Academic Year 2016-2017

Management Information System (MIS) Reporting Manual

Iowa Community Colleges

State of Iowa
Department of Education
Division Community Colleges
Grimes State Office Building
Des Moines, IA 50319-0146

April, 2016

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Reporting Schedule

Report	Deadline
I. Fall Reporting	
A. Transmittal Form – Data Records, On or Before	October 7
B. Fall Term/Credit Student Information File, On or Before	October 7
C. Fall Term/Credit Student Course File, On or Before	October 7
D. Electronic Course Catalog File, On or Before	October 7
II. Year End Reporting	
A. Transmittal Form – Data Records, On or Before	September 17
B. Year-End Credit Student Information File, On or Before	September 17
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E. Transmittal Form – Non-Credit Data Records, On or Before	September 17
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L. Human Resources Position File, On or Before	September 17
M. Transmittal Form - Credit Student Award File, On or Before	September 17
N. Credit Student Award File, On or Before	September 17
O. Non-Credit Student Award File, On or Before	September 17
P. Transmittal Form – Non-Credit Student Award File, On or Before	September 17
Q. Secondary Jointly Administered, On or Before	September 17

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 web server
at https://eft.ed.iowa.gov/EFTClient/Account/Login.htm

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	Alex Harris	Alex.harris@	281-3640
CIP Numbers/Identification Code Sets	Barbara Burrows	Barbara.Burrows@	725-2247
Secondary (Credit, Non-Credit, Jointly Admin., etc.)	Vladimir Bassis	Vladimir.bassis@	281-3671
Human Resources	Vladimir Bassis	Vladimir.bassis@	281-3671
Data Submittal	Vladimir Bassis	Vladimir.bassis@	281-3671

MIS ADVISORY COMMITTEE

The MIS Advisory Committee has been established to analyze and review the content of the MIS Reporting Manual and MIS Glossary. The Committee is being convened on semi-annual basis for the discussion of upcoming modifications of the MIS Reporting Manual and Glossary. The members of the Committee represent a variety of positions and professional specialties of all Iowa community colleges.

Connie Buhr, Hawkeye Community College, Institutional Research and Accountability, HCC CurricUNET Administrator, CCN Task Group.

Dena Dennis, Kirkwood Community College, Registrar, KCC CurricUNET Administrator.

Teresa Garcia, Southeastern Community College, Executive Dean, Keokuk Campus, Adult Literacy Coordinator.

Barbara Grandstaff, Iowa Lakes Community College, Registrar, CurricUNET Administrator.

Gary Kaufman, Des Moines Area Community College, MIS Reporting Officer.

Katherine Knobloch, Northwest Iowa Community College, MIS Reporting Officer.

Lor Miller, Northeast Iowa Community College, Institutional Research and Accountability, MIS Reporting Officer.

Kim Oaks, Southwestern Community College, Dean of Continuing Education.

Chris Russell, Iowa Valley Community College District, Dean of Student and Academic Affairs.

Shelly Schmidt, North Iowa Area Community College, Director of Human Resources.

Erin Snyder, Eastern Iowa Community Colleges, MIS Reporting Officer.

Trina Staton, Iowa Central Community College, CTE Dean.

Matthew Thompson, Indian Hills Community College, Vice President, Academic Affairs and Institutional Effectiveness, CCN Task Group.

Andrea Mahlberg, Iowa Western Community College, MIS Reporting Officer.

Erin Volk, Western Iowa Tech Community College, Institutional Effectiveness and Research, MIS Reporting Officer.

MIS Reporting Manual AY 2016-2017
Revisions, additions and corrections

1. Fall Student Information and Credit Course reporting.

   a. All data elements for preceding Academic Year are replicated in Fall Enrollment section. Data that may not be available at point-in-time reporting format is flagged as such.

REASON: Colleges requested this replication in order to avoid time-consuming system adjustments in between AY/Fall Enrollment reporting.

   b. Add point-in-time counts definition of enrollment to #1 p. A-5: For the purpose of this section, enrollment is defined as a point-in-time count of students who were either in class or registered for a class scheduled for the Fall Term or Quarter of the reported year.

REASON: To achieve uniformity in approaches to point-in-time enrollment counts among Iowa community colleges.

   c. Remove information and code sets for reporting of Associate of Arts/Career Option programs.

REASON: Iowa Code section 256.7(5): "Each state-approved associate of science-career option (AS-CO) program of study shall be phased out by the end of the 2015-2016 academic year. All existing AS-CO programs shall be modified to meet the parameters of allowable award types or shall be discontinued."

2. Student Information and Credit Course Reporting.

a. Remove information and code sets for reporting of Associate of Arts/Career Option programs.

REASON: Iowa Code section 256.7(5): "Each state-approved associate of science-career option (AS-CO) program of study shall be phased out by the end of the 2015-2016 academic year. All existing AS-CO programs shall be modified to meet the parameters of allowable award types or shall be discontinued."

The following set of new data elements are added to Student Information file (p. B-13) based on Home Base Iowa (HBI) initiative. The Home Base Iowa initiative is intended to help veterans make a smooth transition to civilian life in Iowa. Iowa's higher education community is supporting the effort by recruiting veterans, ensuring appropriate credit is awarded for military education and experience, and providing campus veteran support services. The data reporting requirements support the effort to ensure veterans receive appropriate credit for prior military training or experience (Iowa Code, Sec.260C.14)24)).

b. Added data element AP: Veteran Status (as defined in Data Glossary for HBI purposes).
c. Added data element AR: Received Transcripted Credit for military service, training or experience.
d. Added data element AS: Number of Military Credit Hours.
e. Added data element AT: Number of Military Credit Applied to First Intended Major.
f. Added data element AU: PACE (Pathways for Academic Career and Employment) program participant with the following coding:

   0 = No, this student does not participate in PACE program
   1 = Yes, this student participates in PACE program
   REASON: Need to reconcile PACE quarterly report with actual enrollment numbers.

3. Non-Credit Course Reporting

   Introduce PACE (Pathways for Academic Career and Employment) program participation reporting in non-credit student information file (date element R, p.C-18) with the following coding:

   0 = No, this student does not participate in PACE program
   1 = Yes, this student participates in PACE program
   REASON: Need to reconcile PACE quarterly report with actual enrollment numbers.

4. Appendix A.

a. Remove information and code sets for reporting of Associate of Arts/Career Option programs.

REASON: Iowa Code section 256.7(5): "Each state-approved associate of science-career option (AS-CO) program of study shall be phased out by the end of the 2015-2016 academic year. All existing AS-CO programs shall be modified to meet the parameters of allowable award types or shall be discontinued."

5. Data Glossary.
    a. Added definitions of Home Base Iowa (HBI) initiative, Military Credit, and Veteran (as defined for HBI purposes).
    b. Added a clause explaining AS/CO programs closing as of the end of AY 2015-2016.
    c. Added PACE program description.

Fall Credit Student Enrollment Reporting

Section

A

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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		
Students with no declared program of study/unknown program of study	24.01010000	03 08 11 03
Liberal Arts and Sciences: AA degree	24.01010200	03 08 11 03
Liberal Arts and Sciences: AS degree	24.01010200	03 09 11 03
General Studies: AGS degree	24.01020200	03 10 11 03
Career & Technical Education		
Preparatory		
Full-Time Preparatory, No Special Emphasis		
AAS degree	Occupational Specific	03 02 11 03
AAA degree	Occupational Specific	03 13 11 03
APS degree	Occupational Specific	03 11 11 03
Apprenticeship (Non-IEDA 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

*Code Set combinations are provided as examples; other code combinations are possible if approved by the Department of Education.

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 Programs

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 7 of the reporting academic 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). For the purpose of this section, enrollment is defined as a point-in-time count of students who were either in class or registered for a class scheduled for the Fall Term or Quarter of the reported year.
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 are 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. High School Equivalency Diploma 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

CIP	Code Set
Occupational Specific	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 will use course numbers under 100 for developmental education.**

2. Apprenticeship

CIP	Code Set
Occupational Specific	03 02 04 03

Apprenticeship credit programs that are not 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 registered with the United States Department of Labor and the Office of Apprenticeship in accordance with the National Apprenticeship Act. Students must be registered apprentices with the Office of Apprenticeship.

3. Advanced Standing Career/Vocational Education Programs

CIP	Code Set
Occupational/Subject	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

CIP	Code Set
Occupational Specific	03 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

CIP	Code Set
Occupational Specific	03 03 47 03

Credit programs, 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.

NOTE: Credit student enrollments must be included under the "Registration Type 1= contract training/services."

6. Postsecondary Enrollment Options (PSEO) and Contractual Agreements

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 File. Enrollments are eligible for state general aid and must meet the Instructional Program/Course Criteria. Enrollments must be reported along with the postsecondary enrollments in the same courses.

7. Recertification/Relicensure Programs

CIP	Code Set
Occupational/Subject	03 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 (master's 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	Deadlines
Transmittal Form – Data Records File	On or before October 7, 2016
Credit Student Information Files	On or before October 7, 2016
Credit Student Course Files	On or before October 7, 2016
Electronic Credit Course Catalog Files	On or before October 7, 2016

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at https://eft.ed.iowa.gov/EFTClient/Account/Login.htm

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	3-11	9	Social security number, including leading zeros. Enter "999999999" if unknown.
C	Unique Student Identifier/ Locally Assigned	12-20	9	Nine digits for locally assigned unique student identifier, including leading zeros. The college has a responsibility to ensure that all students carry the same locally assigned identifier throughout their attendance at the college.
D	Student Last Name	21-70	50	Legal last name of the student: up to 50 characters
E	Student First Name	71-120	50	Legal first name of the student: up to 50 characters
F	Student Middle Name or Middle Initial	121-170	50	Legal middle name or middle initial of the student: up to 50 characters
G	Birth Date	171-178	8	Date of birth in format CCYYMMDD (Ex: Sept 14, 1968 would be 19680914) Blank = No Response
H	Gender	179	1	0 = Unknown 1 = Male 2 = Female
I	Ethnicity	180	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	181	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	182	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	183	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	184	1	This includes, for example, Philippine Islands and Samoa 1 = Yes 0 = No
N	Race: White	185	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	186	1	1 = Yes: fields J-N = 0 0 = No: at least one field J-N = 1
P	Previously Attended Another Postsecondary Institution	187	1	1 = Yes 0 = No
Q	Highest Degree Earned at Another Postsecondary Institution	188	1	0 = Unknown 3 = 4-year degree 1 = less than 2 year 4 = Graduate degree 2 = 2-year degree 5 = None
R	Transfer Credit Hours Granted	189-194	6	Number of transfer credit hours posted to student transcript at time of report. Must include decimal point. (Examples: 001.25 or 100.50 or 001.00)
S	First Enrollment Date, This College	195-200	6	First enrollment date in format CCYYMM (Example: May 1998 would be 199805)
T	Earned Credit Hours	201-206	6	The total credit hours posted to student transcript at time of report. (Examples: 001.25 or 100.50 or 001.00)

C. Fall Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
U	High School Award Type	207	1	0 = Unknown 3 = Non-graduate 1 = High school diploma 4 = Still in high school (9-12) 2 = High School Equivalency Diploma 5 = Adult High School Diploma
V	Year of High School Award	208-211	4	CCYY (will be blank if 0, 3 or 4 is used for high school award type)
W	Limited English Proficient	212	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	213	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	214	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	215	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	216	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 Attainment*	217	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	218	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.
AD	Student Intent/Goal (Data Element NOT Related to Funding-Intent/Goal of Student at Registration)	219	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
AE	Iowa DE High School Identification Code Set and Community College Adult High School Diploma Identification	220-227	8	Iowa High School Code Sets consist of the combination of the District Code and School Building Code. Use for currently enrolled students or graduates of an Iowa High School: see IDE reference tables at https://www.educateiowa.gov/education-statistics#Non_Student_District_Data For Community College Adult High School Diploma Code Sets refer to Appendix E. Use leading zeros, e.g., District 27 and School Building 172 = 00270172. For unknown Iowa High School Code use "99999999" Home schooled students - use local high school code. Use in addition to or in lieu of ACT/CEEB High School codes.
AF	ACT/CEEB High School Identification codes	228-235	8	ACT/CEEB codes use leading zeroes to fill 8 positions. Example: Adel, ACT = 160010, submit=00160010. Home schooled students - use local high school code. For unknown ACT/CEEB codes use "99999999".Use in addition to or in lieu of Iowa DE High School codes.
Program Identifier-Student Major/Program of Study at Reporting Time		Report each component as a separate field. Note: For post-secondary students, report the declared major/program of study for credit students as of the date of reporting. If a student has not declared a major/program of study, 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 undeclared major. Secondary students will be assigned the program based on a college official policy for secondary student enrollment.		
AG	Student CIP Major or program CIP Number	236-245	10	First 10 digits including leading zeros – Last known Student Major/program of study.
AH	Student Second CIP Major or second program CIP Number	246-255	10	First 10 digits including leading zeros – Last known Student Major/program of study, if registered for dual majors/programs of study. Enter "9999999999" if there is no second major/program of study.
AI	State Student Identification Number	256-265	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.
AJ	Student's Permanent Address Zip Code	266-270	5	Use five characters for the student's permanent U.S. address zip code. Use 99999 if unknown or outside of the U.S.
AK	Pell Grant Status*	271	1	1 = Yes 0 = No Indicates whether the student was awarded Pell Grant, regardless of actual disbursement of the Grant.
AL	Student program of study declared as of the end of the Fall Term**	272-281	10	Report the CIP number of declared program of study at the end of the Fall Term of the reporting AY; if no program of study has been declared, or may not be declared, report the student under CIP number 2401010000.
AM	Referral to/Placement in Developmental Math	282	1	0 = the student was not tested for developmental Math need or the student was tested but not referred to nor placed in developmental Math; 1 = the student was referred to or placed in developmental Math with course sequence one level below a college level course; 2 = the student was referred to or placed in developmental Math with course sequence two levels below a college level course; 3 = the student was referred to or placed in developmental Math with course sequence three levels below a college level course. If no developmental levels are assigned, use code 1 for all developmental referrals/placements. 9 = Unknown

C. Fall Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
AN	Referral to/Placement in Developmental English	283	1	0 = the student was not tested for developmental English need or the student was tested but not referred to nor placed in developmental English; 1 = the student was referred to or placed in developmental English with course sequence one level below a college level course; 2 = the student was referred to or placed in developmental English with course sequence two levels below a college level course; 3 = the student was referred to or placed in developmental English with course sequence three levels below a college level course. If no developmental levels are assigned, use code 1 for all developmental referrals/placements. 9 = Unknown
AO	Referral to/Placement in Developmental Reading	284	1	0 = the student was not tested for developmental Reading need or the student was tested but not referred to nor placed in developmental Reading; 1 = the student was referred to or placed in developmental Reading with course sequence one level below a college level course; 2 = the student was referred to or placed in developmental Reading with course sequence two levels below a college level course; 3 = the student was referred to or placed in developmental Reading with course sequence three levels below a college level course. If no developmental levels are assigned, use code 1 for all developmental referrals/placements. Colleges who do not have separate developmental English and developmental reading courses should report the combined subject under Developmental English. 9 = Unknown

*The data for this item may not be available at the time of the reporting. If unknown, use code “0”.
**The data for this item is not available at point-in-time data collection and the requirement for it is based on the need to replicate preceding AY data reporting structure. Use code “2401010000” for all records.

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	3-11	9	Social security number, including leading zeros. Enter "999999999" if unknown
C	Unique Student Identifier/ Locally Assigned	12-20	9	Nine digits for locally assigned unique student identifier, including leading zeros. The college has a responsibility to ensure that all students carry the same locally assigned identifier throughout their attendance at the college.
D	Registration Type	21	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	22	1	0 = Not Applicable 1 = Postsecondary Enrollment Option Act (PSEO) 2 = Contract Agreement (28E Agreement) 3 = Tuition Student
F	Residency	23	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/program of study at Registration		Report each component as a separate field. Note: For post-secondary students, report the declared major/program of study for credit students as of the date of registration. If a student has not declared a major/program of study, 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 undecided major/program of study. Secondary students will be assigned the program based on a college official policy for secondary student enrollment.		
G	CIP Number	24-33	10	10 digits including leading zeros-Identifying Student Major/program of study Only
H	Identification Code Set - Instructional Level	34-35	2	03 = Postsecondary
I	Identification Code Set-Type - Program, Course, Service, and/or Activity	36-37	2	02 = Full-Time Preparatory 03 = Short-Term Preparatory 07 = Part-Time Preparatory 08 = Associate of Arts/Undeclared major 09 = Associate of Sciences 10 = Associate of General Studies 11 = Associate of Professional Studies 12 = Preparatory Advanced Standing 13 = Associate of Applied Arts 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	38-39	2	04 = Apprentice (Non-IEDA Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 47 = Contract/Customized Bus/Ind Training
K	Identification Code Set-Object and Purpose	40-41	2	03 = Credit
L	Common Course Number	42-47	6	Iowa Common Course Number: alphanumeric course identifier with three alpha characters for course prefix and three numeric characters for course number.

