



COMPREHENSIVE DATABASE GUIDELINES

for Kentucky Higher Education Institutions



2023-2024



The Council on Postsecondary Education is Kentucky's higher education coordinating agency committed to strengthening our workforce, economy, and quality of life. We do this by guiding the continuous improvement and efficient operation of a high-quality, diverse, and accessible system of postsecondary education.

Key responsibilities include:

- developing and implementing a strategic agenda for postsecondary education that include-measures of progress.
- producing and submitting a biennial budget request for adequate public funding of postsec-ondary education.
- determining tuition rates and admission criteria at public postsecondary institutions.
- collecting and distributing data about postsecondary education performance.
- ensuring the coordination and connectivity of technology among public institutions.
- licensing non-public postsecondary institutions to operate in the Commonwealth.



Kentucky Council on Postsecondary Education

Andy Beshear
Governor

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Aaron Thompson, Ph.D.
President

TO: Comprehensive Database Guidelines Users

FROM: Travis Muncie
Executive Director, Data, Research and Advanced Analytics

DATE: May 5, 2023

SUBJECT: Summary of Changes to 2023-24 Reporting Guidelines

For the 2023-24 Comprehensive Database Guidelines, although new fields were added, most of the changes were made with a focus on decreasing the reporting burden. Type T will no longer be collected, but fields were added to the Type 1 collection to ensure that we continue to receive general education information for transfer students. Also, two new fields were added to the Type A to facilitate the addition of The Innovative Scholarship and reflect changes to the FASFA with the addition of the Student Aid Index field.

Along with the new fields and the retirement of the Type T, other substantial changes were made based on the feedback from our annual meeting. Validation for the Outcome Measure metric has been removed. With the recent addition of Pell recipients to the IPEDS OM collection and our ability to identify different cohorts of students in the KPEDS system, we no longer felt this was necessary. We will continue to collect the OM fields in the Type 1. Other changes include the ability to report full-time dual credit student in the Preliminary Enrollment collection and an extended timeline for the Enrollment collections (Type 1, Type 2, and Type 3). With the additional time provided, we emphasize that these data be reported within the new collection window so that we can warehouse and report on this information in a timely manner.

We are excited about the upcoming academic year and remain grateful to the wonderful I.R. community at our campuses that, through effective collaboration, continue to serve the students of the Commonwealth. We look forward to our continued partnership in academic year 2023-24 and are hopeful that the changes made will reduce the collection burden while also continuing to provide the information needed to inform higher education policy in our state.

If you have any questions or concerns, please feel free to contact Blake Nantz at blake.nantz@ky.gov or Travis Muncie at travis.muncie@ky.gov.

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Statewide Directory

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Collection Schedule

Collection	Open Date	Due Date	CPE Staff
Degrees (2022-23 Guidelines)*	July 17, 2023	August 1, 2023	Blake Nantz
Summer Enrollment*	July 17, 2023	September 1, 2023	Blake Nantz
Reconciliation File Summer 2022*		August 15, 2023	Blake Nantz
End-of-Term Credit-Spring (2021-22 Guidelines)	August 15, 2023	September 1, 2023	Blake Nantz
IPEDS Fall Data Collection*	September 1, 2023	October 17, 2023	Blake Nantz
Preliminary Enrollment*		September 15, 2023	Blake Nantz
Licensure and Certification Exams Report	September 15, 2023	October 3, 2023	Blake Nantz
Summer Degrees - IPEDS GRS	October 3, 2023	October 16, 2023	Blake Nantz
Reconciliation File Fall 2022*		November 1, 2023	Blake Nantz
Fall Enrollment*	October 3, 2023	November 15, 2023	Blake Nantz
Finance Internal Operating Budget	October 16 2023	November 1, 2023	Shaun McKiernan
Finance - FD1B, FD2B, FD10	October 16, 2023	November 1, 2023	Shaun McKiernan
Finance- Appropriation Budgeted to Mandatory Programs	October 16, 2023	November 1, 2023	Shaun McKiernan
Audited Financial Statement	October 16, 2023	November 1, 2023	Shaun McKiernan
HB 622 Compliance Report	October 16, 2023	November 1, 2023	Shaun McKiernan
Finance - FD1A, FD2A, FD20, FD21, FD22, FD23, FD24	October 16, 2023	November 1, 2023	Shaun McKiernan
Facilities Building	November 1, 2023	November 15, 2023	Blake Nantz
Facilities Room Record	November 1, 2023	November 15, 2023	Blake Nantz
Land Holdings	November 1, 2022	November 15, 2022	Blake Nantz
Student Financial Aid	November 1, 2023	November 15, 2023	Blake Nantz
End-of-Term Credit - Summer	November 15, 2023	December 1, 2023	Blake Nantz
Facilities Utilization	December 1, 2023	December 15, 2023	Blake Nantz
IPEDS Winter Collection*	December 12, 2023	February 15, 2024	Blake Nantz
IPEDS Spring Collection*	December 9, 2023	April 7, 2024	Blake Nantz
Preliminary Enrollment*		February 29, 2024	Blake Nantz
Spring Enrollment*	March 1, 2024	April 15, 2024	Blake Nantz
Reconciliation File Spring 2022*		April 1, 2024	Blake Nantz
End-of-Term Credit - Fall	March 15, 2024	April 1, 2024	Blake Nantz
Estimated Degrees Conferred*	April 30, 2024	May 15, 2024	Blake Nantz
Entrance Exam	June 17, 2024	July 1, 2024	Blake Nantz
Degrees (2023-24)*	July 15, 2024	August 1, 2024	Blake Nantz
End-of-Term Credit Spring (2023-24)	July 15, 2024	September 1, 2024	Blake Nantz

*indicates collections that pertain to public and independent institutions

Collection Due Dates by Month

August 2023	September 2023	October 2023
1: Degrees (2022-23)* 15: Tuition Waiver 15: Reconciliation File Summer 2021*	1: Summer Enrollment* End-of-Term Credit - Spring (2022-23 Guidelines) 15: Preliminary Enrollment	3: Licensure and Certification Exams Report 17: IPEDS Fall Data Collection 16: Summer Degrees- IPEDS GRS
November 2023	December 2023	January 2024
15: Fall Enrollment* 1: Finance Internal Operating Budget 1: Reconciliation File Fall 2022* 1: Finance – FD1B, FD2B, FD10 1: Finance – Appropriation Budgeted to Mandatory Programs 1: Audited Financial Statement 2: HB 622 Compliance Report 1: Finance – FD1A, FD2A, FD20, FD21, FD22, FD23, FD24 15: Facilities Building 15: Facilities Room Record 15: Land Holdings 15: Student Financial Aid	1: End-of-Term Credit - Summer 15: Facilities Utilization	
February 2024	March 2024	April 2024
15: IPEDS Winter Collections 29: Preliminary Enrollment**	30: Spring Enrollment* 30: Reconciliation File Spring 2023* 30: End-of-Term Credit - Fall	15: Spring Enrollment* 1: Reconciliation File Spring 2023* 1: End-of-Term Credit - Fall 7: IPEDS Spring Collection
May 2024	June 2024	July 2024
15: Estimated Degrees Conferred*		1: Entrance Exam
August 2024		
1: Degrees (2023-2024)* 31: End-of-Term Credit Spring (2023-2024)		

*indicates collections that pertain to public and independent institutions

Kentucky Council on Postsecondary Education

Comprehensive Guidelines Introduction

The Kentucky Council on Postsecondary Education (CPE) collects and maintains data containing confidential personal information, including student education records, in accordance with federal and state laws and regulations. Data is utilized for federal and state reporting, funding calculations, and research. The Kentucky Council on Postsecondary Education Comprehensive Guidelines is designed to help institutions navigate the data entry process as well as outlines the various metrics created through each collection.

To ensure that data collected through (KPEDS) is never misused or mishandled and to help ensure goal setting, CPE has instituted several policies:

- The Kentucky Council on Postsecondary Education Data Access outlines the security measures put into place and the data access tiers.
 - This policy can be accessed at <https://www.cpe.ky.gov/policies/data/dataaccessandsecuritypolicy.pdf>.
- CPE also assures that they maintain high data quality standards, which are outlined in the Kentucky-Council on Postsecondary Education Data Quality Policy outlines how data quality standards are maintained.
 - This policy can be accessed at <https://www.cpe.ky.gov/policies/data/dataqualitypolicy.pdf>.
- Kentucky Public Postsecondary Education Policy for Diversity, Equity and Inclusion, adopted by the CPE in September 2016, outlines various performance goals for institutions to achieve.
 - This policy can be accessed at <http://cpe.ky.gov/policies/academicaffairs/diversitypolicy.pdf>.
- CPE College Readiness helps develop the curriculum, policies and support systems to increase student preparedness and success.
 - This policies for College Readiness can be accessed by clicking on the Policies button at <http://www.cpe.ky.gov/ourwork/collegereadiness.html>.

This Compressive Guidelines manual is divided into five main sections:

- Guidelines Changes
 - Outlines the major changes in the collection process from the 2022-23 Comprehensive Guidelines.
- Collections Overview
 - Outlines the collection categories and metrics validated as well as gives a brief overview of performance funding.
- Collection Instruction
 - Broken down by collection and outlines how to enter data into each collection's form.
- Appendices
 - Houses the definitions and acronyms for various collection as well as general terms and definitions (Appendix A), and Technical Guide Operational Definitions (Appendix B).
- Tables

Comprehensive Guidelines Changes Overview

For the 2023-2024 Comprehensive Guidelines, the following changes occurred:

- The columns for Section Number were increased from five to seven for Types 2, 3, G and U. The columns from previous collections were made to be blank and Section Number was moved to the end of the collection.
- The Enrollment collections had their due extended two weeks.
 - Since this collection was extended, it is important that collections be submitted by the due date. Extensions will be limited for these collections.
- The Innovative Scholarship was added to Type A.
- The Student Financial Aid Index was added to Type A.
- Type U asked for the room number twice so the duplicate was made to be blank.
- Full-time dual credit was added to Preliminary Enrollment.
- Type T was removed and transfer-related fields were added to Type 1 starting with the Fall 2023 Enrollment Collection. Summer 2023 will follow the previous year's guidelines.
- Race and ethnicity categories will be updated to reflect the change to the "nonresident" category once IPEDS releases guidance for 2023-24.
- Changes occurred to the metrics validated. The metrics that were removed and added are detailed in the table below.

Collection	Metrics Validated	Collection Period
Degrees (Type 5)	Time-to-degree Degrees and credentials conferred	July-August
Summer Degrees (Type 5R)	Three-year Graduation Rate (KCTCS) Six-year Graduation Rate (4-Year Public) Outcome Measures - Removed	October
Fall Enrollment (Type 1)	Enrollment Diversity First-to Second-year Retention Undergraduate Enrollment Transfer Rate (KCTCS Only)	October-November
Student Financial Aid	Degrees and credentials conferred - low-income Unmet Need	November

Post-Publication Edits:

- June 28, 2023 - References to academic year equivalencies were removed from all levels of subbaccalaureate certificates to align with IPEDS changes.
- August 3, 2023 - Instructions for Type 1 were updated to reflect the transition of Type T into this collection. Transfer credit (30) and Transfer FICE (40) were updated, while General Education Certification Code (40) and Category Certification (41) were added.

Comprehensive Guidelines Collections Overview

The Comprehensive Guidelines outlines how to fill out forms related to various collections; those collections can be broken down into five major categories:

Major Category	Collections
Students	<p>Enrollments</p> <ul style="list-style-type: none"> Preliminary Enrollment Reconciliation File End-of-Term Credit Grades Crosswalk Entrance Exam File Student Financial Aid Licensure and Certifications <p>Degrees</p> <ul style="list-style-type: none"> Estimated Degrees and Other Formal Award Conferred Degrees and Other Formal Awards Conferred
Programs and Courses	<p>Degree Program Inventory</p>
Facilities	<p>Building and Room Updates</p> <p>Land Holdings Updates</p> <p>Facilities Utilization</p>

Specific collections are used to validate various metrics as shown in the table below.

KPEDS NG College Validation Schedule

Collection	Metrics Validated	Collection Period
Degrees (Type 5)	Time-to-degree Degrees and credentials conferred	July-August
Summer Degrees (Type 5R)	Three-year Graduation Rate (KCTCS) Six-year Graduation Rate (4-Year Public)	October
Fall Enrollment (Type 1)	Enrollment Diversity First-to Second-year Retention Undergraduate Enrollment Transfer Rate (KCTCS Only)	October-November
Student Financial Aid	Degrees and credentials conferred - low-income Unmet Need	November

Diversity Plan Metric Outline

Diversity Metric	Collections	Period Used
Enrollment (URM, African American, Hispanic)	Type 1 (Enrollment) (Percent of population UG & G URM)	Fall 2022
Degrees & Credentials Conferred (URM, LI)	Type 5 (Degrees Conferred) Type A (Student Financial Aid)	Academic Year 2022-2023
Graduation Rates (URM, LI)	Type 1 (Initial Cohort) Type 5 (Degrees Conferred) Type A (Student Financial Aid) Type 5R (Summer Degrees)	Academic Year 2022-2023 (Fall 2017 Cohort; Fall 2020 KCTCS Cohort)
Retention Rates (URM, LI)	Type 1 (Enrollment) Type A (Student Financial Aid)	Fall 2022 to Fall 2023

Performance Funding

Performance Funding validates student credit hours by level and CIP; student progression; degrees and credentials awarded; and FTE (fulltime equivalent). More details on Performance Funding metrics can be found in the Kentucky's Performance Metrics Technical Guide, located in Appendix B of this document.

Performance Funding Technical Definitions are:

Full-Time Equivalent (FTE)

- A single value providing a meaningful combination of full-time and part-time students. Full-time equivalent enrollments are calculated using the following formula.
 - $(\text{Undergraduate student credit hours}/15) + (\text{headcount of medical, dental, and pharmacy students}) + (\text{headcount of doctoral dissertation students, post-doctoral students, and housestaff}) + (\text{all other graduate SCH}/12)$
 - Formula with coding details (Student Classification Codes are found on Table 7):
 $\{(Student\ credit\ hours\ of\ classification\ 1, 2, 3, 4, 5, 13, 14, 19, 20\ and\ 30)/15\} + \{head\ count\ of\ classification\ 12\ IF\ first\ major\ is\ equal\ to\ 51.1201, 51.0401, or\ 51.2001\} + \{headcount\ of\ classification\ 9, 10, 11\ and\ 36\} + \{(SCH\ of\ classification\ 6, 7, 8, 16, 18, 25, 31, 32, 34, and\ 35)/12\} + \{(SCH\ of\ classification\ 12\ IF$

Student Progression

- For four-year Institutions, student progression is the number of full- and part-time undergraduate students reaching or surpassing 30, 60, or 90 cumulative earned credit hours in a given academic year as defined by student classification. For KCTCS, student progression is the number of full- and part-time undergraduate students reaching or surpassing 15, 30, or 45 cumulative earned credit hours in a given academic year.

Student Credit Hours 4-year Public

- Sum of undergraduate and graduated earned student credit hours (excluding high school) disaggregated by class level, class CIP code and residency for entire academic year (summer, fall, spring).
 - Course standard letter grad in (A, DA, B, DB, C, DC, D, DD, P, DP).
 - Enrollment classification not in (19, 20).
- Class CIP clusters:
 - Liberal Arts, Math, Social Sciences, Languages, Other Cluster:
 - Class CIP in (05, 09, 16, 23, 24, 25, 30, 33, 35, 38, 39, 42, 45, 54, 99)
 - Basic Skills Cluster
 - Class CIP in (32, 37)
 - Business Cluster
 - Class CIP in (44, 52)
 - Education Cluster
 - Class CIP in (13)
 - Service Cluster
 - Class CIP in (12, 19, 31, 36, 43)
 - Visual and Performing Arts Cluster
 - Class CIP in (50)

- Trades and Tech Cluster
 - Class CIP in (10, 29, 46, 47, 48, 49)
- Sciences Cluster
 - Class CIP in (01, 03, 11, 26, 27, 40, 41)
- Law Cluster
 - Class CIP in (22)
- Engineering/Architecture Cluster
 - Class CIP in (04, 14, 15)
- Health Cluster
 - Class CIP in (34, 60, 51)
- Nursing Cluster
 - Class CIP in (70) Or
 - Class CIP in (51) and Enrollment major in (5138)
- Other Cluster
 - Any Class CIP not in previous clusters.
- Class Level groupings:
 - Doctor's Professional
 - Class level in (06) or
 - Class level in (07) and Enrollment classification in (12)
 - Master's
 - Class level in (07) and Enrollment classification in (06).
 - Doctor's Research
 - Class level in (07) and Enrollment classification in (08, 09)
 - Lower Division
 - Class level in (01)
 - Upper Division
 - Class level in (02)
 - Other Graduate
 - Class level in (07) and Enrollment classification not in (06, 08, 09, 12)
 - Technical
 - Class level in (08)
- Residency groupings
 - Resident SCH Earned
 - Enrollment residency code in (A)
 - Reciprocity SCH Earned
 - Enrollment residency code in (B)
 - Nonresident SCH Earned
 - Enrollment residency code not in (A, B)

COLLECTIONS

General Instructions





ENROLLMENT

Preliminary Enrollment Type PE Fall 2023 | Spring 2024

Metrics Validated

- None

Applies to Independent Colleges

- Yes

KY CPE Preliminary Enrollment	*Full-time undergraduate	*Part-time undergraduate	Full-time graduate	Part-time graduate
Total				
Credential Seeking				
URM				
First-time			NA	NA
Adult			NA	NA
Dual Credit/Dual Enrollment			NA	NA

Technical Definitions

Credential seeking is defined as classification in (01, 02, 03, 04, 14, 30) and full/part-time in (F,P).

Unduplicated student enrollment count:

- Total undergraduate enrollment determined by Table 7 classification in (01, 02, 03, 04, 05, 13, 14, 19, 20, 30);
- KCTCS counts will be for credential seeking students only.
- Full-time undergraduate is equal or greater to 12 enrolled semester credit hours.
- First-time definition: First Time Student in (Y, S), Classification in (01, 02, 03, 04), and full/part-time in (F, P).
- Adult undergraduate enrollment includes those students 25-64 years of age;
- Graduate Credential Seeking by Table 7 classification in (06, 07, 08, 09, 10, 11, 12, 16, 18, 25, 31, 32, 34, 35, 36)
- Graduate Enrollment determined by Table 7 classification in (06, 07, 08, 09, 10, 11, 12, 18, 31, 32, 34, 35, 36);
- Full-time graduate is equal or greater to 9 enrolled semester credit hours.

- Dual credit is defined as a college-level course of study offered to high school students. This definition is consistent with KRS 164.002(4). Dual credit is enrollment in high school and college coursework with credit awarded by the college or university and the high school. A high school student may earn both high school and college credit (dual credit) for the same course upon completion of course requirements. A secondary student must apply to the public postsecondary institution and be accepted to participate in dual credit programs. The public postsecondary institution is responsible for the academic integrity of the courses for which postsecondary credit will be awarded. (Found on page 111); and
- Underrepresented minority (URM) includes Black, American Indian or Alaskan Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and two or more races from Table 2 ethnic category.
 - The full list of race and ethnicity categories are 1) Nonresident; 2) Black, Non-Hispanic Only; 3) American Indian or Alaskan Native, Non-Hispanic Only; 4) Asian, Non-Hispanic Only; 5) Hispanic or Latino, regardless of race; 6) White, Non-Hispanic Only; 7) Race and Ethnicity Unknown; 8) Two or More Races; and 9) Native Hawaiian or Other Pacific Islander, Non-Hispanic Only.

Race and Ethnicity Codes by URM Status

Code	Description	URM?
2	Black, Non-Hispanic Only	Yes
3	American Indian or Alaskan Native, Non-Hispanic Only	Yes
5	Hispanic or Latino, regardless of race	Yes
8	Two or More Races	Yes
9	Native Hawaiian or Other Pacific Islander, Non-Hispanic Only	Yes
1	Nonresident	No
4	Asian, Non-Hispanic Only	No
6	White, Non-Hispanic Only	No
7	Race and Ethnicity Unknown	No

Enrollment

Types 1, 2 & 3

Summer 2023 | Fall 2023 | Spring 2024

Metrics Validated from Collection

- Fall Enrollment
 - Enrollment Diversity
 - First-to-Second Year Retention
 - Undergraduate Enrollment
 - Transfer Rate (KCTCS Only)

Applies to Independent Colleges

- Only Type 1

General Instructions

The fall/spring enrollment files and the summer (the academic period between the close of the spring semester and the beginning of the fall semester) files should include enrollment in all courses (day, evening, off-campus, and distance education) for which semester hour credit is granted or regular academic courses carrying zero hours credit except for zero credit hour laboratories associated with lectures if laboratory and lecture are assigned identical course IDs.

- For each summer term, fall term, and spring term, Type One (student), Type Two (course), and Type Three (class) records should be included for each of these courses.
 - All summer terms must be combined into one submission, which, as with fall and spring submissions, is to include one Type One record per student with appropriate Type Two and Type Three records.
- For all full-term courses, the data are to be the net enrollment as of the last date of the reporting period—which students may add a course for credit (census date).
 - This date must agree with the official university calendar. All enrollment transactions initiated on or before the census date should be processed and reflected on the file.
- Exclude students who have withdrawn on or before the census date, have not paid, or have not made formal arrangements with the business office for payment of tuition and fees.
 - Report winter term enrollments with the spring enrollment.

Include short-term courses beginning after the effective cut-off date. For each short-term course, an individual cut-off date should be established. These dates, based on length of course, should be prorated consistent with the institution's policy for full-term courses.

Do not include enrollment in zero credit hour laboratories associated with lectures if laboratory and lecture are assigned identical course IDs, noncredit courses, noncredit workshops, continuing education unit courses, or other courses for which regular semester hour credit is not granted. Do not include enrollment in classes that did not materialize, were canceled, or otherwise not in fact offered. Do not report enrollments from previous semesters, with the exception of special winter terms reported with the spring collection as mentioned above.

Report a unique section number for each course within a term. This number could be a totally different section number or could be a character or number added to the section number (for example, ACC 601 01 and ACC 601 01A).

The Type One enrollment record will be considered the master enrollment record for students. If a student does not appear on at least one Type One record during the relevant academic year, records for that student will not be accepted on the Entrance Exam, Transfer, or Financial Aid files.

All definitions pertaining to enrollment collections can be found under the Enrollment Terms and Definitions section of Appendix A.

The enrollment files must be finalized (all errors resolved) by each close date or the institutions enrollment files will not be used for reporting purposes.

Type One, Type Two, and Type Three are detailed as follows:

Type One (Student) Record

1. Birth Date – Report the student’s full date of birth (MMDDYYYY).
2. County/State of Origin – Use the FIPS codes found in Table 4-A and Table 5-A for reporting state and county of origin. If the student’s state of origin is Kentucky, report the county of origin using the FIPS codes from Table 5-A. If the student’s state of origin is something other than Kentucky, report the county of origin (if available) using the FIPS codes found at [United States Census 2017 Population Estimates FIPS Codes](#).
3. If the out-of-state county is not available, report 000 and the county will be determined based on the zip-code reported (see item #26). For students from another country, the county should be coded 000. For-reciprocity students (see item #17), report their state and county of origin in columns 71-75 as well as the reciprocity state and county in columns 76-80, even though they may be the same. Do not leave the state and county of origin fields blank.
4. Declared Major or Program Prefix – For all students, report the appropriate declared major or program prefix code from Table 15.
 - Post-doctoral students and students with a nondegree major are to be reported with an “N” in the major prefix code.
 - An undergraduate major prefix code should be reported for the not designated, undecided, undeclared student. If a specific level is not known, report “U” for major prefix code.
 - Report program prefix “F” for KCTCS nondegree students enrolled in workforce training programs (enrollment only).
5. Declared Major – The declared major or program must be consistent with the institution’s degree program inventory. Use only those codes listed in the program inventory. Report the student declared major or program for all students except those who are not permitted, by official institutional policy, to declare a major. Students who are not permitted, by official institutional policy, to declare a major shall be coded as baccalaureate degree students with an undeclared major prefix (code U). Students who have declared intent to major in a program with selective admissions or limited enrollment are to be reported with their declared major or program.
 - Undergraduate nondegree, graduate nondegree, and high school students enrolled in postsecondary level courses should be assigned the 90.0000 nondegree code. Post-doctoral students may also be reported with the nondegree code 90.0000.

- For students declaring a double major, report the first major in columns 111-118 and the second major in columns 120-127.
 - Students without an RN who intend to complete a baccalaureate nursing (generic) program should be reported with the declared major 51.3801- Nursing (RN Training). Students with an RN who intend to complete a baccalaureate nursing (completion) program should be reported with the declared major 51.3801 -Nursing, General (Post - RN).
6. First-Time Student – A student is to be identified as a first-time student if they have graduated from high school and who has no prior postsecondary experience attending any institution for the first-time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits or postsecondary formal award earned before graduation from high school).
- **Do not** report current high school students who are, for the first time, enrolled for postsecondary credit.
 - Report first-time students for each degree level: undergraduate (freshman, sophomore, junior, undergraduate nondegree) and graduate (master’s, specialist’s, doctoral, and graduate nondegree). Students in Ed.D. leadership programs who have done previous graduate-level work toward master’s degrees, rank 1 and 2 certification, etc., including nondegree coursework, should not be reported as first-time graduate students.
 - Report “S” in the first-time student field in the fall semester for students who were first-time in the summer semester.
7. First-Time Transfer Student – For KCTCS students, a student is to be counted as a transfer from the ‘home’ institution attended prior to acceptance by the receiving four-year institution. The ‘home’ institution is the first KCTCS institution that the student attended, determined by the student’s transcript. Count each hour transferred from each KCTCS institution.
- For students who transfer from institutions other than KCTCS, a student is to be counted as a transfer from the last institution attended prior to acceptance by the receiving institution.
 - A first-time graduate student is not to be reported as a transfer from their undergraduate institution.
 - Include the first-time transfer student whose transfer credits are being held pending validation of coursework. The student should be listed as they will be classified upon the validation of their coursework.
 - Report first-time transfers for each degree level (undergraduate, graduate). The student may transfer with or without credit. A student should be reported as first-time transfer only once. If the student was a first-time transfer in the summer, do not report them as a first-time transfer again in the fall.
 - Report ‘S’ in the first-time transfer field in the fall semester for students who were first-time transfer in the summer.
7. GRS Cohort – For the fall enrollment report only, indicate “Y” if the student is full-time and eligible to be included in the Integrated Postsecondary Education Data System (IPEDS) Graduation Rate Survey (GRS) Cohort, “P” if the student meets the criteria and is enrolled part-time, or “N” if the student is not eligible. The following criteria determine whether an undergraduate student is included in the cohort:

- Full-time First-time: Include students who attended college for the first time (either part-time or full-time) in the prior summer term whether at the same college, another college in Kentucky, in another state, or another country. Summer semester will be counted whether the student enrolled as degree-seeking or not. Also include students who have entered with advanced standing (college credits earned before graduation from high school).
- Degree/certificate seeking: Students must be enrolled in courses creditable toward a degree, diploma, certificate, or other formal award. Include students in occupational and vocational programs. Students at four-year institutions whose intent is not known are to be reported in the bachelor's cohort.

9. High School Code, First-Time **Degree Seeking** Students – Report students graduated from a Kentucky high school by specific high school code. If the high school does not appear in the ACT list (<http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/high-school-codes-lookup.html>), report by county as shown in Table 13. Also, report the high school code for high school students who are dually enrolled or are enrolled in dual credit courses and for students in the Gatton Craft Academy (student classifications 19 and 20).

- a. For a student with a GED certificate, use the code B121.
- b. For a student graduating from an out-of-state high school, use the code B200.
- c. For a student with no high school diploma or GED certificate, use the code B122. For a student who has been home-schooled, use the code B123.
- d. For a student who has been home schooled, but who also received the GED, report the home-schooled code B123.

10. High School GPA – Report either the unweighted or weighted high school grade point average (GPA) for all first-time undergraduate degree-seeking students. If you have both unweighted and weighted high school GPA, report unweighted GPA. The GPA should be right justified and show two decimal places (decimal is implied).

11. ID Type – Report “1” if the student ID is a valid Social Security Number or “2” if it is some other ID number (institutional ID, SEVIS, etc.).

12. Institutional ID – Report the student's institutional ID number. This field is mandatory.

13. Intent to Transfer – For KCTCS only, report “Y” (Yes) or “N” (No) in column 176 to indicate a student's intent to transfer to a four-year institution.

14. International Exchange Student – Report all Type One information for each student currently enrolled in an institution in another country under a formal international student exchange program between that institution and the Kentucky institution.

