Code Set</u> 04 03 47 03
<p>Program enrollments, other than 260E/260F/260G economic development training, provided by the college for business/industry are eligible for the state general aid (state general aid funding distribution formula) and should be included in Credit Student Enrollment Files. Courses previously reported under One Source Training should be included here. NOTE: Credit student enrollments must be included under the "Registration Type 1= contract training/services."</p>		
6. Postsecondary Enrollment Options (PSEO)		
<p>Students enrolled and receiving secondary credit in a secondary educational institution as well as enrolled for college credit are included in the Credit Student Course Field. Enrollments are eligible for state general aid and must meet the Instructional Program/Course Criteria. <u>Enrollments must be reported along with the postsecondary enrollments in the same courses.</u></p>		
7. Recertification/Relicensure	<u>CIP</u> Occupational/Subject	<u>Code Set</u> 04 46 11 03
<p>A. Designed for individuals employed in occupations that require less than a four-year degree and who are required to be recertified or relicensed (e.g., chemical application, insurance), or employed in occupations that require a four-year college degree or above and are required to be recertified or relicensed, which does not lead to an additional degree (e.g. education, health care providers, lawyers, etc.).</p> <p>Note: Utilize this category for reporting nursing and health care providers regardless of their level of education.</p>		

C. Specific Program/Student Reporting Procedures, Continued

B. Renewal – Education Certificates

Community colleges may offer renewal college credit courses for those educators desiring to renew an educational, professional teacher, professional administrator, and area education agency administrator license. (282 Iowa Administrative Code 17.5,6, and 7).

Community colleges may offer renewal college credit courses for educational, professional teachers, and professional administrators, which does not lead to a degree but which:

- a. Adds greater depth/breadth to present endorsements held, or
- b. Leads to completion of requirements for an endorsement not currently held.

Credit hours generated from course offerings in renewal licensure are eligible for inclusion in the general state aid provided the Credit Instructional Program/Course Criteria are met and the following criteria:

- a. Course offerings were developed by the community college as opposed to being developed by a four-year institution or area education agency.
- b. Course offerings that do not lead to graduate credit (masters and doctorate level courses).

[Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy."]

IV. Fall Credit File Layouts

A. Data Submission Deadlines

Files / Reports	Due Dates
Transmittal Form – Data Records File	On or before October 1, 2013
Credit Student Information Files	On or before October 1, 2013
Credit Student Course Files	On or before October 1, 2013
Electronic Credit Course Catalog Files	On or before October 1, 2013

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

To ensure the Department of Education has received the file in its entirety, reporting officers must send in the summative information below, in addition to the unit record file. This information will act as a pseudo checksum.

Credit Student Information File

Total number of Credit Student Information records transmitted	
Point-in-time date	

Credit Student Course File

Total number of Credit Student Course records transmitted	
Total Credit Student Course credit hours transmitted	
Point-in-time date	

Electronic Credit Course Catalog Files

Total number of Electronic Course Catalog records transmitted	
Point-in-time date	

C. Fall Credit Student Information File				
Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes, Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Student Last Name	13-62	50	Legal last name of the student
E	Student First Name	63-112	50	Legal first name of the student
F	Student Middle Name or Middle Initial	113-162	50	Legal middle name or middle initial of the student
G	Birth Date	163-170	8	Date of birth in format CCYYMMDD (Ex: Sept 14, 1968 would be 19680914) Blank = No Response
H	Gender	171	1	0 = Unknown 1 = Male 2 = Female
I	Ethnicity	172	1	0 = Not reported 1 = Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race 2 = Non-Hispanic
J	Race: American Indian or Alaskan Native	173	1	A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition. 1 = Yes 0 = No
K	Race: Asian	174	1	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent 1 = Yes 0 = No
L	Race: Black or African American	175	1	A person having origins in any of the black racial groups of Africa 1 = Yes 0 = No
M	Race: Native Hawaiian or Other Pacific Islander	176	1	This includes, for example, Philippine Islands and Samoa 1 = Yes 0 = No
N	Race: White	177	1	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East 1 = Yes 0 = No
O	Race: Not reported	178	1	1 = Yes: fields J-N = 0 0 = No: at least one field J-N = 1
P	Previously Attended Another Postsecondary Institution	179	1	1 = Yes 0 = No

C. Fall Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
Q	Highest Degree Earned at Another Postsecondary Institution	180	1	0 = Unknown 1 = less than 2 year 2 = 2-year degree 3 = 4-year degree 4 = Graduate degree 5 = None
R	Transfer Credit Hours Granted	181-185	5	Number of transfer credit hours posted to student transcript at time of report. Must include decimal point. (Examples: 01.25 or 10.50 or 01.00)
S	First Enrollment Date, This College	186-191	6	First enrollment date in format CCYYMM (Example: May 1998 would be 199805)
T	Earned Credit Hours	192-197	6	The total credit hours posted to student transcript at time of report. (Examples: 001.25 or 100.50 or 001.00)
U	High School Award Type	198	1	0 = Unknown 1 = High school diploma 2 = GED 3 = Non-graduate 4 = Still in high school (9-12) 5 = Adult High School Diploma
V	Year of High School Award	199-202	4	CCYY (will be blank if 0, 3 or 4 is used for high school award type)
W	Limited English Proficient	203	1	1 = Yes 0 = No Individuals: A) Who were not born in the United States or whose native language is a language other than English. 1) Who come from environments where a language other than English is dominant or 2) Who are American Indian or Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and B) Who by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language impeding their opportunity to learn successfully in classrooms where the language of instruction is English.
X	Economically Disadvantaged	204	1	1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having economic disadvantages and need special economic assistance to participate and succeed in State Board approved programs or who desire specially designed programs.
Y	Disabled	205	1	1 = Yes 0 = No Individuals who are mentally retarded, hard of hearing/ deaf, speech or language impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, multi-handicapped, or persons with specific learning disabilities who, because of their handicapping conditions, cannot succeed in the regular State Board approved programs without special educational assistance or who require a modified education program.
Z	Single Parent	206	1	1 = Yes 0 = No An individual who is: A) Unmarried or legally separated from a spouse; and B) Has a minor child(ren) for which the parent has either custody of joint custody, or is pregnant.
AA	Displaced Homemaker	207	1	1 = Yes 0 = No A person, who has been a homemaker exclusively but whom now because of dissolution of marriage, death or disability of spouse, must prepare for paid employment.
AB	Served With Support Services	208	1	1 = Yes 0 = No Individuals who are members of one or more special populations who received supplemental assistance beyond what is provided other students in order to succeed in their program.
AC	Student Intent/Goal (Data Element NOT Related to Funding-Intent/Goal of Student at Registration)	209	1	1 = Transfer to another college/university 2 = Prepare to enter job market 3 = Explore courses to decide on career 4 = Self-improvement/Improve basic skills 5 = Take courses for personal interest 6 = Improve skills for present job 7 = Prepare to change careers 8 = Meet certification/Licensure requirements 9 = Undecided/Unknown/Other

C. Fall Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
AD	High School Identification Code Set and Community College Adult High School Diploma Identification	210-217	8	The MIS System will accept either the Iowa High School Code or ACT codes. If using ACT/CEEB codes use leading zeroes to fill 8 positions. Example: Adel, ACT = 160010, submit=00160010, or DOE = 00270172 Home schooled students - use local high school code. Iowa High School Code Sets include the combination of the District Code and School Building Code. Use for currently enrolled students or graduates of an Iowa High School: see IDOE reference tables at http://educateiowa.gov/index.php?option=com_docman&task=cat_view&gid=174&Itemid=1563 For Community College Adult High School Diploma Code Sets refer to Appendix E.
AE	Student CIP Major or program CIP Number	218-225	8	First 8 digits including leading zeros - Student Major at end of Fall (for Fall report) or at the end of the Fiscal Year (for Fiscal Year report).
AF	Student Second CIP Major or second program CIP Number	226-233	8	First 8 digits including leading zeros - Student Major at end of Fall (for Fall report, if registered for dual majors) or at the end of the Fiscal Year (if registered for dual majors for Fiscal Year report).
AG	State Student Identification Number	234-243	10	Unique Student Identifier assigned to all secondary students and passed to the MIS from a data match of K-12 data systems. Use 9999999999 if unknown.
AH	Student's Permanent Address Zip Code	244-248	5	Use five characters for the student's permanent address zip code. Use 99999 if unknown.

D. Fall Credit Student Course File				
Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	The two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Registration Type	13	1	0 = Regular student 1 = Contracted training/services (non-High School students) Example: private corporations contracting for-credit courses. 2 = High School Student (should equal total under codes 1, 2, and 3 in field E.)
E	High School Enrollment Type	14	1	0 = Not Applicable 1 = Postsecondary Enrollment Option Act (PSEO) 2 = Contract Agreement (28E Agreement) 3 = Tuition Student
F	Residency	15	1	Residence status at date of registration (see appendix C). 0 = Unknown 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student (F-1 or J-1 visa holders)
Program Identifier-Student Major at Registration		Report each component as a separate field. Note: For post-secondary students , report the declared major for credit students as of the date of registration. If a student has not declared a major, he/she will be assigned to a vocational major based on the program in which the student has enrolled. If the student is not enrolled into any program, he/she will be assigned the program based on most vocational courses. If he/she has not enrolled and/or completed mostly vocational courses, the student will be assigned to an Arts and Science major. Secondary students will be assigned the program based on a college official policy for secondary student enrollment.		
G	CIP Number	16-23	8	First 8 digits including leading zeros-Identifying Student Major Only
H	Identification Code Set - Instructional Level	24-25	2	02 = Secondary 03 = Postsecondary 04 = Adult 05 = Combination (any two or more of the above)
I	Identification Code Set-Type - Program, Course, Service, and/or Activity	26-27	2	02 = Full-Time Preparatory 03 = Short-Term Preparatory 05 = Related Service or Activity 06 = Arts and Science College Parallel/Career Option 07 = Part-Time Preparatory 08 = Arts and Science Liberal/General Studies 12 = Preparatory Advanced Standing 29 = Secondary Jointly Admin. – General Education (Not PSEO) 32 = Shared Full- Time Preparatory 33 = Shared Short-Term Preparatory 36 = Shared A&S College Parallel/Career Option 37 = Shared Part-Time Preparatory 38 = Shared A&S Liberal/General Studies 46 = Recertification/Relicensure
J	Identification Code Set-Special Emphasis	28-29	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 47 = Contract/Customized Bus/Ind Training

D. Fall Credit Student Course File

Field	Data Element	Pos.	Len.	Field Description
K	Identification Code Set-Object and Purpose	30-31	2	02 = Secondary- Career/Tech 03 = Credit 22 = Not-Eligible
L	Course Number	32-56	25	Combination of alpha/numeric characters assigned by a college to a course. First six positions must match alphanumeric common course number: three for course prefix and three for the course number. The remainder of the number (e.g., assigned locally for the section) should also be reported.
M	Course Start Date	57-64	8	CCYYMMDD- (Example: August 1, 2006 would be 20060801)
N	Course End Date	65-72	8	CCYYMMDD- (Example: December 1, 2006 would be 20061201)
O	Date Student Entered Course	73-80	8	CCYYMMDD- (Example: August 1, 2006 would be 20060801)
P	Date Student Exited Course	81-88	8	CCYYMMDD- (Example: December 1, 2006 would be 20061201). If the student exits the course early, the year, month, and day the student exited the course, otherwise list the year, month, and day the course ended.
Q	Course Credit Hours	89-93	5	Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00)
R	Distance Learning	94	1	1 = the content of this course delivered entirely online (web-based, internet). 2 = the content of this course delivered through distance learning method over 50% of the course time but not entirely online ; e.g., 40% online, 20% DVD, 30% in class = 60% (40+20) distance learning. 0 = not a distance learning course
S	Developmental course	95	1	A course designed to provide assistance (remedial instruction) to individuals so they can successfully complete the regular courses in their program of study. They are not designed to be college transferable and do not count toward graduation requirements. 1 = Yes, 0 = No
T	Course Contact Hours	96-101	6	Use up to two decimal places as appropriate (Examples: 001.25 or 010.50 or 001.00)
U	First Instructor's SSN	102-110	9	Instructor's Social Security Number including leading zeros. Enter 999999999 if unknown. Example of "unknown": online courses taught by other colleges
V	Percent of the course taught	111-113	3	Percent of the course taught by instructor in field V including leading zeros. Example: 009 or 060, or 100.
W	Second Instructor's SSN	114-122	9	Instructor's Social Security Number including leading zeros. Enter 999999999 if unknown. If there is no second instructor, enter 000000000.
X	Percent of the course taught*	123-125	3	Percent of the course taught by instructor in field X including leading zeros. Example: 009 or 060, or 100.

*If more than two instructors teach the course, enter the first two with the largest percent of the course taught. In this case, the total percent of the course taught might be less than 100%.

E. Electronic Course Catalog File - Credit

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Course Number	3-27	25	Combination of alpha/numeric characters assigned by a college to a course. First six positions must match common course number: three for course prefix and three for the course number.
C	Course Name/Title	28-102	75	Combination of alpha/numeric characters assigned by a college to the course name/title.
D	Credit Hours	103-107	5	Use up to two decimal places as appropriate (if variable use maximum value), (Examples: 01.25 or 10.50 or 01.00)

Fiscal Year Credit Student Enrollment Reporting

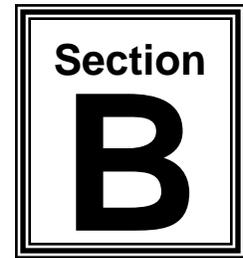


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I. Fiscal Year Credit Program CIP Numbers and Code Sets Summary

Educational Program	Classification of Instructional Programs (CIP)	Identification Code Set (Level, Type, SpEmp, Obj/Pur)
Arts & Sciences		
Liberal/General Studies	24.010100	03 08 11 03
College Parallel /Career Option		
No Special Emphasis	Occupational Specific	03 06 11 03
Shared A&S College Parallel/Career Option-No Special Emphasis	Occupational Specific	03 36 11 03
Career & Technical Education		
Preparatory		
Full-Time Preparatory		
No Special Emphasis	Occupational Specific	03 02 11 03
Reciprocal Agreement	Occupational Specific	03 02 35 03
Apprenticeship (Non-IDED Funded)	Occupational Specific	03 02 04 03
Advanced Standing Career/Vocational Education Programs		
No Special Emphasis	Occupational Specific	03 12 11 03
Reciprocal Agreement	Occupational Specific	03 12 35 03
Short-Term Preparatory		
Special Populations	Occupational Specific	03 03 09 03
No Special Emphasis	Occupational Specific	03 03 11 03
Part-Time Preparatory		
No Special Emphasis	Occupational Specific	03 07 11 03
Corrections		
Juvenile –State/County/Homes/Other	Occupational/Subject	02 03 30 03
Adult – State/County Jails/Halfway Houses/Rehab. Centers/Other	Occupational/Subject	04 03 30 03
Contract/Customized Business/Industry Training	Occupational/Subject	04 03 47 03
Recertification/Relicensure	Occupational/Subject	04 46 11 03

II. Fiscal Year Credit Hour Reporting Requirements/Procedures

Procedures are to be followed when identifying credit hours of enrollment. Guidelines for determining credit hours are found in 281 Iowa Administrative Code 21.2(13).