D. Fall Credit Student Course File

Field	Data Element	Pos.	Len.	Field Description
M	Course Start Date	48-55	8	CCYYMMDD- (Example: August 1, 2006 would be 20060801)
N	Course End Date	56-63	8	CCYYMMDD- (Example: December 1, 2006 would be 20061201)
O	Date Student Entered Course	64-71	8	CCYYMMDD- (Example: August 1, 2006 would be 20060801)
P	Date Student Exited Course	72-79	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	80-84	5	Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00)
R	Distance Learning	85	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	86	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	87-92	6	Use up to two decimal places as appropriate (Examples: 001.25 or 010.50 or 001.00)
U	First Instructor's SSN	93-101	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	102-104	3	Percent of the course taught by instructor in field U including leading zeros. Example: 009 or 060, or 100.
W	Second Instructor's SSN	105-113	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[1]	114-116	3	Percent of the course taught by instructor in field W including leading zeros. Example: 009 or 060, or 100.
Y	Earned Credit Hours*	117-121	5	Report earned credit hours if the course is finished before reporting time. Use 00.00 if the credit was not earned or the course was not finished at the time of the reporting.
Z	Successful course completion*	122	1	Indicate whether the student successfully completed the course. Successful completion of a course is defined as earning a grade of at least a "C" or "Passing", if the course is graded as "pass/fail". Any "C" grade ("C+", "C", "C-" is considered a "C" grade. If the course was not successfully completed at the end of the course, or data reporting time precedes course end date, report the course as not completed. 0 = course not completed 1 = course completed
AA	Course Section Number	123-141	19	Combination of characters assigned by a college to a course section up to 19 characters. Must NOT include Iowa Common Course Number.
AB	Course Discipline	142	1	E = English, M = Mathematics, R = Reading, Z = any other discipline or department. Colleges who do not have separate English and reading courses should report the combined subject under English.
AC	Course level	143	1	0 = college level; 1 = 1 level below college level; 2 = 2 levels below college level; 3 = 3 levels below college level. If "below college level" courses are not stratified further, use code 1 for all below college level courses
AD	Term or Quarter	144	1	1 = Fall; 2 = Winter; 3 = Spring; 4 = Summer.

[1]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%.

*The data for this item may not be available at the time of the reporting. If unknown, use code "0".

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	3-8	6	Common Course Number: combination of six alpha/numeric characters assigned by a college to a course
C	Course Name/Title	9-83	75	Combination of alpha/numeric characters assigned by a college to the course name/title.

Academic Year Credit Student Enrollment Reporting

Section B

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I. Academic 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		
Students with no declared program of study/unknown program of study	24.01010000	03 08 11 03
Liberal Arts and Sciences: AA degree	24.01010200	03 08 11 03
Liberal Arts and Sciences: AS degree	24.01010200	03 09 11 03
General Studies: AGS degree	24.01020200	03 10 11 03
Career & Technical Education		
Preparatory		
Full-Time Preparatory, No Special Emphasis		
AAS degree	Occupational Specific	03 02 11 03
AAA degree	Occupational Specific	03 13 11 03
APS degree	Occupational Specific	03 11 11 03
Apprenticeship (Non-IEDA 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

*Code Set combinations are provided as examples; other code combinations are possible if approved by the Department of Education.

Academic 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. Secondary-Postsecondary Enrollment Options (PSEO)
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 at the Department of Education and must be ASCII fixed length files.

Academic Year Credit Student Enrollment Files are due on September 17 of the year following the reporting academic year and should include all information available as of the end of reported academic year. Each Iowa community college defines the beginning and the end of an academic year based on the MIS Data Glossary definition.

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 Academic Year data confirmations. Colleges are responsible for the maintenance of the provided ID numbers for the complete period of students' education with a college.

II. 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.

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. Academic 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 are 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 situation:

   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. High School Equivalency Diploma tests, independent testing for licensure boards, independent screening and testing for business and industry, governmental agencies, other independent standardized testing programs).

B. Academic 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	CIP	Code Set
	Occupational Specific	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	CIP	Code Set
	Occupational Specific	03 02 04 03

Apprenticeship credit programs that are not 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 registered with the United States Department of Labor and the Office of Apprenticeship in accordance with the National Apprenticeship Act. Students must be registered apprentices with the Office of Apprenticeship.

3. Advanced Standing Career/Vocational Education Programs	CIP	Code Set
	Occupational/Subject	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	CIP	Code Set
	Occupational Specific	03 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	CIP	Code Set
	Occupational Specific	03 03 47 03

Credit programs, 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.
NOTE: Credit student enrollments must be included under the "Registration Type 1= contract training/services."

6. Postsecondary Enrollment Options (PSEO) and Contractual Agreements

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 File. Enrollments are eligible for state general aid and must meet the Instructional Program/Course Criteria. Enrollments must be reported along with the postsecondary enrollments in the same courses.

7. Recertification/Relicensure Programs	CIP	Code Set
	Occupational/Subject	03 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 Attainment	CIP Occupational/Subject	Code Set Program Specific

Perkins grant accountability requires performance measuring for CTE students. Technical Skill Attainment is one of the Perkins performance indicators. The performance measurement is conducted by each community college. The resulting data is reported in the Student Information file to indicate whether or not a student was assessed under the reported major, and whether the assessed student was found proficient under that major. The Technical Skill Attainment measure is defined precisely in the Data Glossary. Details about the Technical Skill Attainment definition can be found in the Iowa Five-Year State Plan for the Carl D. Perkins federal grant and can be accessed using the following link: https://www.educateiowa.gov/perkins-0

9. Veteran Status	CIP Occupational/Subject	Code Set Program Specific

The Home Base Iowa initiative is intended to help veterans make a smooth transition to civilian life in Iowa. Iowa's higher education community is supporting the effort by recruiting veterans, ensuring appropriate credit is awarded for military education and experience, and providing campus veteran support services. An annual report with the governor and the general assembly is mandated to provide information and statistics on the number of students who are veterans and who received education credit for military education, training, and service, that number as a percentage of veterans known to be enrolled at the college, the average number of credits received by students, and the average number of credits applied towards the award of a certificate, competency-based credential, postsecondary diploma, or associate degree.

10. Pathways for Academic Career and Employment (PACE)	CIP Occupational/Subject	Code Set Program Specific

The PACE program funding is to be used to implement a simplified, streamlined, and comprehensive process, along with customized support services, to enable eligible participants to acquire effective academic and employment training to secure gainful, quality, in-state employment. For more information, visit DE web page: https://www.educateiowa.gov/adult-career-community-college/community-colleges/pathways-academic-career-and-employment-pace

IV. Academic Year Credit File Layouts

A. Data Submission Deadlines

Files / Reports	Academic Year Deadlines
Transmittal Form – Data Records File	On or before September 17, 2017
Credit Student Information Files	On or before September 17, 2017
Credit Student Course Files	On or before September 17, 2017
Electronic Credit Course Catalog Files	On or before September 17, 2017

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at https://eft.ed.iowa.gov/EFTClient/Account/Login.htm
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. Academic 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	3-11	9	Social security number, including leading zeros. Enter "999999999" if unknown.
C	Unique Student Identifier/ Locally Assigned	12-20	9	Nine digits for locally assigned unique student identifier, including leading zeros. The college has a responsibility to ensure that all students carry the same locally assigned identifier throughout their attendance at the college.
D	Student Last Name	21-70	50	Legal last name of the student
E	Student First Name	71-120	50	Legal first name of the student
F	Student Middle Name or Middle Initial	121-170	50	Legal middle name or middle initial of the student
G	Birth Date	171-178	8	Date of birth in format CCYYMMDD (Ex: Sept 14, 1968 would be 19680914) Blank = No Response
H	Gender	179	1	0 = Unknown 1 = Male 2 = Female
I	Ethnicity	180	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	181	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	182	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	183	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	184	1	This includes, for example, Philippine Islands and Samoa 1 = Yes 0 = No
N	Race: White	185	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	186	1	1 = Yes: fields J-N = 0 0 = No: at least one field J-N = 1
P	Previously Attended Another Postsecondary Institution	187	1	1 = Yes 0 = No
Q	Highest Degree Earned at Another Postsecondary Institution	188	1	0 = Unknown 3 = 4-year degree 1 = less than 2 year 4 = Graduate degree 2 = 2-year degree 5 = None
R	Transfer Credit Hours Granted	189-194	6	Number of transfer credit hours posted to student transcript at time of report. Must include decimal point. (Examples: 001.25 or 100.50 or 001.00)
S	First Enrollment Date, This College	195-200	6	First enrollment date in format CCYYMM (Example: May 1998 would be 199805)

C. Academic Year Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
T	Earned Credit Hours	201-206	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	207	1	0 = Unknown 3 = Non-graduate 1 = High school diploma 4 = Still in high school (9-12) 2 = High School Equivalency Diploma 5 = Adult High School Diploma
V	Year of High School Award	208-211	4	CCYY (will be blank if 0, 3 or 4 is used for high school award type)
W	Limited English Proficient	212	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	213	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	214	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	215	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	216	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 Attainment	217	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	218	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. Academic 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)	219	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	Iowa DE High School Identification Code Set and Community College Adult High School Diploma Identification	220-227	8	Iowa High School Code Sets consist of the combination of the District Code and School Building Code. Use for currently enrolled students or graduates of an Iowa High School: see IDE reference tables at https://www.educateiowa.gov/education-statistics#Non_Student_District_Data For Community College Adult High School Diploma Code Sets refer to Appendix E. Use leading zeros, e.g., District 27 and School Building 172 = 00270172. For unknown Iowa High School Code use "99999999" Home schooled students - use local high school code. Use in addition to or in lieu of ACT/CEEB High School codes.
AF	ACT/CEEB High School Identification codes	228-235	8	ACT/CEEB codes use leading zeroes to fill 8 positions. Example: Adel, ACT = 160010, submit=00160010. Home schooled students - use local high school code. For unknown ACT/CEEB codes use "99999999".Use in addition to or in lieu of Iowa DE High School codes.
Program Identifier-Student Major/Program of Study at Reporting Time		Report each component as a separate field. Note: For post-secondary students, report the declared major/program of study for credit students as of the date of reporting. If a student has not declared a major/program of study, 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 undeclared major. Secondary students will be assigned the program based on a college official policy for secondary student enrollment.		
AG	Student CIP Major or program CIP Number	236-245	10	First 10 digits including leading zeros – Last known Student Major/program of study.
AH	Student Second CIP Major or second program CIP Number	246-255	10	First 10 digits including leading zeros – Last known Student Major/program of study, if registered for dual majors/programs of study. Enter "9999999999" if there is no second major/program of study.
AI	State Student Identification Number	256-265	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.
AJ	Student's Permanent Address Zip Code	266-270	5	Use five characters for the student's permanent U.S. address zip code. Use 99999 if unknown or outside of the U.S.
AK	Pell Grant Status[1]	271	1	1 = Yes 0 = No Indicates whether the student was awarded Pell Grant, regardless of actual disbursement of the Grant.
AL	Student program of study declared as of the end of the Fall Term	272-281	10	Report the CIP number of declared program of study at the end of the Fall Term of the reporting AY; if no program of study has been declared, or may not be declared, report the student under CIP number 2401010000. Use code "9999999999" for students who were not enrolled during Fall Term.

C. Academic Year Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
AM	Referral to/Placement in Developmental Math	282	1	0 = the student was not tested for developmental Math need or the student was tested but not referred to nor placed in developmental Math; 1 = the student was referred to or placed in developmental Math with course sequence one level below a college level course; 2 = the student was referred to or placed in developmental Math with course sequence two levels below a college level course; 3 = the student was referred to or placed in developmental Math with course sequence three levels below a college level course. If no developmental levels are assigned, use code 1 for all developmental referrals/placements. 9 =Unknown
AN	Referral to/Placement in Developmental English	283	1	0 = the student was not tested for developmental English need or the student was tested but not referred to nor placed in developmental English; 1 = the student was referred to or placed in developmental English with course sequence one level below a college level course; 2 = the student was referred to or placed in developmental English with course sequence two levels below a college level course; 3 = the student was referred to or placed in developmental English with course sequence three levels below a college level course. If no developmental levels are assigned, use code 1 for all developmental referrals/placements. 9 = Unknown
AO	Referral to/Placement in Developmental Reading	284	1	0 = the student was not tested for developmental Reading need or the student was tested but not referred to nor placed in developmental Reading; 1 = the student was referred to or placed in developmental Reading with course sequence one level below a college level course; 2 = the student was referred to or placed in developmental Reading with course sequence two levels below a college level course; 3 = the student was referred to or placed in developmental Reading with course sequence three levels below a college level course. If no developmental levels are assigned, use code 1 for all developmental referrals/placements. Colleges who do not have separate developmental English and developmental reading courses should report the combined subject under Developmental English. 9 = Unknown
AP	Veteran Status[2]	285	1	0 = not a veteran 1 = veteran
AR	Received Transcripted Credit for Military Service, training, or experience	286	1	0 = did not receive credit by the end of the first term of enrollment 1 = received credit by the end of the first tem of enrollment 2 = Not applicable/Unknown
AS	Number of Military Credits	287-292	6	The total credit hours applied to the student's for military training, service or experience. (Examples: 001.25 or 100.50 or 001.00)
AT	Number of Military Credits Applied to First Intended Major	293-298	6	The total military credit hours applied to the student's first intended major (Examples: 001.25 or 100.50 or 001.00)
AU	Pathways for Academic Career and Employment (PACE)	299	1	0 = No, this student does not participate in PACE program 1 = Yes, this student participates in PACE program

[1]For Voluntary Framework of Accountability (VFA) reporting purposes, Pell Status is intended as a proxy for a socio-economic status. The award of the Pell grant to a student is used when determining this measure, and not the disbursement of the grant.
[2]As defined in Data Glossary for Home Base Iowa reporting purposes.

D. Academic 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	3-11	9	Social security number, including leading zeros. Enter "999999999" if unknown.
C	Unique Student Identifier/ Locally Assigned	12-20	9	Nine digits for locally assigned unique student identifier, including leading zeros. The college has a responsibility to ensure that all students carry the same locally assigned identifier throughout their attendance at the college.
D	Registration Type	21	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	22	1	0 = Not Applicable 1 = Postsecondary Enrollment Option Act (PSEO) 2 = Contract Agreement (28E Agreement) 3 = Tuition Student
F	Residency	23	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/program of study at Registration		Report each component as a separate field. Note: For post-secondary students, report the declared major/program of study for credit students as of the date of registration. If a student has not declared a major/program of study, 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 undecided major/program of study. Secondary students will be assigned the program based on a college official policy for secondary student enrollment.		
G	CIP Number	24-33	10	10 digits including leading zeros-Identifying Student Major/program of study Only
H	Identification Code Set - Instructional Level	34-35	2	03 = Postsecondary
I	Identification Code Set-Type - Program, Course, Service, and/or Activity	36-37	2	02 = Full-Time Preparatory 03 = Short-Term Preparatory 07 = Part-Time Preparatory 08 = Associate of Arts//Undeclared major 09 = Associate of Sciences 10 = Associate of General Studies 11 = Associate of Professional Studies 12 = Preparatory Advanced Standing 13 = Associate of Applied Arts 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	38-39	2	04 = Apprentice (Non-IEDA Funded) 09 = Special Populations 11 = No Special Emphasis 30 = Corrections 47 = Contract/Customized Bus/Ind Training
K	Identification Code Set-Object and Purpose	40-41	2	03 = Credit

D. Academic Year Credit Student Course File

Field	Data Element	Pos.	Len.	Field Description
L	Common Course Number	42-47	6	Iowa Common Course Number: alphanumeric course identifier with three alpha characters for course prefix and three numeric characters for course number.
M	Course Start Date	48-55	8	CCYYMMDD- (Example: August 1, 2006 would be 20060801)
N	Course End Date	56-63	8	CCYYMMDD- (Example: December 1, 2006 would be 20061201)
O	Date Student Entered Course	64-71	8	CCYYMMDD- (Example: August 1, 2006 would be 20060801)
P	Date Student Exited Course	72-79	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	80-84	5	Use up to two decimal places as appropriate (Examples: 01.25 or 10.50 or 01.00)
R	Distance Learning	85	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	86	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	87-92	6	Use up to two decimal places as appropriate (Examples: 001.25 or 010.50 or 001.00)
U	First Instructor's SSN	93-101	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	102-104	3	Percent of the course taught by instructor in field U including leading zeros. Example: 009 or 060, or 100.
W	Second Instructor's SSN	105-113	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*	114-116	3	Percent of the course taught by instructor in field W including leading zeros. Example: 009 or 060, or 100.
Y	Earned Credit Hours	117-121	5	Report earned credit hours if the course is finished before reporting time. Use 00.00 if the credit was not earned or the course was not finished at the time of the reporting.
Z	Successful course completion	122	1	Indicate whether the student successfully completed the course. Successful completion of a course is defined as earning a grade of at least a "C" or "Passing", if the course is graded as "pass/fail". Any "C" grade ("C+", "C", "C-" is considered a "C" grade. If the course was not successfully completed at the end of the course, or data reporting time precedes course end date, report the course as not completed. 0 = course not completed 1 = course completed
AA	Course Section Number	123-141	19	Combination of characters assigned by a college to a course section up to 19 characters. Must NOT include Iowa Common Course Number.
AB	Course Discipline	142	1	E = English, M = Mathematics, R = Reading, Z = any other discipline or department. Colleges who do not have separate English and reading courses should report the combined subject under English.
AC	Course level	143	1	0 = college level; 1 = 1 level below college level; 2 = 2 levels below college level; 3 = 3 levels below college level. If "below college level" courses are not stratified further, use code 1 for all below college level courses
AD	Term or Quarter	144	1	1 = Fall; 2 = Winter; 3 = Spring; 4 = Summer.

*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	3-8	6	Common Course Number: combination of six alpha/numeric characters assigned by a college to a course
C	Course Name/Title	9-83	75	Combination of alpha/numeric characters assigned by a college to the course name/title.