- a. Report each of these students as full-time.
- b. For each exchange student attending a foreign institution, report the appropriate residency code of “A,” “B,” or “C.”
- c. Report residency code “E” for each international exchange student from a foreign country attending a Kentucky institution.

15. KDE ID – Report the ten-digit ID number supplied by the Kentucky Department of Education and found on the student’s high school transcript. This applies to all first-time students who graduated from a public high school in 2008 and later and for high school students (students enrolled in dual credit courses or dually enrolled).
16. Military Relationship – Report a student’s military status using the appropriate military code. Report a Code A for a military active student, Code V for military veteran student, or report a Code R for a military connected student. Otherwise the field should be left blank.
- Code A – Military active student
 - Student currently serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military or is on Active Duty in any branch of the U.S. military.
 - Code V – Military veteran student
 - Student formerly served in the U.S. National Guard, in the Reserve unit of any branch of the U.S. military, or on Active Duty in any branch of the U.S. military and was released under conditions other than dishonorable.
 - Code R – Military connected student
 - Student’s spouse, parent or guardian serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, is on Active Duty in any branch of the U.S. military or student is otherwise eligible for any military education benefits via the spouse, parent or guardian.
17. Multi-Institution Program – If the student is enrolled in a joint, collaborative, or other multi-institution program, report “X” in the column for the first major or in the column for the second major. The student classification should reflect their status at the home institution.
18. National Exchange Student – Report all Type One information for each student enrolled in your institution but currently attending another institution under a formal agreement with the National Student Exchange.
- Report each of the students as full-time.
 - For each exchange student attending another institution under this agreement, report the appropriate residency code of “A” or “C.”
 - Report the residency code “E” for each exchange student from another state attending a Kentucky institution.
19. Outcome Measures – Per IPEDS is a full-year cohort (July 1 to June 30), which includes all new undergraduate credential seeking students:
- First-time, full-time entering with cohort year FTFTXXXX (For example FTFT2324 for SU23, FA23, SP24).
 - Note for summer term, May/June starts please code as FTFT2223 and after July 1 you would code FTFT2324.
 - First-time, part-time entering FTPTXXXX (For example, FTPT2324 for SU23, FA23, SP24).
 - Non-first-time, full-time entering NFTFTXXXX (For example NFTFT2324 for SU23, FA23, SP24).
 - Non-first-time, part-time entering NFTPTXXXX (For example NFTPT2324 for SU23, FA23, SP24).

20. Program ID – The program ID number for the declared major or program must be consistent with the institution’s degree program inventory. Use only those program IDs listed in the program inventory. Report the program ID for the declared major or program for all students except those who are not permitted, by official institutional policy, to declare a major. Students who are not permitted, by official institutional policy, to declare a major shall be coded as baccalaureate degree students with an undeclared major prefix (code U) and program ID fields will be left blank. Students who have declared intent to major in a program with selective admissions or limited enrollment are to be reported with the program ID of their declared major or program.
21. Race – Report the race code from Table 2 using the descriptions in Table 2. Report “Y” (Yes) or “N” (No) using the descriptions below. Records may contain a “Y” in more than one category, EXCEPT for nonresidents. If a student is a nonresident, no other race or ethnic information is to be reported on this file.
- *Hispanic or Latino* – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
 - *American Indian or Alaska Native* – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
 - *Asian* – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 - *Black or African American* – A person having origins in any of the black racial groups of Africa.
 - *Native Hawaiian or Other Pacific Islander* – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - *White* – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
 - *Nonresidents* – A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. Note: Nonresidents are to be reported separately, in the field provided, rather than included in any of the six racial/ethnic categories. Eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
 - *Race and ethnicity unknown* – This category is used only if the person did not select either a racial or ethnic designation.
22. Reciprocity State and County – For a student with residency code B (reciprocity), report the reciprocity state and county in columns 76-77 and 78-80.

23. Residency Status –The student’s official residency status, as determined by the Council on Postsecondary Education’s “Policy on Classification of Residency for Admission and Tuition Assessment Purposes” (See Table 3).
- *In-state student* – Code A is to be reported for a student who is determined to be a legal resident of Kentucky.
 - *Out-of-state reciprocity student (with tuition waiver)* – Code B residency status is to be reported for a student under the reciprocity agreements approved by the Council on Postsecondary Education at Morehead State University, Murray State University, Northern Kentucky University, University of Louisville, Western Kentucky University, Ashland Community and Technical College, Big Sandy Community and Technical College, Gateway Community and Technical College, Henderson Community College, Hopkinsville Community College, Jefferson Community and Technical College, Maysville Community and Technical College, Owensboro Community and Technical College, Somerset Community College, Southcentral Kentucky Community and Technical College, Southeast Kentucky Community and Technical College, West Kentucky Community and Technical College.
 - *Out-of-state (without tuition waiver)* – Code C is to be reported for a student who is determined not to be a legal resident of Kentucky.
 - *Out-of-state (SREB Academic Common Market)* – Code D residency status is to be reported for a student from outside Kentucky enrolled in one of the approved Academic Common Market degree programs.
 - *Out-of-state international and national exchange students* – Code E residency status is to be reported for a foreign student enrolled in a formal international student exchange program and for an out-of-state student enrolled in the National Student Exchange Program.
 - *Undetermined Residency* – Code F residency status is to be reported for post-doctoral students and house staff at the University of Kentucky and the University of Louisville if they are not enrolled in any course for credit and a residency determination has not been made.
24. Semester – Report the semester and year for the file being submitted. Each semester has been assigned a number code which is added to the end of the reporting year:
- 1=summer,
 - 2=fall, or
 - 3=spring.
 - Example – 20232 = Fall 2022.
25. Student Classification –
- An undergraduate student is to be classified based on total semester credit hours earned, except in the following cases:
 - A transient student should be classified as “undergraduate nondegree.”
 - Special students are listed in the definitions: “audit student,” “post-baccalaureate undergraduate degree-seeking,” “undergraduate nondegree,” or “high school.”
 - A graduate transient student should be classified as “graduate nondegree.”
 - A post-master’s student, not officially admitted to a certificate, master’s, specialist’s or doctoral program, should be classified as “graduate nondegree.”
 - A regular degree-seeking student who, for a semester, enrolls as an audit student only may be reported with his regular classification and declared major. This applies only to degree seeking students.

26. Students in Classes Taught by One Institution on Another Campus – Enrollment (Types 1, 2, and 3) is to be reported by the institution offering the instruction.
27. Teach out Programs – For programs which will no longer be offered by the institution. Use 1 for teach out or leave the column blank.
28. Teacher Preparation – Report a “Y” (Yes) or “N” (No) for classes that meet EPSB standards for certification. <http://www.epsb.ky.gov/course/view.php?id=3>
29. Total Credit Hours – Total semester hours taken for credit, excluding audit hours.
30. Transfer Credit – For each undergraduate student, report in columns 82-84 the cumulative number of semester credit hours recorded on the student’s academic permanent record as accepted by your institution as transfer credit from all previously attended institutions.
- If hours cannot be determined at the time of reporting, please report “XXX” in columns 82-84.
 - At a later date, institutions will report actual transfer hours for all reported XXX’s.
 - For students who have previously earned a degree and are pursuing a second degree at the same level (undergraduate), report “TBD” (transfer baccalaureate degree) or “TAD” (transfer associate degree) in columns 82-84.
 - If decimals, round to the nearest whole number (less than .50 round down).
 - If no credit hours are accepted for a first-time transfer student, report 000 in columns 82-84.
 - Columns 82-84 should be blank for first-time and continuing students
31. Transfer FICE Code of Sending Institution – Report the FICE code of the sending institution for each first-time transfer student.
- For KCTCS students, the FICE code should reflect the home institution attended. The home institution is the first KCTCS institution attended.
 - For each first-time transfer student from an out-of-state institution, report the code of the state (FIPS code), territory, or foreign country of the sending institution. Institution and state codes are listed in Table 9.
 - If not first-time transfer, don't report transfer FICE.
32. Tuition Waiver for Foster and Adopted Children – Institutions must identify enrolled students who received tuition waivers because they were adopted or foster children. The information from this survey will be used to determine the number of recipients enrolled and the number who received a degree.
- This information will be reported annually on November 30 to the Legislative Research Commission as mandated in KRS 164.2847.
33. Year of High School Graduation, First-Time Degree-Seeking Students – Report the year the student graduated from high school or received the GED certificate in columns 102-105.

34. Zip Code: Permanent – Report the zip code of the student’s permanent, parental, or other address which best captures the zip code of origin when the student entered your institution. If this zip code changes after the student enters, continue to report the permanent zip code at entry, not the new code. Report for all students in columns 130-134, except international students which should be reported with blanks.
35. Zip Code: Current – Report the zip code of the local, mailing, or other address which best identifies the student’s place of residence during the current semester, such as an on-campus zip code if living in campus housing. Report for all students in columns 171-175.
36. Location of High School Graduation, First-Time Degree Seeking – Report students graduated from a Kentucky high school by specific high school code. If the high school does not appear in the ACT list (<http://www.actstudent.org/regist/looksups/>), report by county as shown in Table 13.
- For a student with a GED certification, use the code B121.
 - For a student graduating from an out-of-state high school, use the code B200.
 - For a student with no high school diploma or GED certificate, use the code B122.
 - For a student who is home schooled, use the code B123.
 - For the student who has been home schooled, but who also received a GED certificate, report the home-schooled code as B123.

Also, report the high school code for high school students who are dually enrolled or are enrolled in dual credit courses and for students in Gatton/Craft Academy (student classification 19 and 20).

37. Off-Campus Site Code (Independent Only) – Report the appropriate off-campus site from Table 29. For each new site not contained in Table 29, assign the next available numeric code and submit all required descriptive fields to CPE. If students are taking courses at more than one site, report the 50% program if applicable. Otherwise report the main site.
38. Dual Credit (Independent Only) – In column 203, indicate “Y” (Yes) or “N” (No) whether the student is enrolled in a course for which they will receive both high school and college credit.
39. Dual Credit Hours (Independent Only) – In column 204-207, report the number of dual credit course hours in which the student is enrolled.
40. General Education Certification Code (Public Only) - In columns 237-238 provide the appropriate code from Table 25 for each first-time undergraduate transfer with a general education certification. Codes should be left justified. Report the code “X” in Column 237 for each student with no certification.
41. Category Certification (Public Only) – If the General Education Certification Code is “C” (Category Certified), identify the categories in which the student is certified by placing a “Y” or “N” in each category option (columns 239-243). The formal certification is listed and defined in Table 25.

Type Two (Course) Record

1. Audit – Code “Y” (Yes) for audit courses and “N” (No) for courses taken for credit.
2. Co-Requisite – A co-requisite course is a course that includes enhanced academic supports, such as additional hours of instruction, tutoring, mentoring, or advising that awards credit toward a credential or degree.
3. Course Reference Number – Report in columns 54-68 the institutionally-assigned number identifying a specific course, section, and semester.
4. Credit Hours – Number of semester hours for which a student is receiving credit. For audit courses, code number of hours for which the student was charged.
5. Dual Credit – In column 69, for each student reported with classification 20 (High School) indicate “Y” (Yes) or “N” (No) if the student is enrolled in a course for which they will receive both high school and college credit.
6. International Exchange Course – For each student currently enrolled in an institution in another country under a formal international exchange program, report a Type Two Record with the Course Prefix and Number of IES 333 (universities) or 235 (KCTCS colleges), and report the code for the foreign country in which the student is enrolled in the course section field, right justified. Report course with one credit hour. For foreign students attending a Kentucky institution, report a Type Two Record for each course in which the student is enrolled.
7. National Student Exchange Course – For each student enrolled in your institution but currently attending an institution in another state under the National Student Exchange Program, report a Type Two Record with the Course Prefix and Number of NES 333 (universities) or 235 (KCTCS colleges), and report the code for the state in which the student is enrolled in the course section field, right justified.
 - Report the course with one credit hour.
 - For students from institutions in another state who are attending a Kentucky institution, report a Type Two Record for each course in which the student is enrolled.
8. Semester – Report the year and the appropriate semester for the file being submitted. Each semester has been assigned a number code which is added to the end of the reporting year:
 - 1=summer,
 - 2=fall, or
 - 3=spring.
 - Example – 20232 = Fall 2023.

Type Three (Class) Record

1. CIP Code – Enter the 2-digit CIP code as it should appear on the course inventory file.
2. CIP 32 Course Categories – To be used only for courses coded CIP 32; leave blank if not a CIP 32 course. For each course coded CIP 32, assign a code from Table 26. The developmental course field on the Type 3 enrollment file will be edited against this field for consistency of developmental/remedial course reporting.
3. Course Level – Each course should be assigned only one course level. The course level should be assigned relative to the intended degree of complexity or expected level of student comprehension rather than the student level (or classification) of those enrolled in the course. The course level should be coded based on the following, using the appropriate code from Table 10:
 - *Technical Level* – Courses designed primarily for the instruction of students in technical programs at technical colleges.
 - *Lower Division* – Courses designed primarily for the instruction of freshman or sophomore students.
 - *Upper Division* – Courses designed primarily for the instruction of junior or senior students.
 - *Graduate* – Courses designed primarily for the instruction of graduate students.

Courses designed to jointly serve two student levels should be assigned the lower of the appropriate codes.

4. Course Reference Number – Report in columns 58-72 the institutionally-assigned number identifying a specific course, section, and semester.
5. Courses Taught in Multiple Counties, States, or Countries – For courses taught in more than one county, state, country, or any combination, use the codes from Tables 4-A, Table 4-B1, Table 4-B2, and Table 5-A as follows:
 - Multiple States - B99;
 - Multiple Foreign Countries - BZZ;
 - Multiple Counties - B18; or
 - Other Multiple Sites - BMS.
6. Course Section Number – **Do not report courses with duplicate section numbers.** Every section number should be unique for a specific term.
 - This could be a totally different section number, or could be a character or number added to the section number.
 - For example, ACC 601 01 and ACC 601 01A.
 - Courses taught simultaneously but at two locations, such as a course taught face-to-face on campus and broadcast to another off-site location, should be treated as two courses with separate section numbers and descriptive information on the Type Three (class) file.
7. Course Title – Enter the course title currently used for each course offered. Use all capital letters.
8. Credit Hours: Minimum and Maximum – For a course offered for a fixed number of credit hours, report that number in Columns 27-29. If the course is offered for different hours credit (e.g., 1 hour, 2 hours, or 3 hours), report the minimum hours for which it is offered in columns 27-29 and the maximum hours in columns 30-32.

9. Developmental Course – Report 1, 2, 3, 4, or 0 from Table 26 in column 49 for developmental courses. Leave blank if course is not developmental.
10. Distance Learning Provider – Report distance learning course providers on the Type 3 record by entering “I” for institutionally provided courses, and “O” if other organizations are providing the reported distance learning course in column 40.
 - In column 41, report the code from Table 6 for the primary mode of delivery for these courses.
 - The off-campus site in columns 46-48 can be left blank for distance learning courses.
11. Dual Credit – In column 25 indicate whether course is for dual credit; in column 26 indicate whether teacher of record is a high school teacher.
12. Faculty Employment Status – Full-time, Part-time, Graduate Student.
 - Part-time status is defined as faculty who are less than full time (employed under thirty hours per week on average) and teach on a per-course-section basis (AAUP).
 - Report FT (Full-Time), PT (Part –Time), or GS (Graduate Student).
 - Leave field blank if High School teacher of Record (column 26) is reported.
13. Faculty Tenure Status – Report Tenured = T, Tenure-Track = TT, or Non-Tenure Track=NT. Leave field blank if High School teacher of Record (column 26) is reported.
14. Faculty Title – Report Professor, Associate Professor, Assistant Professor, Lecturer, Instructor, Clinical Supervisor (e.g., supervisor of nurses, student teachers, etc.), Visiting Faculty, or Teaching/Graduate Assistant. Leave field blank if High School Teacher of Record (column 26) is reported.
15. General Education Courses – For each lower and upper division course that can be used to meet the institution’s general education requirements as defined for the General Education Transfer Policy, enter in columns 131-132 the appropriate code from Table 35 (Gen. Ed. 1). For a course meeting the general education requirement in two disciplines, report the additional code in columns 133-134 (Gen.Ed. 2). Leave blank if not a general education course.
16. High School Teacher of Record – If this field is “Y”, then Faculty Employment, Graduate Student, Faculty Tenure Status, Faculty Tenure Status, and Faculty Title will be blank in columns 146-150.
17. International Exchange Class – Report a Type Three Record to include all students enrolled in an institution in another country during the current semester in a formal international student exchange program.
 - Report class with Course Prefix and Number of IES 333 (universities) or 235 (KCTCS colleges).
 - Report the code for the foreign country in which the student is enrolled in the course section field, right justified.
 - Report a separate Type Three Record for each foreign country in which students are enrolled.
 - Report each class with one credit hour.
 - Report course level code of 00 for each IES class.
 - Report as off-campus according to their location of enrollment.

18. KYVC – Report “Y” (Yes) or “N” (No) in column 57 to indicate use of KYVC services.
19. National Student Exchange Class – Report a Type Three Record to include all students who are enrolled in your institution, but who are attending an institution in another state during the current semester as a participant in the National Student Exchange Program.
- Reported class with the Course Prefix and Number of NES 333 (universities) or NES 235 (KCTCS colleges).
 - Report the code for the state in which the student is enrolled in the course section field, right justified.
 - Report a separate Type Three Record for each state in which students are enrolled. Report each class with one credit hour.
 - Report the course level code of 00 for each NES class.
 - Report as off-campus according to their location of enrollment.
20. Off-Campus Site – For each off-campus course, report the site in which the class is located. In columns 46-48 report the appropriate off-campus site from Table 22. For each new site not contained in Table 22, assign the next available numeric code and submit all required descriptive fields to CPE.
21. On/Off-Campus Classification – On-campus courses include courses taught on the institution’s main campus. Off-campus courses include all courses taught at a site other than the main campus of the institution, including courses taught at an extended campus.
- Distance learning courses should be classified according to the location of the in-person component of the class.
 - 100 percent distance learning courses should be reported with a code of 3.
 - A course taught partially at a location classified as on-campus and partially at a location classified as off-campus is to be counted as on-campus only if at least 50 percent of the instruction takes place on-campus.
 - IES 333 (International Exchange Student) and NES 333 (National Exchange Student) are to be reported according to their location of enrollment as above.
22. Previous Course Prefix – If the course was previously offered with a different course prefix, enter the previous course prefix. Leave blank if no change was made.
23. Previous Course Number – If the course was previously offered with a different course number, enter the previous course number. Leave blank if no change was made.
24. Regional Postsecondary Education Center – If a course is taught at one of the six official regional postsecondary education centers or the University Center of the Mountains, report in columns 44–45 the code from Table 28 that corresponds to its location. If not, leave blank.
25. Semester – Report the year and the appropriate semester for the file being submitted. Each semester has been assigned a number code which is added to the end of the reporting year:
- 1=summer,
 - 2=fall, or
 - 3=spring.
 - Example – 20232 = Fall 2023.

26. Student Teaching Course – Course must be coded in CIP 13 and be used to fulfill the student teaching requirement for initial certification at either the undergraduate or graduate level. For courses coded CIP 13, enter “Y” (Yes) in column 130 if course is student teaching, otherwise enter “N” (No). If course is not coded CIP 13, leave blank.
27. Supplemental/Enrichment Course – Report the type of supplemental instruction provided from Table 20 in column 50, using the code between 0 and 9 which corresponds to the college readiness need being addressed. Leave the field blank if no supplemental instruction is offered.

FORMAT OF TYPE 1 (STUDENT) RECORD
One Record Per Student

Columns	Char	Format
1	1	Form - 1
2-9	8	Institution Number (FICE Code) - see Table 1
10-18	9	Social Security Number - must be nonblank
19	1	ID Type - 1=Valid SSN, 2=Other ID
20-44	25	Last Name - left justify
45-59	15	First Name - left justify
60-67	8	Birth Date - mmddyyyy - zero fill
68	1	Gender - (M/F)
69	1	Race - See table 2
70	1	Residency (A,B,C,D,E,F) - see Table 3 (Publics Only)
71-72	2	State/County of Origin - FIPS for states - right justify, zero fill - See Tables 4-A and Table Table 4-B
73-75	3	County of Origin - FIPS - right justify, zero fill - see Table 5-A
76-77	2	Reciprocity State - FIPS for states - right justify, zero fill - see Table 4-A
78-80	3	Reciprocity County - FIPS - right justify, zero fill - see Table 5-B
81	1	GRS (Y,N,P)
82-84	3	Cumulative number of transfer hours - right justify, zero fill, no decimal
85	1	Full/Part-time (F/P)
86-87	2	Student Classification - right justify, zero fill - see Table 7
88	1	BLANK
89	1	First-Time Student (Y,N,S)
90	1	First-Time Transfer (Y,N,S)
91-98	8	Transfer FICE - FICE code of institution from which student transferred - only coded if 90 = Y - see Table 9
99-102	4	Total Credit Hours - two decimal points, right justified, zero fill
103-106	4	Year of High School Graduation - yyyy - blank fill

Columns	Char	Format
107-110	4	High School Code - see Table 12-A
111-118	8	Declared First Major - see Table 14-B and Table 15 - left justify, blank fill, do not include decimal points
119	1	Teach Outs - 1 or blank 0 - 2-yr required and 4-yr recommended (Publics only)
120-127	8	Declared Second Major - see Table 15- left justify, blank fill, do not include decimal points
128	1	Multi-Institutional Program First Major - blank or X
129	1	Multi-Institutional Program Second Major - blank or X
130-134	5	Permanent Zip Code
135-137	3	Weighted High School GPA - numeric, two decimal places, right justified, zero fill
138-147	10	Institutional ID - Student's Internal ID - mandatory
148-157	10	KDE ID
158	1	Hispanic or Latino (Y/N)
159	1	American Indian or Alaskan Native (Y/N)
160	1	Asian (Y/N)
161	1	Black or African American (Y/N)
162	1	Native Hawaiian or Other Pacific Islander (Y/N)
163	1	White (Y/N)
164	1	Nonresident (Y/N)
165	1	Race and Ethnicity Unknown (Y/N)
166	1	Project Graduate (Y/N)
167-168	2	Declared First Major Prefix - see Table 15, left justify, blank fill
169-170	2	Declared Second Major Prefix - see table 15, left justify, blank fill
171-175	5	Current ZIP Code
176	1	Intent to Transfer (KCTCS only) (Y/N)

Columns	Char	Format
177-181	5	Semester - 1=summer, 2=fall, 3=spring. Examples - 20232 = Fall 2023
182-196	15	Middle Name
197-201	5	Name Suffix - left justify
202	1	Military Relationship (A,V,R) - blank if null - mandatory
203	1	Dual Credit Student (Y/N) (Independents Only)
204-207	4	Dual Credit Hours (Independents Only)
208-210	3	Off-Campus Site Code (Independents Only)
211	1	Tuition Waiver (Y/N) (Publics Only)
212-217	6	First Major Program ID - see Program Inventory - right justified - mandatory
218-223	6	Second Major Program ID - see Program Inventory - right justified
224	1	Teacher Prep
225-233	9	Outcome Measures
234-236	3	Unweighted High School GPA - numeric - two decimal places, right justified, zero fill
237-238	2	General Education Certification Code (Publics Only) - see Table 25 - left justified
239	1	Communications (Y/N) (Publics Only)
240	1	Humanities (Y/N) (Publics Only)
241	1	Quantitative Reasoning (Y/N) (Publics Only)
242	1	Natural Science (Y/N) (Publics Only)
243	1	Social and Behavioral Sciences (Y/N) (Publics Only)

FORMAT OF TYPE 2 (COURSE) RECORD

One Record Per Student Per Course

Columns	Char	Format
1	1	Form - 2
2-9	8	Institution Number - FICE Code - see Table 1
10-18	9	Social Security Number - must be nonblank
19-23	5	Course Prefix - left justify
24-28	5	Course Number - left justify
29-33	5	BLANK
34-37	4	Credit Hours - right justify
38	1	Audit (Y/N)
39-44	6	BLANK
45-54	10	Institutional ID - Student's Internal ID
55-69	15	Institutional Course Reference Number
70	1	Dual Credit Student (Y/N)
71-75	5	Semester - 1=summer, 2=fall, 3=spring. Example - 20232=Fall 2023
76	1	Co-requisite (Y/N)
77-83	7	Section Number - expanded from 5 to 7 positions - right justify

FORMAT OF TYPE 3 (CLASS) RECORD

Columns	Char	Format
1	1	Form - 3
2-9	8	Institution Number - FICE Code - see Table 1
10-14	5	Course Prefix- left justify
15-19	5	Course Number - left justify
20-24	5	BLANK
25	1	Dual Credit Course (Y/N)
26	1	High School Teacher of Record (Y/N)
27-30	4	Credit Hours -Minimum or fixed - numeric, two decimal places, right justify, zero fill
31-33	3	Credit Hours - Maximum or fixed - numeric, one decimal place, right justify, zero fill - leave blank if same as minimum
34	1	1=On-Campus, 2=Off-Campus, 3=100% Distance Learning
35-37	3	BLANK
38-40	3	Number of Students - right justify, zero fill
41	1	Distance Learning Provider - I=Institutional, K=KYCV, N=No, O=Other
42	1	Primary Distance Learning Mode of Delivery - see Table 6
43-44	2	Course Level - right justify, zero fill - see Table 10
45-46	2	Regional Postsecondary Education Centers - see Table 21
47-49	3	Off-Campus Sites - zero fill - Table 28
50	1	Developmental - 1,2,3,4, or 0 - blank fill - see Table 20
51	1	Supplemented Course - 0-9 - see Table 20
52-56	5	College or Department - optional
57	1	BLANK
58	1	KYVC (Y/N)
59-73	15	Institutional Course Reference Number - mandatory

Columns	Char	Format
74-78	5	Semester - 1=summer, 2=fall, 3=spring. Example - 20232=Fall 2023
79-80	2	2-Digit CIP Code - see Table 14-A
81-130	50	Course Title - all caps - left justify
131	1	Student Teaching Course (Y/N) - CIP 13 only, else leave BLANK
132-133	2	General Education Course - Code 1 - see Table 24
134-135	2	General Education Course - Code 2 - see Table 24
136-140	5	Previous Course Prefix - left justify, fill with blanks to the right
141-145	5	Previous Course Number - left justify, fill with blanks to the right
146-147	2	Faculty Employment Status - Full-Time (FT), Part-Time (PT), Graduate Student (GS) - mandatory
148-149	2	Faculty Tenure Status - Tenured (T), Tenure-Track (TT), Non-Tenure Track (NT) - mandatory
150-151	2	Faculty Title - left justify - see Table 31 - mandatory
152-158	7	Section Number - expanded from 5 to 7 positions - right justify



END-OF-TERM CREDIT

End-of-Term Credit Type G Summer 2023 | Fall 2023 | Spring 2024

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

The summer, fall, and spring end-of-term enrollment files should include end-of-term enrollment in all attempted credit reported in the Type 2 record on the census date. For each fall term, spring term, and summer term, the Type 2 file will be sent back to the institutions immediately after the data has been finalized so that the Final Letter Grade and Final Numeric Grade can be added for each course record submitted earlier as part of the enrollment report for the corresponding term. All grades awarded up to 90 days after the last day of final exams should be processed and reflected on the file. This date must agree with the official university calendar.

Records cannot be added or removed from the original Type 2 file.