Credit enrollments consist of instructional offerings, courses, programs, and activities in the Arts and Science and Career and Technical Education areas/Cost Centers. This includes credit offerings in:

1. Liberal/General Studies
2. College Parallel/Career Options
3. Developmental Education
4. Full-Time, Advanced Standing, Shared, Part-Time, and Short-Term Career/Technical Preparatory
5. Apprenticeship
6. Reciprocal Agreement
7. Tech Prep
8. Secondary-Postsecondary Enrollment Options (PSEO)
9. Corrections
10. Contract/Customized Business/Industry Training
11. Recertification/Relicensure

Department of Education (DE) approval must be received for most of credit offerings. DE approval is not required for concentration areas in Liberal/General Studies, Developmental Education, Postsecondary Enrollment Options, Economic Development, Corrections, Contract/Customized Business/Industry Training, and Recertification/Relicensure. A Credit Program Master, specific to each community college, is maintained by the Department of Education. Contact the Department if there is any change from the Credit Program Master Listing of Classification of Instructional Program (CIP) Number and/or Instructional Code Set.

All students that receive credit for completed offerings must be reported on the Management Information System (MIS). Credit Student Enrollment File formats are available at the end of this section. Files must be as complete as possible for each student and for each course in which the student enrolls. Data files are to be transmitted to the designated web server at the Department of Education and must be ASCII fixed length files.

Fiscal Year Credit Student Enrollment Files are due on August 4 of the year following the reporting fiscal year. For the Fiscal Year Credit Student Enrollment Files, only students enrolled in a course in which the 14th calendar day occurred on or after July 1, of this fiscal reporting year or on or before June 30, of this fiscal reporting year will be included.

State Students Identification Numbers for the new students who received them prior to college enrollment are provided to colleges by the Department of Education within two weeks after Fiscal Year data confirmations. Colleges are responsible for the maintenance of the provided ID numbers for the complete period of students' education with a college.

III. General Credit Instructions

A. Credit Instructional Program /Course Criteria

Credit instructional programs/courses must meet all of the criteria listed below:

1. Each course must be an organized subject matter in which instruction is offered.
2. Each course must have a minimum length of 1 credit hour. A credit hour is established at 16 contact hours, where 1 contact hour = 50 minutes. Only the following multipliers are allowed in calculating the credit hour:
 - A. 50 minutes = 1 contact hour
 - B. 55 minutes = 1.1 contact hours
 - C. 60 minutes = 1.2 contact hours
 - D. Less than 50 minutes, do not report.
3. Minimum Standards
 - A. Classroom work.
 - i) The minimal requirements for one semester hour of credit shall be 800 minutes of scheduled instruction plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirements for one-quarter hour of credit shall be 533 minutes of scheduled instruction plus (when applicable) a scheduled culminating activity.
 - B. Laboratory work.
 - i) The minimal requirement for one semester hour of credit shall be 1,600 minutes of scheduled laboratory work plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 1,066 minutes of scheduled laboratory work plus (when applicable) a scheduled culminating activity.
 - C. Clinical practice.
 - i) The minimal requirements for one semester hour of credit shall be 2,400 minutes of scheduled clinical practice plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 1,599 minutes of scheduled clinical practice plus (when applicable) a scheduled culminating activity.
 - D. Work experience.
 - i) The minimal requirement for one semester hour of credit shall be 3,200 minutes of scheduled work experience plus (when applicable) a scheduled culminating activity.
 - ii) The minimal requirement for one-quarter hour of credit shall be 2,132 minutes of scheduled work experience plus (when applicable) a scheduled culminating activity.
4. Each course must have a syllabus, course description, and condensed outline or statement of the main points on file at the community college.
5. Each course must be approved in accordance with the appropriate procedure as defined by local board policy.
6. The community college must have a written agreement with the instructor of record, identifying the conditions of the services to be provided (e.g., contractual or subscribed services agreement). When courses are transmitted to remote sites, the instructor at the origination site is the instructor of record.
7. Students must be registered according to the official registration procedures of the community college.
8. Student enrollment records appropriate for audit must be maintained for each course.
9. The instructional program is the first 2 years of college only (lower division courses) as opposed to upper division (undergraduate level) or graduate (master's and doctorate) level courses. [Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy."]

B. Fiscal Year Credit Enrollment/Reporting Policies/Procedures

1. An **official school calendar**, which clearly indicates the periods students are enrolled and days when courses are not in session (holidays and professional meetings).
2. Community colleges shall not count more than 10 official days of **registration and orientation** immediately preceding a term as a part of the total enrollment for purposes of computing contact hours for credit students, provided the institution's registration and orientation program was included as a part of the official school calendar. Registration and orientation days shall be counted only for students who register prior to or during the official late registration period of the community college and no later than 2 weeks (14 calendar days) after the beginning of the courses or programs.
3. Days on which **tests** are administered may be counted for purposes of computing credit hours if they are a part of the scheduled term as indicated by the official school calendar.
4. Reporting enrollments related to **course length** must be determined as follows:
 - a. Courses over 2 weeks in length (14 calendar days). The total registration, less the withdrawals through the first 2 weeks, shall be counted as the enrollment. All credit hours shall be recorded for these students.
 - b. Courses less than 2 weeks in length (14 calendar days). The total registration less the withdrawals through the first 2 course meetings shall be counted as the total enrollment. All credit hours shall be recorded for these students.
 - c. Open Entry/Open Exit, Individualized and Self-Paced Courses. Courses that allow the student to enter at variable times and/or progress at individual rates will compute credit hours based upon the individual student's entry date. Students who withdraw in the first 2 weeks (14 calendar days) from the student's entry date will not be counted. All credit hours for the course will be counted if no withdrawal occurs through the first 14 calendar days. Individualized courses should be counted as exact credit hours.
5. Enrollment must be determined on a point-in-time reporting basis for the following situations:
 - a. Courses, which begin more than 2 weeks (14 calendar days) prior to July 1, will be reported in this Fiscal Year.
 - b. Courses, which begin less than 2 weeks (14 calendar days) prior to July 1 will be reported in the next Fiscal Year Credit Student Course file.
 - c. The withdrawal date for any student is the day on which the student is officially withdrawn from a course or program in a community college in accordance with institutional policy. Courses, which students are withdrawn from through the 14th calendar day from the beginning date of the program or course will **not** be used for computation of credit hours. Courses which students are not withdrawn from through the 14th calendar day will have all credit hours for the course computed. Institutions must record the exact withdrawal.
6. Community colleges must not report more than 1 credit hour for an individual student for the same period of time. There is no circumstance that can be construed as authorization for reporting 2 or more credit hours for the same period of time.
7. Credit hours counted for: (a) on-the-job training, (b) clinical programs, and (c) work experience programs shall be computed on the basis of the actual number of credit hours a student is enrolled and participates in the program. The maximum number of hours counted for a full-time or part-time program may not exceed 40 hours per week for the combined total hours including classroom work orientation.
8. Credit hours shall not be counted for the time students spend taking tests that are not a part of a course or program. (i.e. GED tests, independent testing for licensure boards, independent screening and testing for business and industry, governmental agencies, other independent standardized testing programs).

B. Fiscal Year Credit Enrollment/Reporting Policies/Procedures, Continued

9. Each course and program offered by a community college shall clearly identify the total number of credit hours, which are classified as classroom work, laboratory, clinical practice, and work experience. Credit hour identification shall be continually revised to reflect changes.
10. Policies for such purposes as late registration and official withdrawal shall be followed when computing credit hours.
11. Courses or programs that have minor variations in the number of credit hours of classroom work and laboratory from 1 week to another may have an arbitrary assignment of hours determined for each term to facilitate clerical procedures.
12. Credit hours shall not be counted for staff development/in-service training sessions for employees of community colleges. This includes full-time or part-time employees and volunteers who are serving in the capacity of instructors, tutors, teacher aides, or recruiters for the college.
13. Holidays when students are not scheduled for classes shall not be counted when computing credit hours.
14. Days when professional meetings are held and classes are not scheduled shall not be counted when computing credit hours.
15. The day when commencement occurs may be included when computing credit hours, if this day occurs during the period in which the student was registered for a course or program.
16. Extended field trips offered as eligible credit courses/hours in which students are officially registered shall have hours computed by counting no more than the number of classroom work and laboratory contact hours that are equivalent to the number of credit hours assigned to the experience.
17. Independent Study, "To Be Arranged," courses must record all arrangements between the instructor and students indicating when the course actually met and documentation that all Credit Instructional Program/Course Criteria are satisfied.
18. Courses offered as Distance Education must be taught by instructors who have a written agreement with the community college that is granting the credit and transmitted to students at remote sites via audio and/or video telecommunications technology (i.e., web based-internet, satellite, and/or Iowa Communications Network-ICN).
 - a. Enrollments can be eligible for the general state aid (state general aid funding distribution formula) if they qualify under specific instructions contained in the credit hour enrollment reporting procedures and the Instructional Program/Course Criteria.
 - b. Offerings by a consortium of community colleges shall be reported in a uniform manner. Students must be enrolled by only one community college.
 - c. Report credit hour enrollments of students in programs offered via distance education in conjunction with other institutions of higher education. (Regents Institutions, community colleges, private colleges, universities, and subscribed services).
19. Home Schooled Students must be reported on the MIS Credit Student Information File using the local high school code. Either the Iowa High School Code or the ACT code is accepted.

C. Specific Program/Student Reporting Procedures

1. Developmental Education	<u>CIP</u> Occupational Specific	<u>Code Set</u> Program specific
Enrollments in developmental education must be identified with the code sets for the program of enrollment in the MIS Credit Student Course File. Colleges must provide the course name and course number of all developmental education courses to the Department of Education. Colleges will use course numbers under 100 for developmental education.		
2. Apprenticeship	<u>CIP</u> Occupational Specific	<u>Code Set</u> 03 02 04 03
Apprenticeship credit programs that are <u>not</u> funded by Iowa Economic Development Authority Programs (260E/260F/260G) must utilize the code set of 03 02 04 03. All apprenticeship programs must be <u>registered</u> with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Students must be registered apprentices with the Bureau of Apprenticeship and Training.		
3. Advanced Standing Career/Vocational Education Programs	<u>CIP</u> Occupational/Subject	<u>Code Set</u> Type 12
Advanced Standing Programs are those programs that require completion of another program before a student is eligible to enter. These programs are to be identified by an Identification Code Set Type-Program, Course, Service, and/or Activity of 12 rather than by a CIP number.		
4. Corrections	<u>CIP</u> Occupational Specific Occupational Specific	<u>Code Set</u> 02 03 30 03 04 03 30 03
Credit programs developed to enhance life skills, and academic and/or employability success for individuals who are residents of a county, state, private, confinement, rehabilitation, and/or correctional facility should be included in the credit hour reporting. All credit hours generated by corrections individuals are to be reported in these codes sets.		
5. Contract/Customized Business/Industry Training	<u>CIP</u> Occupational Specific	<u>Code Set</u> 04 03 47 03
Program enrollments, other than 260E/260F/260G economic development training, provided by the college for business/industry are eligible for the state general aid (state general aid funding distribution formula) and should be included in Credit Student Enrollment Files. Courses previously reported under One Source Training should be included here. NOTE: Credit student enrollments must be included under the "Registration Type 1= contract training/services."		
6. Postsecondary Enrollment Options (PSEO)		
Students enrolled and receiving secondary credit in a secondary educational institution as well as enrolled for college credit are included in the Credit Student Course Field. Enrollments are eligible for state general aid and must meet the Instructional Program/Course Criteria. <u>Enrollments must be reported along with the postsecondary enrollments in the same courses.</u>		
7. Recertification/Relicensure	<u>CIP</u> Occupational/Subject	<u>Code Set</u> 04 46 11 03
A. Designed for individuals employed in occupations that require less than a four-year degree and who are required to be recertified or relicensed (e.g., chemical application, insurance), or employed in occupations that require a four-year college degree or above and are required to be recertified or relicensed, which does not lead to an additional degree (e.g. education, health care providers, lawyers, etc.).		
Note: Utilize this category for reporting nursing and health care providers regardless of their level of education.		

C. Specific Program/Student Reporting Procedures, Continued

B. Renewal – Education Certificates

Community colleges may offer renewal college credit courses for those educators desiring to renew an educational, professional teacher, professional administrator, and area education agency administrator license. (282 Iowa Administrative Code 17.5,6, and 7).

Community colleges may offer renewal college credit courses for educational, professional teachers, and professional administrators, which does not lead to a degree but which:

- a. Adds greater depth/breadth to present endorsements held, or
- b. Leads to completion of requirements for an endorsement not currently held.

Credit hours generated from course offerings in renewal licensure are eligible for inclusion in the general state aid provided the Credit Instructional Program/Course Criteria are met and the following criteria:

- a. Course offerings were developed by the community college as opposed to being developed by a four-year institution or area education agency.
- b. Course offerings that do not lead to graduate credit (masters and doctorate level courses).

[Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy."]

8. Technical Skill Assessment

<u>CIP</u>	<u>Code Set</u>
Occupational/Subject	Program Specific

Perkins grant accountability requires performance measuring for CTE courses/programs. Technical Skill Assessment is conducted by each community college in the course of the program year and recorded by Perkins program coordinators. The data then is imported into Student Information file. A student is considered assessed for the program under declared major(s) if he/she was assessed in at least one CTE course of such program(s) within the reporting year. The student is considered proficient if he/she has successfully passed at least one technical skill assessment within the program under declared major(s).

IV. Fiscal Year Credit File Layouts

A. Data Submission Deadlines

Files / Reports	Fiscal Year Due Dates
Transmittal Form – Data Records File	On or before August 4, 2014
Credit Student Information Files	On or before August 4, 2014
Credit Student Course Files	On or before August 4, 2014
Electronic Credit Course Catalog Files	On or before August 4, 2014

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education Department utilizing a secure method identified by the Department.