Section C

Academic 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 Education and Literacy Program		
Basic Skills, General	32.01010000	04 40 11 04
Corrections – Juvenile	32.01010000	02 40 30 22
Corrections – Adult	32.01010000	04 40 30 22
Basic Skills, Math	32.01040000	04 40 11 04
Corrections – Juvenile	32.01040000	02 40 30 22
Corrections – Adult	32.01040000	04 40 30 22
Basic Skills, English	32.01080000	04 40 11 04
Corrections – Juvenile	32.01080000	02 40 30 22
Corrections – Adult	32.01080000	04 40 30 22
Job-Seeking/Changing Skills	32.01050000	04 40 11 04
Corrections-Juvenile	32.01050000	02 40 30 22
Corrections-Adult	32.01050000	04 40 30 22
Career Exploration/Awareness Skills	32.01070000	04 40 11 04
Corrections-Juvenile	32.01070000	02 40 30 22
Corrections-Adult	32.01070000	04 40 30 22
Basic Computer Skills	32.01100000	04 40 11 04
Corrections-Juvenile	32.01100000	02 40 30 22
Corrections-Adult	32.01100000	04 40 30 22
English Literacy (ELL/ESL)	32.01090000	04 40 11 04
English Literacy (ELL/ESL)-Citizenship	32.01091000	04 40 11 04
Community Rehabilitation Program	32.01990000	04 40 11 04
Secondary Education (Including Adult High School Diploma)		
Adult High School Diploma Course	53.01050000	04 41 11 04
Secondary High School Diploma Course (Non-Eligible)	53.01010000	02 41 11 22
Alternative High School (Non-Eligible)	53.01990000	02 41 11 22
Developmental/Remedial Math	32.01040000	04 41 11 04
Developmental/Remedial English	32.01080000	04 41 11 04
Job-seeking/Changing Skills	32.01050000	04 41 11 04 04 41 11 22
State or Federal Mandated, Recognized, Court Ordered/Referred		
State/Federal Mandated		
Child/Dependent Adult Abuse Mandatory Reporting	61.20000000	04 43 11 04
Environmental Auditor	61.10000000	04 43 11 04
Iowa Course for Drinking Drivers (DUI)	61.09000000	04 43 11 04
Parenting Skills/Human Growth & Development	61.16000000	04 43 11 04
Reserved Peace Officer Training	61.17000000	04 43 11 04
Professional Permit to Carry Weapons Training	61.24000000	04 43 11 04
Non-Professional Permit to Carry Weapons Training	61.24010000	04 43 11 04
State Recognized		
Driver Safety	61.08000000	04 44 11 04
Coaching Authorization	61.04000000	04 44 11 04
Drivers Education		
Secondary Districts Not Reporting	61.07000000	04 44 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)
Secondary Districts Reporting (Non-Eligible)	61.07000000	04 44 11 22
Hazardous Material	61.11000000	04 44 11 04
Hunter Safety & Ethics	61.12000000	04 44 11 04
Iowa Course for Driver Improvement (DIP)	61.06000000	04 44 11 04
Mine Safety and Health Administration (MSHA)	61.13000000	04 44 11 04
Motorcycle Rider	61.14000000	04 44 11 04
Motorized Bicycle (Moped)	61.15000000	04 44 11 04
School Bus Driver	61.18000000	04 44 11 04
Snowmobile Safety	61.19000000	04 44 11 04
All-Terrain Vehicles	61.21000000	04 44 11 04
Watercraft/Water Skis	61.22000000	04 44 11 04
Used Auto Dealer Training	61.23000000	04 43 11 04
Court Ordered/Referred	61.05000000	04 45 11 04
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
Workforce Training and Economic Development Fund		
260G (ACE, Accelerated Career Education)	Occupational/Subject	04 42 49 04
260F (Jobs Training Act)	Occupational/Subject	04 42 50 04
260C (Career Academies)	Occupational/Subject	04 42 51 04
260C.1 (Career & Technical Education - CTE)	Occupational/Subject	04 42 52 04
260C.1 (General Training, Retraining, & In-Service)	Occupational/Subject	04 42 53 04
260C.1 (Entrepreneurship/Small Business Assistance)	Occupational/Subject	04 42 54 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)
Recertification/Relicensure	Occupational/Subject	04 46 11 04
Community and Public Policy	44.05010000	04 48 11 04
Family/Individual Development and Health		
Family/Individual Development to Enhance Family Development	19.01010000	04 49 11 04
Family/Individual Development to Enhance Functioning in Society	19.01010000	04 49 11 22
Adult Learning (Non-Eligible)	Subject Specific	04 51 11 22
Leasure/Recreational (Non-Eligible)	36.XXXXXXXX[1]	04 50 11 22
Related Non-Credit College Activities (NOT included in State Reports)		
Community Service	62.30000000	04 71 70 22
Conferences/Special Events/Meetings	62.31000000	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.

[1]Use any appropriate Leisure and Recreational Activity CIP number (CIP cluster 36).

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 UNDER CURRENT REPORTING ACADEMIC YEAR:
    https://www.educateiowa.gov/adult-career-community-college/community-colleges/community-college-data-reporting
    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 an official school academic year basis. For courses which bridge two academic years, use the following procedure to determine in which year the data is to be reported: courses, which begin in one Academic Year (based on MIS Data Glossary definition) and end in the following Academic Year (based on MIS Data Glossary definition), will be reported in the Academic Year of the course end date.
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 <u>not</u> 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, and Community Rehabilitation Programs are considered eligible for 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

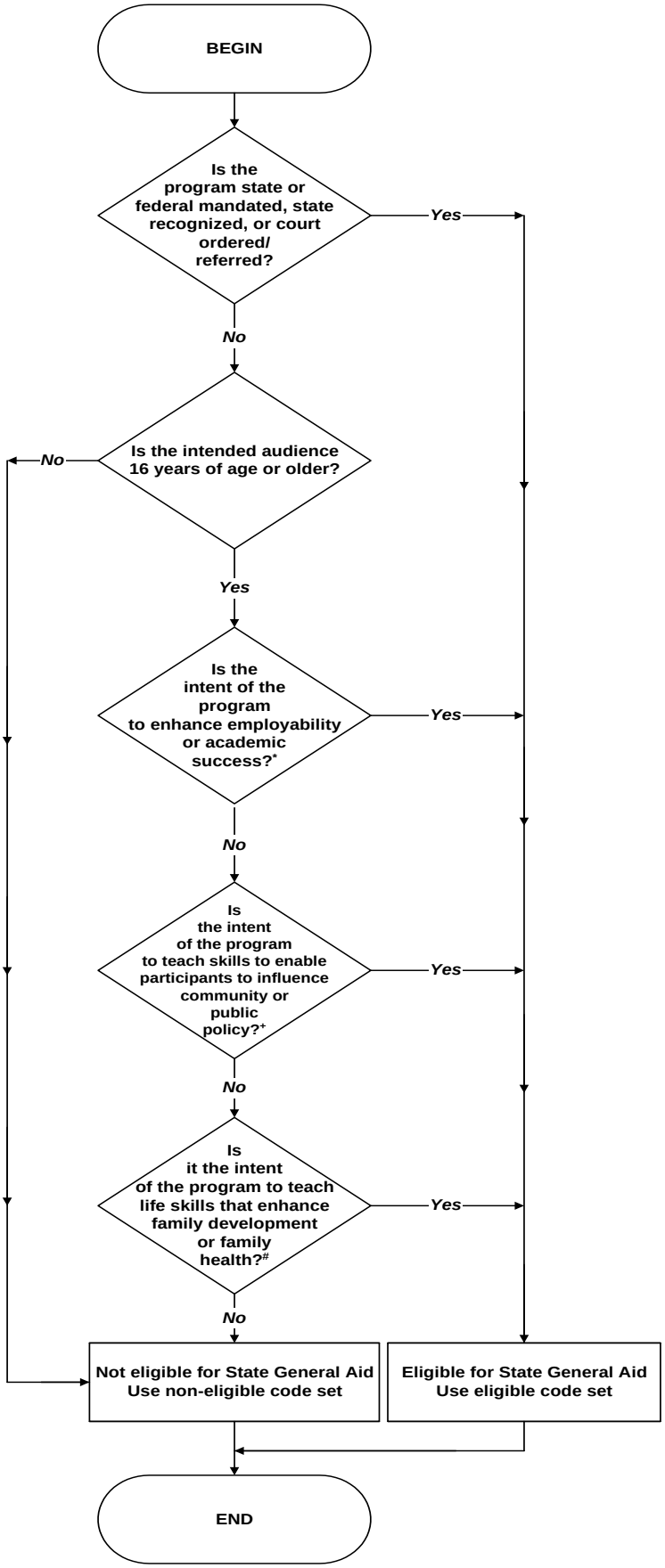
Enhance Employability (*) courses are designed for the specific purpose of upgrading the skills of persons employed and retraining persons for new employment.

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.

a. Examples of 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.
c. Examples of NON-ELIGIBLE include, but are not limited to: cooking, sewing, interior design, gardening, and nutrition.



III. Non-Credit Categories

A. Adult Education and Literacy Program

Includes Adult Basic Skills (ABE), Adult Secondary Education (ASE), English Literacy (ELL/ESL), English Literacy (ELL/ESL)-Citizenship, and Community Rehabilitation Programs (Sheltered Workshops). Student enrollments in any of these categories are considered eligible for a maximum of 240 contact hours per student per year. Colleges must provide the course name and course number of all courses to the Department of Education.

1. Adult Basic Education (ABE) and Adult Secondary Education (ASE)	CIP	Code Set
General	32.01010000	04 40 11 04
Corrections - Juvenile	32.01010000	02 40 30 22
Corrections - Adult	32.01010000	04 40 30 22
Math	32.01040000	04 40 11 04
Corrections - Juvenile	32.01040000	02 40 30 22
Corrections - Adult	32.01040000	04 40 30 22
English	32.01080000	04 40 11 04
Corrections - Juvenile	32.01080000	02 40 30 22
Corrections - Adult	32.01080000	04 40 30 22
Job-Seeking/Changing Skills	32.01050000	04 40 11 04
Corrections-Juvenile	32.01050000	02 40 30 22
Corrections-Adult	32.01050000	04 40 30 22
Career Exploration/Awareness Skills	32.01070000	04 40 11 04
Corrections-Juvenile	32.01070000	02 40 30 22
Corrections-Adult	32.01070000	04 40 30 22
Basic Computer Skills	32.01100000	04 40 11 04
Corrections-Juvenile	32.01100000	02 40 30 22
Corrections-Adult	32.01100000	04 40 30 22

Adult Basic Education and Adult Secondary Education means adult education leading to a high school equivalency diploma under Iowa Code chapter 259A, workplace and family literacy instruction, integrated basic education and technical skills instruction, and other activities specified in the Adult Education and Family Literacy Act, 20 U.S.C.Ch. 73 and subsequent federal workforce training and adult education legislation. Eligibility is determined by the participant: 1. Being at least 16 years of age and not enrolled or required to be enrolled in a secondary school under Iowa Code section 299.1A; and 2. Meeting one of the following eligibility requirements: (a) Lacks sufficient mastery of basic educational skills to enable the person to function effectively in society, demonstrated by a score of Adult Secondary Education (Low) or lower in at least one modality; (b) Does not have a secondary school diploma or a recognized equivalent; or (c) Is unable to speak, read, or write the English language.

Subject specific courses

Non-Credit adult basic skills and adult secondary education includes courses/programs/activities in one of the six-identifiers/subject areas (general, math, English, Job-Seeking/Changing, Career Exploration/Awareness and Basic Computer). Colleges should enroll participants based on the majority (75 percent) of the instruction engaged in during the course/program/activity. The course/program/activity must support the outcome of adult education and literacy with sufficient intensity and duration to allow pre and post testing of participants.

General: focuses on the fundamental knowledge and skills and includes studies in multiple academic areas.

Math: focuses on the development to computing and other mathematical reasoning abilities and skills.

English: focuses on the fundamental knowledge and skills in reading, writing and speaking that individuals need to function productively in society.

Job-Seeking/Changing Skills: focuses on the development of skills related to job searches and self-marketing. Instruction in assessing capabilities, applying and interviewing.

Career Exploration/Awareness Skills: focuses on individual capabilities and needs and the job market. Instruction in the variety of available employment, how to access job information and techniques of self-analysis.
Basic Computer Skills: focuses on the knowledge and skills needed to operate a computer and basic troubleshooting.
Corrections – Juvenile and Adult 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. Colleges should enroll participants based on the majority (75 percent) of the instruction engaged in during the course/program/activity. Refer to subject specific courses.

2. English Literacy (ELL/ESL)	CIP	Code Set
	32.01090000	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
	32.01091000	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. Community Rehabilitation Programs	CIP	Code Set
	32.01990000	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)	CIP	Code Set
	53.01050000	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 academic 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)	CIP	Code Set
	53.01010000	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)	CIP	Code Set
	53.01990000	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.

4. Developmental/Remedial Education	CIP	Code Set
Developmental/Remedial Math	32.01040000	04 41 11 04
Developmental/Remedial English	32.01080000	04 41 11 04
Job Seeking/Changing	32.01050000	04 41 11 04 04 41 11 22

Non-Credit developmental education, for courses in which the individual did not qualify for adult education and literacy programs, includes courses/programs/activities in one of the two-identifiers/subject areas (math, English). Enroll participants based on the majority (75 percent) of the instruction engaged in during the course/program/activity. Colleges must provide the course name and course number of all developmental education courses to the Department of Education.

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	CIP	Code Set
	61.20000000	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	CIP	Code Set
	61.10000000	04 43 11 04

Iowa Course for Drinking Drivers (DUI)	CIP	Code Set
	61.09000000	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 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.

Parenting Skills/ Human Growth and Development	CIP	Code Set
	61.16000000	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
	61.17000000	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."

Used Motor Vehicle Dealer Education	CIP	Code Set
	61.23000000	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.

Permit to Carry Weapon	CIP	Code Set
Professional	61.24000000	04 43 11 04
Non-Professional	61.24010000	04 43 11 04

Iowa Code, Chapter 724.6 Professional permit to carry weapons.
Iowa Code, Chapter 724.7 Nonprofessional permit to carry weapons.

2. State Recognized

Driver Safety	CIP	Code Set
	61.08000000	04 44 11 04

AARP Driver Safety Program (55 Alive)
American Association of Retired Persons (AARP) 55 Alive course designed to refine existing driving skills and improve defensive driving techniques for the mature driver.

Recreational Vehicle Safety (RV Safety)
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
	61.04000000	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	61.07000000	04 44 11 04
Secondary Districts Reporting (Non-Eligible)	61.07000000	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.

Hazardous Material Education (Removal, etc.)	CIP	Code Set
	61.11000000	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	CIP	Code Set
	61.12000000	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)	CIP	Code Set
	61.06000000	04 44 11 04

Department of Transportation (DOT) course of instruction must 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.

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

2. State Recognized, Continued

Mine Safety and Health Administration (MSHA)	CIP	Code Set
	61.13000000	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	CIP	Code Set
	61.14000000	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.

2. State Recognized, Continued

Motorized Bicycle (Moped)	CIP	Code Set
	61.15000000	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	CIP	Code Set
	61.18000000	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	CIP	Code Set
	61.19000000	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.

All-Terrain Vehicle	CIP	Code Set
	61.21000000	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	CIP	Code Set
	61.22000000	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.

Court Ordered/Referred	CIP	Code Set
	61.05000000	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
- Batterers Education
- Defensive Driving Course (DDC)
- Debtor Training
- Misdemeanors
- Shoplifting
- Sand Castles
- Bankruptcy Education
- SAVE (Stop Abuse of the Vulnerable Elderly)
- POULA (Public Offenders Under Legal Age)
- CASA (Court Appointed Special Advocate)
- 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	CIP	Code Set
	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 Workforce Training and Economic Development 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)	CIP	Code Set
	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.)		CIP	Code Set
	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).

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 IEDA

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 Office of Apprenticeship in accordance with the National Apprenticeship Act. Students must be registered with the Office of Apprenticeship.

D. Enhance Employability/Academic Success (cont.).

Iowa Industrial New Jobs Training Programs (260E)	CIP	Code Set
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)	CIP	Code Set
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)	CIP	Code Set
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."

Workforce Training and Economic Development 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 (Career Academies)	Occupational/Subject	04 42 51 04
260C.1 (Career and Technical Education – CTE)	Occupational/Subject	04 42 52 04
260C.1 (General Training, Retraining, & In-Service)	Occupational/Subject	04 42 53 04
260C.1 (Entrepreneurship/Small Business Assistance)	Occupational/Subject	04 42 54 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 Programs	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
	44.05010000	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	19.01010000	04 49 11 04
	Non-Eligible	19.01010000	04 49 11 22
	Non-Eligible	19.01010000	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)	CIP	Code Set
	Subject Specific	04 51 11 22

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)	CIP	Code Set
	36.XXXXXXXX[1]	04 50 11 22

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.

[1]Use any appropriate Leisure and Recreational Activity CIP number (CIP cluster 36).

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	CIP	CodeSet
1. Community Service	62.30000000	04 71 70 22

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.

2. Conferences/Special Events/Meetings	62.31000000	04 72 70 22

Contact hours generated from conferences/special events/meetings that do not meet the course criteria for local use only.

3. Staff Development / In-Service	Subject Specific	04 73 70 22

Contact hours for staff development/in-service training sessions for community college employees for local use only,

4. Tests	Subject Specific	04 74 70 22

Contact hours for the time students spend taking tests that are not a part of a course or program for local use only, Examples include HSED 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	CIP	Code Set
	Subject Specific	Program Specific

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.

K. Pathways for Academic Career and Employment (PACE)	CIP	Code Set
	Subject Specific	Program Specific

The PACE funding is to be used to implement a simplified, streamlined, and comprehensive process, along with customized support services, to enable eligible participants to acquire effective academic and employment training to secure gainful, quality, in-state employment.