The following information is needed for this collection:

- Final Letter Grade – For each attempted credit hour field in the Type 2 record submitted for the corresponding term, enter in columns 38-40 a letter grade reflecting the recorded grade 90 days after the end of the term. Single-letter grades such as “A” or “B” should be left justified.
- Final Numeric Grade – For each attempted credit hour field in the Type 2 record submitted for the corresponding term, enter in columns 41-43 a numeric grade reflecting the recorded grade 90 days after the end of the term. The decimal will be implied. For example, for most people a grade of “B” would be represented numerically as “300.”
- Semester – Report the year and the appropriate semester for the file being submitted. Each semester has been assigned a number code which is added to the end of the reporting year:
 - 1=summer,
 - 2=fall, or
 - 3=spring.
 - Example: 20232 = Fall 2023

Performance	Non-Developmental Courses	Developmental Courses	EKU	KSU	MoSU	MuSU	NKU	UK	UofL	WKU	KCTCS
	D	DD									
Poor	Attempted: Yes	Attempted: Yes	D	D	D	D	D+	D+	D+	D	D
	Completed: Yes	Completed: Yes					D	D	D	D*	
	Earned: Yes	Earned: No					D-	D-	D-		
	Value: 1.0	Value: Null									
	In pseudo-GPA: Yes	In pseudo-GPA: No									
	F	DF									
Unacceptable	Attempted: Yes	Attempted: Yes	F	F	E	E	F	E	F	F	E
	Completed: Yes	Completed: Yes		FX	F	WE		F	E	FN	F
	Earned: Yes	Earned: No	FN		N			U		F*	
	Value: 0.0	Value: Null	FX		U			XE			
	In pseudo-GPA: Yes	In pseudo-GPA: No	U					XF			
			UN								
			F*								
			FN*								
	P	DP									
Satisfactory	Attempted: Yes	Attempted: Yes	P	P	K	P	P	CR	P	P	P
in pass/no-	Completed: Yes	Completed: Yes	S			CR	HP,CR,NC	P	S	NG	
pass course	Earned: Yes	Earned: No	CR					S			
	Value: Null	Value: Null									
	In pseudo-GPA: Yes	In pseudo-GPA: No						PH			
	I	DI									
Coursework,	Attempted: Yes	Attempted: Yes	I	I	I	I	I	I	I	X	I
unfinished	Completed: Yes	Completed: Yes	I*		X			Z	X		
extension	Earned: Yes	Earned: No	*I								
granted	Value: 0.0	Value: Null									
	In pseudo-GPA: Yes	In pseudo-GPA: No									
			IM								
			IM*								
			I^								
			I*^								
			*I^								
			IX								
	O	DO									
Mutli-	Attempted: Yes	Attempted: Yes	IP	N	R	R			CR	IP	IP
semester	Completed: Yes	Completed: Yes	IP*	MP	RA		X	IP	H	I	MP
course, still in	Earned: Yes	Earned: No	*IP		RB	IP	K	SI	NR	O	
progress	Value: Null	Value: Null	NC*		RC			UN			
	In pseudo-GPA: Yes	In pseudo-GPA: No			RD						
					RE						
					RI						
					RU						

Performance	Non-Developmental Courses	Developmental Courses	EKU	KSU	MoSU	MuSU	NKU	UK	UofL	WKU	KCTCS
	M	DM									
Missing, null, not reported	Attempted: Yes	Attempted: Yes	[null]	[null]	[null]	[null]	[null]	[null]	[null]	[null]	[null]
	Completed: Yes	Completed: Yes	NR	X	X		NR	---		ER	DRN
	Earned: Yes	Earned: No		NA				NG		NR	
	Value: Null	Value: Null									
	In pseudo-GPA: Yes	In pseudo-GPA: No									
	W	DW									
Withdrew passing	Attempted: Yes	Attempted: Yes	W	W	P	W	W	DRP	W	W	W
	Completed: Yes	Completed: Yes	WM		W	WP	CW	W			DRP
	Earned: Yes	Earned: No			WY						
	Value: Null	Value: Null	W*								
	In pseudo-GPA: Yes	In pseudo-GPA: No	WM*								
	AU	DU									
Audit	Attempted: Yes	Attempted: Yes	AU	AU	Y	AU	T	AU	AU	AU	AU
	Completed: Yes	Completed: Yes	NC				N	N	NC		
	Earned: Yes	Earned: No	AU*								
	Value: Null	Value: Null									
	In pseudo-GPA: Yes	In pseudo-GPA: No									

FORMAT OF TYPE G (END-OF-TERM CREDIT) RECORD
 (One Record Per Student Per Course)

Columns	Char	Description
1	1	Form - 2
2-9	9	Institution Number (FICE Code)
10-18	9	Social Security Number - must be nonblank
19-23	5	Course Prefix - left justify
24-28	5	Course Number - left justify
29-33	5	BLANK
34-37	4	Credit Hours - numeric, two decimal points, right justify, zero fill
38	1	Audit (Y/N)
39-41	3	Final Letter Grade - left justified
42-44	3	Final Numeric Grade - two decimal places
45-54	10	Institutional ID - Student's Internal ID - mandatory
55-69	15	Institutional Course Reference Number
70	1	Dual Credit Student (Y/N)
71-75	5	Semester - 1=summer, 2=fall, 3=spring. Example - 20232 = Fall 2023
76	1	Co-requisite (Y/N)



ENTRANCE EXAM

Entrance Exam Type E

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

The Entrance Exam file is designed to inform policies regarding the preparation and college-going experience of students entering an institution. The data reported on this file are used to determine the college readiness of entering students as defined in 13 KAR 2.020 (Guidelines for Admission to the State-supported Postsecondary Institutions in Kentucky) and the Unified Strategy for College and Career Readiness (Senate Bill 1) enacted in 2009. The procedures used to determine college-readiness are described in Table 43.

Nothing in this description of data reporting requirements is intended to imply or require that any student should be placement tested or placed into developmental coursework.

All exam scores should be entered by June 30th.

Cohort

Type E file contains one record for each undergraduate degree-seeking student who enrolled for the first time at an institution during the academic year. Both first-time in college students and first-time transfer students are included. This annual file is expected to include all students so defined on the previous summer, fall and spring semester Type 1 files. Include a record for each student in the cohort, even if all placement data is blank.

Undergraduate degree and credential-seeking students are identified on the Type 1 enrollment file with a student classification of Freshman (01), Sophomore (02), Junior (03), Senior (04), or Fifth-Year at UK only (14), and may be pursuing a bachelor's or associate degree, a certificate, or diploma. Nondegree students (classification 05), Post-Baccalaureate Undergraduate Degree-Seeking (30) and dually-enrolled students (classifications 19 and 20) are NOT included.

Exemptions from Testing Requirement Based on Prior Courses Taken

Transfer students and first-time students entering with college-level coursework taken in high school may not be required to undergo placement testing under 13 KAR 2:020 if the student meets one of the following criteria:

- The student has successfully completed one of the supplemental/corequisite or developmental courses at a Kentucky public institution, meeting the learning outcomes for readiness.

- The student has successfully completed, at any institution, supplemental/corequisite or developmental course which the reporting institution has determined meets the system-wide learning outcomes for that.
- The student has successfully completed, at any institution, a college-level course which the reporting institution has determined is equivalent to a college-level course at their own institution that demonstrates college-level proficiency in a given subject (math, english, or reading).

The Data

The data to be reported on the Entrance Exam file include:

- ACT subject and composite scores;
- SAT scores;
- Scores on the test(s) for which statewide standards for college readiness have been established;
- An indication of whether or not another commercial or institutionally-developed exam was administered by the institution for purposes of placement;
- For cases in which another test (referenced in #4) was administered, an indication of the resulting-course-level placement; and
- Each student's exemption from a placement testing requirement, if applicable.

All scores should be reported as superscores. A superscore is the highest score on an exam or subsection of an exam achieved on multiple attempts. Superscores may come from a single administration of an exam or from a combination of administrations. If your institution recalculates a composite or total score based on superscores drawn from a combination of administrations, the recalculated total score should be reported to CPE.

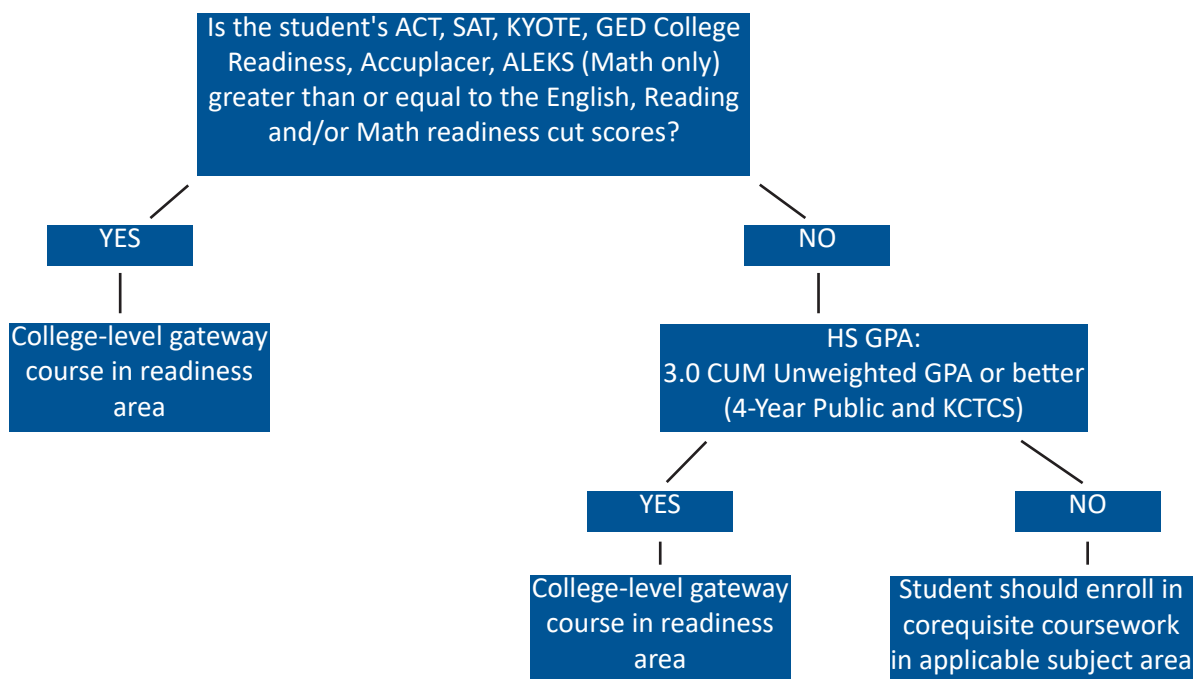
All students included in the Entrance Exam file cohort are expected to have at least one field reported in each subject area (math, writing, and reading), whether a test score, an institutional placement assessment result, or an exemption flag.

General Instructions

1. Placement – The assignment of a student to a course appropriate to the student's assessed level of readiness in that subject. Courses are defined primarily as developmental or college-level although math has two advanced levels: college algebra and calculus. Course placement is directed by results on one or more entrance exams, a placement exam, or prior college-level coursework completed.
2. ACT Scores – The mathematics, english, reading, science reasoning, and composite scores on the ACT assessment that the institution used for placement purposes. Test dates are included for each subscore to indicate when that subsection of the test was taken. ACT scores are reported as superscores.
3. SAT Scores – The Evidence-Based Reading and Writing, mathematics and total scores on the SAT Assessment administered March 2016 or later that the institution used for placement purposes **or** the Critical Reading, Mathematics, Writing and total scores on the SAT Assessment prior to March 2016 that the institution used for placement purposes. Test dates are included for each subscore to indicate when that subsection of the test was taken. Note: For Evidence-Based Reading and Writing scores, please put the score in both the SAT Critical Reading and SAT Critical Writing Score fields.

4. Statewide Placement Exams – Standardized, subject-specific exams with statewide minimum readiness standards. These exams are administered on campus to supplement or in lieu of ACT or SAT scores, and the results are used to refine the level of placement suggested by the ACT or SAT alone.
5. Exemption Status – Whether or not an entering student is exempted from the state placement testing requirement based on standards established by 13 KAR 2:020. Exemption status is to be reported by subject with an “E” if exempt and “N” if not exempt. Students can only be marked with a “E” if they have successfully completed previous coursework (dual credit) in the specific area. Exemptions should not be given for any other reason.
6. College Ready Status – Students deemed ready in English/Writing, Math, and Reading should be marked as “Y” (Yes) if they are deemed college ready in those subject areas and “N” (No) if they are not deemed college ready in those subject areas.
7. Academic Year – Report the academic year for the file that is being submitted.
 - a. Example: Academic Year 2023-24 should be reported as 202324.

STATEWIDE BENCHMARKED PLACEMENT EXAMS: REPORTED IN THE ENTRANCE EXAM FILE



STATEWIDE BENCHMARKED PLACEMENT EXAMS: REPORTED IN THE ENTRANCE EXAM FILE

Area	ACT	SAT	KYOTE	GED College Readiness	Accuplacer	ALEKS	EdReady Diagnostic
English (Writing)	18 or higher	22 or higher	6 or higher	165 or higher	250 or higher		70 or higher
Reading	20 or higher	24 or higher	20 or higher	165 or higher	250 or higher		70 or higher
Math (Quant Reasoning)	19 or higher	510 or higher	22 or higher	165 or higher	250 or higher	30 or higher	55 or higher
Math (College Algebra)	22 or higher	540 or higher	14 or higher	175 or higher	*	46 or higher	65 or higher
Math	27 or higher	640 or higher	15 or higher		*	76 or higher	*

* Institutions may determine readiness at these levels based on institutional data, as long as students have met the quantitative reasoning benchmark in one of the identified measures.

FORMAT OF TYPE E (ENTRANCE EXAM) RECORD
(One Record Per Student)

Columns	Char	Description	Columns	Char	Description
1	1	Form - E	172-174	3	BLANK
2-9	8	Institution Number - FICE Code - see Table 1	175-177	3	BLANK
10-18	9	Social Security Number - must be nonblank	178	1	BLANK
19-43	25	Last Name - left justify	179	1	BLANK
44-58	15	First Name - left justify	180	1	BLANK
59-60	2	ACT Math Score - zero fill	181	1	BLANK
61-66	6	Test Date of ACT Math Score - mmyyyy	182	1	BLANK
67-68	2	ACT English Score - zero fill	183	1	BLANK
69-74	6	Test Date of ACT English Score - mmyyyy	184-193	10	Institutional ID - Student's Internal ID
75-76	2	ACT Reading Score - zero fill	194	1	Math Exemption Flag (E/N)
77-82	6	Test Date of ACT Reading Score - mmyyyy	195	1	Writing Exemption Flag (E/N)
83-84	2	ACT Science Score - zero fill	196	1	Reading Exemption Flag (E/N)
85-90	6	Test Date of ACT Science Score - mmyyyy	197-202	6	Academic Year
91-92	2	ACT Composite Score - zero fill	203-217	15	Middle Name - left justify
93-98	6	Test Date of ACT Composite Score - mmyyyy	218-222	5	Name Suffix - left justify
99-101	3	SAT Critical Reading Score	223-225	3	GED Math Score
102-107	6	Test Date of SAT Critical Reading Score - mmyyyy	226-228	3	GED Language Score
108-110	3	SAT Mathematics Score	229	1	BLANK
111-116	6	Test Date of SAT Mathematics Score - mmyyyy	230	1	BLANK
117-119	3	SAT Writing Score	231	1	BLANK
120-125	6	Test Date of SAT Writing Score - mmyyyy	232	1	BLANK
126-129	4	SAT Total Score - zero fill	233-234	2	SAT - Writing and Language Test
130-135	6	Test Date of SAT Total Score 0 mmyyyy	235-236	2	SAT - Reading Test
136-138	3	KYOTE College Readiness Math - right justify, zero fill	237-238	2	SAT2 -Math
139-141	3	KYOTE College Algebra Domain Score - right justify, zero fill	239-241	3	ALEKS Math
142-144	3	BLANK	242	1	English/Writing Ready (Y/N)
145-147	3	BLANK	243	1	Math Ready (Y/N)
148-150	3	BLANK	244	1	Reading Ready (Y/N)
151-153	3	BLANK	245-247	3	Accuplacer English
154-156	3	KYOTE Writing Score - right justify, zero fill	248-250	3	Accuplacer Math Reasoning
157-159	3	BLANK	251-252	2	EdReady English
160-162	3	BLANK	253-254	2	EdReady Math
163-165	3	BLANK			
166-168	3	KYOTE Reading Score - right justify, zero fill			
169-171	3	BLANK			



STUDENT FINANCIAL AID

Student Financial Aid

Type A

Metrics Validated from Collection

- Degrees and credentials conferred (low-income)
- Unmet Need

Applies to Independent Colleges

- No

General Instructions

This file will include records for all undergraduate students who received financial aid from any source during the 2022-23 academic year, whether or not a FAFSA was filed. This includes students who received tuition waivers as their only form of financial aid. The amounts reported should be the cumulative total of all aid given to a student within a single category at any time within the 2022-23 academic year, including Fall 2022, Spring 2023, and Summer 2023 semesters. Undergraduate students are defined by student classification in Table 7 of the database guidelines and the records submitted will be edited to match an institution's Type 1 enrollment records for the academic year.

All aid amounts should reflect student financial aid that has been disbursed, not awarded. Funds include those that the financial aid office awards to a student through the Bursar's Office.

- Funds that are based upon a third party billing are considered disbursed aid and should be included in the data.
- Likewise, private aid, such as employer reimbursements or outside scholarships that are paid directly to the students and do not go through the financial aid office should be reported to the extent that the financial aid office is aware of the aid awarded.

Dollar amounts for the aid fields are five digits long to capture amounts up to \$99,999.49 rounded to the nearest dollar, without commas or decimals.

- For example, an aid amount of "\$12,345.78" should be submitted as "12346." The income fields are eight digits long to capture amounts up to \$9,999,999.49 rounded to the nearest dollar, with a negative sign but without commas or decimals.
- Negative numbers should be reported in these fields with a negative sign.

For the financial aid file the following information is needed:

1. Employer Paid Tuition – This field includes tuition paid by third-party employers only, to the extent that the student financial aid office is aware of tuition paid by third party employers. Tuition waivers given to faculty/staff and their families should not be included here, but should be included in the Tuition Waivers field.
2. FAFSA/ISIR Cost of Attendance (COA) – This field should reflect the student's most updated amount that was used for calculating student aid during the academic year, including the FAFSA/ISIR COA or one that has been adjusted by your institution.

3. FAFSA/ISIR Dependency Status – This field should reflect the student’s most updated status during the academic year and should be reported using ISIR codes:
 - “D” = Dependent, calculated EFC provided
 - “I” = Independent, calculated EFC provided
 - “X” = Dependent rejected, no EFC calculated
 - “Y” = Independent rejected, no EFC calculated
 - Blank = Missing
4. FAFSA/ISIR Expected Family Contribution (EFC) – This field is for the student’s primary EFC and should reflect the student’s most updated amount that was used for calculating student aid during the academic year including the FAFSA/ISIR EFC or one that has been adjusted by your institution.
 - If a student’s EFC is “None Calculated,” report this under the dependency code, as on the ISIR.
 - Because zero (0) is a valid value in this field, do not use zero (0) for missing values. Leave missing values blank.
5. FAFSA/ISIR Dependents Other than Children/Spouse – This field should reflect the student’s most updated status during the academic year and should be reported using ISIR codes:
 - “1” = Yes
 - “2” = No
 - Blank = Missing
6. FAFSA/ISIR Father’s Educational Level – The father’s highest grade level completed should reflect the student’s most updated status during the academic year and should be reported using ISIR codes:
 - “1: = Middle School/Jr. High
 - “2” = High School
 - “3” = College or beyond
 - “4” = Other/Unknown
 - Blank = Missing
7. FAFSA/ISIR Grade Level in College – This field should reflect the student’s most updated status during the academic year and should be reported using ISIR codes (listed below). Because zero (0) is a valid value in this field, do not use zero (0) for missing values. Leave missing values blank.
 - “0” = 1st year, never attended college before
 - “1” = 1st year, attended college before
 - “2” = 2nd year/sophomore
 - “3” = 3rd year/junior
 - “4” = 4th year/senior
 - “5” = 5th year/other undergrad
 - Blank = Missing

8. FAFSA/ISIR Have Children You Support – This field should reflect the student’s most updated status during the academic year and should be reported using ISIR codes:
- “1” = Yes
 - “2” = No
 - Blank = Missing
9. FAFSA/ISIR Marital Status (Student’s) – This field should reflect the student’s most updated status during the academic year and should be reported using ISIR codes:
- “1” = Single
 - “2” = Married/Remarried
 - “3” = Separated
 - “4” = Divorced or Widowed
 - Blank = Missing
10. FAFSA/ISIR Mother’s Educational Level – The mother’s highest grade level completed should reflect the student’s most updated status during the academic year and should be reported using ISIR codes:
- “1” = Middle School/Jr. High
 - “2” = High School
 - “3” = College or beyond
 - “4” = Other/Unknown
 - Blank = Missing
11. FAFSA/ISIR Parent’s Adjusted Gross Income from IRS Form – This field should reflect the most updated amount that was used for calculating student aid during the academic year, including the FAFSA/ISIR amount or adjustments made by your institution.
- Because zero (0) is a valid value in this field, do not use zero (0) for missing values.
 - Leave missing values blank.
12. FAFSA/ISIR Student Adjusted Gross Income from IRS Form – This field should reflect the most updated amount that was used for calculating student aid during the academic year, including the FAFSA/ISIR amount or adjustments made by your institution.
- Because zero (0) is a valid value in this field, do not use zero (0) for missing values.
 - Leave missing values blank.
13. FAFSA/ISIR Total Income (TI: Family Income) – This field should reflect the most updated amount that was used for calculating student aid during the academic year, including the FAFSA/ISIR amount or adjustments made by your institution.
- Because zero (0) is a valid value in this field, do not use zero (0) for missing values.
 - Leave missing values blank.

14. Federal Financial Aid Fields – These fields should include the cumulative amount of financial aid disbursed to each student from a particular federal program throughout the academic year, including the fall, spring, and summer semesters.
15. Federal Grant Other – specifically used for the funds dispersed from the Cares Act. The field will be used in the future for any emergency grant funds dispersed by the federal government to students.
16. Institutional Grants and Scholarships – These fields include institutional grants, scholarships, fellowships, and other aid which the student does not need to pay back and which does not include a work expectation. Following IPEDS, “These awards do not require the performance of services by the recipient while a student (such as teaching) or subsequently. The term does not include loans to students (subject to repayment), College Work-Study Program (CWS), or awards granted because of faculty or staff status. Also not included are awards to students where the selection of the student recipient is not made by the institution. Examples of this would include Lions Club scholarships where the club selects the recipient and Wal-Mart scholarships where the company names the recipient.” If a third party selects the student recipient, this award should be included under “Scholarships/Grants from Third Parties.”
17. Institutional Need-Based Grants/Scholarships, Loans, or Work-Study – The cumulative academic year amount of institutional aid of that particular type (scholarships, loans, or work-study) disbursed to a student based solely on financial need as determined by the Federal Methodology (federal Cost of Attendance (COA) minus federal Expected Family Contribution (EFC)). If any factor other than need is used to determine eligibility for a portion of a student’s aid, report that portion as non-need or mixed need/non-need-based aid as appropriate.
18. Institutional Need/Non-Need-Based Grants/Scholarships, Loans, or Work-Study – The cumulative academic year amount of institutional aid of that particular type (scholarships, loans, or work-study) disbursed to a student based on any combination of financial need as determined by the Federal Methodology (federal Cost of Attendance (COA) minus federal Expected Family Contribution (EFC)) and characteristics other than financial need, including academic achievement, geography, demographics or special skills, talents, etc. Leave these fields blank if your institution does not have programs which combine need and non-need-factors (as these terms are defined in this document) in the disbursing of aid.
19. Institutional Non-Need-Based Grants/Scholarships, Loans, or Work-Study – The cumulative academic year amount of institutional aid of that particular type (scholarships, loans, or work-study) disbursed to a student based solely on characteristics other than financial need, including academic achievement, geography, demographics, or special skills, talents, etc. If need is used to determine eligibility for a portion of a student’s aid, report that portion as need or mixed need/non-need-based aid as appropriate.
20. Kentucky’s Affordable Pre-Paid Tuition (KAPT) – The Council is aware that some institutions do not have the ability to report this item. In that case, leave this field blank.
21. Scholarships/Grants from Third Parties – This category includes awards to students where the selection of the student recipient is not made by the institution.
 - Examples of this would include Lions Club scholarships where the club selects the recipient and Wal-Mart scholarships where the company names the recipient.
 - A standing scholarship program funded by a third party for which the institution chooses the student recipients should be recorded under “Institutional Grants and Scholarships.”

22. Tuition Waivers and Discounts – This field includes any tuition waiver or discount given to faculty/staff and their families, as well as statutory tuition waivers such as those granted to former foster children or veterans. A tuition waiver is tuition not charged to the student’s account or a waiver of all or part of the tuition due; a waiver includes no funding from internal or external sources. Regardless of accounting procedures at your particular institution, it is the intent of this data element to capture the value of tuition that is not charged, whether a discount or a waiver.
23. Kentucky Coal County College Completion Scholarship – Total aid disbursed to student through this targeted scholarship program for juniors and seniors from a nine-county region in eastern Kentucky.
- *Only students at a limited number of institutions and locations are eligible for this scholarship; only institutions listed below should report in this field:
 - Alice Lloyd College
 - University of Pikeville
 - Morehead State University (Prestonsburg campus only)
 - Lincoln Memorial University (Southeast Kentucky Community and Technical College site only)
 - Lindsey Wilson College (Big Sandy and Southeast Kentucky Community and Technical College sites only)
24. Student Aid Index (SAI) – This field is for the student’s primary SIA and should reflect the student’s most updated amount that was used for calculating student aid during the academic year including the FAFSA/ISIR SIA or one that has been adjusted by your institution.
- If a student’s SIA is “None Calculated,” report this under the dependency code, as on the ISIR.
 - Because zero (0) is a valid value in this field, do not use zero (0) for missing values. Leave missing values blank
- *For those institutions accepting the scholarship for students pursuing a major not offered by the six listed Kentucky institutions, please populate this field.**
25. Student Housing – This field reports whether a student is living in housing provided by the institution. Report “Y” for Yes if a student is charged (to live in an institution’s housing program) for any term during the aid year.
26. Student Campus Housing Annual Charge – Student campus housing annual charge for Academic Year.
27. Annual Lab and Course Fees – Annual lab and course fees for Academic Year
28. Meal Charges – Annual meal charges for Academic Year.
29. Annual Tuition Charged – Annual tuition charged for Academic Year.
30. Annual Comprehensive Fees – Fees not charged per course (ex. technology, student activities, orientation, etc.).
31. Academic Year – Report the academic year for the file that is being submitted.
- Example: Academic Year 2023-24 should be reported as 202324.

FORMAT OF TYPE A (STUDENT FINANCIAL AID) RECORD
(One Record Per Student)

Columns	Char	Description
1	1	Form - A
2-9	8	Institution Number - FICE Code
10-18	9	Social Security Number - must be nonblank
19-43	25	Last Name - left justify
44-58	15	First Name - left justify
59-63	5	FAFSA/ISIR Cost of Attendance (COA)
64-68	5	FAFSA/ISIR Expected Family Contribution (EFC)
69-76	8	FASA/ISIR Total Income (TI: Family Income)
77-84	8	FAFSA/ISIR Student Adjusted Gross Income (from IRS form)
85-92	8	FAFSA/ISIR Parents' Adjusted Gross Income (from IRS form)
93	1	FAFSA/ISIR Dep. Status
94	1	FAFSA/ISIR Student Marital Status
95-96	2	FAFSA/ISIR State of Legal Residence
97	1	FAFSA/ISIR Grade Level in College
98	1	FAFSA/ISIR Father's Educ. Level
99	1	FAFSA/ISIR Mother's Educ. Level
100	1	FAFSA/ISIR Children (1,2,blank)
101	1	FAFSA/ISIR Other Dependents (1,2,blank)
102-106	5	Pell Grants
107-111	5	Subsidized Stafford Loans (FFEL or Direct)
112-116	5	Unsubsidized Stafford Loans (FFEL or Direct)
117-121	5	PLUS Parent Loans (FFEL or Direct)
122-126	5	Perkins Loans
127-131	5	Federal SEOG Grants
132-136	5	Federal Work Study
137-141	5	Robert Byrd Honors Scholarships
142-146	5	Federal Health Professions Loans (Nursing, HPSL, Primary Care, Disadvantaged)
147-151	5	Federal Health Professional Disadvantaged Students Scholarships
152-156	5	The National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)

Columns	Char	Description
157-161	5	Federal Academic Competitiveness Grant (ACG)
162-166	5	College Access Program (CAP) Grants
167-171	5	Kentucky Educational Excellence Scholarships (KEES)
172-176	5	Kentucky Tuition Grants
177-181	5	Kentucky Teacher Awards
182-186	5	Early Childhood Development Scholarships
187-191	5	Kentucky National Guard Tuition Award Program
191-196	5	Kentucky Minority Educator Recruitment and Retention Scholarships
197-201	5	KHEAA Work Study
202-206	5	Other State Grants
207-211	5	Institutional Need-Based Grants and Scholarships
212-216	5	Institutional Need/Non-Need-Based Grants and Scholarships
217-221	5	Institutional Non-Need-Based Grants and Scholarships
222-226	5	Institutional Need-Based Loans
227-231	5	Institutional Need/Non-Need-Based Loans
232-236	5	Institutional Non-Need-Based Loans
237-241	5	Institutional Need-Based Work Study
242-246	5	Institutional Need/Non-Need-Based Work Study
247-251	5	Institutional Non-Need-Based Work Study
252-256	5	Scholarships/Grants from Third Parties
257-261	5	Employer Paid Tuition
262-266	5	Tuition Waivers and Discounts
267-271	5	ROTC/Armed Forces Grants
272-276	5	JTPA, Job Training, Vocational Rehabilitation
277-281	5	Bureau of Indian Affairs Grants
282-286	5	Scholarships/Grants from State Agencies Outside Kentucky
287-291	5	Other Loans (Private, Commercial, etc.)