To ensure the Department of Education has received the file in its entirety, reporting officers must send in the summative information below, in addition to the unit record file. This information will act as a pseudo checksum.

Credit Student Information File

Total number of Credit Student Information records transmitted	
Point-in-time date	

Credit Student Course File

Total number of Credit Student Course records transmitted	
Total Credit Student Course credit hours transmitted	
Point-in-time date	

Electronic Credit Course Catalog Files

Total number of Electronic Course Catalog records transmitted	
Point-in-time date	

C. Fiscal Year Credit Student Information File				
Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes, Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Student Last Name	13-62	50	Legal last name of the student
E	Student First Name	63-112	50	Legal first name of the student
F	Student Middle Name or Middle Initial	113-162	50	Legal middle name or middle initial of the student
G	Birth Date	163-170	8	Date of birth in format CCYYMMDD (Ex: Sept 14, 1968 would be 19680914) Blank = No Response
H	Gender	171	1	0 = Unknown 1 = Male 2 = Female
I	Ethnicity	172	1	0 = Not reported 1 = Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race 2 = Non-Hispanic
J	Race: American Indian or Alaskan Native	173	1	A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition. 1 = Yes 0 = No
K	Race: Asian	174	1	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent 1 = Yes 0 = No
L	Race: Black or African American	175	1	A person having origins in any of the black racial groups of Africa 1 = Yes 0 = No
M	Race: Native Hawaiian or Other Pacific Islander	176	1	This includes, for example, Philippine Islands and Samoa 1 = Yes 0 = No
N	Race: White	177	1	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East 1 = Yes 0 = No
O	Race: Not reported	178	1	1 = Yes: fields J-N = 0 0 = No: at least one field J-N = 1
P	Previously Attended Another Postsecondary Institution	179	1	1 = Yes 0 = No

C. Fiscal Year Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
Q	Highest Degree Earned at Another Postsecondary Institution	180	1	0 = Unknown 1 = less than 2 year 2 = 2-year degree 3 = 4-year degree 4 = Graduate degree 5 = None
R	Transfer Credit Hours Granted	181-185	5	Number of transfer credit hours posted to student transcript at time of report. Must include decimal point. (Examples: 01.25 or 10.50 or 01.00)
S	First Enrollment Date, This College	186-191	6	First enrollment date in format CCYYMM (Example: May 1998 would be 199805)
T	Earned Credit Hours	192-197	6	The total credit hours posted to student transcript at time of report. (Examples: 001.25 or 100.50 or 001.00)
U	High School Award Type	198	1	0 = Unknown 1 = High school diploma 2 = GED 3 = Non-graduate 4 = Still in high school (9-12) 5 = Adult High School Diploma
V	Year of High School Award	199-202	4	CCYY (will be blank if 0, 3 or 4 is used for high school award type)
W	Limited English Proficient	203	1	1 = Yes 0 = No Individuals: A) Who were not born in the United States or whose native language is a language other than English. 1) Who come from environments where a language other than English is dominant or 2) Who are American Indian or Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and B) Who by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language impeding their opportunity to learn successfully in classrooms where the language of instruction is English.
X	Economically Disadvantaged	204	1	1 = Yes 0 = No Individuals (other than handicapped and Limited English Proficiency) having economic disadvantages and need special economic assistance to participate and succeed in State Board approved programs or who desire specially designed programs.
Y	Disabled	205	1	1 = Yes 0 = No Individuals who are mentally retarded, hard of hearing/ deaf, speech or language impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, multi-handicapped, or persons with specific learning disabilities who, because of their handicapping conditions, cannot succeed in the regular State Board approved programs without special educational assistance or who require a modified education program.
Z	Single Parent	206	1	1 = Yes 0 = No An individual who is: A) Unmarried or legally separated from a spouse; and B) Has a minor child(ren) for which the parent has either custody of joint custody, or is pregnant.
AA	Displaced Homemaker	207	1	1 = Yes 0 = No A person, who has been a homemaker exclusively but whom now because of dissolution of marriage, death or disability of spouse, must prepare for paid employment.
AB	Technical Skill Assessment	208	1	1 = Assessed, not proficient 0 = Not assessed 2 = Assessed, proficient A CTE student who has been assessed for technical skills proficiency as required by Perkins grant authorities.
AC	Served With Support Services	209	1	1 = Yes 0 = No Individuals who are members of one or more special populations who received supplemental assistance beyond what is provided other students in order to succeed in their program.

C. Fiscal Year Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
AD	Student Intent/Goal (Data Element NOT Related to Funding-Intent/Goal of Student at Registration)	210	1	1 = Transfer to another college/university 2 = Prepare to enter job market 3 = Explore courses to decide on career 4 = Self-improvement/Improve basic skills 5 = Take courses for personal interest 6 = Improve skills for present job 7 = Prepare to change careers 8 = Meet certification/Licensure requirements 9 = Undecided/Unknown/Other
AE	High School Identification Code Set and Community College Adult High School Diploma Identification	211-218	8	The MIS System will accept either the Iowa High School Code or ACT codes. If using ACT/CEEB codes use leading zeroes to fill 8 positions. Example: Adel, ACT = 160010, submit=00160010, or DOE = 00270172 Home schooled students - use local high school code. Iowa High School Code Sets include the combination of the District Code and School Building Code. Use for currently enrolled students or graduates of an Iowa High School, See IDOE reference tables at http://educateiowa.gov/index.php?option=com_docman&task=cat_view&gid=174&Itemid=1563 For Community College Adult High School Diploma Code Sets refer to Appendix E.
AF	Student CIP Major or program CIP Number	219-226	8	First 8 digits including leading zeros - Student Major at end of Fall (for Fall report) or at the end of the Fiscal Year (for Fiscal Year report).
AG	Student Second CIP Major or second program CIP Number	227-234	8	First 8 digits including leading zeros - Student Major at end of Fall (for Fall report, if registered for dual majors) or at the end of the Fiscal Year (if registered for dual majors for Fiscal Year report).
AH	State Student Identification Number	235-244	10	Unique Student Identifier assigned to all secondary students and passed to the MIS from a data match of K-12 data systems. Use 9999999999 if unknown.
AI	Student's Permanent Address Zip Code	245-249	5	Use five characters for the student's permanent address zip code. Use 99999 if unknown.

D. Fiscal Year Credit Student Course File				
Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	The two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Registration Type	13	1	0 = Regular student 1 = Contracted training/services (non-High School students) Example: private corporations contracting for-credit courses. 2 = High School Student (should equal total under codes 1, 2, and 3 in field E)
E	High School Enrollment Type	14	1	0 = Not Applicable 1 = Postsecondary Enrollment Option Act (PSEO) 2 = Contract Agreement (28E Agreement) 3 = Tuition Student
F	Residency	15	1	Residence status at date of registration 0 = Unknown 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student (I-20)
Program Identifier-Student Major at Registration		Report each component as a separate field. Note: For post-secondary students , report the declared major for credit students as of the date of registration. If a student has not declared a major, he/she will be assigned to a vocational major based on the program in which the student has enrolled. If the student is not enrolled into any program, he/she will be assigned the program based on most vocational courses. If he/she has not enrolled and/or completed mostly vocational courses, the student will be assigned to an Arts and Science major. Secondary students will be assigned the program based on a college official policy for secondary student enrollment.		
G	CIP Number	16-23	8	First 8 digits including leading zeros-Identifying Student Major Only
H	Identification Code Set - Instructional Level	24-25	2	02 = Secondary 03 = Postsecondary 04 = Adult 05 = Combination (any two or more of the above)
I	Identification Code Set-Type - Program, Course, Service, and/or Activity	26-27	2	02 = Full-Time Preparatory 03 = Short-Term Preparatory 05 = Related Service or Activity 06 = Arts and Science College Parallel/Career Option 07 = Part-Time Preparatory 08 = Arts and Science Liberal/General Studies 12 = Preparatory Advanced Standing 29 = Secondary Jointly Admin. – General Education (Not PSEO) 32 = Shared Full- Time Preparatory 33 = Shared Short-Term Preparatory 36 = Shared A&S College Parallel/Career Option 37 = Shared Part-Time Preparatory 38 = Shared A&S Liberal/General Studies 46 = Recertification/Relicensure
J	Identification Code Set-Special Emphasis	28-29	2	04 = Apprentice (Non-IEDA Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 47 = Contract/Customized Bus/Ind Training

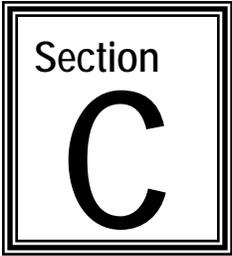
D. Fiscal Year Credit Student Course File

Field	Data Element	Pos.	Len.	Field Description
K	Identification Code Set-Object and Purpose	30-31	2	02 = Secondary- Career/Tech 03 = Credit 22 = Not-Eligible
L	Course Number	32-56	25	Combination of alpha/numeric characters assigned by a college to a course. First six positions must match alphanumeric common course number: three for course prefix and three for the course number. The remainder of the number (e.g., assigned locally for the section) should also be reported.
M	Course Start Date	57-64	8	CCYYMMDD- (Example: August 1, 2006 would be 20060801)
N	Course End Date	65-72	8	CCYYMMDD- (Example: December 1, 2006 would be 20061201)
O	Date Student Entered Course	73-80	8	CCYYMMDD- (Example: August 1, 2006 would be 20060801)
P	Date Student Exited Course	81-88	8	CCYYMMDD- (Example: December 1, 2006 would be 20061201). If the student exits the course early, the year, month, and day the student exited the course, otherwise list the year, month, and day the course ended.
Q	Course Credit Hours	89-93	5	Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00)
R	Distance Learning	94	1	1 = the content of this course delivered entirely online (web-based, internet). 2 = the content of this course delivered through distance learning method over 50% of the course time but not entirely online ; e.g., 40% online, 20% DVD, 30% in class = 60% (40+20) distance learning. 0 = not a distance learning course
S	Developmental course	95	1	A course designed to provide assistance (remedial instruction) to individuals so they can successfully complete the regular courses in their program of study. They are not designed to be college transferable and do not count toward graduation requirements. 1 = Yes, 0 = No
T	Course Contact Hours	96-101	6	Use up to two decimal places as appropriate (Examples: 001.25 or 010.50 or 001.00)
U	First Instructor's SSN	102-110	9	Instructor's Social Security Number including leading zeros. Enter 999999999 if unknown. Example of "unknown": online courses taught by other colleges
V	Percent of the course taught	111-113	3	Percent of the course taught by instructor in field V including leading zeros. Example: 009 or 060, or 100.
W	Second Instructor's SSN	114-122	9	Instructor's Social Security Number including leading zeros. Enter 999999999 if unknown. If there is no second instructor, enter 000000000.
X	Percent of the course taught*	123-125	3	Percent of the course taught by instructor in field X including leading zeros. Example: 009 or 060, or 100.

*If more than two instructors teach the course, enter the first two with the largest percent of the course taught. In this case, the total percent of the course taught might be less than 100%.

E. Electronic Course Catalog File - Credit

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Course Number	3-27	25	Combination of alpha/numeric characters assigned by a college to a course. First six positions must match common course number: three for course prefix and three for the course number.
C	Course Name/Title	28-102	75	Combination of alpha/numeric characters assigned by a college to the course name/title.
D	Credit Hours	103-107	5	Use up to two decimal places as appropriate (if variable use maximum value), (Examples: 01.25 or 10.50 or 01.00)



Fiscal Year Non-Credit Student Enrollment Reporting

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I. Non-Credit Course/Program/Activity CIP Numbers and Code Sets		
Educational Programs	Classification of Instructional Programs (CIP)	Identification Code Set (Level, Type, SpEmp, Obj/Pur)
Adult Literacy Program		
Adult Basic Skills (ABE)	32.010100	04 40 11 04
Corrections – Juvenile	32.010100	02 40 30 22
Corrections – Adult	32.010100	04 40 30 22
English Literacy (ELL/ESL)	32.010900	04 40 11 04
English Literacy (ELL/ESL)-Citizenship	32.010910	04 40 11 04
General Educational Development (GED)		
Corrections – Juvenile	53.020100	02 40 30 22
Corrections – Adult	53.020100	04 40 30 22
Community Rehabilitation Program	32.019900	04 40 11 04
Secondary Education (Including Adult High School Diploma)		
Adult High School Diploma Course	53.010500	04 41 11 04
Secondary High School Diploma Course (Non-Eligible)	53.010100	02 41 11 22
Alternative High School (Non-Eligible)	53.019900	02 41 11 22
State or Federal Mandated, Recognized, Court Ordered/Referred		
State/Federal Mandated		
Child/Dependent Adult Abuse Mandatory Reporting	61.200000	04 43 11 04
Environmental Auditor	61.100000	04 43 11 04
Iowa Course for Drinking Drivers (DUI)	61.090000	04 43 11 04
Parenting Skills/Human Growth & Development	61.160000	04 43 11 04
Reserved Peace Officer Training	61.170000	04 43 11 04
Professional Permit to Carry Weapons Training	61.240000	04 43 11 04
Non-Professional Permit to Carry Weapons Training	61.240100	04 43 11 04
State Recognized		
Driver Safety	61.080000	04 44 11 04
Coaching Authorization	61.040000	04 44 11 04
Drivers Education		
Secondary Districts Not Reporting	61.070000	04 44 11 04
Secondary Districts Reporting (Non-Eligible)	61.070000	04 44 11 22
Hazardous Material	61.110000	04 44 11 04
Hunter Safety & Ethics	61.120000	04 44 11 04
Iowa Course for Driver Improvement (DIP)	61.060000	04 44 11 04
Mine Safety and Health Administration (MSHA)	61.130000	04 44 11 04
Motorcycle Rider	61.140000	04 44 11 04
Motorized Bicycle (Moped)	61.150000	04 44 11 04
School Bus Driver	61.180000	04 44 11 04
Snowmobile Safety	61.190000	04 44 11 04
All-Terrain Vehicles	61.210000	04 44 11 04
Watercraft/Water Skis	61.220000	04 44 11 04
Used Auto Dealer Training	61.230000	04 43 11 04
Court Ordered/Referred	61.050000	04 45 11 04