Report all students who participated in the program during the reporting. For more information, visit DE web site: https://www.educateiowa.gov/adult-career-community-college/community-colleges/pathways-academic-career-and-employment-pace

IV. Academic Year Non-Credit File Layouts

A. Data Submission Deadlines

Files / Reports	Deadlines
Non-Credit Student Information Files	On or before September 17, 2017
Non-Credit Student Course Files	On or before September 17, 2017
Electronic Course Catalog Files	On or before September 17, 2017

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at https://eft.ed.iowa.gov/EFTClient/Account/Login.htm
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	
Point-in-time date	

Non-Credit Student Course File

Total number of Non-Credit Student Course 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	3-11	9	Social security number, including leading zeros. Enter "999999999" if unknown.
C	Unique Student Identifier/ Locally Assigned	12-20	9	Nine digits for locally assigned unique student identifier, including leading zeros. 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	21-70	50	Legal last name of the student, up to 50 characters.
E	Student First Name	71-120	50	Legal first name of the student, up to 50 characters.
F	Student Middle Name or Middle Initial	121-170	50	Legal middle name or middle initial of the student, up to 50 characters.
G	Birth Date	171-178	8	Date of birth in format CCYYMMDD (Ex: Sept 14, 1968 would be 19680914) Blank = No Response
H	Gender	179	1	0 = Unknown 1 = Male 2 = Female
I	Ethnicity	180	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	181	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	182	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,	183	1	A person having origins in any of the black racial groups of Africa 1 = Yes 0 = No

C. Non-Credit Student Information File

Field	Data Element	Pos.	Len.	Field Description
M	Race: Native Hawaiian or Other Pacific Islander	184	1	This includes, for example, Philippine Islands and Samoa 1 = Yes 0 = No
N	Race: White	185	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	186	1	1 = Yes: fields J-N = 0 0 = No: at least one field J-N = 1
P	Residency	187	1	Latest available residence status 0 = Unknown 1 = Iowa resident 2 = Non-Iowa U.S. Citizen or permanent resident 3 = Foreign/International student
Q	Student's Permanent Address Zip Code	188-192	5	Use five characters for the student's U.S. permanent address zip code. Use 99999 if unknown or outside of the U.S.
R	Pathways for Academic Career and Employment (PACE)	193	1	0 = No, this student does not participate in PACE program 1 = Yes, this student participates in PACE program

D. Non-Credit Student Course 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	Social security number, including leading zeros. Enter "999999999" if unknown.
C	Unique Student Identifier/ Locally Assigned	12-20	9	Nine digits for locally assigned unique student identifier, including leading zeros. The college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
D	CIP Number	21-30	10	10 digits including leading zeroes
E	Identification Code Set-Instructional Level*	31-32	2	01 = Elementary 02 = Secondary 04 = Adult 05 = Combination of any above
F	Identification Code Set-Type - Program, course, Service, and/or Activity	33-34	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
G	Identification Code Set-Special Emphasis	35-36	2	04 = Apprentice (Non-IEDA 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 = Workforce Training and Economic Development Fund (WTEDF) 260G (ACE) 50 = WTEDF 260F (Jobs Training Act) 51 = WTEDF 260C (Career Academies) 52 = WTEDF 260C.1 (Career Tech Education - CTE) 53 = WTEDF 260C.1 (General Training, Retraining, & In-Service) 54 = WTEDF (Entrepreneurship/Small Business Assistance)
H	Identification Code Set-Object and Purpose	37-38	2	02 = Secondary – Career/Tech 04 = Non-Credit 22 = Not-Eligible
I	Course Number	39-63	25	Combination of alpha/numeric characters assigned by a college to a course.
J	Developmental Course	64	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
K	Course Contact Hours	65-70	6	Use up to two decimal places as appropriate. (Examples: 001.25 or 100.50 or 001.00-include decimal point)
L	Course Start Date	71-78	8	Date course started in format CCYYMMDD (Example: August 1, 2004 would be 20040801)

D. Non-Credit Student Course File

Field	Data Element	Pos.	Len.	Field Description
	Course End Date	79-86	8	Date course ended in format CCYYMMDD (Example: December 15, 2004 would be 20041215)
N	Project / Program Code	87-96	10	Combination of alpha/numeric characters (260E code assigned by the college, 260F, 260G, and Workforce Training and Economic Development Fund code IEDA Contract Number) Economic Development, 260E/ 260F Project Code, 260G Program Code, WTEDF. Enter "9999999999" if unknown/not applicable.
O	Distance Learning	97	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
P	GAP Tuition Program Participant	98	1	0 = Not applicable 1 = GAP Tuition program participant
Q	High School Diploma	99	1	0 = No, this student does not have a HSD, HSED, Alternative or Adult HS Diploma 1 = Yes, this student has a HSD, HSED, Alternative of Adult HS Diploma 2 = Unknown

E. 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 in this catalog should perfectly match course numbers reported in the Student Course file.** 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

Section D

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

Secondary Jointly Administered	CIP	Code Set
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 https://www.educateiowa.gov/education-statistics#Non_Student_District_Data

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

Academic Year Human Resources Reporting

Section E

Table of Contents

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D. Academic Year Human Resources Position File	6

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 reporting should be based on an academic year as defined by the MIS Data Glossary.

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 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 academic year. Please refer to the definition of Half-Time Instructional in the Data Glossary.

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. Academic Year Human Resources File Layouts

A. Data Submission Deadlines

Files / Reports	Deadlines
Human Resources Employee Files	On or before September 17, 2017
Human Resources Position Files	On or before September 17, 2017

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at https://eft.ed.iowa.gov/EFTClient/Account/Login.htm

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.

Academic 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	

Academic 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. Academic 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). Blank = No response.
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

C. Academic Year Human Resources Employee File

Field	Data Element	Pos.	Len.	Field Description
O	Highest Educational Achievement/Award	69	1	0 = Unknown 1 = Doctorate 2 = Education Specialist 3 = Master's Degree 4 = Bachelor's Degree 5 = Associate Degree 6 = Diploma 7 = Certificate 8 = High School Diploma/High School Equivalency Diploma 9 = Less than High School Diploma/High School Equivalency Diploma
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. For non-teaching positions enter 00.00. (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. For non-teaching positions enter 00.00. (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, all other data elements are required for all employees. Report each position under each employment type only one time, so that the combination of college number, social security number, position code and employment type (data elements A—D) serve as unique identifier of the record.

D. Academic 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 Academic 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.

Section

F

Academic Year Credit Awards Reporting

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B. Transmittal Form – Data Records	2
C. Credit Student Awards File	2

I. General Instructions

The Credit Student Awards File is due on September 17. Report all graduates who received their awards between the beginning and the end of a reporting academic year, as defined by the MIS Data Glossary. 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. Academic 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	Deadlines
Transmittal Form – Data Records Files	On or before September 17, 2017
Credit Student Awards File	On or before September 17, 2017

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at https://eft.ed.iowa.gov/EFTClient/Account/Login.htm

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	3-11	9	Social security number, including leading zeros. Enter "999999999" if unknown.
C	Unique Student Identifier/ Locally Assigned	12-20	9	Nine digits for locally assigned unique student identifier, including leading zeros. The college has a responsibility to ensure that all students carry the same locally assigned identifier throughout their attendance at the college.
D	Award Code	21	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
E	Award Date	22-29	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	30-39	10	First 10 digits including leading zeros
G	Identification Code Set-Instructional Level	40-41	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	42-43	2	02 = Full-Time Preparatory 03 = Short-Term Preparatory 07 = Part-Time Preparatory 08 = Associate of Arts//Undeclared major 09 = Associate of Sciences 10 = Associate of General Studies 11 = Associate of Professional Studies 12 = Preparatory Advanced Standing 13 = Associate of Applied Arts 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
I	Identification Code Set-Special Emphasis	44-45	2	04 = Apprentice (Non-IEDA Funded) 09 = Special Populations 11 = No Special Emphasis 35 = Reciprocal Agreement 47 = Contract/Customized Bus/Ind Training
J	Identification Code Set-Object and Purpose	46-47	2	03 = Credit
K	Identification of the reverse credit transfer	48	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

Academic Year Non-Credit Awards Reporting

Section G

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B. Transmittal Form – Data Records	2
C. Non-Credit Student Awards File	2

I. General Instructions

The Non-Credit Student Awards File is due on September 17. Report all graduates who received their awards between the beginning and the end of a reporting academic year, based on the MIS Data Glossary. Community College Non-Credit Awards are reported to the Iowa Department of Education in the following categories:

1. Adult high school diploma
2. Alternative High School diploma
3. GAP Tuition Assistance program completer
4. Industry credential recipient
5. Locally Recognized program completer

II. Academic 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	Deadline
Transmittal Form – Data Records Files	On or before September 17, 2017
Non-Credit Student Awards File	On or before September 17, 2017

B. Transmittal Form – Data Records

Send ASCII fixed files to the Iowa Department of Education web server at https://eft.ed.iowa.gov/EFTClient/Account/Login.htm

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	3-11	9	Social security number, including leading zeros. Enter "999999999" if unknown.
C	Unique Student Identifier/ Locally Assigned	12-20	9	Nine digits of locally assigned unique student identifier, including leading zeros. The college has a responsibility to ensure that all students carry the same locally assigned identifier throughout their attendance at the college.
D	Award Code	21	1	1 = Adult high school diploma 2 = Alternative High School Diploma 3 = GAP Tuition Assistance program completer[1] 4 =Industry credential recipient[2] 5 = Locally Recognized program completer[3]
E	Award Date	22-29	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 of the program for which it is granted.				
F	CIP Number	30-39	10	First 10 digits including leading zeros
G	Identification Code Set-Instructional Level	40-41	2	01 = Elementary 02 = Secondary 04 = Adult 05 = Combination of any above
H	Identification Code Set-Type – Program, Course, Service, and/or Activity	42-43	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

C. Non-Credit Student Awards File

Field	Data Element	Pos.	Len.	Field Description
I	Identification Code Set-Special Emphasis	44-45	2	04 = Apprentice (Non-IEDA 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 = Workforce Training and Economic Development Fund (WTEDF) 260G (ACE) 50 = WTEDF 260F (Jobs Training Act) 51 = WTEDF (260C–Career Academies) 52 – WTEDF (260C.1–Career Technical Education) 53 = WTEDF (260C.1– General Training, Retraining & In-Service) 54 = WTEDF (260C.1- Entrepreneurship/Small Business Assistance
J	Identification Code Set-Object and Purpose	46-47	2	02 = Secondary – Career/Tech 04 = Non-Credit 22 = Not-Eligible

[1]All GAP Tuition Assistance program completers may also be flagged as Locally Recognized program completers and may also be Industry Credential recipients.

[2]Endorsed by a 3rd party certification or state/federal regulatory agency leading to or enhancing employment. Report students who meet one, two or all conditions: 1) a college reported a successfully completed program (no test required but competencies met) to the governing agency, when such a completion is the requirement for the governing agency to award the 3rd party credential or state board (e.g., Coaching Certificate/License); 2) a college administered the required test and then reported findings to the state governing agency that a student had successfully passed and the credential is then awarded to the student by the governing agency or state board (e.g., CNA License); 3) a college obtained information regarding students' 3rd party credentials from the governing agency, state board, or directly from the student. Include only initial certifications and do not include recertifications or relicensures.

[3]Locally recognized non-credit program completer is a student who completed any skill-based program that are developed for and fills a workforce need identified through sector boards, IWD agencies, or research of skills gaps in the region, and consists of a minimum of 32 contact hours. Such program completion is designed to enhance employability, or/and increased responsibility within a trade and could lead to a state or 3rd party credential but would exclude recertification. The fact of such a program completion is established based on local college rules, applicable to each particular program. A locally recognized program completer may or may not be a recipient of 3rd party credential, GAP tuition assistance programs, or any other, separately reported non-credit award category.

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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	07 – Part-Time Preparatory	29 – Articulated	22 – Not Eligible
05 - Any Comb.Above	08 – Associate of Arts//Undeclared program of study	30 – Corrections	
	09 – Associate of Sciences	35 – Reciprocal Agreement	
	10 – Associate of General Studies	41 – 260E	
	11 – Associate of Professional Studies	42 – 260E Apprentice	
	12 – Preparatory Advanced Standing	43 – 260F	
	13 – Associate of Applied Arts	44 – 260F Apprentice	
	22 – Secondary Jointly Administered–Career Prep.	45 – 260G	
	29 – Secondary Jt. Admin–Gen. Ed. (Not PSEO)	46 – 260G Apprentice	
	32 – Shared Full-Time Preparatory	47 – Contract/Customized Bus./Ind. Training	
	33 – Shared Short-Term Preparatory	49 – Workforce Training and Economic Development Fund (WTEDF) (260G–ACE)	
	34 – Shared Vocational Supplementary	50 – WTEDF (260F–Job Training)	
	36 – Shared A and S College Parallel/Career Option	51 – WTEDF (260C–Career Academies)	
	37 – Shared Part-Time Preparatory	52 – WTEDF (260C.1–Career Technical Education)	
	38 – Shared A and S Liberal/General Studies	53 – WTEDF (260C.1– General Training, Retraining & In-Service)	
	40 – Adult Literacy Program	54 – WTEDF (260C.1- Entrepreneurship/Small Business Assistance)	
	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/Individual Development and Health		
	50 – Leisure/Recreational		
	51 – Adult Learning		
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 – Local Use	22 – Not-Eligible
4 – Adult	72 – Conferences/Special Events	70 – Local Use	22 – Not-Eligible
4 – Adult	73 – Staff Development/In-Service	70 – Local Use	22 – Not-Eligible
4 – Adult	74 – Tests	70 – Local Use	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. Current CIP codes also contain zeroes in the ninth and tenth locations.

The complete Classification of Instructional Programs, 2010 Edition, can be accessed at the National Center for Educational Statistics (U.S. Department of Education) web site at the hyperlink below:

http://nces.ed.gov/ipeds/cipcode

APPENDIX C

Determining Tuition Rates and 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 a non-resident tuition cost. Tuition rates are established by a community college's board of trustees.

A. Resident Tuition: Tuition for residents may 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 student. For students of high school age enrolled in a course through a contractual agreement with a school district, the limit on resident tuition shall not apply and the amount of tuition shall be determined by the board of trustees of the community college with the consent of the school board.

B. Non-Resident Tuition: Tuition for non-residents shall not be less than the marginal cost of instruction of a student attending the college.

1. A separate non-resident tuition rate for international students is permissible, provided the rate is reasonable and reflects the cost of appropriate services.
2. A lower tuition for non-residents is permitted under a reciprocal tuition agreement between a community college and an educational institution in another state, if the agreement is approved by the director of the Iowa Department of Education.
3. Other non-resident tuition rates may be established for specific purposes provided the tuition is greater than the resident tuition rate and not less than the marginal cost of instruction and the arrangement is approved by the director of the Iowa Department of Education.

C. Online Consortia: A separate tuition rate for residents and non-residents is permitted under a consortium agreement for distance education coursework between Iowa community colleges, if the agreement is approved by the director of the Iowa Department of Education and tuition is not less than the marginal cost of instruction for non-resident students and does not exceed the lowest tuition rate charged by an institution under the state board of regents for resident students. Additionally, tuition shall not be less than the lowest resident rate or higher than the highest non-resident rate of institutions within the consortium.

D. Non-Credit Courses: Persons who register for non-credit continuing education courses shall be charged course fees determined by course costs and market demand.

A community college shall inform all students about residency status determination, the appeal process, and tuition policies. Information shall be included in appropriate publications such as the college's catalog, registration materials, website, and student handbook. All tuition rates shall be reported to the Iowa Department of Education annually.

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.

A. The registrar or official designated community college office may require written documents, 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. The following are examples of acceptable documentation.

   1. 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.
   2. Iowa state income tax return.
   3. An Iowa driver's license.
   4. An Iowa vehicle registration card.
   5. An Iowa voter registration card.
   6. Proof of Iowa Homestead credit on property taxes.

   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.

B. 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.

C. These regulations shall be administered by the registrar or office staff designated by the community college. Resident and non-resident tuition rates shall 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 can 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. 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 accorded 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.

B. 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.

C. 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).

D. A person who is a resident of an Iowa sister state may be classified as a resident or non-resident, per rules adopted by the college's board of directors.

Section 5—Residency of Federal Personnel and Dependents

A person, or his/her spouse or dependent child, 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 veteran of military service or National Guard, or his/her spouse or dependent child shall be classified as a resident if the veteran is domiciled in Iowa and one of the following conditions is met:

1. The veteran has separated from a U.S. military force with an honorable discharge or a general discharge, is eligible for benefits, or has exhausted benefits, under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal authorizing veteran educational benefits program.
2. The individual is an active duty military person, or activated or temporarily mobilized National Guard member.

To be eligible for the exemption, a dependent child must be claimed as a dependent on an eligible veteran's internal revenue service tax filing for the previous year.

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.

Section 9—Effective Date

This policy is effective beginning with the 2014-2015 academic year.

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 IDE 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 IDE 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 academic year, for each IDE 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 confidentially 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 IDE 515-281-0319 or (515) 281-4716.

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

ACADEMIC YEAR 2016-2017

MANAGEMENT INFORMATION SYSTEMS (MIS)

GLOSSARY

IOWA COMMUNITY COLLEGES

TERMS WITH DEFINITIONS AND SUPPLEMENTAL INFORMATION

STATE OF IOWA
DEPARTMENT OF EDUCATION
DIVISION OF COMMUNITY COLLEGES
GRIMES STATE OFFICE BUILDING
DES MOINES, IA 50319-0146

MARCH 2016

GLOSSARY

MANAGEMENT INFORMATION SYSTEMS (MIS)

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INTRODUCTION

This glossary is intended to clarify and standardize definitions used in the Management Information System (MIS) as well as for community college programming. It is important that all individuals are utilizing the same terminology at the Iowa Department of Education (IDE) and the community colleges to ensure uniform, accurate, and consistent data.

The financial accounting definitions are included in this dictionary only if they are relevant to the required data elements. All financial accounting definitions can be found in the Iowa Community College Accounting Manual. The Management Information System (MIS) Reporting Manual contains information on the reporting application on a number of the terms that are included.

Several of the terms, definitions, and supplemental information relate to the Perkins Acts 2006 Application and Reimbursement/Reporting processes; Postsecondary State General Aid; State Secondary Career/Technical Aid; secondary and postsecondary program approval and operations; and secondary, postsecondary, and adult Program Masters (PGM) are included.