Columns	Char	Description
292-296	5	Kentucky's Affordable Prepaid Tuition (KAPT)
297-301	5	Veteran's Benefits
302-306	5	Kentucky Coal County College Completion Scholarship
307-312	6	Academic Year - Example - 202324
313-327	15	Middle Name - left justify
328-332	5	Name Suffix - left justify
333-342	10	Institutional ID - Student's Internal ID
343-347	5	Dual Credit Scholarship
348-352	5	KY Work Ready Scholarship
353	1	Student Housing (Y/N)
354-358	5	Student Campus Housing Annual Charge
359-363	5	Annual Lab and Course Fees
364-368	5	Annual Meal Charges
369-373	5	Annual Tuition Charged
374-378	5	Annual Comprehensive Fees
379-383	5	Federal Grant Other
384-388	5	Innovative Scholarship (Displaced Students)
389-393	5	Student Aid Index



LICENSURE & CERTIFICATION EXAMS

Licensure and Certification Exams

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

Each fall, institutions will report, as appropriate, pass rates for licensure/certification exams for the indicated professions:

- Attorney
- Dentist
- Pharmacist
- Physician
- Radiologic Technologist
- Respiratory Therapist

Reports will include:

- The test dates,
- Number of first-time takers, and
- The number of first-time takers passing for the previous twelve-month period.

Multiple administrations of an exam within the reporting year should be reported as separate records. Reports should be submitted by email to Blake Nantz (blake.nantz@ky.gov) via Excel spreadsheet. Council staff will continue to collect results directly from licensing boards for engineers, nurses, and physical therapists.

LICENSURE AND CERTIFICATION EXAMS 2022-23

Profession/Exam	Test Date	Number of First-Time Takers	Number Passing	Pass Rate
Attorney				
Kentucky Bar Exam, Ohio Bar Exam (NKU), Indiana Bar Exam (UofL)				
Dentist				
National Dental Board Exam, Part 2				
Pharmacist				
North American Pharmacist Licensure Exam				
Physician				
US Medical Licensure Exam, Part 2				
Radiological Technologist				
American Registry of Radiologic Technolo- gists				
Respiratory Therapist				
National Board for Respiratory Care Exam				

RETURN TO:
Blake Nantz, Council on Postsecondary Education
Email: blake.nantz@ky.gov



ESTIMATED CREDENTIALS CONFERRED

Estimated Degrees and Other Form Awards Conferred

Metrics Validated from Collection

- None

Applies to Independent Colleges

- Yes

General Instructions

Report the number of degrees and formal awards that were conferred in 2022-32. This number should be an estimate of those that will be reported on the official degrees conferred file that will be submitted in August.

Estimated Degrees and Other Formal Awards Conferred Form

Preliminary Degrees/Formal Awards Conferred

Summer 2023									
Undergraduate Diploma	Undergraduate Certificate	Associate	Bachelor's	Mas- ter's/ Spec.	Doctor- Research/ Scholarship	Doctor- Professional Practice	Doctor - Other	Graduate Certificate	Total

Fall 2023									
Undergraduate Diploma	Undergraduate Certificate	Associate	Bachelor's	Mas- ter's/ Spec.	Doctor- Research/ Scholarship	Doctor- Professional Practice	Doctor - Other	Graduate Certificate	Total

Spring 2024									
Undergraduate Diploma	Undergraduate Certificate	Associate	Bachelor's	Mas- ter's/ Spec.	Doctor- Research/ Scholarship	Doctor- Professional Practice	Doctor - Other	Graduate Certificate	Total

Institution _____

Name of Respondent _____

Telephone Number _____

Please email this completed form to Blake Nantz (blake.nantz@uky.edu).



FORMAL CREDENTIALS OFFERED

Degrees and Other Formal Awards Conferred

Type 5

July 1 - June 30

Metrics Validated from Collection

- Time-to-degree
- Degrees and Credentials Conferred

Applies to Independent Colleges

- Yes

General Instructions

The degrees and formal awards file should reflect the academic period between July 1, 2023 and June 30, 2024. One record for each degree or award conferred should be included in this submission. If a student is conferred two separate degrees (not a double major) in the same reporting period at the same level (for instance, a BA in chemistry and a BS in computer science) or at two different levels (for instance, an associate degree and a baccalaureate degree), this student would have two separate records in the file. The date for each degree or award conferred should be reported by term – fall, spring, or summer. Do not report any degrees or awards conferred in previous academic years or not yet completed based on institutional academic policy. Reporting of multi-institution (joint, collaborative) degrees should reflect the degree-granting status of the participating institutions.

All definitions pertaining to the degrees and other formal awards conferred collection can be found under the Degrees and Other Formal Awards Conferred Terms and Definitions section of Appendix A.

Degrees and Formal Awards Conferred Record

1. Academic Year – Report the academic year for the file that is being submitted.
 - Example: Academic Year 2023-24 should be reported as 202324.
2. Birth Year – Report the student’s full date of birth (MMDDYYYY).
3. Date Conferred – Report the date of receipt of degree, certificate, or diploma for graduates whose date of completion of degree, certificate, or diploma requirements and date of receipt of degree, certificate, or diploma differ.
 - If a degree is awarded and backdated to a previous reporting period, report the degree in the next reporting period.
 - Report the year and semester conferred.
 - Each semester has been assigned a number code which is added to the end of the reporting year:
 - 1=summer,
 - 2=fall, or
 - 3=spring.
 - Example – 20232 = Fall 2023.

4. Majors – Majors must be consistent with each institution’s program inventory. Use only those codes listed for your institution in the program inventory.
5. Earned Credit Hours – For each first-time associate and baccalaureate degree recipient, report in columns 120-122 the total number of credit hours earned at the time of degree or program completion. This total should include the number of hours accepted in transfer.
 - Do not report credit hours for persons earning a second degree at the same level. For these persons, report “TBD” (transfer baccalaureate degree) or “TAD” (transfer associate degree).
 - For each certificate or diploma recipient, report in columns 120-122 the total number of semester credit hours earned for that credential. For subsequent certificate or diploma completions within the same program area, report only the additional hours earned for the additional certificate or diploma.
6. Honorary Degree – Do not include honorary degrees in this report.
7. Majors of Students Prepared to Teach – Students receiving baccalaureate degrees that have prepared them to teach an academic subject such as English, biology, or French should be reported respectively in English (23.0101), biology (26.0101), and French (16.0901) and not in education.
8. Military Relationship –
 - Code A – Military active student
 - Student currently serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, or is on Active Duty in any branch of the U.S. military.
 - Code V – Military veteran student
 - Student formerly served in the U.S. National Guard, in the Reserve unit of any branch of the U.S. military, or on Active Duty in any branch of the U.S. military and was released under conditions other than dishonorable.
 - Code R – Military connected student
 - Student’s spouse, parent or guardian serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, is on Active Duty in any branch of the U.S. military or student is otherwise eligible for any military education benefits via the spouse, parent or guardian.

Report a Code A for a military active student, Code B for military veteran student, or report a Code R for a military connected student. Otherwise the field should be left blank.

9. Multi-Institution Program – If the student received a degree offered jointly by more than one institution, report “X” in column 119.
10. Multiple Majors – When a student graduates with a major in two or more discipline specialties, report each discipline specialty in which the student completed a major. The first reported major columns (103-110) should agree with the major reported to NCES in the IPEDS Completions Survey.
11. State/County of Origin – Use the FIPS codes found in Table 4-A and Table 5-A for reporting state and county of origin.

- If the student's state of origin is Kentucky, report the county of origin using the FIPS codes from Table 5-A.
 - If the student's state of origin is something other than Kentucky, report the county of origin using the FIPS codes found at <https://www.census.gov/geographies/reference-files/2017/demo/pope-st/2017-fips.html>
12. Reciprocity State/County – For reciprocity students, report their state and county of origin in columns 76-80 as well as the reciprocity state and county in columns 81-85, even though they may be the same. Do not leave the state and county of origin fields blank.
13. ID Type – Report “1” if the student ID is a valid Social Security Number or “2” if it is some other ID number (institutional ID, SEVIS, other).
14. Degree Conferred – Report in columns 88-102 the specific degree being conferred; for example, BA, BS, AA, AAS. Degree codes must be consistent with degree designations in each institution's program inventory. Use only those codes listed in <http://dataportal.cpe.ky.gov/cpedegreedesignations.aspx>.
15. Race – In column 74, report the race code from Table 2 using the descriptions in Table 2. In columns 133-140, report “Y” (Yes) or “N” (No) using the following descriptions:
- *Hispanic or Latino* – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
 - *American Indian or Alaska Native* – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
 - *Asian* – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 - *Black or African American* – A person having origins in any of the black racial groups of Africa.
 - *Native Hawaiian or Other Pacific Islander* – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - *White* – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
 - *Nonresident* – A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresidents are to be reported separately, in the field provided, rather than included in any of the six racial/ethnic categories. Eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
 - *Race and ethnicity unknown* – This category is used only if the person did not select either a racial or ethnic designation.

16. Teacher Preparation – A teacher preparation program is designed to prepare an undergraduate or graduate student to become a licensed teacher. Programs can offer students specialized coursework in the grade level and the subjects they are interested in teaching. All teacher preparation programs must be certified through EPSB. Report a “Y” (Yes) or “N” (No). <http://www.epsb.ky.gov/course/view.php?id=3>.
17. Tuition Waiver for Foster and Adopted Children – Institutions must identify enrolled students who received tuition waivers because they were adopted or foster children. The information from this survey will be used to determine the number of recipients enrolled and the number who received a degree. This information will be reported annually on November 30 to the Legislative Research Commission as mandated in KRS 164.2847.
18. Program ID – The program ID number for the first or second major must be consistent with the institution’s degree program inventory. Use only those program IDs listed in the program inventory. Report the program ID for first or second declared major for all students.

FORMAT OF TYPE 5 (DEGREES AND FORMAL AWARDS CONFERRED) RECORD
(One Record Per Degree or Award Conferred)

Columns	Char	Description
1	1	Form - 5
2-6	5	Date Conferred: Year Plus Term - Example - 20232 = Fall 2023
7-14	8	Institution Number - FICE Code
15-23	9	Social Security Number - must be nonblank
24	1	ID Type - 1=Valid SSN Number, 2=Institutional ID
25-49	25	Last Name - left justify
50-64	15	First Name - left justify
65-72	8	Birth Date - mmddyyyy - zero fill
73	1	Gender (M/F)
74	1	Race - see Table 2
75	1	Residency (A,B,C,D,E,F) - see Table 3 (Publics Only)
76-77	2	State/Country of Origin - FIPS - Tables 4-A and 4-B - right justify, zero fill
78-80	3	County of Origin - FIPS - see Table 5-A - right justify, zero fill
81-82	2	Reciprocity State - FIPS - right justify, zero fill - see table 5-B (Publics Only)
82-85	3	Reciprocity County - FIPS - right justify, zero fill - see Table 5-B (Publics Only)
85-87	2	Level of Degree - left justify, blank fill - see Table 15
88-102	15	Degree Conferred - e.g. BA, BS, AA, AAS - left justify
103-110	8	First Major Program - left justify, blank fill, do not include decimal points - see Table 15
111-118	8	Second Major Program - left justify, blank fill, do not include decimal points - see Table 15
119	1	Mutli-Institutional Program - blank or X
120-122	3	Earned Credit Hours at Time of Degree - right justify, zero fill, no decimal
123-132	10	Institutional ID - Student's Internal ID - mandatory
133	1	Hispanic or Latino (Y/N)
134	1	American Indian or Alaskan Native (Y/N)
135	1	Asian (Y/N)
136	1	Black or African American (Y/N)

Columns	Char	Description
137	1	Native Hawaiian or Other Pacific Islander (Y/N)
138	1	White (Y/N)
139	1	Nonresidents (Y/N)
140	1	Race and Ethnicity Unknown (Y/N)
141	1	Project Graduate (Y/N)
142-147	6	Academic Year - Example - 202324
148-162	15	Middle Name - left justify
163-167	5	Name Suffix
168	1	Military Relationship (A,V,R) - blank if null - mandatory
169	1	Tuition Waiver (Y/N)
170-175	6	First Major Program ID - see Program Inventory - right justified - mandatory
176-181	6	Second Major Program ID - see Program Inventory - right justified - mandatory
182	1	Teacher Prep



SUMMER DEGREES

Summer Degrees Type 5R

Metrics Validated from Collection

- Three-year Graduate Rates (KCTCS)
- Six-year Graduate Rate (4-year public)

Applies to Independent Colleges

- No

General Instructions

Council staff would like to include all Credentials at KCTCS and Bachelor's degrees at four-year universities conferred during the summer in CPE's graduation rate calculations for the preceding academic year. The late summer degrees file includes Credentials at KCTCS Bachelor's degrees at four-year universities conferred between July 1, 2023, and the beginning of the 2023 fall semester, information which would otherwise not be submitted until the annual degrees file is due on August 1, 2023. Degrees submitted on the late summer degrees file will be added to the degrees reported in the 2022-23 annual degrees file for purposes of graduation rate reporting only. These numbers will not be included in any annual degree counts. To be included in annual degree counts, all records submitted on the late summer degrees files should also be submitted on the annual degrees file for 2022-23 on August 1, 2023. Institutions may choose to only submit late summer degree records for students in previous years' GRS cohorts.

During this time, institutions should submit final GRS cohort exclusions to KPEDSNG OnDemand and notify CPE. Please review your cohort report in KPEDSNG by selecting the appropriate cohort year and degree level. Only submit the records that need correcting.

Late Summer Degrees

All Credentials at KCTCS and Bachelor's degrees at four-year universities awarded between July 1, 2023, and the beginning of the 2023 fall semester as defined by the institution's academic calendar. Report summer data using the instructions and format specified for the annual degrees and formal awards found in the 2022-23 Reporting Guidelines. Do not incorporate changes made to the annual degrees file during the current year (2023-24) for this collection.

Outcome Measures Metric

Four-year, six-year and eight-year graduation rate of each cohort (FTFT, FTPT, NFTFT, NFTPT) disaggregated by low income and URM status.

- Cohort Code in (FTFT, FTPT, NFTFT, NFTPT) for cohort academic year (metric year – 707).
- Exclusions removed.
- Low Income determined as Pell recipient during first academic year (fall, spring, summer).
- URM based upon race/ethnicity reported in first semester of entry.
- The graduation rates are determined by the sum of students in each sub cohort who were awarded a credential within the given time frame (4, 6, 8 years) divided by the sum of the overall sub cohort.



DEGREE PROGRAM INVENTORY

Degree Program Inventory

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

Institutional degree program inventories are maintained by Council on Postsecondary Education staff and are updated as changes and additions are approved by an institution's governing board or by the Council on Postsecondary Education. Institutions are responsible for notifying Melissa Bell, Associate Vice President, Academic Affairs of all adjustments to their program inventories that are approved at the institutional level.

Melissa Bell's contact information is:

- Phone: 502-892-3007
- Email: Melissa.Bell@ky.gov

Approved degree program inventories are listed online at <http://dataportal.cpe.ky.gov/KYAcademicProgInventory.aspx>.

Program Types

- Multi-Institution Programs** – A multi-institution program involves resource sharing among multiple institutions or organizations. Multi-institution programs are defined as collaborative, joint, or other multi-institution arrangements. All participating institutions and organizations share responsibility for some aspects of the program's delivery and quality. The appropriate faculty and staff of each participating institution will agree on the home institution for enrollment, degree conferral, financial aid, program delivery, the allocation of equipment and facilities, provision of student services, assessment criteria, and the general management of the program. A copy of the program agreement will be submitted to the Council on Postsecondary Education by each institution's chief academic officer prior to recognition of the arrangement on the Council's Registry of Degree Programs.
- Collaborative Programs** – An academic program under the sponsorship of more than one institution or organization and contains elements of resource sharing agreed upon by the partners. None of the participating institutions delivers the entire program alone, and the partnering institutions/organizations share responsibility for the program's delivery and quality. The credential awarded may indicate the collaborative nature of the program.
 - If only one institution (primary) offers the degree or credential but other institutions or organizations (secondary) provide some resources, the program at the secondary institution(s) should submit data in the "enrollment-only" reporting category for the Comprehensive Database.

- If the degree or credential is offered by all institutions participating in the resource-sharing arrangement but only one institution is listed on a graduate's diploma, each participating institution should submit data in an enrollment and degree-granting category for the Comprehensive Database.
3. Joint Programs – An academic program sponsored by two or more institutions leading to a single credential or degree, which is conferred by all participating institutions. None of the participating institutions delivers the entire program alone, and all participating institutions and organizations share responsibility for all aspects of the program's delivery and quality.
 - Each participating institution should submit data in both an enrollment and degree-granting category for the Comprehensive Database.
 4. Other Multi-Institutional Arrangements – Multiple-institution program offerings - such as two-plus-two arrangements - not covered by the collaborative, and joint program definitions will be identified as appropriate on the Council's Registry of Degree Programs based on institutional agreements.



BUILDING & ROOM RECORD

Building and Room Record

Type B

Fall 2023

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

The building and room record files should reflect the status of the inventory as of the current fall semester. The complete building and room files are to be submitted once a year and should include any additions, deletions, or other changes since the previous submission.

An institution's building and room files of the Comprehensive Data Base should contain complete information for all buildings that house university activities, including leased facilities and space made available at little or no charge. Institutions should use the definitions included in Table 18 to identify the appropriate reporting categories. Report all space used for any purpose, including leased space and space made available at no cost.

- Building Record – All numeric fields must be right justified and zero filled. Do not include any characters other than 0-9 for these fields. All other fields must be left justified.
- Room Record – All numeric fields must be right justified and zero filled. Do not include any characters other than 0-9 for these fields. All other fields must be left justified.

For this record, the following information is needed:

1. Acquisition Year – The four-digit year that the building came into the possession of the institution, regardless of where the title is vested or when the building was constructed.
2. Actual Number of Student Stations – A count of the number of desks or chairs for students in a room used for instruction. Report only if room used codes 110, 210, and 220; all others zero fill.
3. Building Name – The name identification by which the building is generally known.
4. Building Number – The unique up to ten-digit code that has been assigned to the building.
5. Campus Number – This number is 00 when an institution has only one campus. The campus number is used with the institution number to form the institution identification. Refer to Table 8 for campus number. Use the KPEDS KATS system for updating Campus Codes.

6. Construction Year – The four-digit calendar year that the original building was completed regardless of any later date of acquisition.
7. Date of Inventory – Month and four-digit year that the inventory is taken.
8. Date Record Updated – Month and four-digit year record updated.
9. Gross Square Feet – The sum of the floor areas and floor surfaces.
 - Basis for measurement: Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. Refer to NCHEMS Technical Report 36, Appendix 6.5, item 1 NCES Facilities Inventory and Classification Manual, NCES 92-165, for a complete description.
10. Institution Number – The six-digit code number assigned to the institution by the Federal Interagency Committee on Education (FICE). Refer to Table 9 for FICE Codes.
11. Land Holdings – The number of acres of property either owned or leased by a university or an affiliated or unaffiliated corporation. Refer to Table 21 for land holdings ownership codes.
12. Net Assignable Square Feet – The sum of all areas on all floors of a building assigned to or available for assignment to an occupant, including every type of space functionally usable by an occupant. Custodial, circulation, mechanical, and structural areas are excluded. Refer to NCES Facilities Inventory and Classification Manual, NCES 92-165, for a complete description.
13. Original Cost – The number of dollars of “actual capital investment” expended by the institution to acquire the building. Original cost does not include subsequent renovation and reconstruction costs.
14. Building Ownership – This code indicates the agency with which the title to the building rests. Refer to Table 18 for complete descriptions of ownership codes.
15. Reconstruction Cost – The total dollar amount that has been spent by the institution to reconstruct the building during the reconstruction year. This cost applies when the building has sustained serious damage through some occurrence, such as fire, flood, or earthquake, and has been rebuilt and restored to its pre-damage usefulness.
16. Reconstruction Year – The year that reconstruction work was last done on the building.
17. Renovation Cost – The total dollar amount that has been spent by the institution to totally refurbish the building during the renovation year. This amount does not include normal maintenance or minor improvements to the building.
18. Renovation Year – The year that the total refurbishing was last made to the building.
19. Room Number and Suffix – The up to eleven-digit number with one-digit suffix that has been assigned to the room within the building being surveyed.

20. Room Square Footage – The sum of the floor area included within the inside faces of the interior walls- which form the boundaries of each room. Deductions should not be made for necessary building columns and minor projections.
21. Student Station Type – Report “F” if fixed station, and “M” if movable station. Report only if room used- codes 110, 210, and 220
22. Use of Room (Room Use) – The room use codes are listed in Table 17. Refer to NCES 92-165, “4.3.1 Space Use Codes: Definitions, Descriptions, and Limitations,” for a complete description.
23. Estimated Building Replacement Cost – The estimated dollar expenditure to replace the building at the time of the inventory.
 - Basis for determination: Cost to replace the building’s assignable floor area at current costs in accordance with current building codes, standard construction methods, and currently accepted practices. The replacement cost of fixed equipment in the building should be included.
24. Building Condition Code (NCHEMS) – The physical status and quality of the building at the time of the inventory, based on the best judgment of those responsible for campus development. Refer to Table 23 for complete descriptions of the NCHEMS Condition Codes.
25. Space Assignment Categories – See Table 26 for definitions of the space assignment categories. This reporting of space is intended to present a functional classification pattern of space use based on program areas.

FORMAT OF TYPE B (BUILDING) RECORD

Columns	Char	Description
1-6	6	Institution Number - FICE Code - see Table 8
7-8	2	Campus Number - see Table 8
9-12	4	BLANK
13-32	20	Building Name - left justify, blank fill
33	1	Building Ownership Code - see Table 16
34-37	4	Construction Year
38-41	4	Acquisition Year
42-50	9	Original Cost - right justify, zero fill
51-59	9	Estimated Building Replacement Cost - right justify, zero fill
60-66	7	Net Assignable Square Feet - right justify, zero fill
67-73	7	Gross Square Feet - right justify, zero fill
74	1	BLANK
75-78	4	Major Renovation Year
79-86	8	Major Renovation Cost - right justify, zero fill
87	1	BLANK
88-91	4	Reconstruction Year - right justify, zero fill
92-99	8	Reconstruction Cost - right justify, zero fill
100-105	6	Date of Inventory - mmyyyy
106-111	6	Date Record Updated - mmyyyy
112	1	Building Condition (NCHEMS) - see Table 23
113-118	6	Academic Year - Example - 202324
119-128	10	Building Number - right justify, zero fill

FORMAT OF TYPE R (ROOM) RECORD

Columns	Char	Description
1-6	6	Institution Number - FICE Code - see Table 8
7-8	2	Campus Number - see Table 8
9-12	4	BLANK
13-18	6	BLANK
19-20	2	Space Assignment Category - see Table 26
21-25	5	Room Square Footage - right justify, zero fill
26-28	3	Room Use - see Table 17
29	1	Student Station Type (F/M)
30-34	5	Actual Number of Stations for Rooms with Fixed Stations Only - right justify, zero fill
35-40	6	Date of Inventory - mmyyyy
41-46	6	Date Record Updated - mmyyyy
47-53	7	BLANK
54-69	6	Academic Year - Example - 202324
60-69	10	Building Number - right justify, zero fill
70-81	12	Room Number and Suffix - right justify, zero fill room number; if no suffix, blank fill



LAND HOLDING RECORD

Land Holding Updates Type L

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

The land holdings record should reflect the status of the inventory as of the current fall semester. The complete land holdings record file is to be submitted once a year and should include any additions, deletions, or other changes since the previous submission. In circumstances where land is owned by an affiliated corporation and leased to the university, the acres are to be reported as owned only.

FORMAT OF TYPE L (LAND HOLDING) RECORD

Columns	Char	Description
1-6	6	Institution Number - FICE Code - see Table 8
7-8	2	Campus Number - see Table 8
9-28	20	Name of Property
29-35	7	Number of Acres - two decimal places, right justify, zero fill
36-55	20	City Property Located In
56-58	3	County Property Located in - see Table 5-A
59	1	Land Holding Ownership Code - see Table 18
60-65	6	Date of Inventory - mmyyyy
66-71	6	Date Record Updated - mmyyyy
72-77	6	Academic Year - Example - 202324



FACILITIES UTILIZATION

Facilities Utilization

Type U

Fall 2023

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

Report facilities utilization for fall semester only.

Utilization data should be coded only for each class appearing on the fall enrollment file that takes place in a 110 or 210 room use code. Columns 50-78 would be blank for any class with no scheduled room (“by arrangement” or “to be arranged”), as well as classes that meet in rooms not classified as use codes 110 or 210.

Utilization is also to be reported for zero credit hour laboratories meeting the above criteria but which are excluded from the enrollment file because they carry the same course identification as an associated lecture.

The following information is needed for this collection:

1. Course Location (Campus, Building Number, and Room Number) – Codes used in these fields must reconcile with the physical facilities inventory maintained by the Council. It may be necessary to update this inventory before completing this report. The course location fields should be coded only for those classes which meet in instructional classrooms or instructional laboratories (room use codes 110 or 210).
2. Course Schedule (Days Met) – For each class that meets on the same day(s) every week, code the appropriate column to indicate day(s) met.
 - If a class meets each week on Monday, Wednesday, and Friday, columns 62 through 68 would be coded “bMbWbFb” with “b” = blank.
 - For each class that requires a “two-week cycle,” e.g., MWF at 9:00 a.m. one week, and MW at 9:00 a.m. the next week, code the appropriate columns to indicate days met.
 - In coding these types of records, a “1” shows that a class meets on that day only during the first week; a “2” signifies the second week only; and a “3” is used to show classes which meet on the same day both weeks. For example, the class mentioned above is to be coded “b3b3b1b” in columns 62-68.
 - The course schedule field should be coded only for those classes which meet in instructional classrooms or instructional laboratories (room use codes 110 or 210).
 - Two or more utilization records will be necessary for classes which meet in different rooms that are coded 110 or 210 and/or at different times.
 - No additional utilization records are needed for classes that are not held in rooms with 110 or 210 codes.

- If more than one utilization record is required for a class, the first record should include all required information in columns 1-76 and “01” in columns 77-78.
 - Each additional utilization record should have only columns 1 through 24, 37 through 40, and 50 through 78 coded with the appropriate sequence number in columns 77-78. For example, columns 77-78 will be coded “02” for the second utilization record; “03” for the third, etc. Columns 25 through 36 and 79 through 100 should be blank on the continuation records.
- If classes are reported as extending beyond one semester: (a) for the first semester, report all requested information, indicating full-semester duration; and (b) for the second semester, again report all requested information, reporting “000” in the number of students field (columns 37-39) and “***” in the continuation field (columns 77-78).
3. Host Institution – The institution whose classroom or laboratory facilities are used for instruction by another institution. As a separate utilization submission, using the utilization record layout, report the utilization for each class taught on the campus by another (e.g., the instructing) institution. Do not report enrollment on the Type One, Two, and Three Records. For each class taught on the campus by another institution report, in Columns 79 to 86 on Utilization Record (Type U), the FICE Code for the instructing institution offering the class.
 4. Instructing Institution – The institution offering instruction on the campus of another institution. Report enrollment on the Type One, Two, and Three Records for each student enrolled in a class taught by your institution on another campus. Do not report utilization for these classes.
 5. Room Number – Column 107 is used for room letter designation as in 101A. If there is no letter designation, leave column 107 blank. When there is no letter, right justify the room number using column 106 for the right most number.
 6. Academic Year – Report the academic year of the file being submitted.
 - Example: Academic Year 2023-24 should be reported as 202324.

FORMAT OF TYPE U (UTILIZATION) RECORD

Columns	Char	Description
1	1	FORM - U
2-9	8	Institution Number - FICE Code - see Table 1
10-14	5	Course Prefix - left justify
15-19	5	Course Number - left justify
20-24	5	BLANK
25-36	12	BLANK
37-39	3	Number of Students in Class - right justify, zero fill
40	1	Class Duration Code - see Table 11
41-49	9	BLANK
50-51	2	Campus Number - see Table 8
52-55	4	BLANK
56-61	6	BLANK
62-68	7	Days Met - U,M,T,W,R,F,S if one week cycle; 1,2,3 if two week cycle
69-72	4	Begin Time - military time
73-76	4	End Time - military time
77-78	2	Continuation - blank if one card only; card number (01,02,03, ...) if more than one card
79-86	8	Instructing Institution FICE Code - see Table 9
87-100	14	BLANK
101-107	7	BLANK
108-113	6	Academic Year - Example - 202324
114-123	10	Building Number - right justify, zero fill
124-135	12	Room Number and Suffix - right justify, zero fill room number; if no suffix, blank fill
136-142	7	Section Number - expanded from 5 to 7 columns - right justify



RECONCILIATION FILE

Reconciliation File

Metrics Validated

- None

Applies to Independent Colleges

- Yes

General Instructions

Report any record changes using the template below. Please highlight changes. These changes should be uploaded as an Excel file into KPEDSNG Generic File Submission. Once a file is uploaded, please email Blake Nantz at blake.nantz@ky.gov for notification of submission. Do not email the form.