I. Non-Credit Course/Program/Activity CIP Numbers and Code Sets		
Educational Programs	Classification of Instructional Programs (CIP)	Identification Code Set (Level, Type, SpEmp, Obj/Pur)
Enhance Employability/Academic Success		
Career/Vocational Training and Upgrading (Note: Use CIP Numbers on the Non-Credit Course Master)	Occupational/Subject	04 04 11 04
Apprenticeship		
Apprenticeship (Not 260E, 260F or 260G Funded) (Note: BAT approved-CIP identified by DE)	Occupational/Subject	04 04 04 04
Corrections		
Juvenile - State/County/Homes/Other (Non-Eligible)	Occupational/Subject	02 04 30 22
Adult - State/County/Homes/Other (Non-Eligible)	Occupational/Subject	04 04 30 22
Economic Development		
Iowa Industrial New Jobs Training Program (260E)		
260E (Non-Eligible)	Occupational/Subject	04 42 41 22
260E Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 42 22
Iowa Job Training Program (260F)		
260F (Eligible)	Occupational/Subject	04 42 43 04
260F (Non-Eligible)	Occupational/Subject	04 42 43 22
260F Apprenticeship (Eligible)	Occupational/Subject	04 42 44 04
260F Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 44 22
Accelerated Career Education-ACE (260G)		
260G (Eligible)	Occupational/Subject	04 42 45 04
260G (Non-Eligible)	Occupational/Subject	04 42 45 22
260G Apprenticeship (Eligible)	Occupational/Subject	04 42 46 04
260G Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 46 22
Grow Iowa Values Fund		
260G (ACE, Accelerated Career Education)	Occupational/Subject	04 42 49 04
260F (Jobs Training Act)	Occupational/Subject	04 42 50 04
260C.1, § 2& 3 (Vocational and Technical Training)	Occupational/Subject	04 42 52 04
260F.9 (Job Retention Projects)	Occupational/Subject	04 42 53 04
Apprenticeship	Occupational/Subject	04 42 54 04
260E Iowa Industrial New Jobs Apprenticeship	Occupational/Subject	04 42 55 04
260F Iowa Jobs Training Apprenticeship	Occupational/Subject	04 42 56 04
260G Accelerated Career Education – ACE Apprenticeship	Occupational/Subject	04 42 57 04
Recertification/Relicensure	Occupational/Subject	04 46 11 04
Community and Public Policy	44.050100	04 48 11 04
Family/Individual Development and Health		
Family/Individual Development to Enhance Family Development	19.010100	04 49 11 04
Family/Individual Development to Enhance Functioning in Society	19.010100	04 49 11 22
Adult Learning (Non-Eligible)	Subject Specific	04 51 11 22
Leasure/Recreational (Non-Eligible)	36.010100	04 50 11 22
Related Non-Credit College Activities (NOT included in State Reports)		
Community Service	62.300000	04 71 70 22
Conferences/Special Events/Meetings	62.310000	04 72 70 22
Staff Development/In-Service	Subject Specific	04 73 70 22
Tests	Subject Specific	04 74 70 22

Contact Hour Reporting Requirements/Procedures

The Adult Education Deans and Directors, along with the Department of Education, reviewed changes to the Non-Credit reporting requirements reflected in this manual.

The Classification of Instructional Program (CIP) Manual is a document published by the United States Department of Education and mandated for use by the Iowa Department of Education. Its purpose is to provide a vehicle for accurate and consistent reporting of activities in community colleges. Inclusion in the federal CIP manual does not imply that a course is eligible for state general aid. This document is based on the Classification of Instructional Programs: 2010 Edition CIP Manual (<http://nces.ed.gov/ipeds/cipcode>). See the Non-Credit Course Master.

The Iowa Department of Education assigns all CIP numbers based on federal and Iowa reporting requirements. Instructional Code Sets are also state assigned and utilized to classify courses by the following categories: a) Level of Instruction; b) Type of Activity; c) Special Emphasis; and d) Object and Purpose.

NOTE: Contact the Department of Education before using any CIP number that is not listed on the Non-Credit Course Master and/or to determine eligible code sets not previously reported by your college.

All contact hour (non-credit) Adult/Continuing Education student enrollments must be reported via the Management Information System (MIS). Non-Credit Student Enrollment File layouts are available at the end of this section. Send your data files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

II. General Non-Credit Instructions

A. Non-Credit Instructional Course Criteria

Non-Credit instructional courses must meet all of the criteria listed below:

1. Each course must be organized by subject matter in which instruction is offered.
2. Each course must have a minimum length of one (1) contact hour to be eligible for state general aid. One contact hour is equal to 50 minutes of instruction. Following are illustrations of how minutes of instruction are converted to contact hours for reporting purposes:
 - a. 50 minutes = 1 contact hour
 - b. 55 minutes = 1.1 contact hours
 - c. 60 minutes = 1.2 contact hours
 - d. Less than 50 minutes = not eligible.
3. Each course must have a syllabus, course outline, course objectives or detailed course description on file at the community college.
4. The community college must have a written agreement with the instructor of record, for eligible courses only, identifying the conditions of the services to be provided (e.g., contractual or subscribed services agreement). When courses are transmitted to remote sites, the instructor at the origination site is the instructor of record.
5. Each course must be approved in accordance with the appropriate procedure as defined by local board policy.
6. Students must be registered according to the official registration procedures of the community college.
7. Student enrollment records appropriate for audit must be maintained for each course.
8. Courses intended for students under 16 years of age will not be eligible for state general aid, unless state mandated/state recognized/state approved or court ordered.
9. COMPREHENSIVE COURSE AND PROGRAM CATALOGS CAN BE REFERENCED AT THE DEPARTMENT OF EDUCATIONWEB SITE:

http://educateiowa.gov/index.php?option=com_content&view=article&id=2773&Itemid=2870

NOTE: CONTACT THE DEPARTMENT OF EDUCATION BEFORE USING CIP NUMBER(S) OR IDENTIFICATION CODE SETS THAT ARE NOT LISTED ON THE NON-CREDIT COURSE MASTER

B. Non-Credit Reporting Procedures

1. Non-Credit student data is collected on a fiscal year basis. For courses which bridge two fiscal years, use the following procedure to determine in which year the data is to be reported.
 - a. If the course starts on or before the 16th of June, report it in the current fiscal year.
 - b. If the course starts on or after the 17th of June, report it in the next fiscal year.
2. Community colleges must not report more than one (1) contact hour for an individual student for the same period of time.
3. Determination of eligible/non-eligible status for all courses and student enrollments is to be based on the intent and content of the course (see flowchart-decision tree).
4. Contact hours counted for clinical programs and work experience programs, under the direction and supervision of an instructor, must be computed on the basis of the actual number of contact hours a student is enrolled and participates in the program. The maximum number of contact hours counted may not exceed 40 contact hours per week.
5. The following course/activity/program categories are not eligible for state general aid.
 - a. Secondary High School Diplomas Courses and Secondary Alternative High School
 - b. Drivers Education (agreements with the secondary district to report enrollments)
 - c. Corrections
 - d. Adult Learning (gaining knowledge/skills to enhance function in society)
 - e. Leisure/Recreational (wellness, self enjoyment, hobby, etc.)
 - f. Nursing Home residents
 - g. Non-Occupational Food and Nutrition Classes (homemaker)
 - h. On-The-Job Training Hours (non-supervised work experience)
 - i. 260E Activities
6. Independent study, "To Be Arranged," courses must record all arrangements between the instructor and students indicating when the course actually met and documentation that all Non-Credit Instructional Course Criteria are satisfied.
7. Open entry/open exit, individualized, and self-paced courses will report the total number of contact hours that students would have received had the course been offered in a traditional manner. Examples include: self-paced programs operated by auto tutorial, online course delivery, and other non-traditional methods.
8. Total registrations less formal withdrawals through the first two (2) meetings are reported as total enrollment in courses with multiple sessions.
9. Contact hours reported under Adult Basic Education (ABE), English Literacy (ELL/ESL), English Literacy (ELL/ESL)-Citizenship, General Educational Development (GED), and Community Rehabilitation Programs are considered eligible and reported up to 60 contact hours per quarter attended, with a maximum of 240 contact hours per student per year.
10. All contact hour (non-credit) student enrollments must be reported via the Management Information System (MIS).
11. High School Diploma course enrollment will be reported at 60 contact hours, which is recorded at the time of enrolling, with a maximum of 5 courses per semester-300 hours.
12. Alternative High School hours will be reported up to a maximum of 60 contact hours per course with a maximum of 5 courses per semester-300 hours.

C. Determining Eligible vs. Non-Eligible

All non-credit student enrollments are required to be included in the year-end report, unless otherwise noted by the Department of Education. However, not all courses are eligible for state general aid.

This flowchart-decision tree is to be used to determine eligibility for courses that are not currently identified in this section of the manual. Consult the General Instructions section of this manual and then apply the flowchart-decision tree to the left, considering the intent and content of the course.

If a college requires a CIP number to identify a program/course/activity not listed on the Non-Credit Course Master, consult the Adult Deans & Directors and contact the Department of Education to obtain a CIP Number and Identification Code Set.

If the course curriculum is consistent with learning associated with professional, academic, or employment pursuits, use an eligible code set.

Intent and Content of Courses

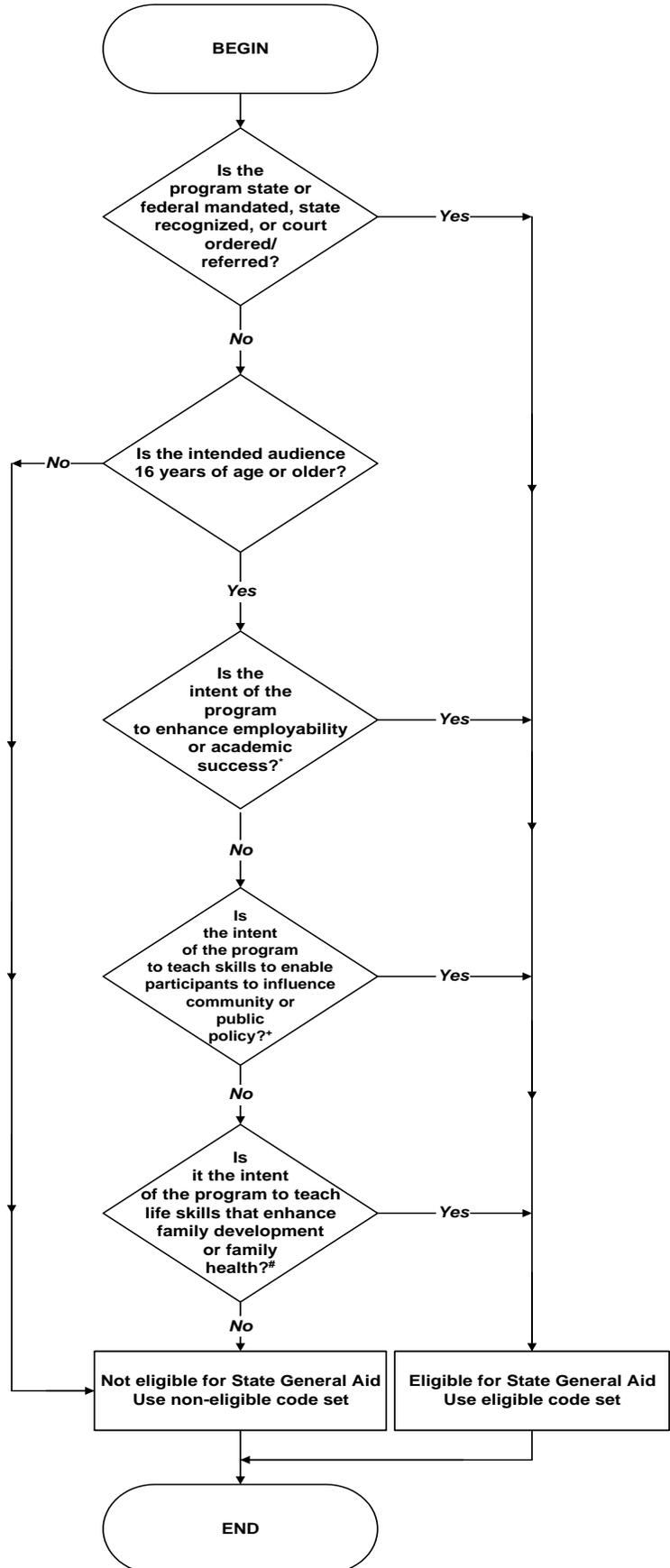
Enhance Employability (*) courses are designed for the specific purpose of upgrading the skills of persons employed and retraining persons for new employment.

Academic Success (*) is defined as the advancement of a person's knowledge in traditional educational studies (e.g., math, science, literature, and history) for the purpose of preparing for college or career.

Community or Public Policy (+) focuses on the systematic analysis of public policy issues and decision processes. Includes instruction in the role of economic and political factors in public decision-making and policy formation, microeconomic analysis of policy issues, and related other topics.

Family/Individual Development and Health (#) is defined as how individuals function in family, work, and community settings and how they relate to their physical, social, emotional, and intellectual environments.

- Examples of Individual Development include: Interpersonal relationships, parenthood education, child growth and development, and family resource management.
- Examples of Health include: Childbirth education, substance abuse prevention, disease management and prevention, and adjustment to disability and hearing impairments.
- Examples of NON-ELIGIBLE include, but are not limited to: cooking, sewing, interior design, gardening, and nutrition.



III. Non-Credit Categories

A. Adult Literacy Program

Includes Adult Basic Skills (ABE), English Literacy (ELL/ESL), English Literacy (ELL/ESL)-Citizenship, General Educational Development (GED), and Community Rehabilitation Programs (Sheltered Workshops). Student enrollments in any of these categories are considered eligible a maximum of 60 contact hours per quarter attended, not to exceed 240 contact hours per student per year. The first quarter is July-September, second quarter is October-December, third quarter is January-March, and fourth quarter is April-June. ABE program administrators must complete the "Annual Performance Report for the Adult Education State Administered Programs."

Developmental Education Courses

Non-Credit developmental education includes courses/programs/activities in one of the five-identifiers/subject areas (math, science, English, communications, other). Colleges must provide the course name and course number of all developmental education courses to the Department of Education.

Corrections - Adult Basic Education (ABE) courses/programs/activities delivered to enhance life skills, and academic and/or employability success for individuals, who are residents of a county, state, private; confinement, rehabilitation, and/or correctional facility are not eligible for state general aid. See the Corrections heading in this section of the manual.

1. Adult Basic Education (ABE)	CIP	Code Set
General	32.010100	04 40 11 04
Corrections - Juvenile	32.010100	02 40 30 22
Corrections - Adult	32.010100	04 40 30 22

Adult Basic Education: A program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job or in a family.