For additional publications and reference materials please refer to the IDE web site (hyperlink is provided below), and navigate to the Community Colleges page:

https://www.educateiowa.gov/adult-career-and-community-college

DATA ELEMENTS/TERMS AND DEFINITIONS

Data Element/Term	Definition
Academic Records	The college shall confidentially maintain in perpetuity for each student the complete academic record, including every course attempted and grade received. An official transcript must be created at the time of course enrollment and the credit hour(s) must be recorded upon completion. (Admin. Rule 281-21.2(11))
Academic Year	A period of time that begins with the first day of the fall term for each community college and continuous through the day preceding the start of the next fall term as indicated in the official college calendar. (Admin. Rule 281-21.45)
Accelerated Courses	Courses or programs of study that allows students to complete programs at a faster pace than if offered by traditional methods. Courses will be tailored to involve more student participation and self-directed study. Competencies will be the same or higher than attained in traditional classroom settings. (Admin. Rule 281-21.2(13))
Accounting Manual	A document used by community colleges to record, classify, summarize and report financial transactions. (Iowa Code 260C.5(9)) (Refer to the Iowa Community College Accounting Manual)
Accreditation	A process of confirming that colleges are offering quality programs and services consistent with state standards as well as assuring the public of operating at expected levels of efficiency and effectiveness. The state accreditation evaluation is conducted during the same year as the Higher Learning Commission accreditation process, in evaluation cycle, self-study process, and criteria. The two processes by which colleges can maintain their accreditation are: • Program to Evaluate and Advance Quality (PEAQ) – consist of a self-study; peer review; focuses on decision-making process; which operates on a ten-year cycle; and • Academic Quality Improvement Program (AQIP) – adheres to continuous quality improvement principles that consist of self-assessments; action projects; and system portfolio; which operate on a seven-year cycle. The IDE conducts interim and comprehensive on-site visits within the cycle to develop a report and a recommendation on the type of accreditation. The recommendation for interim accreditation is forwarded to the Director of the IDE and the recommendation for the comprehensive accreditation is forwarded to the State Board of Education for approval. (Admin. Rule 281–24.1)
Accepted in a Program	A student that has been formally admitted for enrollment in a specific program major and documentation exists of such admission. This assures that the student will have full access to all technical core courses in the program and that with satisfactorily completion of program requirements the student could graduate according to the timetable found in the catalog.
Actual Hours	The hours of a scheduled course offering when students are expected to be in attendance.
Adjunct Faculty	See Employment Type
Administrative and Program Sharing Agreement	An agreement entered into by two or more community colleges or by a community college and another institution of higher education, under the control of the Board of Regents, to increase student access to offerings, to enhance educational offerings throughout the state, and/or to enhance inter-institutional cooperation in offerings.
Administrative Staff	See Position Code

Data Element/Term	Definition
Adult Basic Education (ABE), Adult Secondary Education (ASE)	Non-Credit adult basic skills and adult secondary education includes courses/programs/activities in one of the six-identifiers/subject areas (general, math, English, Job-Seeking/Changing, Career Exploration/Awareness and Basic Computer). Colleges should enroll participants based on the majority (75 percent) of the instruction engaged in during the course/program/activity. The course/program/activity must support the outcome of adult education and literacy with sufficient intensity and duration to allow pre and post testing of participants.
Adult/Continuing Education Function (Financial Accounting)	The Function used in the Unrestricted General Fund to report enrollment and financial data for non-credit activities, courses and programs. Activities, courses, and/or programs offered for non-credit that includes a wide range of topics usually for the adult population. They are offered for high school or college CEU credit and are designed for specific purposes of providing basic skills, upgrading the skills of persons presently employed, retraining persons for new employment, and providing personnel gain and enjoyment. Also are recognized for their ability to provide offerings in non-traditional lengths and delivery methods, as well as special "packaging" for individuals and business/industry. These educational offerings provide adults with learning opportunities throughout their lifetime. (Refer to the Iowa Community College Accounting Manual)
Adult/Continuing Education	The courses/programs/activities that are offered for non-credit. The categories for MIS are: • Adult/Family Literacy; • High School Education; • St./Fed Mandated, Recognized, Court Ordered/Referred; • Enhance Employability/Academic Success; • Recertification/Relicensure; • Community and Public Policy Family/Individual Development to Enhance Family; • Adult Learning; and • Related Non-Credit Activities (Community Service, Conferences/Special Events/Meetings, Staff Development/In-Service, and Tests). (See individual categories)
Adult/Family Literacy	Non-Credit services/courses/programs for assisting adults: • to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency; • who are parents to obtain the educational skills necessary to become full partners in the educational development of their children; and • in the completion of a secondary school education. (Adult Education and Family Literacy Act of 1998) The categories for MIS reporting are: • Adult Basic Education (ABE); • English Literacy (ELL/ESL); • English Literacy (ELL/ESL) – Citizenship; • High School Equivalency Diploma (HSED) • Community Rehabilitation Programs. (See individual categories)
Adult High School Diploma	See High School Education
Adult Learning	Courses (Non-Eligible) offered for gaining knowledge and/or understandings of valuable skills used throughout life to enhance functioning in society and are not employability related.

Data Element/Term	Definition
Advisory Council/Committee	**General** - An overall council or committee, appointed by the local board of trustees, composed of public representatives who make recommendations to a community college based on identified unmet needs. To the extent practicable, membership must be gender-balanced; include representatives of agriculture, business, and labor; and members of ethnic groups residing in the district. **Program** - A council or a committee of individuals with specific expertise organized to provide advice for the development and improvement of instructional programs and activities. Membership must be gender-balanced. (Iowa Code 258.9)
Agency	**Private** - An individual and any form of business organization authorized under the laws of Iowa or any other state. **Public** - Any political subdivision of the state; any agency of the state government or of the United States; and any political subdivision of another state. (IA Code, Section 28E.2.)
All Aspect of An Industry	Course content that provides strong experience in, and comprehensive understanding of, the industry as well as occupational and employment information.
Alternative High School	See High School Education
Apprenticeship	Preparation for a skilled trade or occupation through a structured, systematic program of supervised on-the job training, along with related technical instruction. **Apprentice** - An individual at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation under the standards of apprenticeship. An apprentice receives instruction from his or her employer in an apprenticeable occupation approved by the U.S. Department of Labor, Office of Apprenticeship. **Program** - A program registered with the U.S. Department of Labor, Office of Apprenticeship in accordance with the National Apprenticeship Act. An apprenticeship program is conducted or sponsored by an employer, a group of employers, or a joint apprenticeship committee representing both employers and laborers and contains all of the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices. The program requires a minimum of 2,000 hours per year of on-the-job training and usually requires a provision for related instruction in technical subjects to supplement the training. (Admin. Rule 281-21.72-74 (IA Code 260C.44))
Approval Date	The month and year an offering is recognized and/or approved by the IDE. (IA Code 260C.14.)
Approval Type	The type of approval for an offering as designated/recognized by the IDE. The different types of approval and the codes used in the Program Master (PGM) are: • 1 - Anticipated – IDE and college anticipating seeking approval to operate; • 2 - Career Education – Approval for Career/Technical offerings granted by Division of Community Colleges; • 3 - State Department – Approval granted by Director of the IDE; • 4 - Approval Removed – Approval removed/no longer operating granted by the IDE from college request; • 5 - Not Approved – Offering that is operating without any type of IDE approval; and • 6 - Division of Community College – Approval for offerings other than Career/Technical granted by Division of Community Colleges.

Data Element/Term	Definition
Area Education Agency (AEA)	An educational entity organized as a school corporation for the purpose of providing educational services, including special education staff development, etc. for local education agencies. (Iowa Code, Chapter 273.)
Articulation	The process of mutually agreeing upon courses and programs that are designed to provide students with a non-duplicative sequence of progressive achievement that is linked through transfer agreements between two institutions. (Admin. Rule 281-47.1(IA Code 260C)
Arts and Sciences Courses	Credit courses in the Liberal/General Studies that are transferable to four-year institutions for completion of a baccalaureate degree and those that are included in career/technical education curricula for employment.
Arts and Sciences Credit Hours	Total credit hours (include two decimals (ex. 3.00, 3.25, 3.50) of arts and science courses taught during the year.
Arts and Sciences Function (Financial Accounting)	The Function used in the Unrestricted General Fund to report enrollment and financial data for Liberal/General Studies and College Parallel/Career Option courses and programs. (Refer to the Iowa Community College Accounting Manual)
AS-28	A system used to identify the content of Career/Technical and College Parallel/Career Option programs curriculum information, including course numbers, names, credits and terms offered. All options within a program and course substitutions are included. **AS-28** - The form that accompanies a new program proposal or a revision to an existing program and is generated by current Program Management system (see CurricUNET).
Assessment	Any systematic practice or procedure used to measure or otherwise evaluate, identify, or document student knowledge, skills, goals, interests, progress, achievement, aptitudes, learning outcomes, or abilities.
Award Code	Reports the various awards granted to the student. The categories and codes to be used for MIS **credit awards** reporting are: • 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 = Completed program The categories and codes to be used for MIS **non-credit awards** reporting are: • 1 = Adult high school diploma; • 2 = Alternative High School diploma; • 3 = GAP Tuition Assistance program completer; • 4 = Industry credential recipient; • 5 = Locally Recognized program completer
Award Date	The year, month, and day that the award was granted. Use the ending date of the term the award was granted, if appropriate.

Data Element/Term	Definition
Award Type	The awards granted for completing a specified curriculum are: • Associate of Arts (AA) and Associate of Science (AS) - The award granted for satisfying the curricular requirements that consist of content equivalent to a two-year college parallel curriculum. These programs are referred to as Liberal/General Studies and College Parallel/Career Option*. They include a minimum of 60-semester (90 quarter) and a maximum of 64 hours of credit courses designed and acceptable for transfer with the understanding that 16 semester (24 quarter) hours of career/technical courses could be included in the total; *Career Option programs phase out as of the end of academic year 2015-2016. • Associate of General Studies (AGS) - The award granted for satisfying the curriculum requirements of a two-year program other than Associate of Arts or Science set forth in Sub-rule 281 Iowa Administrative Code 21.2(10)(c). The requirements for this degree are flexible for individual students, not intended for transfer, and include a minimum of 60 semester (90 quarter) credit hours; • Associate of Applied Arts (AAA) and Associate of Applied Science (AAS) - The award granted for satisfying the curriculum requirements and demonstrated competence for employment in the occupational field for which the program was designed. These degrees require a minimum of 60 semester (90 quarter) and a maximum of 86* semester (129 quarter) hours in length with a minimum of 12 semester (18 quarter) credit hours of general education. Programs awarding these degrees shall not exceed 19 semester (28.5 quarter) credit hours per term; • Associate of Professional Studies (APS) – An associate of professional studies degree shall consist of a minimum of 62 semester (90 quarter) credit hours and a maximum of 68 semester (102 quarter) credit hours. The general education component of the associate of professional studies degree shall consist of a minimum of 30 semester (45 quarter) credit hours of general education including three semester (4.5 quarter) credit hours of each of the following: speech, mathematics, humanities, social and behavioral sciences, science; six semester (nine quarter) credit hours of writing; and nine semester (13.5 quarter) credit hours distributed among mathematics, social and behavioral sciences, humanities, and science. The technical specialty component of the associate of professional studies degree shall consist of a minimum of 16 semester (24 quarter) credit hours of career and technical coursework accepted by a receiving baccalaureate degree granting institution with an aligned program and applying toward a specific major or program of study. The technical specialty component of the degree shall also consist of a minimum of 16 additional semester (24 quarter) credit hours of career and technical coursework accepted by the receiving institution as electives. An associate of professional studies degree program of study shall have a minimum of three program-to-program articulation agreements with baccalaureate degree granting institutions at least one of which must be a public institution. A program shall have a minimum of one articulation agreement effective prior to program implementation, provided all three agreements are effective within the program's first year of student enrollment. The agreements shall provide for the application of no fewer than 60 semester (90 quarter) credit hours toward the graduation requirements of each articulated baccalaureate degree program.

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	• Diploma - The award granted for satisfying the curriculum requirements of a Career/Technical program that consists of a minimum of 15 semester (22 quarter) credit hours in length with a minimum of 3 semester (4 quarter) credit hours of general education. Diploma programs shall not be less than 12 weeks in length; • Certificate - The award granted for satisfying the curriculum requirements of an activity, course, and or career/technical program other than one that is intended for a diploma or a degree. • Adult High School Diploma - See High School Education • High School Equivalency Diploma - See High School Education • Industry credential – professional credential (certificate, license, etc.) awarded by industry • Locally Recognized program completer – academic credential (certificate, documented completion of program of study, etc.) awarded by college. Certificate can be awarded for credit and/or non-credit offerings. Credit programs are forty-seven or less semester credit hours in length and do not require general education to be included. (Admin. Rule 281–21.2(10)(14)) (* unless granted a waiver, see Wavier for conditions)
Base Funding	The amount of general state financial aid each community college received as an allocation from appropriations made from the state general fund in the base year. (Admin. Rule 281-21.45(1) (IA Code 260C.18C))
Base Position Salary	The total amount (nearest whole dollar) earned by an individual for nine months of teaching/instructing.
Base Year	The fiscal year immediately preceding the budget year (Admin. Rule 281-21.45(1) (IA Code 260C.18C))
Birth Date	Date of birth, including year, month, and day.
Budget Year	Fiscal year for which monies are appropriated by the general assembly. Often referred to as the school year beginning during the calendar year in which a budget is certified. (Admin. Rule 281-21.45(1) (IA Code 260C.18C))
Calendar Day	Each day on a community college official academic calendar.
Calendar Year	The time period commencing on the first day of January and ending on the last day of December.
Career Academy	An associate degree, or above, program which combines a minimum of two years of secondary education and at least two years of postsecondary education. Operational policies should include such items as defined curriculum, credit provisions, sequence and locations of courses, enrollment procedures, etc. A Career Academy must meet the following criteria: • articulate two years of secondary education with an associated degree program, which may include a certificate or diploma; • ensure that the secondary and postsecondary components of the career preparatory program are non-duplicative; • identify a sequential course of study; • delineate skill standards specific to an industry; • integrate academic and technical instruction; • utilize work-based learning; • utilize work-site learning where appropriate and available; • lead to an associate degree in a high skill and rewarding career field; and • provide for an individual career planning process, with parent or guardian involvement. (Admin. Rule 281-47.2 (IA Code 260C-18A(2c)). Career Academy programs can be offered on the same basis as a regular career preparatory program or as a part of Workforce Training and

Data Element/Term	Definition
	Economic Development Fund efforts. If there is a desire to use State Vocational Funds, the program must receive IDE approval.
Career Cluster	A grouping of occupations and broad industries based on commonalities. It represents the knowledge and skills, both academic and technical, that all students within the cluster should achieve. The sixteen career clusters identified by the U.S. Department of Education are: Agriculture, Food, & Natural Resources; Architecture and Construction; Arts, A/V Technology and Communications; Business, Management, and Administration; Education and Training; Finance; Government and Public Administration; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law, public Safety and Security; Manufacturing; Marketing Sales and Service; Science Technology, Engineering, and Mathematics; and Transportation, Distribution, and Logistics.
Career Guidance/Academic Counseling	Provides access to information regarding career awareness and planning with respect to a student's occupational and academic future that involves guidance and counseling with respect to career options, financial aid, and postsecondary options including baccalaureate programs.
Career Major	A sequence of courses or field of study that prepares an individual for a specific career or related area within a career pathway. Ex. Ag Equipment Sales.
Career Pathway	A narrower grouping of occupations and broad industries within a career cluster. The curriculum allows for pursuing a full range of career opportunities within a pathway. Ex. Ag Mechanics – Sales and Service.
Career/Technical Credit Hours	A unit of measure/recognition awarded and recognized by higher education for the completion of an activity, course, and/or program. A credit hour is referred to as fifty minutes of instruction. The minimum requirements for one semester hour of credit are: • Classroom – shall be 800 minutes (533 minutes for one quarter hour); • Laboratory – shall be 1600 minutes (1,066 minutes for one quarter hour); • Clinical – shall be 2,400 minutes (1,599 minutes for one quarter hour, and; • Cooperative/Work Experience/On-the-Job-Training – shall be 3,200 minutes (2,132 minutes for one quarter hour). (Admin Rule 281-21.2(13))
Career/Technical Education (CTE)	The organized educational activities that offer a sequence of courses that include academic and technical knowledge and skills needed for current employment, requiring less than a baccalaureate degree, or for further education. Instruction includes competency-based applied learning, higher order reasoning and problem solving skills, work attitudes, general employability skills, knowledge of all aspects of an industry, and entrepreneurship. (See Career/Technical Programs-Preparatory)
Career/Technical Programs – Preparatory	Credit programs designed to provide the specific skills and knowledge essential for successful entry into a specific or related occupation, requiring less than a baccalaureate degree, or for further education. The offerings are classified according to: • Full-time - operates, on the average of 15 or more credits per term and more than 1 term in length; • Part-time - operates, on the average, less than 15 credit hours per term and more than 2 terms in length; • Shared - a program that two or more colleges agree to accept the courses offered at each college and share the number of graduation slots. Students often are required to enroll and/or attend the appropriate courses in the curriculum at both colleges to complete

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	the program. The college who is approved to offer the occupational job entry courses grants the award; • Short-term - a program that is short in length and usually less than 22 credits or its equivalence; • Advanced Standing - a program that requires completion of another program before a student is eligible to enter; • Apprenticeship -a program registered with the Department of Labor or the state apprenticeship agency in accordance with the National Apprenticeship Act. It is a structured systematic program of on-the-job (minimum of 2000 hours) supervised training and usually requires related instruction; (See Apprenticeship) and • Career Academy - an associate degree, or above, program which combines a minimum of two years of secondary education and at least two years of postsecondary education. (See Career Academy) Special programming is available for Corrections, Contract/Customized Business/Industry Training, Economic Development, One Source and Recertification/Relicensure. (See individual categories)
Career/Technical Student (Perkins Allocation)	A student enrolled in a Career/Technical or College Parallel/Career Option program that meets the criteria used to determine the Perkins allocation for each institution. (See Appendix D – Perkins Distribution)
Career/Vocational Training and Upgrading	Non-Credit courses/programs designed for the specific purpose of training persons for employment, upgrading the skills of persons presently employed, or retraining persons for new employment.
CIP (Classification of Instructional Program) Number	The number used to identify a program and/or an activity based on the emphasis it provides. The CIP number usually is directly related to the student's major and therefore is used in the MIS for reporting such. Program and activity numbers have been developed for state and federal reporting. (See Appendix B – Classification of Instructional Programs)
Class Year	Used to designate the year student is at the college. **1st Year** - less than 31 earned semester credit hours or its equivalent. **2nd Year** - 31 or more earned semester credit hours or its equivalent.
Classification of Instructional Program (CIP)	The system developed by the U.S. Department of Education's National Center for Education Statistics to classify instructional programs and activities by a ten digit number (CIP Number). Occupational/program definitions are also provided. **State Title** - Each CIP number has it own state title that is used to identify, report, and analyze like courses, programs, services, and activities. (See Appendix B – CIP Numbers, State Titles, and Specific Units) **Local Title** - Title assigned to a program by each individual community college. The same local title is not to be used for two programs unless the curriculum content and type of entry-level positions are identical.
Classroom Instruction	See Instructional Methods
Code Sets	See Identification Code Sets
College Number	The number assigned to identify Iowa's Community Colleges, often referred to as "district number". (MIS two digit equals 01–16)
College Parallel/Career Option	An AS degree program designed as the first two years of transfer credit toward a baccalaureate degree in a specific occupational area which includes a minimum number of skill development courses for immediate employment. Students have a choice of articulating their credits to a four-year institution or seeking employment in a curriculum designed occupation or a related area.
Community and Public Policy	Focus on the systemic 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 other related topics.
Community-Based Organization (CBO)	A private non-profit organization representative of a community or significant segment of a community that may provide education, vocational education or rehabilitation, job training, or internship services and