Reconciliation File Form

Institution Name: _____

FICE Code: _____

Academic Year Change	Term Changed	Institution ID	SSN	DOB	Last Name	Last Name	Middle Name	Corrected Institution ID	Corrected SSN	Corrected DOB	Corrected First Name	Corrected Last Name	Corrected Middle Name



ON-DEMAND

On-Demand

Metrics Validated from Collection

- None

Applies to Independent Colleges

- Yes

General Instructions

On Demand is an area on KPEDS where files can be securely uploaded between CPE and the various institutions. It can also be used to facilitate ad hoc collections. Multiple files can be uploaded with the ability to view and delete files as needed.



FINANCE

Finance

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

Data are to be presented in conformity with generally accepted accounting principles. Data are to be submitted through KPEDS NG. Round all amounts to the nearest hundred dollars.

Do NOT add or change categories (e.g., revenues, expenditures) on a form without prior approval by council staff.

Forms are to include all affiliated corporations. (See instructions for individual forms.) Table 25 provides a list of all currently recognized affiliated corporations. This list will be updated on an annual basis by council staff.

The reporting period is the twelve-month year for which financial activities are accumulated. The reporting period for public postsecondary education institutions in Kentucky is a fiscal year beginning on July 1 and ending on June 30.

All definitions pertaining to these collections (General, Revenue, Expenditures and Transfers, and Endowment Match Program) can be found under the Finance Terms and Definitions section of Appendix A. The Finance Terms and Definitions section will contain individual headers (General, Revenue, Expenditures and Transfers, and Endowment Match Program) to indicate what field the terms and definitions corresponds to.

Finance Forms

1. FD-1A (Actual) and FD-1B (Budgeted) Consolidated Current Funds Revenue – Institutions are to submit consolidated data on the council form.

- "Consolidated data" refers to data for the institution and all affiliated corporations.

Round all amounts to the nearest hundred dollars.

For an institution which does not prepare an annual restricted budget, a statement that "restricted revenue is budgeted as received" will be accepted. Council reports will use prior year actual restricted receipts as an estimate of budgeted restricted funds. Reports will be footnoted accordingly for these institutions.

2. FD-2A (Actual) and FD-2B (Budgeted) Consolidated Current Funds Expenditures and Transfers by Functional and Natural Object – Institutions are to submit consolidated data on the council form.

- "Consolidated data" refers to data for the institution and all affiliated corporations.

Round all amounts to the nearest hundred dollars.

For an institution which does not prepare an annual restricted budget, a statement that "restricted revenue is budgeted as received" will be accepted. Council reports will use prior year actual restricted receipts as an estimate of budgeted restricted funds. Reports will be footnoted accordingly for these institutions.

3. FD-10 Worksheet for Interstate Comparison Reporting, State Appropriations – Council staff will supply a template including mandated programs for each institution and programs that have been reported in past years. The institution is to review the template and request changes, if needed. These data will be used by council staff for interstate comparison reporting (e.g., SREB State Data Exchange) and to assist in determining funding levels for mandated programs.

Actual and budgeted expenditure of General Fund appropriations for the previous fiscal year and current fiscal year, respectively, for every mandated program that has been requested by an institution and approved by Council staff for inclusion in the Performance Funding Model must be reported on the FD-10 form.

Mandated program appropriations deducted from an institution's total General Fund for the purposes of calculating adjusted net General Fund in the funding model may differ from the budgeted amounts reported by an institution on the FD-10 form.

Additional research and public service programs, each with a minimum budgeted direct State General Fund support of \$100,000, may be submitted by an institution with council staff approval. Each new separately identified program should be submitted with a narrative explaining why the program warrants being reported separately.

For each identified program, report direct and indirect state support (definitions for direct and indirect support are included in the general definitions). Round all amounts to the nearest hundred dollars.

4. FD-19 Consolidated Revenues and Expenses (GASB Format) – Institutions are to submit consolidated data on the council form.
- “Consolidated data” refers to unrestricted and restricted data for the institution and all affiliated corporations or foundations.

The definitions for the reporting categories are the same as those used for FD-1 and FD-2 forms.

Round all numbers to the nearest hundred dollars.

5. FD-20 State Mandated Tuition Waiver Programs – Institutions are to report the number of participants and actual expenditure data for the fiscal year ending June 30 of the same year that the report is due and budgeted data for the current fiscal year.

One form per institution is to be completed. The Kentucky Community and Technical College System should report aggregate system data. Round all amounts to the nearest hundred dollars.

6. FD-21 Endowment Match Program Outcome Measures Report – Institutions are to submit consolidated data on the council form.
- “Consolidated data” refers to data for the institution and all affiliated corporations or foundations.

Data should be provided for the most recent completed fiscal year and the prior fiscal year. ***Do not round numbers submitted on this form.***

Where applicable, institutions should report the same figures on the FD-21 form that they report to national-level data collection organizations, such as the Council for Aid to Education (CAE Voluntary Support of Education Survey), the National Association of College and University Business Officers (NACUBO Endowment Study), the National Science Foundation (NSF Survey of Research and Development Expenditures at Universities and Colleges), and the Association of University Technology Managers (AUTM Licensing Survey).

7. FD-22 Presidential Compensation – Each institution is to report its board-approved presidential salary and benefits information for the fiscal year indicated.

Report:

- Annual base salary.
- All fringe benefits which exceed the standard benefits provided to institution employees (may include additional health, life, and disability insurance, and retirement, etc.).
- Housing – indicate if housing is provided or a housing allowance is included in the compensation package.
 - Sample responses: “Housing provided,” “Housing Allowance of \$per year provided,” “no housing or housing allowance provided.”
- Automobile – indicate if an automobile is provided or allowance for an automobile is included in the compensation package. See housing samples above.
- Travel and Entertainment – report the policy for payment or reimbursement for travel and entertainment expenses.
- Other – report any other benefits provided in the compensation package such as bonuses, club memberships, sabbaticals, etc.

- Term of contract – report the beginning and ending date of the current contract.
8. FD-23 Endowment Match Program Accounts Status Report – Institutions are to report the historic dollar value, market value, and underwater status of all university and foundation endowment accounts containing state appropriated Bucks for Brains program distributions, private matching funds, or both for the most recently completed fiscal year and the prior fiscal year.

In addition, institutions are to report cash gifts added, earnings, and expenditures for the most recently-completed fiscal year and unexpended earnings from prior years. These data will be used to calculate and report cumulative earnings minus expenditures and estimated depletion of endowment principal.

Numbers should be rounded to the nearest whole dollar on this form.

9. FD-24 Gross Tuition and Fee Revenue and Institutional Financial Aid by Residency Status –Institutions are to report gross tuition and fee revenue and institutional financial aid by student level (undergraduate, graduate) and student residency status (resident, nonresident, reciprocity). Institutional financial aid is to include institutional aid from all unrestricted sources. Institutional aid from restricted sources is to be excluded.

Round all amounts to the nearest hundred dollars.



APPENDICES

Appendix A: Terms and Definitions

General Definitions and Acronyms

1. AIKCU (Association of Independent Kentucky Colleges and Universities) – Association of Independent Kentucky Colleges and Universities represents Kentucky’s 19 nonprofit, non-tax supported, four-year colleges and universities accredited by the Southern Association of Colleges and Schools (SACS).
2. CIP (Classification of Instructional Programs) – A taxonomic scheme that supports the accurate tracking, assessment, and reporting of fields of study and program completion activity.
3. CPE (Kentucky Council on Postsecondary Education) – The Council on Postsecondary Education coordinates change and improvement in Kentucky’s postsecondary education system as directed by the Kentucky Postsecondary Education Improvement Act of 1997.
4. CPE standardized grade – A letter (category) into which similarly valued, institutionally assigned end-of-term grades are grouped by CPE for reporting purposes. They simplify communication and ensure fair use and interpretation. Details are available in the CDB Guidelines Book.
5. GED® – GED® Testing Service, a program of the American Council on Education, develops, delivers and safeguards the GED® (General Education Development) tests. It provides adults who did not complete a formal high school program the opportunity to certify their attainment of high school-level academic knowledge and skills.
6. IPEDS (Integrated Postsecondary Education Data System) – A system of interrelated surveys conducted annually by the U.S. Department of Education’s National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs.
7. KYSTATS (Kentucky Center for Statistics) – A state agency that collects and links data to evaluate education and workforce efforts in the Commonwealth. This includes developing reports and providing statistical data about these efforts so policy makers, agencies, and the general public can make better informed decisions. This includes maintaining the Kentucky Longitudinal Data System (KLDS), a statewide longitudinal data system, as well as responding to requests for data and information, and providing reports on a number of topical areas including feedback about the performance of high school graduates after they go to college, developing the Kentucky County Profiles, and information about the outcome of teacher preparation, college, adult education, and other programs.
8. KPEDS (Kentucky Postsecondary Education Data System) – The central repository for data about Kentucky’s postsecondary institutions and their students. Data are provided by each public and participating not-for-profit institution on a scheduled basis with consistent definitions and in a prescribed format.

9. KYAE (Kentucky Adult Education) – Kentucky’s statewide initiative to improve the educational status of adult Kentuckians who lack a high school diploma, function at low levels of literacy or want to learn English.
10. NCHEMS (National Center for Higher Education Management System) – A private nonprofit organization whose mission is to improve strategic decision making in higher education for states and institutions in the United States and abroad.
11. Operationalization – Detailed guidelines for creating or replicating a metric.
12. Performance metric – Used to measure achievement of or progress toward a policy objective.

Enrollment Terms and Definitions

1. Academic Common Market – SREB cooperative agreement whereby an out-of-state student from an SREB state is charged in-state rate when enrolled in an eligible degree program. Program eligibility is based on program unavailability in the student’s home state along with the approval of the institution, the Council on Postsecondary Education, and the coordinating board of the student’s home state.
2. Audit Course – A credit course will be defined as “audit” for a student who takes the course for zero hours’ credit.
3. Audit Student – Student who is not enrolled in a certificate, diploma, or degree program but is enrolled only in one or more “audit course.” (See instruction 21.d for information on degree-seeking students auditing courses.)
4. Campus – All property owned, leased, managed, or controlled by an institution of postsecondary education or one of its affiliated corporations, including but not limited to academic buildings; student housing and recreational facilities; residential facilities operated by any officially recognized student organization; and all sections of public property such as streets, sidewalks, and parking facilities immediately contiguous to campus buildings.
5. CIP Code – Classification of instructional programs as listed in Table 16-A.
6. CIP 32 Course Categories – To be used only for courses coded CIP 32; leave blank if not a CIP 32 course. For each course coded CIP 32, assign a code from Table 26. The developmental course field on the Type 3 enrollment file will be edited against this field for consistency of developmental/remedial course reporting.
7. Co-Requisite – A co-requisite course is a course that includes enhanced academic supports, such as additional hours of instruction, tutoring, mentoring, or advising that awards credit toward a credential or degree. Report ‘Y’ or ‘N’ in the Co-Requisite field.
8. County, State, Territory, or Foreign Country of Origin – County, state, territory, or country of legal residence at time of first admission to the institution.
9. Course Level – The level of offering for instructional courses. Course levels are assigned relative to the intended degree of complexity or expected level of student comprehension rather than the student level

of those enrolled in the course. The course levels included within each discipline category are technical, lower division, upper division, and graduate.

10. Course Title – The full title of the course.
11. Course Reference Number – The institutionally-assigned number identifying a specific course, section, and semester.
12. Declared Major – The major program and degree level objective, according to the student’s stated intent.
 - *First Major* – For the student who has declared intent to earn a certificate, diploma, or degree with more than one program of study (double major), the field of greater specialization and/or primary interest.
 - *Second Major* – For a student who has declared intent to earn a certificate, diploma, or degree with more than one program of study (double major), the field of secondary interest.
 - *Undecided, Undeclared Major (00.0000)* – The major field for a certificate-, diploma-, or degree-seeking student who has not declared a major or who, because of official institutional policy, is not permitted to declare a major.
13. Declared Major or Program Prefix Code – The alpha code indicating the level of a student’s declared degree or program as listed in Table 15.
14. Developmental/Remedial Course – A course developed for and required of students who do not meet statewide college readiness benchmarks in mathematics, writing, or reading. The successful completion of one or more developmental courses in a given subject is required before a student can attempt college-level work in that subject. Students may receive credit for work in developmental courses (primarily for the purpose of student financial aid eligibility); but such credit does not meet the curricular requirements of a degree, certificate or other formal award. CPE USE: Developmental courses will not count as earned credit toward a degree and will not be included in the calculation of hours earned and the pseudo-GPA.
15. Distance Learning – Any for-credit instruction where more than 50 percent of the delivery of instruction may utilize any or all of the following: print material, e-mail, telephone, audio tape, video tape, television/VCR, satellite, or computer for access to CD ROM, interactive video, Internet, or the Web. The instructor must be physically separated from the students for the majority of the term. This criterion excludes sessions that may be scheduled individually, such as advising, labs, or testing. KTLN sections that originate from campus are considered distance learning courses.
16. Doctor’s Degree – Research/Scholarship – A Ph.D. or other doctor’s degree that requires advanced work beyond the master’s level including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Doctoral programs at the comprehensive universities should be reported as professional practice (student classification 12) or other (student classification 35), not research/scholarship, in accordance with Senate Bill 130 (2011), amending KRS 164.295.
17. Doctor’s Degree – Research/Scholarship Dissertation Student – Doctoral student who has completed all required coursework and is working on a research project or dissertation.
18. Doctor’s Degree–Other – A doctor’s degree that does not meet the definition of a doctor’s degree- research/scholarship or a doctor’s degree-professional practice. Doctoral programs at the

comprehensive universities should be reported as professional practice (student classification 12) or other (student classification 35), not research/scholarship, in accordance with Senate Bill 130 (2011), amending KRS 164.295.

19. Doctor's Degree – Professional Practice – A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Doctoral programs at the comprehensive universities should be reported as professional practice (student classification 12) or other (student classification 35), not research/scholarship, in accordance with Senate Bill 130 (2011), amending KRS 164.295.
20. Dual Credit Course – Dual credit is defined as a college-level course of study offered to high school students. This definition is consistent with KRS 164.002(4). Dual credit is enrollment in high school and college coursework with credit awarded by the college or university and the high school. A high school student may earn both high school and college credit (dual credit) for the same course upon completion of course requirements. A secondary student must apply to the public postsecondary institution and be accepted to participate in dual credit programs. The public postsecondary institution is responsible for the academic integrity of the courses for which postsecondary credit will be awarded.
21. Enrichment – Courses that support the transition to college via orientation to the institution and support of academic and social development.
22. Ethnicity – As noted in the Integrated Postsecondary Education Data System (IPEDS) Enrollment Survey instructions, a nonresident is a person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. As noted in the Council on Postsecondary Education Administrative Regulation 13 KAR2:045 for determination of residency status for admission and tuition assessment purposes, the following nonimmigrant visa designations are not eligible to establish domicile or residency: B, C, D, F, H-2, H-3, H-4 if accompanying a person with an H-2 or H-3 visa, J, M, O, P, Q, S, TD, or TN. Students holding these visas should be reported as nonresident.
 - Alternatively, eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident status are to be reported in the appropriate racial/ethnic categories along with United States citizens. These students hold an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status (such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian). Also, students with visa designations A, E, G, H-1, H-4 if accompanying a person with an H-1 visa, I, K, L, N, and R are permitted to establish domicile in the United States and should be reported in the appropriate racial/ethnic categories along with United States citizens.
 - A foreign student who lives outside the United States and who is taking only online courses should be reported as a nonresident.
23. Extended Campus – Instructional – A campus which is not geographically contiguous with the main campus and which has as its primary purpose the provision of courses and programs to the local community.
24. Extended Campus – Other – A campus which is not geographically contiguous with the main campus and which does not have as its primary purpose the provision of course enrollment and student

services. These campuses can include research facilities, land grant/extension offices, or other facilities owned or controlled by the institution. These campuses may host an occasional class or class activity, but their primary purpose is not the provision of courses and programs to the local community.

- 25. Faculty Employment Status – Full-time, Part-time, Graduate Student. Part-time status defined as faculty who are less than full time (employed under thirty hours per week on average) and teach on a per-course-section basis (AAUP). Leave field blank if High School teacher of Record (column 26) is reported.
- 26. Faculty Tenure Status – Tenured, Tenure-Track, Non-Tenure Track. Leave field blank if High School teacher of Record (column 26) is reported.
- 27. Faculty Title – Professor, Associate Professor, Assistant Professor, Lecturer, Instructor, Supervisor of Students (e.g., clinical supervisor of nurses, student teachers, etc.), Visiting Faculty, Teaching/Graduate Assistant, Other, Teaching Full-Time Administrator, and Medical School. Leave field blank if High School teacher of Record (column 26) is reported.
 - UofL, UK: For Research Universities, please report all medical school faculty as 11=medical school, rather than title levels such as Associate Professor.

The following definition of instructional faculty is used by the American Association of University Professors (AAUP) in its annual Faculty Compensation Survey (the part-time definitions are not used by AAUP). Instructional faculty is defined as those members of the instructional-research staff whose major regular assignment is instruction, including those with released time for research. Use the directions below to determine inclusions and exclusions:

	Full-time	Part-time
A. Instructional faculty in preclinical and clinical medicine, faculty who are not paid (e.g., those who donate their services or are in the military), or research-only faculty, post-doctoral fellows, or pre-doctoral fellows	Exclude	Include only if they teach one or more non-clinical credit courses
B. Administrative officers with titles such as dean of students, librarian, coach, and the like, even though they may devote part of their time to classroom instruction and may have faculty status	Exclude	Include if they teach one or more non-clinical credit courses
C. Other administrators/staff who teach one or more non-clinical credit courses even though they do not have faculty status	Exclude	Include
D. Undergraduate or graduate students who assist in the instruction of courses, but have titles such as teaching assistant, teaching fellow, and the like	Exclude	Exclude
E. Faculty on sabbatical or leave with pay	Include	Exclude
F. Faculty on leave without pay	Exclude	Exclude
G. Replacement faculty for faculty on sabbatical leave or leave with pay	Exclude	Include

Full-time instructional faculty

- 28. Fifth-Year Student – Student who has earned at least 120 semester credit hours and is enrolled in a program with a five-year curriculum.
- 29. First-Time Student (Other than first-time transfer) –
 - *First-Time Undergraduate Student* – An undergraduate student who has not previously attended any postsecondary institution or who attended postsecondary level courses as a high school student and is currently enrolled for the first time since high school graduation. Include students who were first-time in the summer semester. DO NOT include students who are currently in high school taking postsecondary level courses. Includes first-time freshmen (01), first-time sophomore (02), first-time junior (03), and undergraduate nondegree students (05).
 - *First-Time Graduate Student* – A student who has, for the first time, been classified as one of the following: master’s (06), specialist’s (07), doctor’s- research/scholarship (08), doctor’s – professional practice (12), doctor’s - other(35), or graduate nondegree (16).

30. First-Time Transfer Student – A certificate, diploma, or degree-seeking student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., technical, undergraduate, graduate). The student may transfer with or without credit.
31. Freshman – Student who has graduated from high school and earned fewer than 30 semester credit hours.
32. Full-Time Equivalent (FTE) – A single value providing a meaningful combination of full-time and part-time students. Full-time equivalent enrollments are calculated using the following formula.
- $(\text{Undergraduate student credit hours}/15) + (\text{headcount of medical, dental, and pharmacy students}) + (\text{headcount of doctoral dissertation students, post-doctoral students, and house staff}) + (\text{all other graduate SCH}/12)$
 - Formula with coding details (Student Classification Codes are found on Table 7):
 - $\{(Student\ credit\ hours\ of\ classification\ 1,\ 2,\ 3,\ 4,\ 5,\ 13,\ 14,\ 19,\ 20\ and\ 30)/15\} + \{headcount\ of\ classification\ 12\ IF\ first\ major\ is\ equal\ to\ 51.1201,\ 51.0401,\ or\ 51.2001\} + \{headcount\ of\ classification\ 9,\ 10,\ 11\ and\ 36\} + \{(SCH\ of\ classification\ 6,\ 7,\ 8,\ 16,\ 18,\ 25,\ 31,\ 32,\ 34,\ and\ 35)/12\} + \{(SCH\ of\ classification\ 12\ IF\ first\ major\ is\ NOT\ equal\ to\ 51.1201,\ 51.0401,\ or\ 51.2001)/12\}$
33. Full-Time Student – An undergraduate student enrolled for at least 12 credit hours, or a graduate student enrolled for at least nine credit hours. Hours in courses taken for audit are to be included in the calculation of full-time status.
34. General Education Courses – The lower and upper division course that can be used to meet the institution's general education requirements as defined for the General Education Transfer Policy.
35. Graduate Nondegree Student – Student with at least a baccalaureate degree enrolled in the graduate-school but not in a degree program.
36. High School Student – Student currently in high school and enrolled in postsecondary level courses; should be reported with 90.0000 – nondegree program.
37. House Staff (Residents and Interns) – An individual with a recognized terminal professional degree in one of the health professions who is engaged in postgraduate training in a program in the individual field (conducted in the university hospital or one of its affiliated institutions).
38. Intent to Transfer – Indication on a student's application to a KCTCS institution stating plans for further education at a four-year institution.
39. International Exchange Student – A student enrolled in a formal international exchange program between a Kentucky institution and a participating institution in another country.
40. Junior – Student who has earned at least 60, but fewer than 90, semester credit hours.
41. Main Campus – The campus which includes the primary business address of the institution and which houses the offices of its senior administrators.
42. Master's Degree Student – Student with at least a baccalaureate degree enrolled in a graduate program that results in a master's degree.

43. Military Relationship –

- Military active student – Code A – student currently serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, or is on Active Duty in any branch of the U.S. military.
- Military veteran student – Code V – student formerly served in the U.S. National Guard, in the Reserve unit of any branch of the U.S. military, or on Active Duty in any branch of the U.S. military and was released under conditions other than dishonorable.
- Military connected student – Code R – student’s spouse, parent or guardian serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, is on Active Duty in any branch of the U.S. military or student is otherwise eligible for any military education benefits via the spouse, parent or guardian.

44. Multi-Institution Program – A program that involves resource sharing among multiple institutions or organizations. All participating institutions share responsibility for some aspects of the program’s delivery and quality. The appropriate faculty and staff of each participating institution will agree on the home school of enrollment for participating students, degree conferral, financial aid, program delivery, the allocation of equipment and facilities, provision of student services, assessment criteria, and the general management of the program. A copy of the program agreement will be submitted to the Council on Postsecondary Education prior to recognition of the arrangement on the CPE’s Registry of Degree Programs. This definition applies to joint, collaborative programs and other multi-institution agreements.

45. National Exchange Student – A student attending a Kentucky institution or a Kentucky student attending an out-of-state institution as part of the National Student Exchange Program.

46. Net Credit Hour Enrollment – Total semester credit hours for which a student is enrolled as of the report date.

47. Net Headcount Enrollment – Total number of students who are enrolled as of the census date.

48. Off-Campus Instruction – All courses taught at any location other than “on-campus.”

49. Off-Campus Site Code (Independent Only) – If students are taking courses at more than one site report the 50% program if applicable. Otherwise report the main site.

50. On-Campus Instruction –

- Universities – All courses taught within the boundaries of the main campus.
- KCTCS – All courses taught within the boundaries of a formally designated campus of a college.

51. Post-Baccalaureate Certificate Student – A student enrolled in a CPE-approved post-baccalaureate certificate program. Report with classification code 31 - Post-Baccalaureate Certificate, degree program prefix code T, and the appropriate post-baccalaureate certificate program CIP code.
52. Previous Course Prefix – If the course was previously offered with a different course prefix, enter the previous course prefix. Leave blank if no change was made.
53. Course Number – If the course was previously offered with a different course number, enter the previous course number. Leave blank if no change was made.
54. Post-Baccalaureate Undergraduate Degree-Seeking Student – A student with a baccalaureate degree who is working toward another baccalaureate degree, an associate degree, a certificate, or a diploma. Report with classification code 30 - Post-Baccalaureate Degree-Seeking - and with the appropriate degree prefix and program CIP code.
55. Post-Doctoral Student – A student pursuing work in a program of study who has earned a doctoral or equivalent degree in an appropriate field. A post-doctoral student may be reported with major code 90.0000.
56. Post-Doctor's Degree Professional Practice Certificate – A student enrolled in a certificate program that provides advanced training and enhances knowledge in important areas of clinical or research specialization and specialty practice for individuals who hold a professional degree (e.g., J.D., D.M.D., or M.D.).
57. Post-Master's Certificate Student – A student enrolled in a CPE-approved post-master's certificate program. Report with classification code 32 – Post-Master's Certificate, degree program prefix code V, and the appropriate post-master's certificate program CIP code.
58. Primary Distance Learning Mode of Delivery – For each distance learning course, indicate the method of instructional delivery:
- Internet/World Wide Web.
 - Site-to-site, 2 way, audio/video. Includes compressed video via land lines (e.g., T1 lines).
 - Open Broadcast/Community Cable Television – A telecourse that is transmitted by traditional television open broadcast signal and that can usually be viewed in one's home via antenna reception or local cable service.
 - Print-Based, Audiotaped, Videotaped, Telephone, or CD.
 - Satellite and Microwave Telecourse – Telecourse that requires students to report to a specific site to enroll in and view the course. Includes satellite and microwave delivery.
 - Multiple modes – if the course uses more than one of the above modes.
60. Project Graduate Student – A Project Graduate student is one who:
- Four-Year Public Institutions
- Does not already hold a bachelor's degree;
 - Has accumulated 80 or more undergraduate credit hours at any institution(s);
 - Is entering or returning as a bachelor's-degree-seeking student after not being enrolled at the institution where they are seeking admission or readmission for at least two years; and
 - Was contacted by and/or received services or benefits from Project Graduate, including recruitment, advising, tuition or fee waivers, scholarships, or other institutional services or benefits, as long as said benefits or services are unique to Project Graduate participants.

Two-Year Public Institutions

- Does not already hold associate's degree;
- Has accumulated 30 or more undergraduate credit hours at any institution(s);
- Is entering or returning as an associate's-degree-seeking student after not being enrolled at the institution where they are seeking admission or readmission for at least two years; and
- Was contacted by and/or received services or benefits from Project Graduate, including recruitment, advising, tuition or fee waivers, scholarships, or other institutional services or benefits, as long as said benefits or services are unique to Project Graduate participants.

Project Graduate students should be flagged as such throughout their enrollment tenure, not just in the first semester of enrollment.

61. Regional Postsecondary Education Center – One of the six official regional postsecondary education centers and the University Center of the Mountains, listed in Table 28.
62. Senior – Student who has earned at least 90 semester credit hours.
63. Sophomore – Student who has earned at least 30, but fewer than 60, semester credit hours.
64. Specialist's Degree Student – Student with at least a master's degree enrolled in a graduate program that result in a specialist's degree.
65. Student Teaching Course – Course must be coded in CIP 13 and be used to fulfill the student teaching requirement for initial certification at either the undergraduate or graduate level.
66. Supplemental/Co-requisite Course – An entry-level, credit-bearing course in an academic department that offers supplemental academic support for students. Supplemental/Co-requisite Courses provide an avenue for students not meeting benchmarks to pursue a college-level course while overcoming their readiness needs through extra class sessions, additional labs, tutoring or monitoring of students. For example, a social science course might include extra sessions designed to improve reading comprehension. For purposes of reporting to CPE, only report a course as supplemental in writing, mathematics, science, or reading (codes 1-4) if the course can be substituted for a developmental/remedial course in that subject or if the course is designed for students scoring below the minimum placement or entrance exam score needed for placement in a regular (non-supplemented), credit-bearing class. CPE USE: Supplemental/Co-requisite Courses will be counted as earned credit toward a degree and will be included in the calculation of hours earned and the pseudo-GPA.