2. English Literacy (ELL/ESL)	CIP	Code Set
	32.010900	04 40 11 04

English literacy programs of instruction designed to help adults who are limited English proficient achieve competence in the English language (excludes Citizenship courses).

3. English Literacy (ELL/ESL) - Citizenship	CIP	Code Set
	32.010910	04 40 11 04

A program of instruction designed to help adults whom are limited English proficient achieve competence in the English language with a focus on obtaining citizenship.

4. General Educational Development (GED)	CIP	Code Set
General	53.020100	04 40 11 04
Corrections - Juvenile	53.020100	02 40 30 22
Corrections - Adult	53.020100	04 40 30 22

A program of instruction designed to assist adults prepare for the GED Test Battery.

5. Community Rehabilitation Programs	CIP	Code Set
	32.019900	04 40 11 04

These courses and programs serve individuals in Community Rehabilitation Programs (Sheltered Workshop) with individualized education plans demonstrating identified educational goals and objectives.

B. Secondary Education

1. Adult High School Diploma Course (Eligible)	<u>CIP</u>	<u>Code Set</u>
	53.010500	04 41 11 04

This category refers to programs designed for persons enrolled in a course or program, which culminates in a community college adult high school diploma. The established length is 60 contact hours per course, which is recorded at the time of enrollment, with a maximum of 5 courses per semester for a maximum of 300 contact hours per student per fiscal year. However, the adult high school diploma cannot be granted until the candidate has reached his or her 18th birthday.

2. High School Diploma Course (Non-Eligible)	<u>CIP</u>	<u>Code Set</u>
	53.010100	02 41 11 22

This category refers to programs/courses, which meet the requirements of a secondary school high school diploma, which is awarded by a secondary institution. The established length is 60 contact hours per course, which is recorded at the time of enrolling, with a maximum of 5 courses per semester-300 contact hours.

3. Alternative High School (Non-Eligible)	<u>CIP</u>	<u>Code Set</u>
	53.019900	02 41 11 22

A formalized agreement/contractual arrangement between a community college and secondary school district(s) under Iowa Code, § 256.9(43). Should be reported up to a maximum of 60 hours per course, with a maximum of 5 courses per semester-300 contact hours.

C. State or Federal Mandated/State Recognized/Court Ordered/Referred

This category includes courses and programs that are State or Federal Mandated/State Recognized/Court Ordered or are an organized educational instruction designed to meet legislated or licensing requirements as defined in the Code of Iowa.

1. State or Federal Mandated

Child/Dependent Adult Abuse Mandatory Reporting	<u>CIP</u>	<u>Code Set</u>
	61.200000	04 43 11 04

Iowa Code section 135.11(27) states that a person who works in a position classification that under law makes the person a mandatory reporter of child or dependent adult abuse must receive instruction approved by the Department of Human Services.

Environmental Auditor Training Program	<u>CIP</u>	<u>Code Set</u>
	61.100000	04 43 11 04

Iowa Code chapter 455K, specifically, § 455K.10 mandates that the program is "made available to small and large business owners and operators, consulting engineers, regulatory personnel, and citizens through the community college system."

Iowa Course for Drinking Drivers (DUI)	<u>CIP</u>	<u>Code Set</u>
	61.090000	04 43 11 04

Iowa Code § 321J.22 states that this course "shall be offered on a regular basis at each community college" unless a substance abuse treatment program, licensed under chapter 125, within the college's merged area offers the course. Designed for persons who have been convicted of driving while under the influence of drugs and/or alcohol. Quarterly reporting of DUI enrollment and submission of administrative fees is required.

C. State or Federal Mandated/State Recognized/Court Ordered/Referred (cont.)

Parenting Skills/ Human Growth and Development	CIP	Code Set
	61.160000	04 43 11 04
Iowa Code § 279.50 requires each community college "which offers general adult education classes or courses" to "periodically offer an instructional program in parenting skills and in human growth and development for parents, guardians, prospective biological and adoptive parents, and foster parents." NOTE: Licensed Child Care Provider report as CIP Number 19.07090000 and Code Set 04 04 11 04.		
Reserve Peace Officer Training	CIP	Code Set
	61.170000	04 43 11 04
Iowa Code § 80D.4 states: "Training for individuals appointed as reserve peace officers shall be provided by that law enforcement agency, but may be obtained in a community college or other facility selected by the individual and approved by the law enforcement agency."		
2. State Recognized		
Driver Safety	CIP	Code Set
	61.080000	04 44 11 04
<u>AARP Driver Safety Program (55 Alive)</u> American Association of Retired Persons (AARP) 55 Alive course designed to refine existing driving skills and improve defensive driving techniques for the mature driver.		
<u>Recreational Vehicle Safety (RV Safety)</u> Course is designed for one or two drivers in the same RV unit. With the training received in this course the driver will need more experience to become more proficient in all areas of RV driving, however, this course will prepare the trainees to better understand the hazards and to learn from the experiences of others.		
Coaching Authorization	CIP	Code Set
	61.040000	04 44 11 04
Iowa Code § 272.31 states that a person applying for a coaching authorization shall complete Board of Educational Examiners approved courses of instruction. This category includes courses relating to knowledge and understanding of the structure and function of the human body. It includes courses relating to physical activity, human growth, and development of children and youth in relation to physical activity, prevention, and care of athletic injuries, medical and safety problems relating to physical activity. Category also includes techniques and theory of coaching interscholastic athletics.		
Drivers Education	CIP	Code Set
Secondary Districts Not Reporting	61.070000	04 44 11 04
Secondary Districts Reporting (Non-Eligible)	61.070000	04 44 11 22
Iowa Code § 321.178 states, "An approved driver education course as programmed by the department shall consist of at least thirty clock hours of classroom instruction, of which no more than one hundred eighty minutes shall be provided to a student in a single day, and six or more clock hours of laboratory instruction of which at least three clock hours shall consist of street or highway driving." Courses delivered through a formal agreement with a community school district are reported with a non-eligible code set. If the course is offered independently from the secondary school, the course is eligible for reimbursement as a state recognized offering and should be reported under an eligible code set.		

C. State or Federal Mandated/State Recognized/Court Ordered/Referred (cont.)**2. State Recognized, Continued**

Hazardous Material Education (Removal, etc.)	<u>CIP</u> 61.110000	<u>Code Set</u> 04 44 11 04
Department of Natural Resources (DNR) is to provide for such education and may cooperate with the community college for course delivery. (e.g., Iowa Code section 455B. 484)		
Hunter Safety and Ethics Education Program	<u>CIP</u> 61.120000	<u>Code Set</u> 04 44 11 04
Both statute (Iowa Code § 483A.27) and rule (571—IAC 15.1) address this program. The Natural Resource Commission is required to approve the program, which may be provided pursuant to § 483A.27(6): "A public or private school or organization approved by the department [DNR] may co-operate with the department [DNR] in providing a course in hunter safety and ethics education as provided in this section."		
Iowa Course for Driver Improvement (DIP)	<u>CIP</u> 61.060000	<u>Code Set</u> 04 44 11 04
Department of Transportation (DOT) course of instruction <u>must</u> cover defensive driving techniques and the modification of driving behavior and attitudes. Designed for persons who have committed a serious violation of the motor vehicle laws of Iowa.		
Mine Safety and Health Administration (MSHA)	<u>CIP</u> 61.130000	<u>Code Set</u> 04 44 11 04
The United States Department of Labor, Mine Safety and Health Administration (MSHA) State Grants Program distributes federal grants to 44 States and the Navajo Nation. Courses include New Miner, Refresher, HAZ COM, and DE approved occupational specific training.		
Motorcycle Rider Education	<u>CIP</u> 61.140000	<u>Code Set</u> 04 44 11 04
This course is to be either approved and/or established by "the department of transportation" or "a private or commercial driver education school licensed by the Department of Transportation," Iowa Code § 321.180B(5). The DOT 761-IAC635.2-agency rule states that "any entity" may seek approval of the DOT to teach the course.		
Motorized Bicycle (Moped)	<u>CIP</u> 61.150000	<u>Code Set</u> 04 44 11 04
Iowa Code § 321.189(7) states "A person under the age of sixteen applying for a driver's license valid only for operation of a motorized bicycle shall also be required to successfully complete a motorized bicycle education course approved and established by the department or successfully complete an approved motorized bicycle education course at a private or commercial driver education school licensed by the department."		
School Bus Driver	<u>CIP</u> 61.180000	<u>Code Set</u> 04 44 11 04
Iowa Code § 321.376(2) states that a person applying for employment or employed as a school bus driver shall successfully complete a Department of Education approved course of instruction. NOTE: Includes the yearly 3-hour in-service course.		
Snowmobile Safety	<u>CIP</u> 61.190000	<u>Code Set</u> 04 44 11 04
Various sections in chapter 321G of the Iowa Code states that persons desiring to operate a snowmobile must receive instruction approved by DNR in snowmobile operation, safety, and state driving laws as they apply to snowmobiling.		

C. State or Federal Mandated/State Recognized/Court Ordered/Referred, Continued**2. State Recognized, Continued**

All-Terrain Vehicle	<u>CIP</u>	<u>Code Set</u>
	61.210000	04 44 11 04
Iowa Code § 321G.23 states that persons desiring to operate an all-terrain vehicle are required to successfully complete a DNR certified course of instruction in the lawful and safe use, operation, and equipping.		
Watercraft/Jet Ski	<u>CIP</u>	<u>Code Set</u>
	61.220000	04 44 11 04
Iowa Code § 462A.12(6) states that persons who are twelve years of age and older, but less than eighteen years of age, who wish to operate a personal watercraft shall successfully complete a DNR approved watercraft safety course.		
Used Motor Vehicle Dealer Education	<u>CIP</u>	<u>Code Set</u>
	61.230000	04 43 11 04
Senate File 358: Section 322.4, Code 2007. Section 322.7A Used Motor Vehicle Dealer Education An Act establishing pre-licensing and continuing education requirements for used motor vehicle dealers.		
Professional Permit to Carry Weapon	<u>CIP</u>	<u>Code Set</u>
	61.240000	04 43 11 04
Non-Professional Permit to Carry Weapon	<u>CIP</u>	<u>Code Set</u>
	61.240100	04 43 11 04
Iowa Code, Chapter 724.6 Professional permit to carry weapons. Iowa Code, Chapter 724.7 Nonprofessional permit to carry weapons.		
Court Ordered/Referred	<u>CIP</u>	<u>Code Set</u>
	61.050000	04 45 11 04
These programs/courses are ordered by the court for individuals to complete, and may be offered by the community college. Examples:		
– Anger Management	– Misdemeanors	– SAVE (Stop Abuse of the Vulnerable Elderly)
– Batterers Education	– Shoplifting	– POULA (Public Offenders Under Legal Age)
– Defensive Driving Course (DDC)	– Sand Castles	– CASA (Court Appointed Special Advocate)
– Debtor Training	– Bankruptcy Education	– City and County Mandated

D. Enhance Employability/Academic Success

Enhance Employability intent and content of courses are designed for the specific purposes of upgrading the skills of persons presently employed and retraining persons for new employment.

Academic Success is defined as the advancement of a person's knowledge in traditional educational studies (e.g., math, science, literature, and history) for the purpose of preparing for college or career.

1. Career & Technical Training and Upgrading	<u>CIP</u>	<u>Code Set</u>
	Occupational/Subject	04 04 11 04
Individual non-credit courses and short term programs designed for the specific purpose of training persons for employment, upgrading the skills of persons presently employed, and retraining persons for new employment. Courses/programs that are/were classified as non-credit short-term preparatory are also reported in this category, examples: truck driver, homemaker home health aide, etc.		

NOTE: Economic Development (260E, 260F, 260G and Grow Iowa Values Fund) see Economic Development Section.

Use only state approved occupational specific CIP numbers listed in the Non-Credit Course Master for Year-End Reporting on the MIS and CE-4b.

NOTE: If training is requested for occupations, other than those listed on the state approved list, contact the Department of Education for approval.

2. Apprenticeship (Not 260E/260F/260G Funded)	<u>CIP</u>	<u>Code Set</u>
	Occupational/Subject	04 04 04 04

Apprenticeship programs that are not funded by Iowa Economic Development Authority Programs (260E/260F/260G) must utilize the code set of 04 04 04 04. (See Economic Development for reporting apprenticeship programs funded through 260E/260F/260G) All apprenticeship programs must be registered with the United States Department of Labor, Office of Apprenticeship in accordance with the National Apprenticeship Act. Apprentices must be registered with the Office of Apprenticeship.

3. Corrections (State/County, Private, Etc.)	<u>CIP</u>	<u>Code Set</u>
	Juvenile Occupational/Subject	02 04 30 22
	Adult Occupational/Subject	04 04 30 22

Programs to enhance life skills, and academic and/or employability of residents of a county, state, private, etc. confinement, rehabilitation, and/or correctional facility. Non-Credit correctional activities are not eligible for state general aid. NOTE: Correctional activities relating to Adult Basic Education are reported in the ABE section (Adult Basic Skills or GED).

4. Economic Development

Courses delivered by community colleges through economic development (Iowa Economic Development Authority-IEDA) initiatives include Iowa Industrial New Jobs Training Programs (260E), Iowa Jobs Training Programs (260F), Accelerated Career Education – ACE (260G), and Apprenticeship Programs. All community college delivered economic development programs must be included in year-end reporting. NOTE: 260E, 260F, & 260G funded classes take priority so if a class is also offered for recertification and is using 260 dollars, it is coded with the proper 260 code set.

Apprenticeship Programs-Funded by IDED

Apprenticeship programs, funded through programs identified as 260E/260F/260G, must utilize the code sets noted in the Economic Development Program Table below. All apprenticeship programs must be registered with the United States Department of Labor and the Bureau of Apprenticeship and Training (BAT) in accordance with the National Apprenticeship Act. Students must be registered with the Bureau of Apprenticeship and Training.

Iowa Industrial New Jobs Training Programs (260E)	<u>CIP</u>	<u>Code Set</u>
260E (Non-Eligible)	Occupational/Subject	04 42 41 22
260E Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 42 22

Assists businesses that are creating new positions or new jobs in the State of Iowa. The community college district in which the new or expanding business is located issues training certificates (bonds) to pay for the training costs.

Iowa Jobs Training Programs (260F)	<u>CIP</u>	<u>Code Set</u>
260F (Eligible)	Occupational/Subject	04 42 43 04
260F (Non-Eligible)	Occupational/Subject	04 42 43 22
260F Apprenticeship (Eligible)	Occupational/Subject	04 42 44 04
260F Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 44 22

Fosters growth and competitiveness of Iowa's business and industry by building workforce skills and expertise. Customized training programs are developed for new or current employees.