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	programs. CBOs may include neighborhood groups and organizations, community action agencies, community development corporations, union-related organizations, employer-related organizations, tribal governments, or organizations serving Native Alaskans and Indians.
Community College	A publicly supported postsecondary school offering to the greatest extent possible, educational opportunities (associate degree or less) and services in each of the following, when applicable, but not necessarily limited to: • Two years of college work including pre-professional education (Liberal/General Studies); • Vocational-Career/Technical Training; • In-service training and retraining of workers (Enhance Employment); • High school completion for post-high school age (High School Education); • Programs for high school students who may best be served by enrolling in community college courses including advanced college placement courses (Secondary Jointly Administrated, Postsecondary Enrollment Option Act); • Student Personal Services; • Community Services; • Programs/services for Special Populations requiring assistance (Supplemental Services); • Training, retraining, and preparation to be productively employed; and • Programs for individuals who are not in high school and who have not completed high school (Open Door Policy). Community colleges are also noted for offering cultural activities, economic development initiatives, and a wide range of other services and activities to meet the needs of each of their merged area population. (IA Code 260C.1)
Community Rehabilitation Programs (Sheltered Workshops/Skill Centers)	Educational courses/programs for individuals in community rehabilitation centers (sheltered workshops). Individualized education plans must demonstrate progress toward identified educational goals and objectives. The mission and goals of the education and training provided must be related to the community college strategic plan. Reported up to a maximum of sixty contact hours per quarter attended, not to exceed two hundred forty contact hours per student per year.
Community Service (Non-Eligible)	Activities (Non-Eligible) designed to promote personal development and to help communities address the needs of persons residing in the merged area. The purpose of community service programs is to foster agricultural, business, cultural, industrial, recreational, and social development activities within the community. (Admin. Rule 281 - 21.4(5) (Ex. Programs and services such as workshops, meetings, festivals, cultural events, speaker bureaus, and seminars that use community or college facilities) Not necessary to report on the MIS.
Company Name	The name of the business/company/industry that is involved with the economic development project.
Completer	See Program Completer
Concentrator (Perkins)	The IDE defines concentrators as follows: **Secondary** - A secondary student who enrolled in one and a half (1.5) or more units in a single CTE program area. **Postsecondary** - A postsecondary/adult student who (1) completes at least twelve academic or CTE credits within a single program area sequence that is comprised of twelve or more credits and terminates in the award of an industry recognized credential, a certificate, a diploma, or a degree or (2) completes a short-term CTE program sequence of less than twelve credits that terminates in an industry recognized credential, or a certificate.

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Concurrent Enrollment Course	A course delivered through a contractual agreement between a community college and a local school district where the local district is eligible for supplementary weighting in the school foundation formula.
Conferences/Special Events/Meeting (Non-Eligible)	Activities including conferences, special events, and meetings that do not meet the course criteria for eligibility for state general aid. (Not necessary to report on the MIS)
Consortium	An entity formed by educational agencies to undertake projects, activities, programs, and/or services for its members. The role of each member may be defined in a letter of agreement or contract.
Contact Hour	The computation of minutes given for an instructional activity. The minimum requirement of one contact hour is fifty minutes. (Admin. Rule 281-21.45(1))
Continuing Education Unit (CEU)	A uniform unit of measurement awarded for non-credit activities, courses, and/or programs. One continuing education unit (CEU) equals ten contact hours (based on a fifty minute classroom hour) of participation in an organized education experience.
Contract/Customized Business/Industry Training	An educational program, course, or service designed to meet a specific educational/training need of a business, industry, agency, governmental, and/or institutional entity. Such contracts are not usually offered by the community college as a part of its ongoing educational activities and enrollment is usually limited to students identified by the contractor.
Contract Number	The number used by college to identify training contracts for economic development activities.
Cooperative Education	See Instructional Types
Cooperative Experience Agreements	A method of instruction whereby students who, through written and on file cooperative agreements between college and employers, receive business/industry experience along with classroom instruction. The educational experiences in the business/industry shall be planned and supervised by the college and employer so that each contributes to the education and employability of the individual. Business/industry experiences and college classes may be on alternate half days, full days, weeks, or other periods of time in fulfilling the cooperative program.
Correctional Institution	Any prison, jail, reformatory, work farm, detention center, halfway house, community-based rehabilitation center, or any other similar institution designed for the confinement or rehabilitation of criminal offenders.
Corrections Education	Credit and non-credit offerings to enhance life skills, and academic and/or employability success for individuals who are criminal offenders and/or juvenile and adult offenders. They are residents of a county, state, private, etc. confinement, rehabilitation, and/or correctional facility. **Federal Correction Sources -** Eligible use of funds through The Carl Perkins Career and Technology Education Act of 2006. **State Correction Sources** - State appropriations for correctional institutions that are administered by the Department of Corrections through contracts with colleges. **Local Sources** - Funds available to community colleges through other local state and/or federal funded agencies, community college State General Aid, Adult Basic Education, etc.
Co-Sponsored Offerings	Courses/programs designed to serve special groups through the efforts of two or more entities.
Course	A unit of instruction that has the following: • a formalized syllabus; • a description; • a condensed outline or statement; • a minimum of one contact hour (fifty minutes) in length; • an approval in accordance with board policy; and • an instructor of record**.**

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Course Contact Hour	Equals fifty minutes of instructional contact between an instructor and student in a scheduled course offering for which students are registered.
Course Credit Hour	The five-digit number used to record the hours of college credit assigned to a specific course. Up to two decimal places (ex. 01.25) may be used.
Course End Date	The year, month, and day the course ended.
Course Fees (Credit)	See Tuition
Course Fees (Non-Credit)	Non-credit course fees shall be determined on course costs and by market demand.
Course Name/Title	The combination of alpha/numeric characters assigned by college to identify the course name/title.
Course Number	The combination of alpha/numeric characters assigned by a college to a course. The first six positions must match common course number.
Course Outline	A detailed outline of a course including the content required, objectives, competencies or expected outcomes, expectations of students, and evaluation procedures.
Course Start Date	The year, month, and day the course started.
Credit Hour	A unit of measure/recognition awarded and recognized by higher education for the completion of an activity, course, and/or program. A credit hour is referred to as 50 minutes of instruction. The minimum requirements for one semester hour of credit are: • Classroom - 800 minutes (533 minutes for one quarter hour); • Laboratory - 1,600 minutes (1,066 minutes for one quarter hour); • Clinical - 2,400 minutes (1,599 minutes for one quarter hour); and • Cooperative/Work Experience/On-Job-Training - 3,200 minutes (2,132 minutes for one quarter hour).(Admin. Rule 281-21.2(13).)
Credit Student Enrollment	Courses, programs, and activities offered for credit. The categories for MIS reporting are: • Liberal/General Studies; • College Parallel/Career/Option; • Preparatory (Career/Technical); • Corrections; • Contract/Customized Business/Industry Training; • Economic Development; and • Recertification/Relicensure Programs**.** **(**See individual categories)
CurricUNET	A web-based Credit CTE Program and Common Course Numbering Management system, utilized by Iowa community colleges and the IDE for common course numbering, program approval and program archival purposes since 2012.
Customized Training Activity	Educational offerings designed to meet specific training needs of business, industry, agency, and governmental or institutional entities. Such offerings may already exist or new ones are arranged by the community college. Often enrollment is open to individuals other than the population identified in contract.
Date Student Entered Course	The year, month, and day the student entered course.
Date Student Exited Course	The year, month, and day the student exited course.
Days in Teaching/Instructional Contract	The number of instructional days in the individual's nine-month teaching contract.
Declared Major	The declaration of a major by a student in a specific program is completed through established procedures adopted by the college
Developmental Education Course	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. They are not designed to be college transferable and do not count toward graduation requirements.
Disabled	See Special Populations
Displaced Homemaker	See Special Populations

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Distance Learning	A formal learning activity where students and instructors are separated by geography, time, or both, for the majority of the instructional period. Examples include: Print ICN Videotape or DVD Audio recordings Broadcasts Computer based software Web based programs Other online technology
District Number	A number assigned to identify Iowa's school districts and community colleges. (See College Number)
Earned Credit Hours	The total credit hours posted to student transcript at time of reporting, including transfer, test-out, tech prep, life experience, articulation, etc.
Economic Development	Credit and non-credit offerings made available through the combined efforts of the colleges and the Iowa Department of Economic Development. They include the projects/programs of: • Iowa Industrial New Jobs Training Program (260E) – assist businesses that are creating new positions or new jobs by issuing training certificates (bonds); • Iowa Job Training Program (260F) – fosters growth and competitiveness of Iowa business/industry by building workforce skills and expertise; • Accelerated Career Education (ACE) (260G) – supports the development or expansion of educational programs that address critical workforce skills and expertise for Targeted Industries; and • Workforce Training and Economic Development – a workforce and economic development fund created for each community for projects/programs in the areas of Information Technology, Insurance, and Life Sciences through Iowa Jobs Training Act (260F), Accelerated Career Education (ACE) (260G), Career Academies, Vocational and Technical Training (260C.1), and Job Retention Projects Apprenticeship programs are included where applicable.
Economically Disadvantaged	See Special Populations
Eligible Credit Course	A course that is eligible for general state financial aid that is part of an approved program of study. Includes developmental education courses that award credit hours. (Admin. Rule 281-21.45(1) (IA Code 260C.18C))
Eligible Legalized Aliens	Adult aliens whose status has been adjusted to lawful temporary resident under Section 245A, 210, or 210a of the Immigration and Nationality Act. Effective on date of such adjustment and continues until the end of the five-year period, provided that during that time, the alien remains in lawful temporary or permanent resident status granted under the Act.
Eligible Non-Credit Course	Non-credit offerings eligible for general state financial aid. (Admin. Rule 281-21.45(1) (IA Code 260C.18C)) The categories used for MIS reporting are: • Adult Literacy Program (except Corrections); • Adult High School Diploma; • State/Federal Mandated, Recognized, Court Ordered/Referred; • Enhance Employability/Academic Success (except Corrections); • Economic Development (except 260E); • Recertification/Relicensure Programs; • Community and Public Policy; and • Family/Individual Development to Enhance Family Development. (See individual categories)

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Eligible Student	A student enrolled in credit and non-credit courses that are eligible for general state financial aid. (Admin. Rule 281-21.45(1) (IA Code 260C.18C)).
Employment Type	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 non-administrative instructors who are classified as full-time 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 non-administrative instructors who are classified as less than full-time as defined in the college's collective 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; • 4 - 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 quarters per calendar year as defined in the college's written policy; • 5 - Half-time faculty – less than Full-time credit non-administrative instructors who teach over 50% of college-defined number of Full-time credit hours.
English-Literacy (ELL/ESL)	Non-Credit English literacy courses/programs of instruction designed to help adults who are limited English proficient. **ELL/ESL** - achieve competency in the English language; and **ELL/ESL–Citizenship** - achieve competency in the English language with the focus on the skills necessary to obtain citizenship. Reported up to a maximum of sixty contact hours per quarter attended, not to exceed two hundred forty contact hours per student per year.
Enhance Employability/Academic Success	Non-Credit offerings designed for individuals: • that are presently employed and who are upgrading their skills and/or retraining for new positions: and/or • advancing their knowledge in traditional education studies (ex. math, sciences, etc.) for the purpose of preparing for further education or a different career.
Enrollment	Full-time equivalent enrollment (FTEE) used for calculating the distribution of the proportional share of state general financial aid. (Admin. Rule 281-21.45(1))
Enrolled in a Program (Perkins)	A student enrolled in a program meets the following criteria: • applies for admission to a specific career/technical or college parallel/career option program; • declares a major; • has been accepted by the college and assured access to all program courses; • registers as a student in program and is attending the technical core courses; and • is included in the cohort that is utilized to determine program performance for the Perkins accountability report
Experience in Technical Field	Indicates the extent to which a career/technical instructor meets the minimum standard of 6000 hours of recent, relevant work experience in lieu of a bachelor's degree. The categories and codes for MIS reporting are: • 0 - Not Applicable; • 1 - Meets Minimum Standard;

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	• 2 - Working Toward Minimum; and • 3 - Does Not Meet Minimum Standard.
Faculty Instructional Load	**Arts and Science/Liberal General Studies** - full-time teaching load shall not exceed a maximum of 16 credit hours per school term or the equivalent. An instructor may also have a teaching assignment outside of the normal school hours, providing the instructor consents, as long as total workload does not exceed the equivalent of 18 credit hours within a traditional semester. **Career/Technical** - full-time teaching load shall not exceed 6 hours per day, and an aggregate of 30 hours per week or the equivalent, plus the equivalent of an additional 3 credit hours (instructor consent). When the assignment includes classroom subject and non-laboratory activities, consideration should be given to establishing the load more in conformity with arts and science. (Admin. Rule 281-21.3(4) (IA Code 260C))
Faculty Minimum Standards	Instructors who are under contract for half-time or more in career/technical education and arts and sciences shall meet at the minimum, the following: **Career/Technical -** shall be registered, certified, or licensed in the occupational area in which the state requires registration, certification or licensure, and shall hold the appropriate registration, certification, or license for the occupational area in which the instructor is teaching and shall meet either of the following: • Baccalaureate or graduate degree in the area or a related area of study or occupational area in which the instructor is teaching classes; or • Special training and at least six thousand hours of recent and relevant work experience in the occupational area or related occupational in which the instructor teaches classes if the instructor possesses less than a baccalaureate degree. **Arts and Sciences -** shall meet either of the following: • Possess a master's degree from a regionally accredited graduate school and have successfully completed a minimum of twelve credit hours of graduate level courses in each field of instruction in which the instructor is teaching classes; or • Have two years or more of successful experience in a professional field or area in which the instructor is teaching classes and in which post-baccalaureate recognition or professional licensure is necessary to practice, including but not limited to the fields or areas of accounting, engineering, law, law enforcement, and medicine. **Developmental Education and Adult Education** - may or may not meet minimum requirements depending on their teaching assignments, the relevancy of standards to the courses, and the transferability of such courses. (Admin. Rule 281-21.3(2) (IA Code 260C.48))
Family/Individual Development to Enhance Family	**Eligible** - Non-credit courses on how individuals function in family, work, and community settings and how they relate to their physical, social, emotional, and intellectual environments. (Ex. Interpersonal relationships, adjustment to disability, etc.) **Non-Eligible** - Non-credit courses offered for home and personal gain. (Ex sewing, interior design, gardening, etc.)
Fees	Incidental fees collected from students, such as lab, graduation, transcript, and other similar type services.
Field Experience	See Instructional Types.
First Enrollment Date, This College	The month and year a student first enrolled at the college.
First Pay Date	The first date in the academic year that the college paid the employee.