67. Teach out Programs – For programs which will no longer be offered by the institution.
68. Teacher Preparation – A teacher preparation program is designed to prepare an undergraduate or graduate student to become a licensed teacher. Programs can offer students specialized coursework in the grade level and the subjects they are interested in teaching. All teacher preparation programs must be certified through EPSB. <http://www.epsb.ky.gov/course/view.php?id=3>.
69. Transfer Credit – The total semester credit hours recorded on the student’s academic permanent record as accepted by the institution as transfer credit from all previously attended Kentucky or out- of-state institutions.
70. Tuition Waiver for Foster and Adopted Children – Institutions must identify enrolled students who received tuition waivers because they were adopted or foster children. The information from this survey will be used to determine the number of recipients enrolled and the number who received a degree. This information will be reported annually on November 30 to the Legislative Research Commission as mandated in KRS 164.2847.
71. Transient Student – A student in good standing in any recognized institution who enrolls at another institution for credit to be transferred back to the student’s home institution where he is pursuing a credential. This includes distance learning students enrolled at another institution, summer students, etc.
72. Undergraduate Nondegree Student – Student who is enrolled for credit in technical or undergraduate courses but does not intend to receive a certificate, diploma, or degree from the institution. Should be reported with 90.0000 – nondegree program. (DO NOT include students who are currently in high school taking postsecondary level courses.)
73. Undergraduate Student – Student enrolled in a four- or five-year bachelor’s degree program, an associate degree program, or in a vocational or technical program below the baccalaureate that is normally terminal and results in formal recognition.

Degrees and Other Formal Awards Conferred Terms and Definitions

1. Associate’s Degree – An award that normally requires at least 60 semester credit hours or the equivalent.
2. Bachelor’s Degree – An award that normally requires at least 120 semester credit hours or the equivalent. This includes all bachelor’s degrees conferred in a five-year cooperative (work-study) program and degrees in which the normal four years of work are completed in three years.
3. Date of Conferral – The date of graduate’s receipt of degree, certificate, or diploma:
 - Summer – Degrees, certificates, or diplomas awarded at close of summer semester;
 - Fall – Degrees, certificates, or diplomas awarded at close of fall semester; or
 - Spring – Degrees, certificates, or diplomas awarded at close of spring semester.
4. Degree – An award conferred by a postsecondary education institution as official recognition for the successful completion of an academic program.

5. Diploma (less than 9 semester credit hours) – A program of study that requires completion of an academic program below the baccalaureate degree less than 9 semester or trimester credit hours, or in less than 13 quarter credit hours, or in less than 300 contact or clock hours, by a student enrolled full time.
6. Diploma (9-29 semester credit hours) – A program of study that requires completion of an academic program below the baccalaureate degree in between 9-29 semester or trimester credit hours, or between 13-44 quarter credit hours, or between 300-899 contact or clock hours, by a student enrolled full time.
7. Diploma (30-60 semester credit hours) – A program of study that requires completion of an academic program below the baccalaureate degree in at least 30 but fewer than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 contact or clock hours, by a student enrolled full time.
8. Diploma (60 or more semester credit hours) – A program of study that requires completion of an academic program below the baccalaureate degree in at least 60 or more semester or trimester credit hours, 90 or more quarter credit hours, or 1,800 or more clock hours.
9. Doctor's Degree – Research/Scholarship – A Ph.D. or other doctor's degree that requires advanced work beyond the master's level including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement.
10. Doctor's Degree – Professional Practice – A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional."
11. Doctor's Degree – Other – A doctor's degree that does not meet the definition of a doctor's degree- research/scholarship or a doctor's degree-professional practice.
12. Kentucky County, State, Territory, or Foreign Country of Origin – County, state, territory, or country of legal residence at time of first admission to the institution.
13. Master's Degree – An award that requires the successful completion of an academic program of at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level.
14. Military Relationship –
 - Military active student – Code A - student currently serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, or is on Active Duty in any branch of the U.S. military.
 - Military veteran student – Code V - student formerly served in the U.S. National Guard, in the Reserve unit of any branch of the U.S. military, or on Active Duty in any branch of the U.S. military and was released under conditions other than dishonorable.

- Military connected student – Code R - student’s spouse, parent or guardian serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, is on Active Duty in any branch of the U.S. military or student is otherwise eligible for any military education benefits via the spouse, parent or guardian.
15. Post-Baccalaureate Certificate – A credential that requires completion of an academic program beyond the bachelor’s degree but does not meet the requirements of a master’s degree.
 16. Post-Master’s Certificate – A credential that requires completion of an academic program equivalent to 24 semester credit hours beyond the master’s degree but does not meet the requirements of academic degrees at the doctor’s level.
 17. Post-Doctor’s Degree-Professional Practice Certificate – A credential that provides advanced training and enhances knowledge in important areas of clinical or research specialization and specialty practice for individuals who hold a professional degree (e.g., J.D., D.M.D., or M.D.)
 18. Project Graduate Student – A Project Graduate student is one who:
 - Does not already hold a bachelor’s degree;
 - Has accumulated 80 or more undergraduate credit hours at any institution(s);
 - Is entering or returning as a bachelor’s-degree-seeking student after not being enrolled at the institution where they are seeking admission or readmission for at least two years; and
 - Was contacted by and/or received services or benefits from Project Graduate, including recruitment, advising, tuition or fee waivers, scholarships, or other institutional services or benefits, as long as said benefits or services are unique to Project Graduate participants.
 19. Residency Status – Current status used for tuition and fee payment purposes.
 20. Specialist Degree – An award that normally requires 60 semester hours of concentrated and approved graduate coursework beyond the bachelor’s degree. It is generally offered in the field of education to acknowledge completion of advanced graduate study designed to help individuals meet licensure requirements or develop additional knowledge and skill beyond the master’s degree but not at the doctoral level.
 21. Undergraduate (pre-baccalaureate) Certificate – A sub-baccalaureate credential granted upon satisfactory completion of a series of courses related to a specific topic or skill. It has the primary purpose of providing marketable, entry-level skills. These certificates qualify students to take external licensure, vendor-based, or skill standards examinations in the field. If standardized external exams are not available in the field of study, certificates prepare students at skill levels expected of employees in an occupation found in the local economy.
 22. Undergraduate Certificate (less than 9 semester credit hours) – A program of study that requires completion of an academic program below the baccalaureate degree in less than 9 semester or trimester credit hours, or in less than 13 quarter credit hours, or in less than 300 contact or clock hours, by a student enrolled full time.
 23. Undergraduate Certificate (9-29 semester credit hours) – A program of study that requires completion of an academic program below the baccalaureate degree in between 9-29 semester or trimester credit hours, or between 13-44 quarter credit hours, or between 300-899 contact or clock hours, by a student enrolled full time.

24. Undergraduate Certificate (30-60 semester credit hours) – A credential that requires completion of at least 30 but fewer than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 contact or clock hours, by a student enrolled full-time.
25. Undergraduate Certificate (60 or more semester credit hours) – A credential that requires completion of at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours, by a student enrolled full time.
26. Tuition Waiver for Foster and Adopted Children – Institutions must identify enrolled students who received tuition waivers because they were adopted or foster children. The information from this survey will be used to determine the number of recipients enrolled and the number who received a degree. This information will be reported annually on November 30 to the Legislative Research Commission as mandated in KRS 164.2847.

Finance Terms and Definitions

Finance Terms and Definitions - General

1. Accrual Accounting – Data are to be reported using the accrual basis of accounting. Revenues should be reported when earned and expenditures when materials or services are received. Included in expenditures are (1) all expenses incurred, in accordance with generally accepted accounting principles, (2) expenditures for the acquisition of capital assets, including library books, to the extent expended, and (3) expenditures for annual debt service requirements. Expenses incurred as of the balance sheet date should be accrued and expenses applicable to future periods should be deferred. Certain deferrals and accruals, such as investment income and interest on student loans, may be omitted if the omission does not have a material effect on the financial statements.
2. Affiliated Corporation – An affiliated corporation is a corporate entity which is not a public agency and which is organized pursuant to the provisions of KRS Chapter 273 over which an institution exercises effective control, by means of appointments to its board of directors, and which could not exist or effectively operate in the absence of substantial assistance from an institution. (See Table 25 for a list of affiliated corporations.)
3. Agency Funds – Funds held by the institution acting as custodian or fiscal agent.
4. Athletic Fee – A separately identified fee that has been created by board action or by a vote by the student body. Revenue generated from this fee should be reported as revenue on form FD-11, Intercollegiate Athletics.
5. Computer/Technology Fee – A fee charged all students where the revenue from the fee is dedicated to the use, purchase, and upgrade of student accessible computers and technology.

6. Current Funds – The current funds group includes those economic resources of a college or university which are expendable for the purpose of performing the primary missions of the institution (instruction, research, and public service) and which are not restricted by external sources or designated by the governing board for other than operating purposes. The term “current” means that the resources will be expended in the near term and that they will be used for operating purposes.
7. Direct Support – Support that is specifically designated for a program and usually includes salaries and wages, fringe benefits, and operating expenses.
8. Encumbrances – An encumbrance represents an obligation incurred in the form of an order, contract, or similar commitment on which liabilities will be recognized when goods are delivered or services rendered. It establishes a claim against a particular fund balance in anticipation of a future expenditure.
9. Endowment Funds and Similar Funds – Includes endowment funds, quasi-endowment funds, and term endowment funds. Endowment funds are those for which donors or other external agencies have stipulated, under the terms of the gift instrument creating the fund, that the principal of the fund is not expendable – that is, it is to remain inviolate in perpetuity and is to be invested for the purpose of producing present and future income, which may be expended or added to the principal. Quasi endowment funds (funds functioning as endowment) are funds that the governing board of the institution, rather than a donor or other external agency, has determined are to be retained and invested. Term endowment funds are like endowment funds, except that all or part of the principal may be utilized after a stated period of time or upon the occurrence of a certain event. State funds from the Endowment Match Program (Bucks for Brains) must be reported on the institution’s balance sheet even if held by an affiliated or non-affiliated corporation/foundation.
10. Foundation –See Affiliated Corporation.
11. Indirect Support – Support that is not specifically identified for a program but is budgeted in support of the program; for example, the program share of operation & maintenance, libraries, student services, etc.
12. Interdepartmental Transactions – Interdepartmental transactions between service departments and store-rooms and other institutional departments or offices should not be reported as revenues of the service departments but rather as reductions of expenditures of such departments, since those transactions are essentially interdepartmental transfers of costs. The billed price of services and materials obtained from service departments and central stores by offices and departments of the institution should be accounted for as expenditures of those offices and departments, just as if they had been obtained from sources outside the institution.
13. Intrainstitutional Transactions – Certain intrainstitutional transactions should be reflected in the financial statements of the institution as revenues and expenditures. For example, milk sold by the dairy department to the dining halls should be treated as sales and services revenues of the selling department and as expenditures of the receiving department. Sales and services of auxiliary enterprises to other departments (e.g., catering by the food services department in the entertainment of institutional guests and sales by the college store to instructional departments) should be treated as sales and services revenues of the respective auxiliary enterprises and as expenditures of the unit receiving the services or materials.
14. Life Income – These funds are acquired by an institution under agreements whereby money or other property is made available to an institution on condition that it bind itself to pay periodically to the donors or other designated individuals the income earned by the assets donated, usually for the lifetimes of the income beneficiaries.

15. Loan Funds – Those resources available for loans to students, faculty, and staff. Loan funds are derived from different sources (e.g., federal, state, or local appropriations or private donors).
16. Mandatory Student Fees – Fees assessed each full-time student regardless of degree level or program. Mandatory student fees do NOT include fees assessed a student in a particular program (e.g., music, nursing, laboratories) or fees unique to a given situation (e.g., late registration, automobile registration), or fees for room and board. Mandatory fees do include fees for health services, building use fee, activity fee, computer use fee, athletic fee, and auxiliary fee, where the programs are not optional for full-time students.
17. Plant Funds – The plant funds group is used to account for unexpended plant funds to acquire long-lived assets for institutional purposes, funds for renewals and replacements, funds for retirement of indebtedness, and funds for investment in plant.
18. Restricted Current Funds – Those funds that are resources provided to an institution that have externally established limitations or stipulations placed on their use.
19. Transfer Versus Loans Among Funds – If the movement of funds between fund groups is considered permanent, this transaction should be treated as an outright transfer. If the movement of funds between fund groups is temporary with repayment expected within a reasonable period of time, the transaction should be treated as interfund borrowing with an appropriate liability established.

Revenue Terms and Definitions

1. Budgeted Fund Balance as Support – Includes funds brought forward from previous fiscal years and budgeted in the current period to fund current funds expenditures.
2. Endowment Income – Includes: unrestricted income of endowment and similar funds; restricted income of endowment and similar funds to the extent expended for current operating purposes; and income from funds held in irrevocable trust by others.
3. Fund Balances – Fund balances consist of unrestricted and restricted balances brought forward from prior fiscal periods.
4. Governmental Appropriations – Federal, State, Local – Include those funds received from or made available to an institution through acts of a legislative body. Governmental appropriations should be categorized on the basis of the governmental level (federal, state, or local) of the legislative body providing the appropriation. They do not include governmental grants or contracts. These three sources of revenue include all unrestricted appropriations and all restricted appropriations to the extent expended for current operations. The determination of whether a particular governmental appropriation should be classified as restricted or unrestricted funds should be based upon the ability of the institution to effect a change in the intended use of the funds during the reporting period. If a change can be made without having to go through the legislative process, the funds should be considered unrestricted.
5. Governmental Grants and Contracts – Federal, State, Local – Include revenues from governmental agencies which are received or made available for specific projects or programs. Examples are research projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a governmental grant or contract.
6. Governmental grants and contracts should be categorized on the basis of the level (federal, state, or local) of the agency providing the funds to the institution.

7. Restricted funds are included in this revenue source for a given year only to the extent that they represent revenues supporting expenditures during that year. Unspent restricted funds should remain as restricted current fund balances to be carried forward to the next period and included in current fund revenue in the year in which they are actually spent. The revenues include only the revenues equal to direct expenditures incurred in conjunction with the grant or contract. Amounts equal to associated indirect cost reimbursements should be separately reported as unrestricted revenue.
8. Indirect Cost Reimbursement – Includes amounts recovered for the indirect support of federal, state, local, and private grants and contracts.
9. Investment Income – Includes current funds revenue, interest, and dividends not reported under endowment or any other non-expendable fund income.
10. Other Revenue – All sources of current funds revenue not included in other classifications. Examples are gains and losses on investments in current funds, miscellaneous rentals and sales, expired term endowments, and terminated annuity of life income agreements, if not material.
11. Private Gifts, Grants and Contracts – Includes amounts from individuals or nongovernmental organizations. The funds included in this revenue source are of two types: (1) private gifts and grants, and (2) private contracts. Private gifts and grants include those funds received from private donors for which no legal consideration is involved; i.e., no specific goods or services must be provided to the donor in return for the funds. Private contracts include those funds received for which specific goods and services must be provided to the funder as a stipulation for receipt of the funds. This category includes all unrestricted gifts, grants, and bequests as well as all restricted gifts, grants, and contracts to the extent that revenues received are expended in the year received.
12. Sales and Services of Auxiliary Enterprises – This category consists of all revenues including funds assigned to debt service generated by the auxiliary enterprise operations of an institution. An auxiliary enterprise is an entity which exists to furnish goods or services to students, faculty, or staff and charges a fee that is directly related, although not necessarily equal, to the cost of the service. The distinguishing characteristic of auxiliary enterprises is that they are managed as essentially self-supporting operations. The general public may incidentally be serviced by some auxiliary enterprises. Auxiliary enterprises include operations such as food service facilities, residential facilities, student health services, intercollegiate athletics (if operated essentially as a self-supporting activity), college stores.
13. Sales and Services of Educational Activities – Includes revenues derived from the sales of goods or services which are incidental to the conduct of instruction, research, or public service. It may include the income from programs which provide support to the instruction, research, and public service areas. This category does not include the revenues generated by hospitals operated by an institution. However, revenues derived from health clinics that are not part of a hospital or an auxiliary services student health services program should be reported in this category. Examples of sales and services of educational activities revenue include film rentals, scientific and literary publications, testing services, university presses, laboratory schools, teaching clinics, and dairy products.

14. Sales and Services of Hospitals – Includes the revenue (net of discounts, allowances, and provision for-doubtful accounts) generated by a hospital operated by an institution. Revenue from daily patientservices, revenue from special services, revenue from other services, and revenue of health clinicsthat are part of the hospital should be included in this category. Not included are revenues for researchand other specif-ic-purpose gifts, grants, and endowment income restricted to the hospital.
15. Tuition and Fees – Tuition and fees include all charges which must be paid by a student. For example,1)ap-plying for admission to the institution, 2) enrolling in the institution, 3) enrolling in specific courses(e.g., lab fees), or 4) graduating from the institution or receiving a transcript. Tuition and fees should berecorded as revenue even though there is no intention of collection from the student. The amounts ofsuch remissions or waivers should be recorded as expenditures and classified as scholarships andfellowships or as staff ben-efits associated with the appropriate expenditure category to which thepersonnel relate. Charges for room, board, and other services rendered by auxiliary enterprises are notincluded in this category.

Expenditures and Transfer Terms and Definitions

1. Academic Support – Includes funds budgeted or expended primarily to provide support services for their-institution’s primary missions: instruction, research, and public service. This category includes thesubpro-grams of museums and galleries, audio-visual services, academic computing support, ancillary support, academic administration, academic personnel development, and course and curriculum development.
2. Auxiliary Enterprises – Includes all budgeted and actual expenditures and transfers associated with the operation of auxiliary enterprises. An auxiliary enterprise is an entity that exists to furnish goods or services to students and that charges a fee directly related to, though not necessarily equal to, the cost of the goods or services. This category includes subcategories for auxiliary enterprises - student, auxiliary enterprises - faculty/staff, intercollegiate athletics (essentially self-supporting only), and mandatory transfers/auxiliary enterprises.
3. Capital Outlay – The exchange of values involved in acquiring land, buildings, equipment, or other perma-nent properties, or in their construction, development, or permanent improvement.
4. Debt Service – The amount of money required to pay the interest, principal, and required contributions to accumulate moneys for future retirement of lawfully incurred debt.
5. E&G Minor Maintenance and Repair Expense – The current funds expenditures for minor maintenance and repair of educational and general facilities – items that are low in cost to correct and are normally included as part of the annual operation and maintenance funding.
6. E&G Custodial Services and General Maintenance Expense – The current funds expenditures for custodial services and general building maintenance of educational and general facilities.
7. Other E&G O&M Maintenance Expense – The current funds expenditures for maintenance of educational and general facilities – net of general maintenance expense, custodial services and building maintenance expense, and utilities expense. Items in this category must be specified.

8. E&G Non-recurring Capital Projects – The expenditures for non-recurring capital projects less than \$400,000 that were not funded through regular budgeted maintenance sources. Funding for direct costs of facility deficiencies resulting from normal deterioration and usage – individual projects of a magnitude in scope and cost whereby funding is normally established on an individual basis.
9. Grants, Loans, or Benefits – Expenditures for any grant, aid, loan, or relief payment to individuals, organizations, or jurisdictions not otherwise classified.
10. Hospitals – Includes all budgeted and actual expenditures and transfers associated with the patient-care operations of a university-operated hospital. Expenditures for those activities that take place within the hospital but are more appropriately classified as instruction or research are excluded. This category includes subcategories for direct patient care, health care supportive services, administration of hospitals, physical plant operations for hospitals, and mandatory transfers/hospitals.
11. Institutional Financial Aid – Expenditures on Student Aid Programs Funded by Institutional Funds
12. Institutional Financial Aid from Restricted Resources – Expenditures for scholarships and fellowships received from private sources (e.g., businesses, foundations, individuals, foreign governments) that used restricted-expendable net assets of the institution.
13. Institutional Financial Aid from Unrestricted Resources – Expenditures for scholarships and fellowships from unrestricted net assets of the institution. The institutional matching portion of federal, state, or local grant is reported here. Athletic scholarships are also included here.
14. Institutional Support – Includes funds budgeted or expended for those activities carried out to provide for both day-to-day functioning and the long-range viability of the institution as an operating institution. Subcategories include executive management, fiscal operations, general administration and logistical services, administrative computing support, and public relations/development.
15. Instruction – Includes all funds budgeted or expended for credit and noncredit courses for academic, vocational, and remedial purposes in regular, special, and extension sessions. Expenditures for departmental research and public service that are not separately budgeted are also included. This category includes subcategories for general academic instruction, occupational/technical instruction, summer and special session instruction, community education, and preparatory/adult basic education.
16. Libraries – Includes all funds budgeted or expended for all activities that directly support the collection, cataloging, storage, and distribution of published materials in support of an institution's academic programs. To be included in this activity, a library should be separately organized and serve more than one academic department or activity.
17. Mandatory Transfers – Includes transfers from the current funds group to other fund groups arising out of binding legal agreements related to the financing of educational plant and/or grant agreements that require matching funds. This category includes subcategories for provision for debt service on educational plant, loan fund matching grants, and other mandatory transfers.
18. Nonmandatory Transfers – This category includes those transfers between the current funds group and other fund groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, additions to quasi-endowment funds, general or specific research.

19. Operating Expenses – Expenditures directly attributable to the operation of the institution and not otherwise classified.
20. Operation and Maintenance of Plant –Includes all funds budgeted or expended for the operation and maintenance of the physical plant, net of amounts charged to auxiliary enterprises, hospitals, and/or independent operations. This category includes subcategories for physical plant administration, building maintenance, custodial service, utilities, landscape and grounds maintenance, and major repairs and renovations.
21. Personnel Costs – Includes all funds budgeted or expended for salaries, wages, benefits, (including, but not limited to, employer’s share of FICA, retirement contributions, insurance, unemployment insurance, workers’ compensation), and payments to persons awarded personal service contracts.
22. Public Service – Includes funds budgeted or expended for activities established primarily to provide non-instructional services beneficial to individuals outside the institution. This category includes subcategories for community service, cooperative extension service, and public broadcasting services.
23. Research – Includes funds budgeted or expended for activities specifically organized to produce research outcomes, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Subject to these conditions, it includes funds budgeted or expended for individual and/or project research as well as those of institutes and research centers. Funds for departmental research that are separately budgeted specifically for research are included in this category.
24. Student Services – Includes funds budgeted or expended for those activities whose primary purpose is to contribute to the student’s intellectual, cultural, and social development outside the context of the formal instruction program. This category includes subcategories for student services administration, social and cultural development, counseling and career guidance, financial aid administration, student admission, student records, student health services, and intercollegiate athletics. Intercollegiate Athletics is categorized as a student services “educational and general” expenditure unless it is operating as a self-supporting activity and, therefore, reported as an auxiliary enterprise operation. Examples of intercollegiate athletics expenditures are salaries of coaches and trainers, officiating, travel, student financial aid, ticket sales, and advertising. Excluded from intercollegiate athletics are those activities that relate to intramural athletics.
25. Scholarships and Fellowships – Includes funds budgeted or expended for scholarships and fellowships in the form of outright grants to students selected by the institution and financed from current funds, restricted or unrestricted. Should also include trainee stipends, prizes, and awards, except trainee stipends awarded to individuals who are not enrolled in formal coursework, which should be charged to instruction, research or public service, as appropriate. When services are required in exchange for financial assistance, as in the College Work-Study program, the charges should be classified as expenditures of the department or unit to which the service is rendered. Aid to students in the form of tuition or fee remissions should be included in this category. However, remissions of tuition and fees granted because of faculty or staff status should be recorded as staff benefit expenditures in the appropriate expenditure category.
26. Utilities – Includes fuel, electricity, water, and sewage. The operation and maintenance of institution wide production and distribution systems, such as central heating and cooling plants and electrical, water, and sewage distribution systems, should be considered as part of utility operations.

Endowment Match Program Terms and Definitions

1. Active Licenses/Options Executed – The cumulative number of licenses/options overall years that had not terminated by the end of the fiscal year.
2. Cash Gifts Added – The amount of cash gifts added to the corpus of the fund during the most recently-completed fiscal year, including state appropriated Bucks for Brains program distributions, private matching funds, unmatched private gifts, and unexpended earnings from prior years added to the corpus of the fund.
3. Cumulative Earnings – The sum of current year earnings and unexpended earnings from prior years.
4. Current Year Earnings – Includes dividends, interest earnings, and other spendable proceeds that accrued during the most recently completed fiscal year as a result of invested university and foundation endowment assets. It does not include appreciation of asset value.
5. Current Year Expenditures – The amount of current year earnings, unexpended prior year earnings, or appreciation of asset value on university or foundation endowments expended during the most recently-completed fiscal year.
6. Endowment Assets – The total of all long-term financial assets, including those held for university benefit by others. In assessing the level of assets, we are interested in the total of all financial assets (and other assets that are likely to be converted into financial assets, such as real estate held in the endowment) that are intended for long-term support. For most independent institutions, these long-term financial assets reside entirely in their endowment fund. (We exclude current fund and plant fund financial assets, as well as, any pension funds. Data on annuity and life income funds are collected separately.) Publicly supported, and some independent institutions may have endowment assets held for their benefit by others, often in foundations. These assets and the support they generate should be included.
7. Estimated Depletion of Principal – A calculated field that yields estimated depletion of endowment principal that occurs when current year expenditures exceed the sum of cumulative earnings and appreciation of asset value.
8. Extramural R&D Expenditures – The amount of current fund separately budgeted R&D expenditures in the sciences and engineering commissioned by an agency external to the institution. External agencies include the Federal Government, state and local governments, industry, and all sources other than the institution.
9. Federally Financed R&D Expenditures – The amount of current fund separately budgeted R&D expenditures in the sciences and engineering commissioned by the Federal Government.
 - a. Current funds are expenditures of funds available for current operations. Such expenditures include all unrestricted gifts and restricted current funds to the extent that such funds were expended for current operating purposes.
 - b. Separately budgeted research and development (R&D) expenditures include all funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by a unit of the organization. Included are expenditures for research equipment purchased under research project awards from current fund accounts. Also included are research funds for which an outside organization, educational or other, is a subrecipient. Excluded are training grants, public service grants, demonstration grants, and departmental research expenditures that are not separately budgeted. Also excluded are any R&D expenditures in the fields of education, law, humanities, music, theater, physical education, library science, as well as other non-science fields.

10. Historic Dollar Value of Fund – The aggregate of the original gift corpus plus subsequent donor contributions to the fund and other additions as required by the donor or by law. It does not include increases or decreases in the fund due to investment results or inflation.
11. Invention Disclosures Received – Includes the number of invention disclosures, no matter how comprehensive, that are made in the year requested and are counted by the institution.
12. License Income Received – Includes license issue fees, payments under options, annual minimums, running royalties, termination payments, the amount of equity received when cashed-in, and software and biological material end-user license fees equal to \$1,000 or more, but not research funding, patent expense reimbursement, a valuation of equity not cashed-in, software and biological material end-user fees less than \$1,000, or trademark licensing royalties from university insignia. License income also does not include income received in the support of the cost to make and transfer materials under material transfer agreements.
13. Licenses/Options Executed – The number of license or option agreements that were executed in the year indicated for all technologies. Each agreement, exclusive or non-exclusive, should be counted separately. Licenses to software or biological material end-users of \$1,000 or more may be counted per license, or as 1 license, or 1/each for each major software or biological materials product (at manager's discretion) if the total number of end-user licenses would unreasonably skew the institution's data. Licenses for technology protected under U.S. plant patents (US PP) or plant variety protection certificates (US PVPC) may be counted in a similar manner to software or biological material products as described above at manager's discretion. Material transfer agreements are not to be counted as licenses/options.
 - A license agreement formalizes the transfer of technology between two parties, where the owner of the technology (licensor) permits the other party (licensee) to share the rights to use the technology. An option agreement grants the potential licensee a time period during which they may evaluate the technology and negotiate the terms of a license agreement. An option agreement is not constituted by an option clause in a research agreement that grants rights to future inventions, until an actual invention has occurred that is subject to that option.
14. Market Value of Fund Assets – The value of gross investments of endowment funds, term endowment funds, and funds functioning as endowments for a university and any of its foundations as determined in the market at a specific point in time.
15. New U.S. Patent Applications Filed – The number of new U.S. patent applications filed is a subset of total U.S. patent applications filed. It does not include continuations, divisionals, or reissues, and typically does not include CIPs. A provisional application filed during the fiscal year may be counted as new. If a provisional application is converted to a regular application during the fiscal year, then that corresponding regular application should not be counted as new. A PCT application counted in total U.S. patent applications filed where the PCT application is a first filing and where the U.S. is designated may be counted as new.
16. Start-Up Companies – Companies that were dependent upon licensing the institution's technology for initiation. If a technology was licensed to an existing company, that company should not be considered a start-up company.