Accelerated Career Education – ACE (260G)	<u>CIP</u>	<u>Code Set</u>
260G (Eligible)	Occupational/Subject	04 42 45 04
260G (Non-Eligible)	Occupational/Subject	04 42 45 22

260G Apprenticeship (Eligible)	Occupational/Subject	04 42 46 04
260G Apprenticeship (Non-Eligible)	Occupational/Subject	04 42 46 22

Supports the development or expansion of educational programs that address critical workforce skills and expertise for Targeted Industries. Note: Iowa Code Chapter 260G.4(1)b states: "A credit equivalent career, vocational, or technical educational program consisting of not less than five hundred forty contact hours of classroom and laboratory instruction and resulting in the conferring of a certificate or other recognized, competency-based credential, which increases program capacity to enroll added participants."

4. Economic Development, Continued

Grow Iowa Values Fund	CIP	Code Set
260G (ACE, Accelerated Career Education)	Occupational/Subject	04 42 49 04
260F (Jobs Training Act)	Occupational/Subject	04 42 50 04
260C.1, § 2 & 3 (Vocational and Technical Training)	Occupational/Subject	04 42 52 04
260F.9 (Job Retention Projects)	Occupational/Subject	04 42 53 04
Apprenticeship	Occupational/Subject	04 42 54 04
260E Iowa Industrial New Jobs Apprenticeship	Occupational/Subject	04 42 55 04
260F Iowa Jobs Training Apprenticeship	Occupational/Subject	04 42 56 04
260G Accelerated Career Education – ACE Apprenticeship	Occupational/Subject	04 42 57 04

A workforce training and economic development fund is created for each community college. For more information and clarification of eligible use of funds refer to 260C.18A. Funds shall be expended for the following purposes, with at least 70% in the areas of advanced manufacturing, information technology and insurance, and life sciences, which include, but not limited to: the areas of biotechnology, health care technology, and nursing care technology:

- a. Accelerated Career Education (ACE) - Chapter 260G
- b. Jobs Training Act-Chapter 260F
- c. Vocational and Technical Training (260C.1, § 2 and 3)
- d. Job Retention Projects (Iowa Code 260F.9)

5. Recertification/Relicensure	CIP	Code Set
	Occupational/Subject	04 46 11 04

Designed for individuals employed in occupations that require less than a four-year degree and whose positions require them to be recertified or relicensed (e.g., chemical application, Insurance) or for individuals employed in occupations that require a four-year college degree or above and are required to be recertified or relicensed, which doesn't lead to an additional degree (e.g. Education, Health Care Providers, Lawyers, etc.).

Note: Utilize this category for reporting Nursing and Health Care Providers regardless of their level of education.

E. Community and Public Policy	CIP	Code Set
	44.050100	04 48 11 04

Community or Public Policy program that focuses on the systematic analysis of public policy issues and decision processes. Examples include: instruction in the role of economic and political factors in public decision-making and policy formation, and microeconomic analysis of policy issues.

F. Family/Individual Development and Health	CIP	Code Set
Eligible	19.010100	04 49 11 04
Non-Eligible	19.010100	04 49 11 22
Non-Eligible	19.010100	05 49 11 22

Family/Individual Development and Health (Eligible) is defined as how individuals function in family, work and community settings and how they relate to their physical, social, emotional, and intellectual environments.

NOTE: Food and Nutrition courses/classes are eligible only if they are a part of an occupational offering.

- a. Examples of Family/Individual Development include: interpersonal relationships, parenthood education, child growth and development, and family resource management.

- b. Examples of Health include: childbirth education, substance abuse prevention, disease management and prevention, and adjustment to disability and hearing impairments. NOTE: CPR and First Aid training will be reported in Career/Technical Training and Upgrading.

Family/Individual Development and Health (Non-Eligible) Those courses, classes, and workshops-offered in a family and consumer sciences curriculum may be reported under this CIP number with a non-eligible code set. Examples include, but are not limited to: cooking, sewing, interior design, gardening, and nutrition.

G. Adult Learning (Non-Eligible)	<u>CIP</u> Subject Specific	<u>Code Set</u> 04 51 11 22
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These courses offered for gaining knowledge and/or understanding valuable skills used throughout life to enhance functioning in society and are not employability related.

H. Leisure/Recreational (Non-Eligible)	<u>CIP</u> 36.010100	<u>Code Set</u> 04 50 11 22
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Courses offered as leisure/recreational, casual culture, wellness, or self-enjoyment. It should be noted that just because a class is not on the list, does not imply eligibility. Use the flowchart-decision tree and review the general instructions/reporting procedures to make that determination.

Leisure/Recreational Non-Eligible Categories/Examples

Recreation	Wellness	Self-Enjoyment	Hobby	Tours
Volleyball	Tai Chi	Scrap booking	Quilting	
Dance	Raeki	Landscaping	Rug Hooking	
Shopping	Swimming	Home Decorating	Master Gardener	
Horseback Riding	Therapeutic Touch	Aircraft (Private)	Home Repair	
Bowling	Yoga	Pet Care/Training	Clothing	

I. Related Non-Credit College Activities (NOT included in state reports)	<u>CIP</u>	<u>CodeSet</u>
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1. Community Service	62.300000	04 71 70 22
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This category may be used as a vehicle to track activities the college is involved in that do not meet the criteria for a course for local use only, NOT included in state reports.

2. Conferences/Special Events/Meetings	62.310000	04 72 70 22
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Contact hours generated from conferences/special events/meetings that do not meet the course criteria for local use only, NOT included in state reports.

3. Staff Development / In-Service	Subject Specific	04 73 70 22
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Contact hours for staff development/in-service training sessions for community college employees for local use only, NOT included in state reports.

4. Tests	Subject Specific	04 74 70 22
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Contact hours for the time students spend taking tests that are not a part of a course or program for local use only, NOT included in state reports. Examples include GED tests, independent testing for licensure boards, independent screening, testing for business and industry, governmental agencies, and other independent standardized testing programs.

J. GAP Tuition Assistance Program	<u>CIP</u> Subject Specific	<u>Code Set</u> Program Specific
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GAP Tuition Assistance Program provides tuition funding to community colleges for need-based tuition assistance to applicants to enable completion of continuing education certificate training programs for in-demand occupations. (Iowa Code Chapter 260I)

Report all students who participated in the program during the reporting year under their academic program CIP and CodeSet.

IV. Fiscal Year Non-Credit File Layouts

A. Data Submission Deadlines

Files / Reports	Due Dates
Non-Credit Student Information Files	On or before August 4, 2014
Electronic Course Catalog Files	On or before August 4, 2014

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education Department utilizing a secure method identified by the Department. To ensure the Department of Education has received the file in its entirety, reporting officers must send in the summative information below, in addition to the unit record file. This information will act as a pseudo checksum.

Non-Credit Student Information File

Total number of Non-Credit Student Information records transmitted	
Total Non-Credit contact hours transmitted	
Point-in-time date	

Non-Credit Course Catalog File

Total Non-Credit Catalog Records transmitted	
Point-in-time date	

C. Non-Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not give their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes, Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Student Last Name	13-62	50	Legal last name of the student
E	Student First Name	63-112	50	Legal first name of the student
F	Student Middle Name or Middle Initial	113-162	50	Legal middle name or middle initial of the student
G	Birth Date	163-170	8	Date of birth in format CCYYMMDD (Ex: Sept 14, 1968 would be 19680914) Blank = No Response
H	Gender	171	1	0 = Unknown 1 = Male 2 = Female
I	Ethnicity	172	1	0 = Not reported 1= Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race 2 = Non-Hispanic
J	Race: American Indian or Alaskan Native	173	1	A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition 1 = Yes 0 = No
K	Race: Asian	174	1	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent 1 = Yes 0 = No

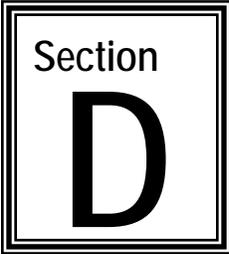
C. Non-Credit Student Information File				
Field	Data Element	Pos.	Len.	Field Description
L	Race: Black or African American,	175	1	A person having origins in any of the black racial groups of Africa 1 = Yes 0 = No
M	Race: Native Hawaiian or Other Pacific Islander	176	1	This includes, for example, Philippine Islands and Samoa 1 = Yes 0 = No
N	Race: White	177	1	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East 1 = Yes 0 = No
O	Race: Not reported	178	1	1 = Yes: fields J-N = 0 0 = No: at least one field J-N = 1
P	Residency	179	1	Residence status at date of registration 0 = Unknown 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student
Q	CIP Number*	180-187	8	First 8 digits including leading zeroes
R	Identification Code Set-Instructional Level*	188-189	2	02 = Secondary 04 = Adult 05 = Combination of any above
S	Identification Code Set-Type - Program, course, Service, and/or Activity*	190-191	2	04 = Career/ Vocational Training and Upgrading 40 = Adult Literacy Program 41 = Secondary Education (Non-Credit) 42 = Economic Development 43 = State or Federal Mandated 44 = State Recognized 45 = Court Ordered/Referred 46 = Recertification/Relicensure 48 = Community and Public Policy 49 = Family Development/and or Family Health 50 = Leisure/Recreational 51 = Adult Learning
T	Identification Code Set-Special Emphasis*	192-193	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 41 = 260E 42 = 260E Apprentice 43 = 260F 44 = 260F Apprentice 45 = 260G 46 = 260G Apprentice 49 = Grow Iowa Values 260G (ACE) 50 = Grow Iowa Values 260F (Jobs Training Act) 52 = Grow Iowa Values 260C.1 (Voc/Tech Training) 53 = Grow Iowa Values 260F.9 (Job Retention) 54 = Grow Iowa Values (non-IDED apprenticeship) 55 = Grow Iowa Values (260E apprenticeship) 56 = Grow Iowa Values (260F apprenticeship) 57 = Grow Iowa Values (260G apprenticeship)

C. Non-Credit Student Information File				
Field	Data Element	Pos.	Len.	Field Description
U	Identification Code Set-Object and Purpose	194-195	2	02 = Secondary – Career/Tech 04 = Non-Credit 22 = Not-Eligible
V	Course Number	196-220	25	Combination of alpha/numeric characters assigned by a college to a course.
W	Developmental Course	221	1	A course (credit and non-credit) designed to provide assistance (remedial instruction) to an individual so they can successfully complete the regular courses in their program of study. 1 = Yes 0 = No
X	Course Contact Hours	222-227	6	Use up to two decimal places as appropriate. (Examples: 001.25 or 100.50 or 001.00-include decimal point)
Y	Course Start Date	228-235	8	Date course started in format CCYYMMDD (Example: August 1, 2004 would be 20040801)
Z	Course End Date	236-243	8	Date course ended in format CCYYMMDD (Example: December 15, 2004 would be 20041215)
AA	Project / Program Code	244-253	10	Combination of alpha/numeric characters (260E code assigned by the college, 260F, 260G, and Grow Iowa Values Fund code IDED Contract Number) Economic Development, 260E/ 260F Project Code, 260G Program Code, Grow Iowa Values Fund
AB	Distance Learning	254	1	1 = the content of this course delivered entirely online (web-based, internet). 2 = the content of this course delivered through distance learning method over 50% of the course time but not entirely online ; e.g., 40% online, 20% DVD, 30% in class = 60% (40+20) distance learning. 0 = not a distance learning course
AC	Student's Permanent Address Zip Code	255-260	5	Use five characters for the student's permanent address zip code. Use 99999 if unknown.
AD	GAP Tuition Program Participant	261	1	0 = Not applicable 1 = GAP Tuition program participant

D. Electronic Course Catalog File – Non-Credit

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Course Number	3-27	25	Combination of alpha/numeric characters assigned by a college to a course. Course number must be at least seven positions in length. If less than seven add zero to the end to total seven positions.
C	Course Name /Title	28-102	75	Combination of alpha/numeric characters assigned by a college to the course name/title.
D	Contact Hours	103-108	6	Use up to two decimal places as appropriate. (if variable use maximum value) (Examples: 001.25 or 100.50 or 001.00-include decimal point)

Secondary Jointly Administered Reporting



Secondary Jointly Administered Courses/Programs CIP Numbers and Code Sets - Summary

Courses offered to high school students for postsecondary credit must be reported in the credit section of this manual. This section will outline a summary report to identify those classes the Community Colleges and School Districts administer jointly but are only available to be awarded credit through the secondary institution. These are not Postsecondary Option Enrollment (PSEO) students.

Summary File

<u>Secondary Jointly Administered</u>	<u>CIP</u>	<u>Code Set</u>
Arts and Science	24.01010000	02 29 11 22
Career and Technical Education	Occupational Specific	02 22 11 22

An Excel file is to be reported separate from the MIS submission. The file should contain five columns: *College Number* (e.g., 01), *Course Title*, *Number of Teachers*, *Number of Students*, *High School Number*. For the *High School Number*, use either the Iowa High School Code or ACT codes. Iowa High School Code Sets include the combination of the District Code and School Code. See IDOE reference tables for the list of current codes at http://educateiowa.gov/index.php?option=com_docman&task=cat_view&gid=174&Itemid=1563

Send files to the Iowa Department of Education utilizing Department-approved secure method.

Fiscal Year Human Resources Reporting

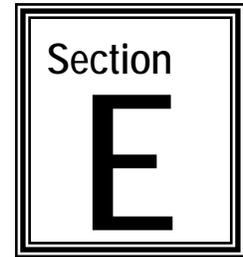


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I. General Instructions and statements

The Department of Education has the responsibility to ensure community college instructors meet the minimum standards outlined by code. The Human Resources data collection provides a base of data to meet that responsibility.

The Department of Education MIS team has met with community college human resources staff to update and refine human resources data collection. Human Resources should be based on a fiscal year, July 1st to June 30th.

Report all data requested for employees: Administrative (510), Credit Instructional (520), Full-Time Non-Credit Instructional (525), Professional (530), Secretarial and Clerical (540), and Service Staff (550) in the Human Resource Files (Employee File and Employee Position File). The Employee Position Codes and Employee Assignment Codes are included in this section of the manual. Student employees are to be reported under the position code, which reflects the type of work. Do not report federal or state work-study students.

Whenever required, the Department of Education will report the number of Half-Time Instructional employees based on the number of workload credit hours taught during the fiscal year. Please refer to the definition of Half-Time Instructional in the Data Dictionary.

A. Employee Position Codes

Administrative (510)

Chief executive officer and the cabinet and/or administrative team.