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Fiscal Year (Federal)	The year that commences on the first day of October and ends on the last day of September.
Fiscal Year (State)	The year that commences on the first day of July of a given year and ending on the last day of June of the next calendar year. The fiscal year shall be used for purposes of making appropriations and financial reporting and shall be uniformly adopted by all departments and establishments of the government. (Admin. Rule 281-21.45(1) (IA Code 260C 18C)) The Department of Workforce Development may use the federal fiscal year or calendar year instead of the State fiscal year commencing on July 1.
Full-Time Equivalent Enrollment (FTEE)	The students enrolled in courses eligible for general state aid as determined by one FTEE. One FTEE equals twenty-four credit hours for credit courses or 600 contact hours for non-credit courses. (Admin. Rule 281-21.45(1))
Full-Time Student	See Student Classification.
GAP Tuition Assistance Program	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)
GAP Tuition Assistance Program Completer	A person who passes the course (met the course requirements) regardless of certification testing.
Gender	Designation by the individual if they are a male or female.
Gender Equity (Non-Traditional)	An individual who is enrolled in a program where students of the opposite gender comprise at least 75.1 percent of all students enrolled.
General Education Courses	Credit courses designed to impart common knowledge, promote intellectual inquiry, and stimulate the examination of different perspectives. They also foster human development in civic, consumer, environmental, and social responsibilities. The number and type of general education courses in a curriculum is determined by state minimums, occupation needs, and institution standards. These courses coincide with standard articulation agreements with Regent Institutions.
General State Financial Aid	The amount of general state aid the college received from the state general fund. For the method of distributing, refer to distribution formula in the Administrative Rules.(Admin. Rule 281-21.45)
Graduate	A student who has fulfilled all the requirements of a program and has earned an award. (See Program Completer and Graduate for Perkins reporting.)
Headcount	The actual number of students enrolled in a given instructional category or unit during a given period of time. **Unduplicated** - means that an enrollee is counted only once during the reporting period even though they may be enrolled in more than one curriculum or in more than one term during the reporting period. The enrollee is to be reported in the curriculum in which they were most recently enrolled. If the above criterion discriminates, then they are to be reported in the curriculum in which they received the most credits or contact hours of instruction. **Duplicated** - means that an enrollee is counted more than once during the reporting period.
High School Award Type	The type of award received and/or status a student has relating to high school completion. The MIS types and codes are: • 0 - Unknown; • 1 - High School Diploma; • 2 – High School Equivalency Diploma; • 3 - Non-graduate; • 4 - Still in high school; and • 5 - Adult High School Diploma**.**
High School Education	**Adult High School Diploma** - A program of instruction designed for an eighteen year old or older individual that culminates in an Adult High School

Data Element/Term	Definition
	Diploma granted by a community college. A diploma cannot be granted until the candidate has reached their eighteenth birthday. . Courses consist of sixty contact hours, reported at the time of enrolling, with a maximum of five courses per semester. **Secondary High School Diploma** - Courses provided by community colleges for secondary credit toward a high school diploma granted by a local secondary school district. **Alternative High School** - An established environment within or apart from the regular high school with policies and rules, educational objectives, staff, and resources designed to accommodate individual student needs. The curriculum provides a comprehensive high school education consistent with the goals established by school districts in the area. Whether or not an individual student may choose to attend an alternative school may be limited by court order or by approval of the local school district. Community colleges may establish and operate alternative high schools for secondary school districts on a contractual basis. Students are not eligible for postsecondary state general aid unless such students are taking courses above and beyond the defined courses for high school completion. Courses consist of sixty contact hours, reported at the time of enrolling, with a maximum of five courses per semester. (Iowa Code, 256.9(43))
High School Enrollment Type	Indicates through which type of activity/offering that the high school students are enrolled in the college. The MIS types and codes: • 0 - Not Applicable - Not a high school student; • 1 - Postsecondary Enrollment Option Act (PSEO) - (See PSEO); • 2 - Contract Agreement - a student who is enrolled because a secondary education institution has contracted with a postsecondary institution to provide the instruction, tuition paid by secondary institution; and • 3 - Tuition Student - a student whose tuition is paid by self/family, not a secondary educational institution.
High School Equivalency Diploma	A standardized test is used in Iowa to determine High School Equivalency. The test battery includes five parts: • Language Arts - Writing; • Language Arts – Reading; • Social Studies; • Science; and • Mathematics. The questions in each of the five tests require use of general knowledge and higher order strategic thinking. Age requirements are set by Iowa Administrative Rules, Chapter 32. The Iowa High School Equivalency Diploma is issued by the IDE upon successful completion and passing of the test battery.
High School Identification and Community College Adult High School Diploma Identification	**High School Identifier** - The combinations of the district and school codes or the ACT code are used for currently enrolled Iowa high school students and graduates. **Community College Adult High School Diploma Identifier** - The combination of the district and four zeros (school) are used for students that have completed an Adult High School Diploma. (Refer to the MIS Reporting Manual for high school and college codes.)
High School Student	A student who is enrolled in grades 9-12.
Highest Degree Earned (Previous Years of Postsecondary Education)	The highest degree earned by the student at another postsecondary institution. The MIS categories and codes are: • 0 - Unknown; • 1 - Less than 2 year; • 2 - 2-year; • 3 - 4-year (Bachelor);

Data Element/Term	Definition
	• 4 - Graduate; and • 5 - None.
Highest Educational Achievement/Award	The highest degree, award, or educational achievement an employee has attained is reported in the MIS as follows: • 1 - Doctorate; • 2 - Education Specialist; • 3 - Master's Degree; • 4 - Bachelor's Degree; • 5 - Associate Degree; • 6 - Diploma; • 7 - Certificate; • 8 - High School Diploma/High School Equivalency Diploma • 9 - Less than High School/Diploma/ High School Equivalency Diploma
Home Base Iowa (HBI) initiative	The Home Base Iowa initiative is intended to help veterans make a smooth transition to civilian life in Iowa. Iowa's higher education community is supporting the effort by recruiting veterans, ensuring appropriate credit is awarded for military education and experience, and providing campus veteran support services. The data reporting requirements support the effort to ensure veterans receive appropriate credit for prior military training or experience. Iowa Code Section 260C.14(24) prescribe to annually file a report with the governor and the general assembly providing information and statistics for the previous five academic years on the number of students who are veterans per year who received education credit for military education, training, and service, that number as a percentage of veterans known to be enrolled at the college, the average number of credits received by students, and the average number of credits applied towards the award of a certificate, competency-based credential, postsecondary diploma, or associate degree. Section 35.1 Definitions: 2. *a. "Veteran"* means a resident of this state who served in the armed forces of the United States at any time during the following dates and who was discharged under honorable conditions: (1) World War I from April 6, 1917, through November 11, 1918. (2) Occupation of Germany from November 12, 1918, through July 11, 1923. (3) American expeditionary forces in Siberia from November 12, 1918, through April 30, 1920. (4) Second Haitian suppression of insurrections from 1919 through 1920. (5) Second Nicaragua campaign with marines or navy in Nicaragua or on combatant ships from 1926 through 1933. (6) Yangtze service with navy and marines in Shanghai or in the Yangtze valley from 1926 through 1927 and 1930 through 1932. (7) China service with navy and marines from 1937 through 1939. (8) World War II from December 7, 1941, through December 31, 1946. (9) Korean Conflict from June 25, 1950, through January 31, 1955. (10) Vietnam Conflict from February 28, 1961, through May 7, 1975. (11) Lebanon or Grenada service from August 24, 1982, through July 31, 1984. (12) Panama service from December 20, 1989, through January 31, 1990. (13) Persian Gulf Conflict from August 2, 1990, through the date the president or the Congress of the United States declares a cessation of hostilities. However, if the United States Congress

Data Element/Term	Definition
	enacts a date different from August 2, 1990, as the beginning of the Persian Gulf Conflict for purposes of determining whether a veteran is entitled to receive military benefits as a veteran of the Persian Gulf Conflict, that date shall be substituted for August 2, 1990. *b. "Veteran"* includes the following persons: (1) Former members of the reserve forces of the United States who served at least twenty years in the reserve forces and who were discharged under honorable conditions. However, a member of the reserve forces of the United States who completed a minimum aggregate of ninety days of active federal service, other than training, and was discharged under honorable conditions, or was retired under Title X of the United States Code shall be included as a veteran. (2) Former members of the Iowa national guard who served at least twenty years in the Iowa national guard and who were discharged under honorable conditions. However, a member of the Iowa national guard who was activated for federal duty, other than training, for a minimum aggregate of ninety days, and was discharged under honorable conditions or was retired under Title X of the United States Code shall be included as a veteran. (3) Former members of the active, oceangoing merchant marines who served during World War II at any time between December 7, 1941, and December 31, 1946, both dates inclusive, who were discharged under honorable conditions. (4) Former members of the women's air force service pilots and other persons who have been conferred veterans status based on their civilian duties during World War II in accordance with federal Pub. L. No. 95-202, 38 U.S.C. § 106. (5) Former members of the armed forces of the United States if any portion of their term of enlistment would have occurred within the time period specified in paragraph *"a"*, subparagraph (9), but who instead opted to serve five years in the reserve forces of the United States, as allowed by federal law, and who were discharged under honorable conditions. (6) Members of the reserve forces of the United States who have served at least twenty years in the reserve forces and who continue to serve in the reserve forces. (7) Members of the Iowa national guard who have served at least twenty years in the Iowa national guard and who continue to serve in the Iowa national guard.
Identification Code Sets – Courses, Programs, Services, and/or Activities	Sets of eight-digit numbers to identify all community offerings for reporting, funding, and status of eligibility for state general aid. The sets identify the following: **Instructional Level** - two digit numbers that identifies the level of education being offered; include leading zeros if needed. **Type** - two digit numbers that identifies the type of education being offered; **Special Emphasis** - two digit numbers used to further clarify the type of activity within the offering; and **Object/Purpose** - two digit numbers that identify the source of funding and/or status of eligibility for state general aid. (See Appendix A – Identification Code Number/Sets)
Independent Study	See Self-Paced Instruction

Data Element/Term	Definition
Individual Learning Experience	A structured learning experience designed by a college to meet the educational needs of an individual student. Credits shall be in accordance with the credit hours that would have been assigned if the course had been taught by conventional methods. If an equivalent course is not offered, the length shall be computed from records of attendance using such procedures as a time clock or sign-in records. (Admin. Rule 281-21.2(13))
Individualized Instruction	Instruction in which the student works one-on-one with the instructor. The course delivery may be individually tailored to accommodate the student's needs. Course(s) must be of an approved course of study and listed in the college catalogue.
Industry Credential Award (non-credit)	[2]Endorsed by a 3rd party certification or state/federal regulatory agency leading to or enhancing employment. Report students who meet one, two or all conditions: 1) a college reported a successfully completed program (no test required but competencies met) to the governing agency, when such a completion is the requirement for the governing agency to award the 3rd party credential or state board (e.g., Coaching Certificate/License); 2) a college administered the required test and then reported findings to the state governing agency that a student had successfully passed and the credential is then awarded to the student by the governing agency or state board (e.g., CNA License); 3) a college obtained information regarding students' 3rd party credentials from the governing agency, state board, or directly from the student. Include only initial certifications and do not include recertifications or relicensures.
Ineligible Student	A student enrolled in credit or non-credit courses, that are not eligible for general state financial aid, which include: • leisure/recreational (wellness, self enjoyment, hobby etc.) • 260E activities; • courses that lead to a high school diploma awarded by a secondary district; • alternative high school; • courses for secondary credit only; • drivers education (when secondary district counts enrollees); • corrections (non-credit courses); • adult learning (knowledge/skills to enhance function in society); • non-occupational food and nutrition; • on-the-job training (not college directly supervised); • community service; • conferences/special events/meetings; • college staff developments/in-services; • nursing homes; and • sole purpose of testing (HSED, CLEP, ACT, Nursing, etc.).
Inflation Rate	The average of the preceding twelve-month percentage change, which should be computed on a monthly basis, in the consumer price index. It is published by the U.S. Department of Labor.(IA Code 260C.18C))
Instructional Methods	The types of instructional methods/experiences used to deliver curriculum content. **Traditional Methods**: • Classroom **-** lecture and other formalized instruction under the supervision of an instructor; • Clinical **-** applied learning in a health agency or office under the supervision of an instructor; • Laboratory **-** experimentation and practice under the supervision of an instructor; and • Cooperative/Work/Field Experience/Internship and On-The-Job Training **-** educational experiences in a work place that are planned and coordinated by a college representative and an employer, with

Data Element/Term	Definition
	the supervision of the student in the work place being the responsibility of the employer. **Alternative Methods**: • Accelerated; • Distance learning; • Self-Paced; • Multi-Format; and • Individual Learning Experiences. (See individual categories) (Admin. Rule 281-21.2(13))
Instructional Services	Activities directly related to the delivery of a specific course curriculum provided (on either an individualized or group basis) by a qualified instructor of record.
Instructor(s) of Record	Instructor(s) who teaches reported course.
Jointly Administered Program	A program entered into by two or more educational institutions to provide instruction jointly, to the mutual benefit of the constituents of each institution. Secondary courses/programs that secondary institutions offer jointly or offerings that secondary institution(s) contract with a postsecondary institution to provide. (See Sharing)
Laboratory	See Instructional Methods
Ladder Program	A program with various/built-in levels of awards. Programs are typically approved by the IDE at the highest award to be granted. Students may opt out of a ladder program at different levels such as a certificate and/or diploma before completing a degree. To market curricula/awards, separate from the original degree approval, IDE approval must be obtained.
Learning Resource Center	Library, media, and information services that include a range of information sources, associated equipment, and services accessible to students, staff, and the community.
Leisure/Recreational Courses	Courses (Non-Eligible) that provide instruction in leisure, recreation, casual culture, wellness, and/or self-enjoyment subjects.
Liberal/General Studies	Arts and Sciences courses in a curriculum that makes up the first two years of a Baccalaureate degree.
Limited English Proficient	See Special Populations
Local Education Agency (LEA)	A legally constituted education entity having administrative control and direction of educational programming. (Ex. secondary school districts, community college districts, and area education agencies)
Locally recognized program completer (non-credit)	Locally recognized non-credit program completer is a student who completed any skill-based program that are developed for and fills a workforce need identified through sector boards, IWD agencies, or research of skills gaps in the region, and consists of a minimum of 32 contact hours. Such program completion is designed to enhance employability, or/and increased responsibility within a trade and could lead to a state or 3rd party credential but would exclude recertification. The fact of such a program completion is established based on local college rules, applicable to each particular program. A locally recognized program completer may or may not be a recipient of 3rd party credential, GAP tuition assistance programs, or any other, separately reported non-credit award category. <u>Examples</u>: Coaching, Forklift, CNA* (may also be industry credential) CDL* (may be industry credential also). *CNA & CDL – participants could pass course but not pass state exam which would mean only locally recognized. <u>Examples of Not included</u>: Motorcycle and driver's education.
Mainstreaming	The placement of students, who are members of special populations and those who may need additional support services in order to be successful, in regular educational programs or courses.

Data Element/Term	Definition
Major	The program identifier that describes a student's concentration of courses and/or declared program completion goal. A student that has not declared a major should be assigned to a career/technical program in which they have completed the most courses. If they have not enrolled and/or completed mostly career/technical courses, the student will be assigned to Liberal/General Studies.
Management Information System (MIS)	A system designed for reporting enrollment, human resources and awards data from the community colleges to the IDE to ensure more uniform, accurate, and consistent data. The MIS sections are: • A - Fall • B - Fiscal Year Credit; • C - Non-Credit; • D - Secondary Jointly Administrated; • E - Human Resources; • F - Credit Awards • G – Non-Credit Awards • Appendices.
Maximum Number of Graduates	The maximum number of students approved by the IDE to receive an award and/or complete a specified program during an academic year.
Military Credit (for the purposes of Home Base Iowa initiative)	Credit hours received for military training, service, or education.
Multi-Format Nontraditional Instruction	Instruction utilizing a variety of nontraditional methods that may incorporate self-paced learning, text, video, computer instruction delivery, accelerated training, independent study, internet delivery, and/or other methods that do not follow standard classroom work guidelines. Contact or credit hours shall be awarded in accordance by what is assigned for a course taught by the conventional methods. (Admin. Rule 281-21.2(13))
New Jobs Training Program	See Economic Development
Non-Credit	See Adult/Continuing Education (Non-Credit)
Non-Credit Course Hours	The five-digit number used to record the hours of non-credit assigned to a specific course. Up to two decimal places (ex .001.25) may be used
Non-Credit Student Enrollment	See Adult/Continuing Education (Non-Credit)
Non-Graduate Program Completer (Perkins)	A student that completed the entire sequence of arts and science and career/technical courses in the program but did not receive an award.
Nontraditional Occupation	Occupational fields of work, for which individuals from one gender comprise less that twenty-five percent of the individuals employed.
Object Code	A number used in combination with the General Ledger Classification Code to distinguish the type of expenditure or revenue item. (Refer to the Iowa Community College Accounting Manual)
Online Course	A method of distance learning where the entire content of a course is delivered online (web-based/internet/etc.).
On-the-Job Training	See Instructional Types
Open Door Policy	All individuals regardless of their previous education, level of achievement, etc. can enroll.
Open Entry/Open Exit	The allowance of entry and exit at points other than the scheduled term beginning and ending dates specified on the community college's academic calendar.
Operational Status	The codes that identify the operating status of an offering in the IDE Program Master and colleges. The types and codes are: • 1 - Operational – Currently operating; • 2 - Not Operational – Has operated, not currently operating, will operate in future if needed (must submit an up-to-date AS28 when reoffering); • 3 - Alternate Year – (Not Applicable for colleges); • 4 - Anticipated – Plan to operate in near future;

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	• 5 - Discontinued – Has operated, not currently operating, would operate in the future if needed, however with new curriculum (must submit letter requesting to reinstate approval to Operational, Advisory committee minutes, and new AS28); and • 6 - Terminated – No intent to operate in the future, Approval removed by IDE.
Participant (Perkins)	The IDE defines participants as follows: A postsecondary/adult student who has earned one or more credits in any CTE program area.
Pathways for Academic Career and Employment (PACE) program	The pathways for academic career and employment program (hereafter referred to as PACE) is established to provide funding to community colleges for the development of projects that will lead to gainful, quality, in-state employment for members of target populations by providing them with both effective academic and employment training to ensure gainful employment and customized support services.(281 – 25.11 (260H))
Pell Grant Recipient	An individual who is enrolled in an undergraduate program of study who has not earned a bachelor's degree or professional degree and has been awarded a non-repayable Federal Pell Grant.
Pell or BIA Count	The number of career/technical and college parallel/career option students who are recipients of a Pell or Bureau of Indian Affairs (BIA) grant. The count is used for determining Perkins allocations to community colleges. (See Appendix D)
Perkins Act of 2006 = Perkins IV	The Carl D. Perkins Career and Technical Education Act of 2006 purpose is to develop more fully the academic, vocational, and technical skills of secondary and postsecondary students by: • Developing challenging academic and technical standards and assisting students meeting standards; • Linking secondary and postsecondary rigorous and challenging academic and career/technical instruction; • Providing services and activities designed to develop, implement and improve career/technical education; • Researching and disseminating information on best practices; • Providing technical assistance on leadership, initial preparation and professional development at the state and local levels; • Improving the quality of teachers, faculty, administrators and counselors; • Supporting partnerships among secondary, postsecondary, and baccalaureate granting institutions, local workforce investment, business/industry, and intermediates; and • Providing individuals with opportunities throughout their lifetimes to develop the knowledge and skills to keep the U.S. competitive.
Perkins Allocation	The amount of Perkins funds allocated to each community college based on Federal criteria. (See Appendix D – Perkins Distribution)
Personnel Development	Activities, courses and programs to upgrade or further develop the skills of persons presently employed.
Position Code	The codes and categories used to classify staff for MIS and financial accounting are: • 510 = Administrative - The chief executive officer and cabinet/administrative team; • 520 = Instructional - Credit personnel providing instruction (50% or more of their time) to students. Includes faculty, counselors, librarians, and tutors; • 525 = Full-Time Non-Credit Instructional - Personnel involved in full-time direct instructional (for non-credit course) contact with students.