17. U.S. Patent Applications Filed – Includes any filing made in the U.S. during the survey year, including provisional applications, provisional applications that are converted to regular applications, new filings, CIPs, continuations, divisionals, reissues, and plant patents. Applications for certificates of plant variety protection should also be included. U.S. patents filed should also include PCT applications where the PCT application is the first filing where the U.S. is designated. A PCT application that follows a previous U.S. application would not be included.
18. U.S. Patents Issued – Includes the number of U.S. patents issued or reissued to your institution in the year requested. Certificates of plant variety protection issued by the U.S.D.A. should be included.
19. Unexpended Earnings from Prior Years – Accumulated unexpended earnings from prior years available for expenditure in the most recently completed fiscal year. It includes residual earnings maintained in reserve accounts and carry-forward balances. It does not include unexpended earnings that have been added to the corpus of the fund.
20. Voluntary Support Received – Includes all contributions actually received by an institution (or its foundation) during the fiscal year, in the form of cash, securities, company products, and other property from alumni, non-alumni individuals, corporations, foundations, religious organizations, and other groups. The face value of deferred gifts received during the fiscal year should also be included. Not included in the total are public funds, earnings on investments held by the institution, and unfulfilled pledges.

Appendix B: Technical Guide Operational Definitions

This portion of the Technical Guide only includes definitions for metrics that are validated in KPEDS.

Outcome on Annual Degree Eligibility Review

Definition: This objective is designed to align statewide diversity planning and evaluation with the broader strategic agenda. Institutions track and report on a number of performance metrics through the diversity planning process to maintain eligibility to offer new degree programs. Performance on Objective 1 would be indicated by the positive or negative outcome on an institution's degree eligibility review.

The Diversity Policy, adopted by the CPE in September 2016, calls for campuses to meet annual performance goals in the following areas:

- Enrollment of African American students as a percent of total enrollment, undergraduate;
- Enrollment of Hispanic or Latino students as a percent of total enrollment, undergraduate;
- Enrollment of URM students as a percent of total enrollment, undergraduate & graduate;
- First- to second-year retention, disaggregated by low-income and URM status;
- Three-year graduation rate (for KCTCS institutions), disaggregated by low-income and URM status;
- Six-year graduation rate (for universities), disaggregated by low-income and URM status;
- Total credentials conferred (for KCTCS institutions), disaggregated by low-income and URM status;
- Bachelor's Degrees conferred (for universities); disaggregated by low-income and URM status;
- Workforce diversity:
 - Four-Year Institutions:
 - Number of Full-Time URM Tenured/Tenure Track Faculty as a percent of total Full-Time Tenured/Tenure Track Faculty.
 - Number of Full-Time URM Management Occupations as a percent of total Full-Time Management Occupations.
 - KCTCS:
 - Number of URM Full Time Equivalent Instructional Staff as a percent of total Full-Time Equivalent Instructional Staff.
 - Number of URM Full-Time staff in Management Occupations as a percent of total Full-Time staff in Management Occupations.

Level: Institution

Data Source: Kentucky Postsecondary Education Database System (KPEDS), Integrated Postsecondary Education Database System (IPEDS)

Operationalization: Performance goals for the metrics above will be established as part of the Strategic Agenda target setting process. Metrics will be reviewed and validated through the Strategic

Agenda reporting process. Underrepresented minority (URM) includes Black, American Indian or Alaskan Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and two or more races.

Three-year Graduation Rate of First-time, Full-time Associate Degree or Credential-seeking Undergraduate Students (KCTCS only)

Definition: First-time, full-time, associate or credential-seeking students entering in the fall semester (or entering in the summer and continuing in the fall), who graduate with an associate degree or credential within three years from their institution of entry, total and disaggregated by low-income and URM status.

Levels: KCTCS

Data Source: Kentucky Postsecondary Education Database System (KPEDS)

Operationalization: Students included in the IPEDS GRS cohort are identified in data submitted to CPE at their time of entry. At the end of three years, members of the cohort are matched against degree or credential completions to determine which students graduated within three years. At the end of the period, students meeting federal standards for exclusion from the entering cohort are removed from the cohort in consultation with institutional staff. Underrepresented minority includes Black, American Indian or Alaskan Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and two or more races. Low-income is defined as Pell recipient during year of entry.

Performance Funding Metric: No

Six-year Graduation Rate of First-time, Full-time Baccalaureate Degree-seeking Undergraduate Students

Definition: First-time, full-time bachelor's degree-seeking students entering in the fall semester (or entering in the summer and continuing in the fall), who graduate with a bachelor's degree within six years from their institution of entry, total and disaggregated by low-income and URM status.

Levels: State and Institution

Data Source: Kentucky Postsecondary Education Database System (KPEDS)

Operationalization: Students included in the IPEDS GRS cohort are identified in data submitted to CPE at their time of entry. At the end of six years, members of the cohort are matched against degree completions to determine which students graduated within six years. At the end of the period, students meeting federal standards for exclusion from the entering cohort are removed from the cohort in consultation with institutional staff. Underrepresented minority includes Black, American Indian or Alaskan Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and two or more races. Low-income is defined as Pell recipient during year of entry.

Performance Funding Metric: No

Time-to-Degree

- KCTCS: Degree level = A; unduplicated by institution id and first degree awarded in academic year (summer, fall, spring).
- Four Year Institutions: Degree level = B; unduplicated by institution id and first degree awarded in academic year (summer, fall, spring).
- First-time students in (Y, S)
- Time-to-degree= total amount of academic years enrolled before credential completion, as measured by total number of semesters (not including summer semester) enrolled at the graduating institution divided by two.

First-to Second-year Retention

Definition: This metric captures the percentage of first-time, degree- or credential-seeking students enrolled in the previous summer or fall who are still enrolled the following fall or, in the case of KCTCS students, have successfully completed a credential. The total percentage can be disaggregated by low-income and URM status.

Level: State and Institution

Data Source: *Kentucky Postsecondary Education Database System (KPEDS)*

Operationalization: Retention rate is the measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this rate is the percentage of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduates from the previous summer/fall who are again enrolled in the current fall. For KCTCS institutions, this rate is the percentage of first-time degree- or credential-seeking students from the previous summer/fall who either re-enrolled or successfully completed a credential by the current fall. At the end of the period, students meeting federal standards for exclusion from the entering cohort are removed from the cohort in consultation with institutional staff. Underrepresented minority includes Black, American Indian or Alaskan Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and two or more races. Low-income is defined as Pell recipient during year of entry.

Performance Funding Metric: No

Student Progression (Funding Model Metric Only)

Definition: For four-year Institutions, student progression is the number of full- and part-time undergraduate students reaching or surpassing 30, 60, or 90 cumulative earned credit hours in a given academic year as defined by student classification. For KCTCS, student progression is the number of full- and part-time undergraduate students reaching or surpassing 15, 30, or 45 cumulative earned credit hours in a given academic year.

Levels: State and Institution

Data Source: *Kentucky Postsecondary Education Database System (KPEDS)*

Operationalization: For four-year institutions, distinct count consists of undergraduate degree seeking students (classification: 01, 02, 03, 04), whose classification increases throughout the year (Fall, Spring, Summer, Fall) or who receives a baccalaureate degree by the trailing summer. Students count once at the highest progression threshold. For KCTCS, distinct count consists of undergraduate degree and credential-seeking students reaching the credit hour thresholds of 15, 30, and 45 credit hours earned as defined as receiving a standard letter grade of A,B,C,D,P in a credit bearing course. Students count once at the highest progression threshold.

Degrees and Credentials Awarded

Definition: For Four-Year Institutions, degrees and credentials awarded is the number of bachelor's degrees awarded during an academic year (July 1 through June 30), disaggregated by low-income, URM, and the number of graduate and professional degrees combined. For KCTCS institutions, degrees and credentials awarded is the total number of credentials awarded during an academic year (July 1 through June 30), disaggregated by low-income, URM, underprepared, targeted industry, and high wage high demand.

Levels: State and Institution

Data Source: Kentucky Postsecondary Education Data System (KPEDS)

Operationalization: Counts are generated from student-level degree records. Multiple awards received by the same student during the period are all included, such as students receiving more than one short-term certificate, or students graduating with two bachelor's degrees (as with some double majors). Graduate and profession degrees include Master's, Specialist, Doctoral-Research/Scholarship, Doctoral-Professional Practice, and Doctoral-Other. Undergraduate and graduate certificates are not included in this metric for four-year institutions. Underrepresented minority includes Black, American Indian or Alaskan Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and two or more races. Low-income is defined as Pell recipient at any time from 2005-06 and forward at the graduating institution for four-year institutions and at any KCTCS institution for KCTCS campuses.

Performance Funding Metric: Yes

- For KCTCS, the Performance Funding Model includes the total number of credentials awarded weighted by URM, low income, Underprepared, Targeted Industry, and High Wage High Demand.
- For the Four-Year institutions, the Performance Funding Model includes the total number of bachelor's degrees awarded, weighted by URM, and low income.

Unmet Financial Need

- All students in student financial aid file who submitted a FASFA.
 - COA IS NOT NULL
 - Dependency status NOT IN ('X', 'Y') and dependency status not blank
 - Unduplicated by cpekey and institution
- $\text{Unmet Need} = \text{cost_of_attendance} - [\text{inst_need_grants}] - [\text{inst_nonneed_grants}] - [\text{inst_need_nonneed_work}] - [\text{inst_need_work}] - [\text{inst_nonneed_work}] - [\text{inst_need_nonneed_grants}] - [\text{tuition_waivers}] - [\text{pell_grants}] - [\text{fed_seog_grants}] - [\text{fed_work_study}] - [\text{byrd_scholarship}] - [\text{nat_smart_grant}] - [\text{fed_acad_comp_grant}] - [\text{cap_grant}] - [\text{kees}] - [\text{ky_tuition_grants}] - [\text{ky_teach_awards}] - [\text{early_child_dev_scholar}] - [\text{ky_minority_scholar}] - [\text{kheaa_work_study}] - [\text{other_state_grants}] - [\text{ky_coal_county_scholar}] - \text{Work_Ready_Scholar} - \text{scholar_third_party} - \text{employer_paid_tuition} - \text{state_agency_outside_ky} - \text{fed_hlth_prof_disadvantaged} - \text{kapt} - \text{bia_grants} - \text{jtpa} - \text{rotc_grants} - \text{ky_nat_guard_tuition} - \text{veterans_benefits} - \text{expect_family_contrib}$
 - Unmet need is calculated for each student and then averaged.
 - Negative unmet need values are set to 0.

Undergraduate Enrollment

- Fall enrollment count.
- Classification in (01, 02, 03, 04, 05, 13, 14, 19, 20, 30)



TABLES

Table 1 Institution Codes

<u>Number</u>	<u>Public Universities</u>
00196300	Eastern Kentucky University
00196800	Kentucky State University
00197600	Morehead State University
00197700	Murray State University
00927500	Northern Kentucky University
00198900	University of Kentucky
00199900	University of Louisville
00200200	Western Kentucky University
<u>Number</u>	<u>KCTCS</u>
00199000	Ashland Community and Technical College
00199600	Big Sandy Community and Technical College
00524400	Bluegrass Community and Technical College
00199100	Elizabethtown Community and Technical College
00527300	Gateway Community and Technical College
00696200	Hazard Community and Technical College
00199300	Henderson Community College
00199400	Hopkinsville Community College
00696100	Jefferson Community and Technical College
00901000	Madisonville Community College
00696000	Maysville Community and Technical College
03034500	Owensboro Community and Technical College
00199700	Somerset Community College
00527100	Southcentral Kentucky Community and Technical College
00199800	Southeast Kentucky Community and Technical College
00197900	West Kentucky Community and Technical College
<u>Number</u>	<u>AIKCU</u>
00195100	Alice Lloyd College
00195200	Asbury University
00195400	Bellarmino University
00195500	Berea College
00195800	Brescia University
00195900	Campbellsville University
00196100	Centre College
00196200	University of the Cumberlands
00196400	Georgetown College
00196500	Kentucky Christian University
00196900	Kentucky Wesleyan College
00197200	Lindsey Wilson College
00197500	Midway College
00198000	University of Pikeville
00196000	Spalding University
00200100	Thomas More College
00198700	Transylvania University
00198800	Union College

Table 2 Ethnic Codes

Code	Ethnic Category
1	Nonresident
2	Black, Non-Hispanic Only
3	American Indian or Alaskan Native, Non-Hispanic
4	Only Asian, Non-Hispanic Only
5	Hispanic or Latino, regardless of race
6	White, Non-Hispanic Only
7	Race and Ethnicity Unknown
8	Two or More Races
9	Natie Hawaiian or Other Pacific Islander, Non-Hispanic Only

Descriptions

Nonresident - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresidents are to be reported separately, in the field provided, rather than included in any of the six racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes non- citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151, a Temporary Resident Card (Form I-688, or an Arrival- Departure Record (Form I-94 with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian are to be reported in the appropriate racial/ethnic categories along with United States citizens. (See page 31 for more information.

Black, Non-Hispanic Only - A person having origins in any of the black racial groups of Africa, not reporting any other race or ethnicity.

American Indian or Alaskan Native, Non-Hispanic Only - A person having origins in any of the original peoples of North and South America (including Central America who maintains cultural identification through tribal affiliation or community attachment, not reporting any other race or ethnicity.

Asian, Non-Hispanic Only - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam, not reporting any other race or ethnicity. **Hispanic** - A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

White, Non-Hispanic Only - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa, not reporting any other race or ethnicity.

Race/Ethnicity Unknown - This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post- enrollment identification or verification process.

Two or More Races – Includes all non-Hispanic/non-Latino students who report more than one race.

Native Hawaiian or Other Pacific Islander, Non-Hispanic Only – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, not reporting any other race or ethnicity.

Table 3
Residency Status Codes

<u>Code</u>	<u>Residency Status</u>
A	In-State
B	Out-of-State (With Tuition Reciprocity)
C	Out-of-State (Without Tuition Reciprocity)
D	Out-of-State (SREB Academic Common Market)
E	Out of State (International Exchange Student) from a Foreign County; Out-of-State (National Exchange Student) from another state
F	Undetermined Residency (UK and UL only)

Table 4-A
FIPS State Codes

<u>Code</u>	<u>State</u>	<u>Code</u>	<u>State</u>
01	Alabama	30	Montana
02	Alaska	31	Nebraska
04	Arizona	32	Nevada
05	Arkansas	33	New Hampshire
06	California	34	New Jersey
08	Colorado	35	New Mexico
09	Connecticut	36	New York
10	Delaware	37	North Carolina
11	District of Columbia	38	North Dakota
12	Florida	39	Ohio
13	Georgia	40	Oklahoma
15	Hawaii	41	Oregon
16	Idaho	42	Pennsylvania
17	Illinois	44	Rhode Island
18	Indiana	45	South Carolina
19	Iowa	46	South Dakota
20	Kansas	47	Tennessee
21	Kentucky	48	Texas
22	Louisiana	49	Utah
23	Maine	50	Vermont
24	Maryland	51	Virginia
25	Massachusetts	53	Washington
26	Michigan	54	West Virginia
27	Minnesota	55	Wisconsin
28	Mississippi	56	Wyoming
29	Missouri	89	Armed Forces Overseas
		99	Multiple States

*U.S. Territories are included in Table 4-B1

Table 4-B1
Foreign Countries and U.S. Territories Codes
Alphabetically by Country

Foreign Country	Code
A	
Afghanistan	AF
Akrotiri	AX
Albania	AL
Algeria	AG
American Samoa (U.S. Territory)	AQ
Andorra	AN
Angola	AO
Anguilla	AV
Antarctica	AY
Antigua and Barbuda	AC
Argentina	AR
Armenia	AM
Aruba	AA
Ashmore and Cartier Islands	AT
Australia	AU
Azerbaijan	AJ
B	
Bahamas	BF
Bahrain	BA
Baker Island (U.S. Territory)	FQ
Bangladesh	BG
Barbados	BB
Bassas Da India	BS
Belarus	BO
Belgium	BE
Belize	BH
Benin	BN
Bermuda	BD
Bhutan	BT
Bolivia	BL
Bosnia and Herzegovina	BK
Botswana	BC
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
British Virgin Islands	VI
Brunei	BX
Bulgaria	BU
Burkina Faso	UV
Burma (Myanmar)	BM
Burundi	BY

Table 4-B1
Foreign Countries and U.S. Territories Codes
(continued)

<u>Foreign Country</u>	<u>Code</u>
C	
Cambodia	CB
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	CJ
Central African Republic	CT
Chad	CD
Chile	CI
China	CH
Christmas Island (Indian Ocean)	KT
Clipperton Island	IP
Cocos (Keeling) Islands	CK
Colombia	CO
Comoros	CN
Congo (Brazzaville)	CF
Congo, Democratic Republic of the (Kinshasa)	CG
Cook Islands	CR
Costa Rica	CS
Croatia	HR
Cuba	CU
Curacao	UC
Cyprus	CY
Czech Republic	EZ
D	
Denmark	DA
Dhekela	DX
Djibouti	DJ
Dominica	DO
Dominican Republic	DR
E	
East Timor	TT
Ecuador	EC
Egypt	EG
El Salvador	ES
Equatorial Guinea	EK
Eritrea	ER
Estonia	EN
Ethiopia	ET
Europa Island	EU

Table 4-B1
Foreign Countries and U.S. Territories Codes
(continued)

Foreign Country	Code
F	
Falkland Islands	FK
Faroe Islands	FO
Federated States of Micronesia	FM
Fiji	FJ
Finland	FI
France	FR
French Guiana	FG
French Polynesia	FP
French Southern and Antarctic Islands	FS
G	
Gabon	GB
Gambia, The	GA
Gaza Strip	GZ
Georgia	GG
Germany	GM
Ghana	GH
Gibraltar	GI
Glorioso Islands	GO
Greece	GR
Greenland	GL
Grenada	GJ
Guadeloupe	GP
Guam (U.S. Territory)	GQ
Guatemala	GT
Guernsey	GK
Guinea	GV
Guinea-Bissau	PU
Guyana	GY
H	
Haiti	HA
Heard and McDonald Islands	HM
Honduras	HO
Hong Kong	HK
Howland Island (U.S. Territory)	HQ
Hungary	HU
I	
Iceland	IC
India	IN
Indonesia	ID
Iran	IR

Table 4-B1
Foreign Countries and U.S. Territories Codes
(continued)

<u>Foreign Country</u>	<u>Code</u>
I (continued)	
Iraq	IZ
Ireland	EI
Isle of Man	IM
Israel	IS
Israel-Syria Demilitarized Zones	IU
Italy	IT
Ivory Coast (Cote D'Ivoire)	IV
J	
Jamaica	JM
Jan Mayen	JN
Japan	JA
Jarvis Island (U.S. Territory)	DQ
Jersey	JE
Johnston Atoll (U.S. Territory)	JQ
Jordan	JO
Juan De Nova Island	JU
K	
Kazakhstan	KZ
Kenya	KE
Kingman's Reef	KQ
Kiribati	KR
Korea, Democratic People's Republic	KN
Korea, Republic of	KS
Kosovo	KV
Kuwait	KU
Kyrgyzstan	KG
L	
Laos	LA
Latvia	LG
Lebanon	LE
Lesotho	LT
Liberia	LI
Libya	LY
Liechtenstein	LS
Lithuania	LH
Luxembourg	LU
M	
Macau	MC
Macedonia	MK
Madagascar	MA
Malawi	MI

Table 4-B1
Foreign Countries and U.S. Territories Codes
(continued)

Foreign Country	Code
M (continued)	
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Marshall Islands	RM
Martinique	MB
Mauritania	MR
Mauritius	MP
Mayotte	MF
Mexico	MX
Midway Islands (U.S. Territory)	MQ
Moldova	MD
Monaco	MN
Mongolia	MG
Montenegro	MJ
Montserrat	MH
Morocco	MO
Mozambique	MZ
N	
Namibia	WA
Nauru	NR
Navassa Island (U.S. Territory)	BQ
Nepal	NP
Netherlands	NL
Netherlands Antilles	NT
New Caledonia	NC
New Zealand	NZ
Nicaragua	NU
Niger	NH
Nigeria	NI
Niue	NE
Norfolk Island	NF
Northern Mariana Islands (U.S. Territory)	CQ
Norway	NO
O	
Oman	MU
P	
Pakistan	PK
Palau	LQ
Panama	PM
Papua New Guinea	PP

Table 4-B1
Foreign Countries and U.S. Territories Codes
(continued)

Foreign Country	Code
P (continued)	
Paracel Islands	PF
Paraguay	PA
Peru	PE
Philippines	RP
Pitcairn Island	PC
Poland	PL
Portugal	PO
Puerto Rico (U.S. Territory)	RQ
Q	
Qatar	QA
R	
Reunion	RE
Romania	RO
Russia	RS
Rwanda	RW
S	
Samoa	WS
San Marino	SM
Sao Tome and Principe	TP
Saudi Arabia	SA
Senegal	SG
Serbie	RI
Seychelles	SE
Sierra Leone	SL
Singapore	SN
Sint Maarten	NN
Slovakia	LO
Slovenia	SI
Solomon Islands	BP
Somalia	SO
South Africa	SF
South Georgia Islands and S. Sandwich Islands	SX
South Sudan	OD
Spain	SP
Spratly Island	PG
Sri Lanka	CE
St. Barthelemy	TB
St. Christopher (KITTS) and Nevis	SC
St. Helena	SH
St. Lucia	ST
St. Martin	RN

Table 4-B1
Foreign Countries and U.S. Territories Codes
(continued)

<u>Foreign Country</u>	<u>Code</u>
S (continued)	
St. Pierre and Miquelon	SB
St. Vincent and the Grenadines	VC
Suriname	NS
Svalbard	SV
Swaziland	WZ
Sweden	SW
Switzerland	SZ
Syria	SY
T	
Taiwan	TW
Tajikistan	TI
Tanzania	TZ
Thailand	TH
Togo	TO
Trinidad and Tobago	TD
Tromelin Island	TE
Tunisia	TS
Turkey	TU
Turkmenistan	TX
Turks and Caicos Islands	TK
Tuvalu	TV
U	
Uganda	UG
Ukraine	UP
United Arab Emirates	AE
United Kingdom	UK
Uruguay	UY
Uzbekistan	UZ
V	
Vanuatu	NH
Vatican City	VT
Venezuela	VE
Vietnam	VM
Virgin Islands (U.S. Territory)	VQ

Table 4-B1
Foreign Countries and U.S. Territories Codes
(continued)

<u>Foreign Country</u>	<u>Code</u>
W	
Wake Island (U.S. Territory)	WQ
Wallis and Futuna	WF
West Bank	WE
Western Sahara	WI
Y	
Yemen	YM
Yugoslavia	YO
Z	
Zambia	ZA
Zimbabwe	ZI
Multiple Foreign Countries	ZZ
OTHER	XX

Table 4-B2
Foreign Countries and U.S. Territories Codes
Alphabetically by Code

Code	Foreign Country
A	
AA	Aruba
AC	Antigua and Barbuda
AE	United Arab Emirates
AF	Afghanistan
AG	Algeria
AJ	Azerbaijan
AL	Albania
AM	Armenia
AN	Andorra
AO	Angola
AQ	American Samoa (U.S. Territory)
AR	Argentina
AS	Australia
AT	Ashmore and Cartier Islands
AU	Austria
AV	Anguilla
AX	Akrotiri
AY	Antarctica
B	
BA	Bahrain
BB	Barbados
BC	Botswana
BD	Bermuda
BE	Belgium
BF	Bahamas
BG	Bangladesh
BH	Belize
BK	Bosnia and Herzegovina
BL	Bolivia
BM	Burma
BN	Benin
BO	Belarus
BP	Soloman Islands
BQ	Navassa Island (U.S. Territory)
BR	Brazil
BS	Bassas Da India
BT	Bhutan
BU	Bulgaria
BV	Bouvet Island
BX	Brunei
BY	Burundi

Table 4-B2
Foreign Countries and U.S. Territories Codes
(continued)

<u>Code</u>	<u>Foreign Country</u>
C	
CA	Canada
CB	Cambodia
CD	Chad
CE	Sri Lanka
CF	Congo (Brazzaville)
CG	Congo, Democratic Republic of the (Kinshasa)
CH	China
CI	Chile
CK	Cocos (Keeling) Islands
CM	Cameron
CO	Colombia
CQ	Northern Mariana Islands (U.S. Territory)
CR	Coral Sea Islands
CT	Central African Republic
CU	Cuba
CV	Cape Verde
CW	Cook Islands
CY	Cyprus
D	
DA	Denmark
DJ	Djibouti
DO	Dominica
DQ	Jarvis Island (U.S. Territory)
DR	Dominican Republic
DX	Dhekelia
E	
EC	Ecuador
EG	Egypt
EI	Ireland
EK	Equatorial Guinea
EN	Estonia
ER	Eritrea
ES	El Salvador
ET	Ethiopia
EU	Europa Island
EZ	Czech Republic

Table 4-B2
Foreign Countries and U.S. Territories Codes
(continued)

<u>Code</u>	<u>Foreign Country</u>
F	
FG	French Guiana
FI	Finland
FJ	Fiji
FK	Falkland Islands
FM	Federated States of Micronesia
FO	Faroe Islands
FP	French Polynesia
FQ	Baker Island (U.S. Territory)
FR	France
FS	French Southern and Antarctic Lands
G	
GA	Gambia, The
GB	Gabon
GG	Georgia
GH	Ghana
GI	Gibraltar
GJ	Grenada
GK	Guernsey
GL	Greenland
GM	Germany
GO	Glorioso Islands
GP	Guadeloupe
GQ	Guam (U.S. Territory)
GR	Greece
GT	Guatemala
GV	Guinea
GY	Guyana
GZ	Gaza Strip
H	
HA	Haiti
HK	Hong Kong
HM	Heard and McDonald Islands
HO	Honduras
HQ	Howland Island (U.S. Territory)
HR	Croatia
HU	Hungary
I	
IC	Iceland
ID	Indonesia
IM	Isle of Man
IN	India

Table 4-B2
Foreign Countries and U.S. Territories Codes
(continued)

<u>Code</u>	<u>Foreign Country</u>
I (continued)	
IO	British Indian Ocean Territory
IP	Clipperton Island
IR	Iran
IS	Israel
IT	Italy
IU	Israel-Syria Demilitarized Zones
IV	Ivory Coast (Cote D'Ivoire)
IZ	Iraq
J	
JA	Japan
JE	Jersey
JM	Jamaica
JN	Jan Mayen
JO	Jordan
JQ	Johnston Atoll (U.S. Territory)
JU	Juan De Nova Island
K	
KE	Kenya
KG	Kyrgyzstan
KN	Korea, Democratic People's Republic
KQ	Kingman's Reef
KR	Kiribati
KS	Korea, Republic of
KT	Christmas Island (Indian Ocean)
KU	Kuwait
KV	Kosovo
KZ	Kazakhstan
L	
LA	Laos
LE	Lebanon
LG	Latvia
LH	Lithuania
LI	Liberia
LO	Slovakia
LQ	Palmyra Atoll (U.S. Island)
LS	Liechtenstein
LT	Lesotho
LU	Luxembourg
LY	Libya

Table 4-B2
Foreign Countries and U.S. Territories Codes
(continued)

<u>Code</u>	<u>Foreign Country</u>
M	
MA	Madagascar
MB	Martinique
MC	Macau
MD	Moldova
MF	Mayotte
MG	Mongolia
MH	Montserrat
MI	Malawi
MJ	Montenegro
MK	Macedonia
ML	Mali
MN	Monaco
MO	Morocco
MP	Mauritius
MQ	Midway Islands (U.S. Territory)
MR	Mauritania
MT	Malta
MU	Oman
MV	Maldives
MX	Mexico
MY	Malaysia
MZ	Mozambique
N	
NC	New Caledonia
NE	Niue
NF	Norfolk Island
NG	Niger
NH	Vanuatu
NI	Nigeria
NL	Netherlands
NN	Sint Maarten
NO	Norway
NP	Nepal
NR	Nauru
NS	Suriname
NT	Netherlands Antilles
NU	Nicaragua
NZ	New Zealand
O	
OD	South Sudan

Table 4-B2
Foreign Countries and U.S. Territories Codes
(continued)

<u>Code</u>	<u>Foreign Country</u>
P	
PA	Paraguay
PC	Pitcairn Island
PE	Peru
PF	Paracel Islands
PG	Spratly Island
PK	Pakistan
PL	Poland
PM	Panama
PO	Portugal
PP	Papua New Guinea
PS	Palau
PU	Guinea-Bissau
Q	
QA	Qatar
R	
RI	Serbia
RE	Reunion
RM	Marshall Islands
RN	St. Martin
RO	Romania
RP	Philippines
RQ	Puerto Rico (U.S. Territory)
RS	Russia
RW	Rwanda
S	
SA	Saudi Arrabia
SB	St. Pierre and Miquelon
SC	St. Christopher (KITTS) and Nevis
SE	Seychelles
SF	South Africa
SG	Senegal
SH	St. Helena
SI	Slovenia
SL	Sierra Leone
SM	San Marino
SN	Singapore
SO	Somalia
SP	Spain