Examples:

Chancellor	Vice President	Director
President	Executive officer	Dean

Instructional, Credit (520)

Personnel involved in direct instructional (for credit course) contact with students, including counselors, librarians, and tutors, if the principal activity (50% or more their time) is instructional. NOTE: Do not include non-credit instructors who only teach non-credit courses, but include credit instructors who teach non-credit courses.

Examples:

Assistant Professor	Assistant Dean	Lecturer
Associate Professor	Assistant Director	Professor
Counselor	Associate Dean	Department Head
Instructor	Associate Director	Executive Officer

Instructional, Full-Time Non Credit (525)

Personnel involved in full-time direct instructional (for non-credit course) contact with students. NOTE: Do not include non-credit instructors who teach non-credit courses less than full-time.

Professional Staff (530)

Persons employed for the primary purpose of performing academic support, student services, and institutional support activities. Includes all data processing staff (non-data entry), media support staff, and business office personnel. NOTE: This category includes all professional staff not elsewhere classified.

Examples:

Accountant	Dietitian	Psychologist
Assistant Dean/Director	Drafters	Purchasing Agent
Associate Dean/Director	Engineering Aide	Radio Operator
Coaches	Institutional Research and Planning	Scientific Lab Assistant
Computer Programmers/Operators	Junior Engineer	Social Worker
Controller	Mathematical Aide	Systems Analyst
Coordinator	Nurse	Technical Illustrator
Department Head/Chairperson	Photographer	Technician
Development Officers	Project Managers	

Secretarial and Clerical (540)

Persons whose assignments are typically associated with clerical activities and/or specifically secretarial in nature. Include personnel who are responsible for internal and external communications, recording and retrieving data (other than computer programmers), and/or information and other paperwork required in an office.

Examples:

Administrative Assistant	Library Clerk	Sales Clerk
Bookkeeper	Office Machine Operator	Statistical Clerk
Clerk-typist	Payroll Clerk	Stenographer

Service Staff (550)

Include maintenance and repair staff, machine operators, vehicle drivers, and security.

Examples:

Bus Driver	Electrician	Refuse Collector
Cafeteria/Restaurant Worker	Garage Laborer	Repairer
Carpenter	Gardener	Security Officer
Chauffeur	Groundskeeper	Stationary Engineer
Compositor	Laundry/Dry Cleaning Operative	Truck Driver
Construction Laborer	Machinist	
Custodian	Mechanic	

II. Fiscal Year Human Resources File Layouts

A. Data Submission Deadlines

Files / Reports	Due Dates
Human Resources Employee Files	On or before August 4, 2014
Human Resources Position Files	On or before August 4, 2014

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

To ensure the Department of Education has received the file in its entirety, reporting officers must send in the summative information below, in addition to the unit record file. This information will act as a pseudo checksum.

Fiscal Year Human Resource Employee File

Total number of Human Resources Employee records transmitted	
Total Arts and Sciences credit hours	
Total Career & Technical credit hours	
Point-in-time date	

Fiscal Year Human Resource Position File

Total number of Human Resources Position records transmitted	
Total Base Salary amount transmitted	
Total Compensation amount transmitted	
Point-in-time date	

Report data elements for staff: Administrative (510), Instructional (520), Full-Time Non-Credit Instructional (525), Professional (530), Secretarial and Clerical (540), and Service Staff (550). NOTE: Instructional (520) does not include instructors who only teach non-credit courses, and Instructional 525 includes only full-time non-credit instructors.

C. Fiscal Year Human Resources Employee File

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number	3-11	9	Employee social security number include leading zeros
C	Last Name	12-36	25	Employee Last Name
D	First Name	37-51	15	Employee First Name
E	Middle Initial	52	1	Employee Middle Initial
F	Birth Date	53-60	8	Date of birth in format CCYYMMDD (Example: May 1, 1950 would be 19500501)
G	Ethnicity	61	1	0 = Not reported 1= Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race 2 = Non-Hispanic
H	Race: American Indian or Alaskan Native, a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition.	62	1	1 = Yes 0 = No
I	Race: Asian, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent	63	1	1 = Yes 0 = No
J	Race: Black or African American, a person having origins in any of the black racial groups of Africa	64	1	1 = Yes 0 = No
K	Race: Native Hawaiian or Other Pacific Islander. This includes, for example, Philippine Islands and Samoa.	65	1	1 = Yes 0 = No
L	Race: White, a person having origins in any of the original peoples of Europe, North Africa, or the Middle East	66	1	1 = Yes 0 = No
M	Race: Not reported	67	1	1 = Yes: fields H-L = 0 0 = No: at least one field H-L = 1
N	Gender	68	1	0 = Unknown 1 = Male 2 = Female
Complete the following fields for Administrative Positions (510) and All Instructional Positions (520).				

C. Fiscal Year Human Resources Employee File

Field	Data Element	Pos.	Len.	Field Description
O	Highest Educational Achievement/Award	69	1	1 = Doctorate 2 = Education Specialist 3 = Master's Degree 4 = Bachelor's Degree 5 = Associate Degree 6 = Diploma 7 = Certificate 8 = High School Diploma/GED 9 = Less than High School Diploma/GED
P	Experience in Technical Field	70	1	Career and Technical Instructor who meets the 6,000 hours of recent, relevant work experience minimum standard for Instruction in lieu of a Bachelor's degree: 0 = Not Applicable 1 = Meets Minimum Standard 2 = Working Towards Minimum Standard 3 = Does Not Meet Minimum Standard
Q	Registered, Certified or Licensed	71	1	Does the instructor hold state certification or license for the occupational area in which the instructor is teaching? (Example: Nursing Instructor is certified to be a Nurse) 0 = No 1 = Yes 2 = Not Applicable
R	Arts & Science Credit Hours	72-76	5(2dec)	Total workload credit hours taught during the year. (Example: 05.00 or 35.25 or 84.75-include decimal point)
S	Career & Technical Credit Hours	77-81	5(2dec)	Total workload credit hours taught during the year. (Example: 05.00 or 35.25 or 84.75-include decimal point)

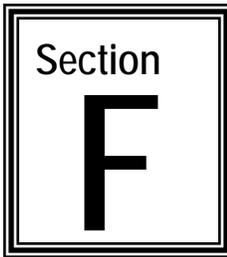
Report data elements for staff: Administrative (510), Instructional (520), Professional (530), Secretarial and Clerical (540), and Service Staff (550). NOTE: Instructional (520) does not include instructors who only teach non-credit courses, and Instructional (525) only include Full-Time Non-Credit instructors. Note: Data elements with asterisk (*) are required for all instructional (520 and 525) positions.

D. Fiscal Year Human Resources Position File

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	The two character District Number (01 through 16)
B	Social Security Number	3-11	9	Employee social security number include leading zeros
C	Position Code	12-14	3	510=Administrative 520=Instructional 525=Full-Time Non-Credit Instructional 530=Professional Staff 540=Secretarial and Clerical 550=Service Staff
D	**Employment Type	15	1	1 = Full-Time (Regular/Permanent) 2 = Part-Time (Regular/Permanent) 3 = Temporary/Seasonal 4 = Adjunct Faculty Instructor
E	Position Total Compensation	16-21	6	Indicate total amount earned by this individual in this position for the Fiscal Year, excluding benefits. Round to nearest whole dollar.
F	*Base Position Salary	22-27	6	Indicate total amount of salary, 9 months teaching/instructional only. Round to nearest whole dollar and adjust to 9 months.
G	*Days in 2 Semester Teaching/Instructional Contract	28-30	3	Total number of days in a 9-month teaching/instructional contract. (Example: 173 service days/160 instructional days)

**Classifies the staff according to the type of employment, relating to amount of time and/or when employed, as defined by the institution. The classifications and MIS codes are:

- 1 - Full-time – individuals that according to the college's definition are classified as a full-time employee and Full-Time Faculty = non-administrative instructors who are classified as full-time employees as defined in the college's collective bargaining agreement or written policy;
- 2 - Part-time – individuals that according to the college's definition are employed less than full-time and Part-Time Faculty = non-administrative instructors who are classified as less than full-time as defined in the college's bargaining agreement or written policy;
- 3 - Temporary/Seasonal - individuals who are employed, full or part-time, by the college for short-time periods for specific purposes and Temporary/Seasonal Faculty = non-administrative instructors who are employed, full-time or part-time, by the college for short periods of time for specific purposes; and
- Adjunct Faculty – Non-administrative instructors who are employed without a continuing contract and whose teaching load does not exceed one-half time for two full semesters or three full quarters per calendar year as defined in the college's written policy.



Fiscal Year Credit Awards Reporting

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I. General Instructions

The Credit Student Awards File is due on August 4. Report all graduates who received their awards between July 1 of the reported fiscal year and June 30 of the reported fiscal year. Community College Credit Awards are reported to the Iowa Department of Education in the following categories:

1. AA (Associate of Arts)
2. AS (Associate of Science)
3. AGS (Associate of General Studies)
4. AAA (Associate of Applied Arts)
5. AAS (Associate of Applied Science)
6. Diploma
7. Certificate
8. Other
9. APS (Associate of Professional Studies)
10. Z = Non-graduate program completer

II. Fiscal Year Awards File Layouts

A. Data Submission Deadlines

The following data files/reports are required by the Department of Education and are listed in order by due date. Keep a copy of all submitted data as a point-in-time file.

Files / Reports	Due Dates
Transmittal Form – Data Records Files	On or before August 4, 2014
Credit Student Awards File	On or before August 4, 2014

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

Credit Student Awards File

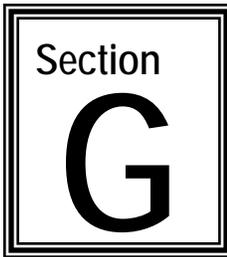
Total number of Awards records transmitted	
Point-in-time date	

C. Credit Student Awards File

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Award Code	13	1	1 = AA (Associate of Arts) 2 = AS (Associate of Science) 3 = AGS (Associate of General Studies) 4 = AAA (Associate of Applied Arts) 5 = AAS (Associate of Applied Science) 6 = Diploma 7 = Certificate 8 = Other 9 = APS (Associate of Professional Studies) Z = Non-graduate program completer (Tech-Prep/Perkins)
E	Award Date	14-21	8	CCYYMMDD- (Example: May 1, 2004 would be 20040501)
Note: Credit Student Awards should be listed under the CIP Number and Identification Code Set for which it is granted.				
F	CIP Number	22-29	8	First 8 digits including leading zeros
G	Identification Code Set- Instructional Level	30-31	2	03 = Postsecondary

C. Credit Student Awards File

Field	Data Element	Pos.	Len.	Field Description
H	Identification Code Set- Type – Program, Course, Service, and/or Activity	32-33	2	02 = Full-time preparatory 03 = Short-term preparatory 06 = College parallel/career option 07 = Part-time preparatory 08 = College liberal/general studies 12 = Advanced Standing Preparatory 29 = JA-secondary general education 32 = Shared full- time preparatory 33 = Shared short-term preparatory 36 = Shared college parallel/career option 37 = Shared part-time preparatory 38 = Shared liberal/general studies 46 = Recertification/Relicensure
I	Identification Code Set- Special Emphasis	34-35	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 35 = Reciprocal Agreement 47 = Contract/Customized Bus/Ind Training
J	Identification Code Set- Object and Purpose	36-37	2	03 = Credit
K	Identification of the reverse credit transfer	38	1	0 = Not reverse credit 1 = Reverse Credit Transfer from Iowa State University 2 = Reverse Credit Transfer from the University of Iowa 3 = Reverse Credit Transfer from the University of Northern Iowa 4 = Reverse Credit Transfer from other institutions



Fiscal Year Non-Credit Awards Reporting

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I. General Instructions

The Non-Credit Student Awards File is due on August 4. Report all graduates who received their awards between July 1 of the reported fiscal year and June 30 of the reported fiscal year. Community College Non-Credit Awards are reported to the Iowa Department of Education in the following categories:

1. Adult high school diploma
2. High School Equivalency Diploma (General Educational Development (GED))
3. GAP Tuition Assistance program completer
4. Industry credential recipient
5. Locally Recognized Industry Credential Recipient

II. Fiscal Year Non-Credit Awards File Layouts

A. Data Submission Deadlines

The following data files/reports are required by the Department of Education and are listed in order by due date. Keep a copy of all submitted data as a point-in-time file.

Files / Reports	Due Dates
Transmittal Form – Data Records Files	On or before August 4, 2014
Non-Credit Student Awards File	On or before August 4, 2014

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at <https://www.edinfo.state.ia.us>

Non-Credit Student Awards File

Total number of Awards records transmitted	
Point-in-time date	

C. Non-Credit Student Awards File

Field	Data Element	Pos.	Len.	Field Description
A	College Number	1-2	2	Two character District Number (01 through 16)
B	Social Security Number/ Unique Student Identifier	3-11	9	Social security number, including leading zeros. Use a locally assigned unique identifier for students who will not provide their social security number.
C	Unique Student Identifier/ Locally Assigned	12	1	1 = Yes Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's social security number. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	Award Code	13	1	1 = Adult high school diploma 2 = High School Equivalency Diploma (General Educational Development (GED)): report only NON-SECONDARY diplomas 3 = GAP Tuition Assistance program completer 4 = Industry credential recipient 5 = Locally Recognized Industry Credential Recipient
E	Award Date	14-21	8	CCYYMMDD- (Example: May 1, 2004 would be 20040501)
Note: Non-Credit Student Awards should be listed under the CIP Number and Identification Code Set for which it is granted.				
F	CIP Number	22-29	8	First 8 digits including leading zeros
G	Identification Code Set- Instructional Level	30-31	2	03 = Postsecondary

C. Non-Credit Student Awards File

Field	Data Element	Pos.	Len.	Field Description
H	Identification Code Set- Type – Program, Course, Service, and/or Activity	32-33	2	04 = Career/ Vocational Training and Upgrading 40 = Adult Literacy Program 41 = Secondary Education (Non-Credit) 42 = Economic Development 43 = State or Federal Mandated 44 = State Recognized 45 = Court Ordered/Referred 46 = Recertification/Relicensure 48 = Community and Public Policy 49 = Family Development/and or Family Health 50 = Leisure/Recreational 51 = Adult Learning
I	Identification Code Set- Special Emphasis	34-35	2	04 = Apprentice (Non-IDED Funded) 09 = Special Populations 11 = No Special Emphasis 35 = Reciprocal Agreement 47 = Contract/Customized Bus/Ind Training
J	Identification Code Set- Object and Purpose	36-37	2	04 = Non-Credit 22 = Not Eligible