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	• 530 = Professional - Personnel performing academic support, student services, and institutional support activities including data processing, media, and business office; • 540 = Secretarial/Clerical – Personnel performing clerical and/or secretarial activities including internal and external communications and recording and retrieving data; and • 550 = Service - Personnel performing maintenance and repair, machine operations, vehicle drivers, security guards, etc. (Refer to the MIS Reporting Manual)
Position Total Compensation	The total amount (nearest whole dollar) earned by an individual in a position for the fiscal year, excluding benefits.
Postsecondary Enrollment Options Act (PSEO)	Designed to promote rigorous academic pursuits and to provide wider variety of options to high school students. Eleventh and twelfth graders and gifted and talented ninth and tenth graders have an opportunity to enroll part-time in nonsectarian postsecondary credit courses in eligible postsecondary institutions of higher learning in Iowa. Participation is approved by and usually financed by the secondary education institution where they are enrolled. (Admin. Rule 281-22.1-6 (IA Code 261C.1))
Previously Attended Another Postsecondary Institution	Indicates if the student has attended another postsecondary institution before enrolling in the current institution.
Program	A coherent sequence of courses designed to prepare individuals for employment or further education in a specific occupational area.
Program Completer	A student who has completed the entire sequence of courses (arts and science and/or career/technical) in the program, with or without fulfilling all the necessary graduate requirements of the college.
Program Graduate	A student who has completed the entire sequence of courses (arts and science and/or career/technical) in the program, received the award, and has fulfilled all the necessary requirements for being a college graduate.
Program Master (PGM)	A IDE list of programs, services, and/or activities, by college, approved for operation. The following information is included: • Program/offering identifier; • Local title; • Terms; • Credit Hours; • Maximum Graduates; • Regular Length; • Approval Month and Yes; • Type of Approval; and • Operational Status.
Program/Offering Identifier	Originally, the 28 numbers that contain the county, district, site, CIP number, level, type, special emphasis, and object/purpose codes for an offering/program. Currently, it does not include county or site.
Program Sharing	See Administrative and Program Sharing and Career/Technical Programs – Preparatory
Program Terms	The number of full-time terms in a program, including summer terms.
Program Types	Credit programs designed to provide the specific skills and knowledge essential for successful entry into a specific or related occupation, requiring less than a baccalaureate degree, or for further education. The offerings are classified according to: • Full-time - operates, on the average of 15 or more credits per term and more than 1 term in length; • Part-time - operates, on the average, less than 15 credit hours per term and more than 2 terms in length; • Shared - a program that two or more colleges agree to accept the courses offered at each college and share the number of graduation slots. Students often are required to enroll and/or attend the

Data Element/Term	Definition
	appropriate courses in the curriculum at both colleges to complete the program. The college who is approved to offer the occupational job entry courses grants the award; • Short-term - a program that is short in length and usually less than 22 credits or its equivalence; • Advance Standing - a program that requires completion of specific courses and/or another program before a student is eligible to enter; • Apprenticeship -a program registered with the Department of Labor or the state apprenticeship agency in accordance with the National Apprenticeship Act. It is a structured systematic program of on-the-job (minimum of 2000 hours) supervised training and usually requires related instruction; (See Apprenticeship) and • Career Academy – an associate degree, or above, program which combines a minimum of two years of secondary education and at least two years of postsecondary education. (See Career Academy) Special programming is available for Corrections, Contract/Customized Business/Industry Training, Economic Development, and Recertification/Relicensure Programs. (See individual categories.)
Project/Program Code	Alpha/numeric characters used by the colleges and Department of Economic Development to identify specific projects/programs relating to: • 260E (assigned by college); and • 260F, 260G, and Workforce Training and Economic Development Fund 260C.1, 260F, 260F.9 and 260G (IEDA assigned contact number).
Quality Faculty Plan	A plan for hiring and developing quality faculty established by an institutional quality faculty plan committee. The plan includes, at a minimum, the following: • implementation schedule; • orientation for new faculty; • continuing professional development; • procedures for accurate recordkeeping and monitoring; • consortium agreements where appropriate; • specific activities that ensure the faculty attains and demonstrates instructional competencies and knowledge; • procedures for collection and maintenance of records demonstrating that each faculty member has attained or documented progress toward attaining minimum competencies; and • compliance with the faculty accreditation standards of the North Central Association of Colleges and Schools. (Admin. Rule 281-21.3; IA Code 260C.36)
Race/Ethnicity	Members of a group as a product of their common heredity, racial, and/or cultural tradition. The codes and groupings for MIS reporting are: Ethnicity: 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 Race: flags for the following categories: • 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. • Asian, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent; • Black or African American, a person having origins in any of the black racial groups of Africa;

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	• Native Hawaiian or Other Pacific Islander (e.g., Philippine Islands and Samoa); • White, a person having origins in any of the original peoples of Europe, North Africa, or the Middle East; • Not reported
Rebuild Iowa Infrastructure Fund	State dollars allocated for major renovation and repair needs, including health, life, fire, and safety needs and for compliance with federal Americans with Disabilities Act, for buildings and facilities under the purview of the community colleges. Allocation to each community college is based on the same distribution formula established for state general aid. HF 875 Section 5
Recertification/Relicensure Programs	Credit and non-credit offerings designed for individuals employed that are required to be recertified or relicensed. Offerings include the types described below: • Less than Baccalaureate - occupations that require less than a four-year degree; and • Baccalaureate and above – occupations that require a four-year degree or above and which do not lead to an additional degree. Included are education renewal certificates.
Reciprocity Agreement	Recognition by one institution of the validity of licenses or privileges granted by another institution. A reciprocity agreement is usually an agreement between a community college in Iowa and a college in a contiguous state. (Iowa Code 280A .23 (2))
Registered/Certified/Licensed	Indicates if the instructor holds a registration, certification, or license for the occupational area in which the state requires such to teach. The codes and categories for MIS reporting are: • 0 – No; • 1 – Yes; and • 2 – Not Applicable (Not required to teach)
Registration	A process of enrolling students for courses or programs.
Registration Type	The code and categories used to identify the type of student registered in course are: • 0 - Regular student; • 1 - Contracted training/services; and • 2 - High school student.
Regular Length	The total length, in weeks, of an approved program as designed for full-time delivery.
Related Non-Credit Activities	Activities that are conducted in each community college that do not meet the criteria for a course and therefore are not eligible for State General Aid and are not required to be reported through the MIS. They are the following: • Community Service; Conferences, Special Events, and meetings; Staff Development and In-services for college employees; and Independent Testing. (Not necessary to report on the MIS)
Residency	Used to identify the residency status of a student at the date of registration. The codes and categories are: • 0 - Unknown; • 1 - Iowa Resident; • 2 - U.S. Citizen and Legal Alien Non-Iowa Resident; and • 3 - Foreign and International Students with Student Visa. **(**See Appendix C – Uniform Policy on Student Residency)
Residency Status	Colleges may require written documents, affidavits, or related evidence deemed necessary to determine residency status of a student. Determination of residency status is based on the reason a student is in the State of Iowa and the length of time they have resided in Iowa. A student

Data Element/Term	Definition
	who has been admitted to a community college shall be classified as a resident or as a non-resident for admission, tuition, and fee purposes. **Resident** - A student who has established a permanent domicile in Iowa for at least ninety days prior to the beginning of the term for which they are enrolling. A student must be able to show proof of residency by documenting at least two of the following: • written and notarized documentation that they are employed in Iowa; • an Iowa income tax return; • an Iowa driver's license; • an Iowa vehicle registration card; • an Iowa voter registration card; or • proof of Iowa Homestead credit on property taxes. **Non-Resident** - A student who is a: U.S. Citizen or a Legal Alien and a Non-Resident of Iowa and • is not planning on becoming an Iowa resident; or • is not planning on staying in Iowa; or • is not planning to work in Iowa. **Foreign and International Students with Student Visa.** (See Appendix C - Uniform Policy on Student Residency)
Reverse Credit Transfer	Reverse credit transfer is a partnership developed by the Board of Regents and Iowa's public universities in close collaboration with Iowa's community colleges to facilitate the transfer of credits back to one of Iowa's community colleges for the purpose of providing an opportunity for students to attain a degree, diploma or certification.
Secondary High School Diploma	See High School Education
Secondary Jointly Administrated	Programs designed for secondary age students when two or more educational agencies have an agreement to administer instructional programs. The MIS categories are: • Liberal/General Studies; • Career/Technical Preparatory, • Career Academy programs
Secondary Student Identification Number	Unique Student Identifier assigned to all secondary students and passed to the MIS from a data match of K-12 data systems.
Self-Paced Instruction	Courses or programs that allow students to progress at their own rate of speed and enter at variable times. Contact or credit hours for these courses shall be computed by what is obtained in a conventionally delivered course. (Admin. Rule 281-21.2(13))
Served with Support Services	An individual who is a member of one or more Special Populations and who received supplemental assistance in order to succeed in their program. The supplemental assistance is beyond what is provided in the regular curriculum.
Sharing	**Agreement** – A Joint Exercise of Governmental Powers entered into by two or more eligible institutions to provide instructional or administrative services jointly, to the mutual advantage of the constituents of each institution. (Rules 281–21.64(280A). This agreement must be recorded with the Secretary of State and county recorder. **Contract** - An agreement between two or more public agencies to jointly provide services and activities they are authorized by law to perform. This contract requires board approval of the contract and must include purpose, powers, rights, objectives and responsibilities of the parties to the contract.
Single Parent	See Special Populations
Short-Term Preparatory	See Program Types and Career/Technical Programs - Preparatory
Special Populations	Individuals who need additional or supplemental assistance determined essential to participate and/or succeed in obtaining an education. The categories for identification are:

Data Element/Term	Definition
	Disabled –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 special learning disabilities; **Displaced Homemaker** – Individuals who were a homemaker exclusively but because of dissolution of marriage, death or disability of spouse, must prepare for paid employment; **Economically Disadvantaged** – Individuals (other than handicapped and LEP) from economic disadvantaged families, including foster children; **Limited English Proficient (LEP)** – Individuals who: • were not born in the United State or whose native language is other than English due to coming from environments where a language other than English is dominant, or • are American Indian or Alaska Native students who come from environments where a language other than English has had a significant impact on their level of English proficiency, and • by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language; and **Single Parent** – Individuals who are unmarried or legally separated from a spouse and have minor children for which the parent has either custody or joint custody, or is pregnant.
St/Fed. Mandated, State Recognized, Court Ordered/Referred	Non-credit courses and programs that are state or federal mandated, state recognized, or court ordered/referred or are an organized education instruction designed to meet legislated or licensing requirements as defined in state and federal code.
Staff Development (Non-Eligible)	Staff and professional development non-credit activities and in-services for community college employees. These activities are Non-Eligible. (Not necessary to report on the MIS).
State Service Areas	The six broad categories of secondary and postsecondary career/technical programs are: • Agriculture; • Business; • Health; • Family and Consumer Sciences; • Industrial Technology; and • Marketing. Secondary Districts are required to teach a minimum of three sequential units each in at least four of the six service areas. (Iowa Code 281 12.5 (5)
Staff Positions	See Position Code
State Student ID	A unique number that is assigned, by the IDE, to a child as he or she enters the Iowa educational system. The number, 10 digits in length, remains the same from year to year and follows the student within the state. It may follow the student in further educational endeavors (postsecondary), for follow up purposes.

Data Element/Term	Definition
Student Classification	**Full-time** - A student enrolled for twelve or more semester (eighteen or more quarter) credits hours, or its equivalent in the most recent regular term of enrollment or twenty-four contact hours a week each term. (Student Aid Commission.) A full-time student for MIS reporting is one who has 24 credit hours during the year. **Part-time -** A student enrolled for less than twelve semester (eighteen or more quarter) credit hours or its equivalent in the most recent regular term of enrollment. Appropriate adjustments for length of summer term are to be used if the student has not attended a regular term during the academic year. The above definitions are used for uniform state reporting, however community colleges often define full/part-time according to independent local criteria. College Student Aid Commission's full-time definition is a student enrolled for twelve or more semester or quarter hour credits, or twenty-four contacts hours a week each term. (Admin. Rule 281-21.4)
Student Intent/Goal	A code used to enter the most recent reason, stated by the student, for enrolling at the college. The MIS codes and categories are: • 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; and • 9 - Undecided/Unknown/Other.
Student CIP Major/Program	The ten-digit CIP number (include leading zeros) of the student's major at the time of reporting (MIS - Fall Term, Year-End, and Awards).
Student Services	A variety of services to meet the needs of students in the college which shall include the following: • Orientation of college and career opportunities and requirements; • Appraisal of individual potential; • Consultation with students about their plans, progress, and problems; • Participation of students in activities that supplement classroom experiences; • Regulation to provide optimal climate for social and academic development; • Services that facilitate community college attendance through a program of financial assistance, and facilitate transition to further education or employment; and • Organization that provides for continuing articulation, evaluation, and improvement of the student services program.
Supplemental Services	Services or activities considered essential or necessary for individuals to be successful in their programs or courses. Supplemental services are designed to provide additional or supplemental assistance beyond what is provided in regular courses or programs.
Support Services	Activities designed to be supplementary to "instructional" activities, in which a student receives assistance necessary to successfully meet a career goal.
Syllabus	A uniform format adopted by the college and completed by the faculty for the purpose of communicating to students the purpose, objectives, credit hours, schedule of assignments, student assessments, etc. of a course.
Technical Core	Courses that are occupationally specific to a program major.

Data Element/Term	Definition
Technical Skill Attainment	Perkins grant accountability requires performance measuring for CTE students. Technical Skill Attainment is one of the Perkins performance indicators. The performance measurement is conducted by each community college. The resulting data is reported in the Student Information file to indicate whether or not a student was assessed under reported major, and whether the assessed student was found proficient under that major. An assessed student is defined as a "career and technical education concentrator who took a technical skill assessment that is reliable and valid and was approved by a third party during the reporting year". The third party may be a nationally or state recognized industry organization, a provider of reliable and valid third party assessment instruments, or a regional or local advisory committee for the career and technical education program." * A proficient student is defined as a "career and technical education concentrators who passed a valid and reliable technical skill assessment during the reporting year".*" Details about how the Technical Skill Attainment is measured, what defines the numerator (the number of proficient students), and what defines the denominator (the number of assessed students), can be found in the Iowa Five-Year State Plan for the Carl D. Perkins federal grant and can be accessed using the following link: https://www.educateiowa.gov/perkins-0
Telecommunications Course	A course offered through a long distance communications network, such as telenet, fiber optics, satellite, etc.
Term	A predetermined period with a definite starting and ending date, during which classes are regularly scheduled.
Terms (Program)	The number of terms in a program, including summer terms.
Tests (Non-Eligible)	The time students spend testing that is not a part of a course and/or program, are Non-Eligible. Includes HSED, licensure, screening, business and industry, governmental, and standardized, etc. testing. (Not necessary to report on the MIS.)
Transcript	An official copy of a student's educational record that is created at the time of enrollment and up-dated as the status and progress of the individual changes.
Transfer Credit Hours Granted	The credit hours posted at time of reporting to a student's transcript indicating that the college has awarded transfer credit for credit hours earned at another postsecondary institution.
Tuition	The charges established by a community college for student enrollment in programs, courses, or individualized learning situations. The tuition rate varies according to residency status of the students. **Resident** - Community college 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. **Nonresident** – Community college tuition for nonresidents of Iowa shall not be less than the marginal cost of instruction of a student attending the college and should be a different tuition rate than for resident students, even if the difference is nominal. There is a statutory exception for residents of Iowa's sister states (eight designated by Iowa Department of Economic Development), but this up to each college. Reciprocity agreements with colleges outside Iowa also allows for tuition rates to be the same or the lower of the two colleges. **International –** A separate tuition rate for international students is permissible, provided the rate is reasonable and reflects the cost of appropriate services. (Iowa Code 260C.14(2)) (See Appendix C)
Unique Student Identifier	Numbers used to identify the student during their education, for state reporting, and follow up. **Social Security Number (SSN)** – A number assigned by US Government. **Locally Assigned** - A number assigned by the college to identify the student rather than a Social Security Number. If a local number is used,

Data Element/Term	Definition
	the college has the responsibility to ensure that a student carries the same number through the student's attendance at the college.
Veteran (for Home Base Iowa reporting purposes)	As defined in section 35.1 (see Home Base Iowa) or member of the Reserve Forces or National Guard who have served at least one year of their commitment and are eligible for or exhausted federal veterans education benefits under 38 U.S.C. Chapters 30, 32, 33, or 36 or 10 U.S.C. Chapters 1606 or 1607.
Vocational Education	See Career/Technical Education
Volunteer Framework of Accountability (VFA)	The VFA is the principle accountability framework for community colleges with measures defined to encompass the full breadth of the community college mission and the diversity of students' goals and educational experiences. For more information, use the hyperlink below: http://vfa.aacc.nche.edu
Waiver	Colleges may request a waiver from the Division of Community College regarding the eighty-six maximum credit limit. Rational such as state and national accreditation standards, and local business/industry certification standards documentation will be used to determine the approval status of the wavier. If a wavier is granted, the college must continue efforts to bring the program in compliance. Waivers are granted for a maximum of two years, at which time the request must be resubmitted.
Work Experience	See Instructional Types
Workforce Training & Economic Development Fund (WTED)	The Workforce Training and Economic Development (WTED) Fund was established in 2003 as part of the Grow Iowa Values Fund. The funding is allocated annually using the community college state general aid distribution formula as provided for in Section 260C.18A of the Iowa Code. The monies in the Workforce Training and Economic Development Fund may be used to support the following community college programs: • Career Academies • Career & Technical Education (CTE) Programs • Entrepreneurship Education & Small Business Assistance • General training, retraining and educational initiatives for targeted industries There are also other programs with separate funding sources which can be supplemented through WTED, they are: • Accelerated Career Education (ACE) Infrastructure (260G) • GAP Tuition Assistance Program (260I) • Iowa Jobs Training (260F) • National Career Readiness Certification (NCRC) • National Advanced Manufacturing Certification (NAM) • Pathways for Academic Career & Employment (PACE) (260H) More information about WTED can be found at the Department of Education web site: https://www.educateiowa.gov/workforce-training-economic-development-fund
Year of High School Award	The year a high school award was received.

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