APPENDIX A - IDENTIFICATION CODE NUMBERS/SETS

INSTRUCTIONAL LEVEL	TYPE-PROGRAM, COURSE, SERVICE AND/OR ACTIVITY	SPECIAL EMPHASIS	OBJECT AND PURPOSE
01 - Elementary	02 – Full-Time Preparatory	04 – Apprentice (Non-IDED Funded)	02 – Secondary-Career/Tech
02 - Secondary	03 – Short-Term Preparatory	09 – Special Populations	03 – Credit
03 - Postsecondary	04 – Career/Vocational Training and Upgrading	11 – No Special Emphasis	04 – Non-Credit
04 - Adult	06 – College Parallel-Career Option	29 – Articulated	22 – Not Eligible
05 - Any Comb.Above	07 – Part-Time Preparatory	30 – Corrections	
	08 – Arts and Science(A&S) Liberal/General Studies	35 – Reciprocal Agreement	
	12 – Preparatory Advanced Standing	41 – 260E	
	22 – Secondary Jointly Administered–Career Prep.	42 – 260E Apprentice	
	29 – Secondary Jt. Admin–Gen. Ed. (Not PSEO)	43 – 260F	
	32 – Shared Full-Time Preparatory	44 – 260F Apprentice	
	33 – Shared Short-Term Preparatory	45 – 260G	
	34 – Shared Vocational Supplementary	46 – 260G Apprentice	
	36 – Shared A and S College Parallel/Career Option	47 – Contract/Customized Bus./Ind. Training	
	37 – Shared Part-Time Preparatory	49 – Grow Iowa Values (260G–ACE)	
	38 – Shared A and S Liberal/General Studies	50 – Grow Iowa Values (260F–Job Training)	
	40 – Adult Literacy Program	51 – Grow Iowa Values (260C–Career Academies)	
	41 – Secondary Education- (Non-Credit)	52 – Grow Iowa Values (260C.1–Voc/Tech Training)	
	42 – Economic Development	53 – Grow Iowa Values (260F.9–Job Retention)	
	43 – State or Federal Mandated	54 – Grow Iowa Values (Non-IDED Apprenticeship)	
	44 – State Recognized	55 – Grow Iowa Values (260E Apprenticeship)	
	45 – Court Ordered/Referred	56 – Grow Iowa Values (260F Apprenticeship)	
	46 – Recertification/Relicensure	57 – Grow Iowa Values (260G Apprenticeship)	
	48 – Community and Public Policy		
	49 – Family/Individual Development and Health		
	50 – Leisure/Recreational		
	51 – Adult Learning		
DO NOT REPORT TO THE DEPARTMENT OF EDUCATION			
LOCAL COMMUNITY COLLEGE-USE ONLY	LOCAL COMMUNITY COLLEGE-USE ONLY	LOCAL COMMUNITY COLLEGE-USE ONLY	LOCAL COMMUNITY COLLEGE-USE ONLY
4 – Adult	71 – Community Service	70 – Not State Reported	22 – Not-Eligible
4 – Adult	72 – Conferences/Special Events	70 – Not State Reported	22 – Not-Eligible
4 – Adult	73 – Staff Development/In-Service	70 – Not State Reported	22 – Not-Eligible
4 – Adult	74 – Tests	70 – Not State Reported	22 – Not-Eligible

APPENDIX B

CLASSIFICATION OF INSTRUCTIONAL PROGRAMS (CIP) NUMBERS, STATE TITLES, AND CAREER CLUSTERS

Most of the CIPs with numbers and zeros in the first six locations were obtained from the Classification of Instructional Programs, 2010 Edition, and usually are used for less than one-year (Certificate or less) programs/courses like non-credit/adult education and secondary programming. Exceptions are when it is necessary to identify an occupational area that was not included or not appropriate to use the identification in the 2010 Edition.

The CIPs that have numbers and zeros in the seventh and eighth locations are used to identify the offerings for more specific programming in the colleges and on the state level. Most certificate credit programs have a one or two in the seventh and a zero in the eighth locations. CIPs that have a one in the eighth location refer to one-year (Diploma) programs and those with a two refer to two-year (Degree) programs.

The colleges that have identified separate programs for their Career Academies, for secondary students receiving postsecondary credit, will find that most of those CIPs have a one in the fifth location and Career Academy in the state title.

The CIPs list will be published at the DOE web site together with this Manual.

APPENDIX C

Determining Tuition Rates and Uniform Policy on Student Residency Status

Determine Tuition Rates

Iowa Department of Education correspondence dated November 16, 2000 Summary of Community College Tuition Issues Provided to the Community College Presidents – November 2, 2000 President's Meeting states "The policy on student residency status for the purpose of establishing tuition and fee charges within Iowa merged area schools were developed in compliance with administrative rules 281-21.2. This uniform policy states that "a person classified as a resident shall be provided resident tuition costs". Thus, a community college may charge a resident tuition rate and a non-resident tuition rate:

Resident:

- Tuition for residents of Iowa shall not exceed the lowest tuition rate per semester, or the equivalent, charged by an institution of higher education under the State Board of Regents for a full-time resident student.
- However, except for students enrolled under Iowa Code 261C (Postsecondary Enrollment Options Act (PSEO), if a local school district pays tuition for a resident pupil of high school age, the limitation on tuition for residents of Iowa shall not apply, and the amount of tuition shall be determined by the board of directors of the community college with the consent of the local school board.
- Colleges may charge resident tuition rates to residents of one of Iowa's eight sister states. Authorized in the Code of Iowa 260C.14(14). Each college (merged area) board may have its own policy on whether to give the preferential resident rates to such students.

Non-Resident:

- Tuition for non-residents of Iowa shall not be less than the marginal cost of instruction of a student attending the college.
- A lower tuition for non-residents may be permitted under a reciprocal tuition agreement between a merged area and an educational institution in another state, if the state board approves the agreement. [Statement is referenced in Iowa Code, Subsection 260C.14(2), "Authority of Area Directors."]
- A differential for international students within the non-resident tuition rate is not permitted.
- A community college may not charge a non-immigrant alien a different tuition rate from that of other non-resident students. Non-immigrant aliens are generally those who are in the United States temporarily and intend at some time (doesn't have to be immediate or even near future) to return to their homeland. Immigrant aliens may establish residency the same as United States Citizens.

Residency requirements for the determination of residency and non-residency tuition rates must be in compliance with the Iowa Community Colleges Uniform Policy on Student Residency Status (state board approved June 7, 2001).

Uniform Policy on Student Residency Status

Section 1—General

A person who has been admitted to an Iowa community college shall be classified as a resident or as a non-resident for admission, tuition, and fee purposes. A person classified as a resident shall pay resident tuition costs. A person classified, as a non-resident shall pay non-resident tuition costs. Tuition for non-residents should not be less than the marginal cost of instruction of a student attending the college. Authorized in *Iowa Code Section 260C.14 (2)*.

Persons who register for non-credit continuing education courses shall be charged course fees determined on course costs and by market demand.

Section 2—Determination of Residency Status

In determining a community college resident or non-resident classification, the primary determination is the reason a person is in the state of Iowa. The second determination will be the length of time a person has resided in Iowa. If a person is in the state primarily for educational purposes, that person will be considered a non-resident. The burden of establishing the reason a person is in Iowa for other than educational purposes rests with the student.

The registrar or official designated community college office may require written documentation, affidavits, or other related evidence deemed necessary to determine why a student is in Iowa. The burden of proof is upon the student. A student will be required to file at least two documents to determine his/her residency status. No two documents may come from the same source. In all events to be determined a resident of Iowa, the individual must document residing in the State of Iowa for at least 90 days prior to the beginning of the term for which he/she is enrolling. The following are examples of acceptable documentation:

- Written and notarized documentation from an employer that the student is employed in Iowa or a signed and notarized statement from the student describing employment and sources of support;
- Iowa state income tax return;
- An Iowa driver's license;
- An Iowa vehicle registration card;
- An Iowa voter registration card; and
- Proof of Iowa Homestead credit on property taxes.

If a student gives misleading or incorrect information for the purpose of evading payment of non-resident fees, he or she must pay the non-resident fees for each term the student was not officially classified as a non-resident.

The registrar or office staff designated by the community college shall administer these regulations. Resident and non-resident tuition rates must be printed and available in the catalog or another major college publication.

Section 3—Residency of Minor Students

The domicile of a minor shall follow that of the parent with whom the minor resides except where emancipation of said minor could be proven. The word "parent" herein used shall include legal guardian or others in cases where the lawful custody of a minor has been awarded to persons other than actual parents.

A minor living with a resident of Iowa who is legally responsible for the minor shall be granted resident status if the minor has lived with the Iowa resident for at least 90 days immediately prior to enrollment.

The residency status of an emancipated minor shall be based upon the same qualifications established for a person having attained majority.

Section 4—Residency of Students who are not Citizens of the United States

A person who is a refugee or who is granted asylum by an appropriate agency of the United States must provide proof of certification of refugee or asylum grantee status. A person may be granted resident status for admission and tuition purposes when the person comes directly, or within a reasonable time, to the State of Iowa from a refugee facility or port of debarkation and has not established domicile in another state.

A person, who has immigrant status, and his or her spouse or dependents, may establish Iowa residency in the same manner as a United States citizen.

A person who has non-immigrant status and who holds a non-student visa, and his or her spouse or dependents, may establish residency in the same manner as a United States citizen. An alien who has non-immigrant status and whose primary purpose for being in Iowa is educational is classified as non-resident. A "student visa" is prima facie evidence of non-residency. (I.e., in a rare case, a student holding the visa could overcome the presumption of non-residency.)

Section 5—Residency of Federal Personnel and Dependents

A person and his/her spouse, who has moved into the State of Iowa as the result of military or civil orders from the federal government, and the minor children of such persons, are entitled to immediate Iowa residency status.

Section 6—Veteran's Exemption

A military service veteran who was a resident of the state of Iowa prior to entering the service shall be classified as a resident if the veteran returns to Iowa upon separation from service and his/her separation papers are filed with the county recorder.

Section 7—Reclassification of Residency Status

It is the responsibility of a student to request a reclassification of residency status. If a student is reclassified as a resident for tuition purposes, such classification shall be effective beginning with the next term for which the student enrolls. In no case shall reclassification to residency status be made retroactive for tuition and fee purposes, even though the student could have previously qualified for residency status had the student applied.

Section 8—Appeal

The decision on the residency status of a student for admission, tuition, and fee purposes may be appealed to a review committee established by the community college. The findings of the review committee may be appealed to the community college board, whose decision shall be a final administrative decision.

Uniform Tuition Policy approved by the Iowa State Board of Education June 7, 2001.

APPENDIX D

Perkins Distribution

The purpose of the federal Perkins is to develop more fully the academic and career/technical skills of secondary and postsecondary students who elect to enroll in career and technical education programs.

Each year the postsecondary Perkins allocation is distributed to the community colleges based on Federal criteria and state plan via the audited Pell and BIA count. The IDOE staff conducts audits of each college's Pell and BIA count to verify that students included are appropriate based on eligibility requirements.

Eligibility:

The criteria for reporting students who are eligible to be included in the count for Perkins distribution are as follows:

- has declared a major in a IDOE approved career/technical education or career option/college parallel program;
- has been accepted into the program with full access to courses leading to completion;
- is enrolled in one or more courses of the technical core (occupationally-specific) of the program's approved curriculum (AS-28); and
- is a recipient of a Pell grant from the U.S. Department of Education or financial assistance from the Bureau of Indian Affairs (BIA) of the U.S. Department of Interior.

All of the above criteria must be met for students to be included in the count.

Definitions:

Definitions, relating to the criteria used for determining the Perkins distribution, are located in the MIS Data Dictionary.

Procedure:

The procedure (by electronic documents) used to determine the eligible count for each college that is used in the distribution formula is as follow:

- AS28 – the technical core courses are checked by the college on the AS28's, as submitted for the prior year audit as well as the new programs in the fiscal year, for each IDOE approved career/technical education and college parallel/career option programs. The AS28's should be updated to ensure that the current courses identified are correct (please note if you have made changes and/or added new courses). On those AS28's where changes have been made, electronically return a copy to the Department;
- Certified Pell Count – the total unduplicated number of Pell recipients who are career/technical education and college parallel/career option students during the previous academic year are indicated on the Certified Total Unduplicated Vocation Pell Count Report. A certified hard copy, with the appropriate signature (President or his/her designee) must be sent to the Department's Division Administrator.
- Unduplicated Detail Listing of Students – the college prepares a list of the students in the Certified Pell Count. The listing includes student name, social security number, program major, location of student's record, and CIP number of program enrolled in;
- Pell Questionnaire – a list of questions to be completed by the individuals responsible for identifying the core courses, list of students and Pell count. They relate to student major, acceptance in major, change of major, steps taken to identify Pell count, Pell grant year, and individuals responsible for reviewing the AS28's;

- Audit Sample – an audit of student’s college records is conducted by a random sample of the students on the Unduplicated Detail Listing of Students. For the students included in the audit sample, the college is notified to submit each student’s (1) transcript and (2) the letter of acceptance or an official record showing the student’s acceptance into the program. These items are sent to the Department via certified mail and are placed in a secure location. Due to the confidentiality of transcripts and social security numbers, the transcripts and additional material are under lock, checked in and out for staff review, never leave building, and shredded or returned to the college by certified mail;
- Audit Findings – result of the Department’s audit is communicated to the college to determine if they have additional material to be submitted related to the audit and to obtain their acceptance of the findings;
- Eligible Count – result of the above steps in the Procedure indicates the college’s eligible students to be used in the count for determining the Perkins allocation.

Distribution:

Perkins funding is distributed to the colleges based on the percentage their Pell count comprises the total community colleges Pell count population.

For additional information contact the IDOE 515-281-3550 or 515-281-4700.

APPENDIX E

Adult High School Diploma Identification Codes

District Code	School Code	Community College
9901	0000	Northeast Iowa Community College
9902	0000	North Iowa Community College
9903	0000	Iowa Lakes Community College
9904	0000	Northwest Iowa Community College
9905	0000	Iowa Central Community College
9906	0000	Iowa Valley Community College District
9907	0000	Hawkeye Community College
9909	0000	Eastern Iowa Community College District
9910	0000	Kirkwood Community College
9911	0000	Des Moines Area Community College
9912	0000	Western Iowa Tech Community College
9913	0000	Iowa Western Community College
9914	0000	Southwestern Community College
9915	0000	Indian Hills Community College
9916	0000	Southeastern Community College
9900	0000	Non-Iowa Community College