Table 4-B2
Foreign Countries and U.S. Territories Codes
(continued)

<u>Code</u>	<u>Foreign Country</u>
S (continued)	
ST	St. Lucia
SU	Sudan
SV	Svalbard
SW	Sweden
SX	South Georgia Islands/S. Sandwich Islands
SY	Syria
SZ	Switzerland
T	
TB	St. Barthelemy
TD	Trinidad and Tobago
TE	Tromelin Island
TH	Thailand
TI	Tajikistan
TK	Turks and Caicos Islands
TL	Tokelau Islands
TN	Tonga
TO	Togo
TP	Sao Tome and Principe
TS	Tunisia
TT	East Timor
TU	Turkey
TV	Tuvalu
TW	Taiwan
TX	Turkmenistan
TZ	Tanzania
U	
UC	Curacao
UG	Uganda
UK	United Kingdom
UP	Ukraine
UV	Burkina Faso
UY	Uruguay
UZ	Uzbekistan
V	
VC	St. Vincent and the Grenadines
VE	Venezuela
VI	British Virgin Islands
VM	Vietnam
VQ	Virgin Islands (U.S. Territory)
VT	Vatican City

Table 4-B2
Foreign Countries and U.S. Territories Codes
(continued)

<u>Code</u>	<u>Foreign Country</u>
W	
WA	Namibia
WE	West Bank
WF	Wallis and Futuna
WI	Western Sahara
WQ	Wake Island (U.S. Territory)
WS	Samoa
WZ	Swaziland
X	
XX	Other
Y	
YM	Yemen
YO	Yugoslavia
Z	
ZA	Zambia
ZI	Zimbabwe
ZZ	Multiple Foreign Countries

Table 5-A
FIPS Kentucky County Codes

Code	County	Code	County	Code	County
001	Adair	081	Grant	161	Mason
003	Allen	083	Graves	163	Meade
005	Anderson	085	Grayson	165	Menifee
007	Ballard	087	Green	167	Mercer
009	Barren	089	Greenup	169	Metcalfe
011	Bath	091	Hancock	171	Monroe
013	Bell	093	Hardin	173	Montgomery
015	Boone	095	Harlan	175	Morgan
017	Bourbon	097	Harrison	177	Muhlenberg
019	Boyd	099	Hart	179	Nelson
021	Boyle	101	Henderson	181	Nicholas
023	Bracken	103	Henry	183	Ohio
025	Breathitt	105	Hickman	185	Oldham
027	Breckinridge	107	Hopkins	187	Owen
029	Bullitt	109	Jackson	189	Owsley
031	Butler	111	Jefferson	191	Pendleton
033	Caldwell	113	Jessamine	193	Perry
035	Calloway	115	Johnson	195	Pike
037	Campbell	117	Kenton	197	Powell
039	Carlisle	119	Knott	199	Pulaski
041	Carroll	121	Knox	201	Robertson
043	Carter	123	Larue	203	Rockcastle
045	Casey	125	Laurel	205	Rowan
047	Christian	127	Lawrence	207	Russell
049	Clark	129	Lee	209	Scott
051	Clay	131	Leslie	211	Shelby
053	Clinton	133	Letcher	213	Simpson
055	Crittenden	135	Lewis	215	Spencer
057	Cumberland	137	Lincoln	217	Taylor
059	Daviess	139	Livingston	219	Todd
061	Edmonson	141	Logan	221	Trigg
063	Elliott	143	Lyon	223	Trimble
065	Estill	145	McCracken	225	Union
067	Fayette	147	McCreary	227	Warren
069	Fleming	149	McLean	229	Washington
071	Floyd	151	Madison	231	Wayne
073	Franklin	153	Magoffin	233	Webster
075	Fulton	155	Marion	235	Whitley
077	Gallatin	157	Marshall	237	Wolfe
079	Garrard	159	Martin	239	Woodford
				B21	Multiple KY Counties

Table 5-B
Out-of-State County Codes for Reciprocity

<u>Institution</u>	<u>State</u>	<u>County</u>	<u>County Code</u>	<u>Program Specifications</u>
Morehead State University	OH	Adams	001	Expires June 30, 2023
		Athens	009	
		Brown	015	
		Gallia	053	
		Jackson	079	
		Lawrence	087	
		Meigs	105	
		Pike	131	
		Scioto	145	
		Vinton	163	
Northern Kentucky University	IN	Dearborn	029	Expires June 30, 2025
		Franklin	047	
		Jefferson	077	
		Ohio	115	
		Ripley	137	
		Switzerland	155	
	OH	Adams	001	Expires June 30, 2023
		Brown	015	Excludes Majors in Early
		Butler	017	Childhood Education and
		Clermont	025	Nursing
		Clinton	027	
		Fayette	047	
		Hamilton	061	
		Highland	071	
		Warren	165	

Table 5-B
Out-of-State County Codes for Reciprocity (continued)

<u>Institution</u>	<u>State</u>	<u>County</u>	<u>County Code</u>	<u>Program Specifications</u>
University of Louisville	IN	Clark	019	Expires June 30, 2025
		Crawford	025	
		Floyd	043	
		Harrison	061	
		Perry	123	
		Scott	143	
		Washington	175	
WKU - Owensboro Campus (Junior level and above)	IN	Dubois	037	Expires June 30, 2025
		Gibson	051	
		Perry	123	
		Pike	125	
		Posey	129	
		Spencer	147	
		Vanderburgh	163	
		Warrick	173	
Ashland Community and Technical College	WV	Cabell	011	Expires June 30, 2023
		McDowell	047	
		Mingo	059	
	OH	Wayne	099	Expires June 30, 2023
		Adams	001	
		Athens	009	
	Brown	015		
	Gallia	053		
	Jackson	079		
	Lawrence	087		
	Meigs	105		
	Pike	131		
	Scioto	145		
Vinton	163			

Table 5-B
Out-of-State County Codes for Reciprocity (continued)

<u>Institution</u>	<u>State</u>	<u>County</u>	<u>County Code</u>	<u>Program Specifications</u>
Big Sandy Community and	WV	Cabell	011	Expires June 30, 2023
Technical College		McDowell	047	
		Mingo	059	
		Wayne	099	
Gateway Community and	IN	Dearborn	029	Expires June 30, 2025
Technical College		Franklin	047	
		Jefferson	077	
		Ohio	115	
		Ripley	137	
		Switzerland	155	
	OH	Adams	001	
		Brown	015	
		Butler	017	
		Clermont	025	
		Clinton	027	
		Hamilton	061	
		Highland	071	
		Warren	165	
Henderson Community	IN	Dubois	037	Expires June 30, 2025
College		Gibson	051	
		Perry	123	
		Pike	125	
		Posey	129	
		Spencer	147	
		Vanderburgh	163	
		Warrick	173	

Table 5-B
Out-of-State County Codes for Reciprocity (continued)

<u>Institution</u>	<u>State</u>	<u>County</u>	<u>County Code</u>	<u>Program Specifications</u>
Maysville Community and	OH	Adams	001	Expires June 30, 2023
Technical College		Athens	009	
		Brown	015	
		Clermont	025	
		Gallia	053	
		Jackson	079	
		Lawrence	087	
		Meigs	105	
		Pike	131	
		Scioto	145	
		Vinton	163	
	IN	Dubois	037	Expires June 30, 2025
		Gibson	051	
		Perry	123	
		Pike	125	
		Posey	129	
		Spencer	147	
		Vanderburgh	163	
		Warrick	173	

Table 6
Primary Distance Learning Mode of Delivery

Code	Description
B	Internet/World Wide Web
C	Site-to-Site, 2 Way, Audio/Video
D	Open Broadcast/Community Cable Television
E	Print-Based, Audiotaped, Videotaped, Telephone, or CD ROM Study (includes traditional correspondence study)
G	Satellite and Microwave Telecourse
H	Multiple Modes

Table 7
Classification Codes

Research Code	Universities Classification	Comprehensive Code	Universities Classification
01	Freshman	01	Freshman
02	Sophomore	02	Sophomore
03	Junior	03	Junior
04	Senior	04	Senior
05	Undergraduate - Nondegree	05	Undergraduate - Nondegree
06	Master's	06	Master's
07	Specialist	07	Specialist's
08	Doctor's Degree Research/Scholarship (Coursework)	12	Doctor's Degree Professional Practice
09	Doctor's Degree Research/Scholarship (Dissertation)	13	Auditor
10	Post-Doctoral	16	Graduate Nondegree
11	House Staff	18	Doctoral (enrollment only)
12	Doctor's Degree Professional Practice	19	Gatton/Craft Academy
13	Auditor	20	High School
14	Fifth-Year (UK only)	25	Doctor's Degree Professional Practice Nondegree
16	Graduate Nondegree	30	Post-Baccalaureate Undergraduate Degree-seeking
20	High School	31	Post-Baccalaureate Certificate
25	Doctor's Degree Professional Practice Nondegree	32	Post-Master's Certificate
30	Post-Baccalaureate Undergraduate Degree-seeking	34	Post-Doctor's Degree Professional Practice Certificate
31	Post-Baccalaureate Certificate	35	Doctor's Degree Other (Coursework)
32	Post-Master's Certificate	36	Doctor's Degree Other (Dissertation)
34	Post-Doctor's Degree Professional Practice Certificate		
35	Doctor's Degree Other (Coursework)	KCTCS	
36	Doctor's Degree Other (Dissertation)	01	Freshman
		02	Sophomore
		05	Undergraduate - Nondegree
		13	Auditor
		20	High School
		30	Post-Baccalaureate Undergraduate Degree-Seeking

Degree levels to which classifications are assigned:

Undergraduate: 1, 2, 3, 4, 5, 13, 14, 19, 20, 30

Graduate: 6, 7, 8, 9, 12, 16, 18, 25, 31, 32, 34, 35, 36

Post-Doctoral: 10

House Staff: 11

Table 8
Campus Codes

<u>FICE</u>	<u>Campus Code</u>	<u>Institution</u>
		Public Institutions
00196300		Eastern Kentucky University
	00	Main Campus
	02	Off Campus
00196800		Kentucky State University
	00	Main Campus
	01	Farm
	02	Off Campus
00197600		Morehead State University
	00	Main Campus
	02	Off Campus
00197700		Murray State University
	01	Main Campus
	02	West Farms
	03	North Farms
	04	Biological Station
	05	Vet - Diagnostic Lab
	06	Murphy Pond
	07	Savage Cave
	08	Wickliffe Mounds Research Center
	09	Paducah
	10	Garret Farm
00927500		Northern Kentucky University
	01	Highland Heights - Main Campus
	02	University College - Covington
	03	University Foundation
	06	Off Campus

Table 8
Campus Codes (continued)

<u>FICE</u>	<u>Campus Code</u>	<u>Institution</u>
00198900		University of Kentucky
	52	Robinson Forest
	53	Lake Cumberland 4-H
	56	Woodford Acres
	58	Cold Stream Farm
	60	Eden Shale Farm
	68	Feltner 4-H
	70	Main Chance Farm
	74	North Central 4-H
	76	Poultry Farm
	80	Robinson Forest Sub. Station
	82	South Farm
	84	Spindle Top
	86	West Kentucky 4-H
	88	West Kentucky Sub. Station
	90	Forestry, Wood Tech. School
	98	Leased Property
	99	Space Provided at no Cost
00199900		University of Louisville
	01	Belknap
	02	Health Sciences
	03	Shelby
	05	Other
	06	Fort Knox
	07	Distance Education
00200200		Western Kentucky University
	00	Main Campus
	02	Off Campus

Table 8
Campus Codes (continued)

<u>FICE</u>	<u>Campus Code</u>	<u>Institution</u>
		Kentucky Community and Technical College System
00199000		Ashland Community and Technical College
	01	College Drive (Main)
	02	Roberts Drive
	03	Technology Drive
00199100		Elizabethtown Community and Technical College
	01	Elizabethtown (Main)
	02	Fort Knox
	03	Springfield
	04	Leitchfield
00199300		Henderson Community College
	01	Main
00199400		Hopkinsville Community College
	01	Hopkinsville (Main)
	02	Fort Campbell
00696100		Jefferson Community and Technical College
	01	Downtown (Main)
	02	Southwest
	03	Jefferson Technical
	05	Shelby County
	06	Carrollton
	07	Bullitt
0069600		Maysville Community and Technical College
	01	Maysville (Main Campus)
	02	Rowan
	03	Licking Valley
	04	Montgomery
00199600		Big Sandy Community and Technical College
	01	Prestonsburg (Main)
	02	Mayo
	03	Hager Hill
	05	Pikeville

Table 8
Campus Codes (continued)

FICE	Campus Code	Institution
00527100		Southcentral Kentucky Community and Technical College
	01	Main
	02	Kentucky Advanced Technology Institute
	03	Glasgow/Glasgow Technical
	04	Transpark Center
	05	Franklin-Simpson Center
00524400		Bluegrass Community and Technical College
	01	Newtown (Main)
	02	Leestown
	03	Lawrenceburg
	04	Danville
	05	Winchester - Clark County
	06	Georgetown - Scott County
	08	Cooper
	10	North American Racing Academy (NARA)
00199800		Southeast Kentucky Community and Technical College
	01	Cumberland (Main)
	02	Harlan Campus
	03	Middlesboro Campus
	04	Whitesburg
	05	Pineville
00696200		Hazard Community and Technical College
	01	Hazard (Main)
	02	Hazard Technical College
	03	Knott County Branch
	04	Lees Campus
	05	Leslie County Center
0090100		Madisonville Community College
	01	North (Main)/Technical
	03	Health Campus
	04	Muhlenberg
00527300		Gateway Community and Technical College
	01	Boone (Maine)
	03	Edgewood
	05	Urban Metro

Table 8
Campus Codes (continued)

<u>FICE</u>	<u>Campus Code</u>	<u>Institution</u>
03034500		Owensboro Community and Technical College
	01	Owensboro (Main)
	02	Downtown Campus
	03	Southeastern
	04	Hancock County Center
	05	Owensboro Innovation Academy
00199700		Somerset Community College
	01	Somerset North/South (Main)
	03	Laurel North/South
	05	McCreary Center
	06	Clinton Center
	07	Casey Center
	08	Russell Center
00197900		West Kentucky Community and Technical
	01	Main/Marine Way Training Center
	02	Purchase Training Center
	03	Skilled Craft Training Center
	04	Paducah School of Art and Design

Table 9 Institution and State FICE Codes

Public Universities

00196300	Eastern Kentucky University
00196800	Kentucky State University
00197600	Morehead State University
00197700	Murray State University
00927500	Northern Kentucky University
00198900	University of Kentucky
00199900	University of Louisville
00200200	Western Kentucky University

Kentucky Community and Technical College System (KCTCS)

00199000	Ashland Community & Technical College
00199600	Big Sandy Community & Technical College
00524400	Bluegrass Community & Technical College
00199100	Elizabethtown Community & Technical College
00527300	Gateway Community & Technical College
00696200	Hazard Community & Technical College
00199300	Henderson Community College
00199400	Hopkinsville Community College
00696100	Jefferson Community & Technical College
00901000	Madisonville Community College
00696000	Maysville Community & Technical College
03034500	Owensboro Community & Technical College
00199700	Somerset Community College
00527100	Southcentral KY Community & Technical College
00199800	Southeast KY Community & Technical College
00197900	West KY Community & Technical College

Association of Independent Kentucky College and Universities (AIKCU)

00195100	Alice Lloyd College
00195200	Asbury University
00195400	Bellarmino University
00195500	Berea College
00195800	Brescia University
00195900	Campbellsville University
00196100	Centre College
00196400	Georgetown College
00196500	Kentucky Christian University
00196900	Kentucky Wesleyan College

Table 9

Institution and State FICE Codes (continued)

Association of Independent Kentucky Colleges and Universities (AIKCU) continued

00197200	Lindsey Wilson College
00197500	Midway University
00196000	Spalding University
00200100	Thomas More College
00198700	Transylvania University
00198800	Union College
00196200	University of Cumberlands
00198000	University of Pikeville

Other Independent Institutions

77770950	Abundance of Rain Ministries
00195300	Asbury Theological Seminary
77770100	Baptist Seminary of Kentucky
03611300	Brighton Center's Center for Employment Training
15641700	Clear Creek Baptist Bible College
15643500	College of the Scriptures
77770700	Commonwealth Baptist College
77770200	Commonwealth Christian College
00842500	Daymar Learning of Paducah, Inc. d/b/a Daymar College
03885300	Employment Solutions Inc., d/b/a College for Technical Education
77770800	Frontier Christian University
15672700	Frontier Nursing University
77770300	Hopkinsville College of the Bible
15754400	Kentuckiana Bible College
15703000	Kentucky Mountain Bible College
00197100	Lexington Theological Seminary
15723400	Louisville Bible College
00197400	Louisville Presbyterian Theological Seminary
77770900	Metropolitan Christian University
01048905	National College of Kentucky, Inc.
15768700	Simmons College of Kentucky
00198200	Southern Baptist Theological Seminary
00461800	Spencerian College
00461901	Sullivan College of Technology & Design
77770600	The Pastors College

Table 9

Institution and State FICE Codes (continued)

Out-of-State Institutions Operating in Kentucky

00372600	American National University - Online
00188100	Ashford University - Online
02491100	Beckfield College - Florence
02491101	Beckfield College - Online
00239700	Belhaven University - Online
00370300	Bluefield College - Online
00161600	Boise State University - Online
02108202	Brown Mackie College - Ft. Mitchell
02708201	Brown Mackie College - Louisville - Fern Valley
03267300	Capella University - Online
00638500	Chamberlain College of Nursing - Online
01034500	Cincinnati State Technical and Community College - Erlanger
00303301	College of Mount St. Joseph - Covington
00303300	College of Mount St. Joseph - Hebron
04121500	Columbia Southern University - Online
00473100	Daniel Webster College - Online
00167201	DeVry University - Louisville
00167202	DeVry University - Online
00931304	Draughons Junior College d/b/a Daymar College - Clinton
00931303	Draughones Junior College d/b/a Daymar College - Bowling Green
00147902	Embry-Riddle Aeronautical University - Hebron
00147901	Embry-Riddle Aeronautical University - Louisville
00147900	Embry-Riddle Aeronautical University - Online
02295000	Everest College Phoenix - Online
00153400	Everest University Tampa - Online
00149901	Everest University South Orlando - Online
00304600	Franklin University - Online
03083700	Galen College of Nursing - Louisville
00144400	George Washington University - Online
00144500	Georgetown University - Online
00157900	Georgia Regents University - Online
00107400	Grand Canyon University - Online
04122300	Grantham University - Online
20158400	Harrison College - Online
04074300	Hondros College - Online
00367409	Independence University - Online
00180502	Indiana Institute of Technology - Ft. Wright

Table 9 Institution and State FICE Codes (continued)

Out-of-State Institutions Operating in Kentucky (continued)

00180501	Indiana Institute of Technology - Louisville
00180500	Indiana Institute of Technology - Online
00180700	Indiana State University - Online
00182226	Indiana Wesleyan - Christian Academy of Louisville (CAL)
00182202	Indiana Wesleyan - Elizabethtown - Holiday Inn Express
00182201	Indiana Wesleyan - Elizabethtown - Hampton Inn
00182203	Indiana Wesleyan - Florence - Florence Education Center
00182205	Indiana Wesleyan - Lexington - Lexington Education Center
00182206	Indiana Wesleyan - Louisville - Louisville Education Center
00182208	Indiana Wesleyan - Online
00182227	Indiana Wesleyan University - Radcliff
00991701	Ivy Tech Community College of Indiana
00991700	Ivy Tech Community College of Indiana - Online
03534300	Jones International University - Online
00458600	Kaplan University - Online
02053000	Liberty University - Online
00350201	Lincoln Memorial University - Corbin
00350202	Lincoln Memorial University - Middlesboro
00201600	Loyola University - Louisville
00248200	Maryville University - Online
00172208	McKendree University - Frankfort
00172231	McKendree University - Glasgow
00172212	McKendree University - Louisville
00172204	McKendree University - Paducah
00172202	McKendree University - Radcliff
00172269	McKendree University - Shepherdsville
00172244	McKendree University - University Hospital Louisville
00172206	McKendree University - Online
00229000	Michigan State University - Online
00405700	National American University - Online
00372600	National College - Online
01146000	National University - Online
00407204	Northwood University - Chamberlain
00407203	Northwood University - Fern Valley
00407201	Northwood University - Georgetown
00407202	Northwood University - Lou Ctr

Table 9 Institution and State FICE Codes (continued)

Out-of-State Institutions Operating in Kentucky (continued)

00407205	Northwood University - Online
00182401	Oakland City University - Dixon
00332900	Pennsylvania State University - Online
00136300	Regis University - Online
00205100	Saint Joseph's College of Maine - Online
00220800	Simmons College - Online
00311901	Sinclair Community College
00311900	Sinclair Community College
01303900	South University - Online
00175800	Southern Illinois University - Carbondale
00145902	Strayer University - Lexington
00145903	Strayer University - Louisville
00145901	Strayer University - Florence
00145904	Strayer University - Online
03752400	SUM Bible College and Theological Seminary - Online
00104700	Troy University - Online
01092300	Union Institute & University - Online
00312500	University of Cincinnati - Online
01164400	University of Maryland University College - Online
00251600	University of Missouri - Online
00297400	University of North Carolina at Chapel Hill - Online
02098802	University of Phoenix - Florence
02098801	University of Phoenix - Louisville
02098803	University of Phoenix - Online
00105700	University of South Alabama - Online
00132800	University of Southern California - Online
00353500	Vanderbilt University
00353501	Vanderbilt University - Online
02504200	Walden University - Online
00252101	Webster University - Louisville
00252103	Webster University - Online
00252102	Webster University - Radcliff
01124500	West Virginia School of Osteopathic Medicine
00314401	Xavier University - Ft. Mitchell
00314400	Xavier University - Park Hills
77770400	Midwest Center for Theological Studies

Table 9 Institution and State FICE Codes (continued)

Closed or Inactive Institutions

00260318	Brannon
00197000	Lees College
00198600	Sue Bennett College
00000003	American Justice School of Law
00000004	Bethel College
44624200	College for Technical Education
00000005	Cornell University - Louisville
00157155	Lexington Baptist College
01048903	National College - Danville
01048904	National College - Florence
01048906	National College - Louisville
01048901	National College - Pikeville
01048902	National College - Richmond
77770500	Saint Joseph Hospital
00000006	Southern Christian Bible
00182212	Indiana Wesleyan - Bardstown - Hampton Inn
00182213	Indiana Wesleyan - Elizabethtown - Fairfield Inn & Suites
00182214	Indiana Wesleyan - Florence - Courtyard
00182215	Indiana Wesleyan - Florence - Hotel Ivy
00182216	Indiana Wesleyan - Florence - La Quinta Inn & Suites
00182217	Indiana Wesleyan - Florence - Microtel Inn & Suites
00182218	Indiana Wesleyan - Lexington - Courtyard
00182219	Indiana Wesleyan - Louisville - Bell South
00182210	Indiana Wesleyan - Louisville - Country Inn & Suites
00182220	Indiana Wesleyan - Louisville - Hill Street Baptist Church
00182204	Indiana Wesleyan - Louisville - Hilton Garden Inn
00182211	Indiana Wesleyan - Louisville - Gilton Garden Inn Airport
00182221	Indiana Wesleyan - Louisville - Jamiseon Inn South - Airport
00182222	Indiana Wesleyan - Louisville - Marriott East
00182223	Indiana Wesleyan - Louisville - Northeast Family YMCA
00182224	Indiana Wesleyan - Louisville - Springhill Suites
00182207	Indiana Wesleyan - Shepherdsville - Paroquet Springs Conference Center
00182225	Indiana Wesleyan - TRAC
00350203	Lincoln Memorial - Cumberland
00242300	Mississippi State - Cumberland
00182403	Oakland City University - Beaver Dam

Table 9 Institution and State FICE Codes (continued)

Closed or Inactive Institutions (continued)

00182402	Oakland City University - Sebree
00321600	Portland State University
02576200	MidContinent University
00198300	St. Catharine College
00350000	Lee University - Louisville Extension
00931305	Draughons Junior College d/b/a Daymar College - Russellville
00931300	Daymore Learning, Inc. d/b/a Daymar College
00732701	ITT - Lexington
00732702	ITT - Louisville
00732703	ITT - Online

State

99999901	Alabama
99999902	Alaska
99999904	Arizona
99999905	Arkansas
99999906	California
99999908	Colorado
99999909	Connecticut
99999910	Delaware
99999911	District of Columbia
99999912	Florida
99999913	Georgia
99999915	Hawaii
99999916	Idaho
99999917	Illinois
99999918	Indiana
99999920	Kansas
99999921	Kentucky
99999922	Louisiana
99999923	Maine
99999924	Maryland
99999925	Massachusetts
99999926	Michigan
99999927	Minnesota
99999928	Mississippi

Table 9 Institution and State FICE Codes (continued)

State (continued)

99999929	Missouri
99999930	Montana
99999931	Nebraska
99999932	Nevada
99999933	New Hampshire
99999934	New Jersey
99999935	New Mexico
99999936	New York
99999937	North Carolina
99999938	North Dakota
99999939	Ohio
99999940	Oklahoma
99999941	Oregon
99999942	Pennsylvania
99999944	Rhode Island
99999945	South Carolina
99999946	South Dakota
99999947	Tennessee
99999948	Texas
99999949	Utah
99999950	Vermont
99999951	Virginia
99999953	Washington
99999954	West Virginia
99999955	Wisconsin
99999956	Wyoming
99999988	U.S. Territory
99999989	Transfers from all foreign institutions
99999990	Transfers from the military
99999991	Online - not licensed in Kentucky
99999992	Multiple States
99999999	Unknown KCTCS Institution

Table 10
Course Level Codes

<u>Code</u>	<u>Level</u>
01	Lower Division
02	Upper Division
07	Graduate
08	Technical

Table 11
Class Duration Codes

<u>Code</u>	<u>Duration</u>
A	Fall Semester
B	15 Weeks
C	14 Weeks
D	13 Weeks
E	12 Weeks
F	11 Weeks
G	10 Weeks
H	9 Weeks
I	8 Weeks
J	7 Weeks
K	6 Weeks
L	5 Weeks
M	4 Weeks
N	3 Weeks
O	2 Weeks
P	1 Week
Q	Other

Table 12-A High School Codes

Report using the last four digits of the six-digit high school code published by ACT, Inc.: <https://www.act.org/content/act/en/products-and-services/the-act/registration/high-school-codes-lookup.html>. If a high school is not found on the list, report using the codes below.

<u>Other High Schools</u>	<u>Code</u>
OTHER ADAIR COUNTY HIGH SCHOOL	A001
OTHER ALLEN COUNTY HIGH SCHOOL	A003
OTHER ANDERSON COUNTY HIGH SCHOOL	A005
OTHER BALLARD COUNTY HIGH SCHOOL	A007
OTHER BARREN COUNTY HIGH SCHOOL	A008
OTHER BATH COUNTY HIGH SCHOOL	A011
OTHER BELL COUNTY HIGH SCHOOL	A013
OTHER BOONE COUNTY HIGH SCHOOL	A015
OTHER BOURBON COUNTY HIGH SCHOOL	A017
OTHER BOYD COUNTY HIGH SCHOOL	A018
OTHER BOYLE COUNTY HIGH SCHOOL	A021
OTHER BRACKEN COUNTY HIGH SCHOOL	A023
OTHER BREATHITT COUNTY HIGH SCHOOL	A025
OTHER BRECKINRIDGE COUNTY HIGH SCHOOL	A027
OTHER BULLITT COUNTY HIGH SCHOOL	A028
OTHER BUTLER COUNTY HIGH SCHOOL	A031
OTHER CALDWELL COUNTY HIGH SCHOOL	A033
OTHER CALLOWAY COUNTY HIGH SCHOOL	A035
OTHER CAMPBELL COUNTY HIGH SCHOOL	A037
OTHER CARLISLE COUNTY HIGH SCHOOL	A038
OTHER CARROLL COUNTY HIGH SCHOOL	A041
OTHER CARTER COUNTY HIGH SCHOOL	A043
OTHER CASEY COUNTY HIGH SCHOOL	A045
OTHER CHRISTIAN COUNTY HIGH SCHOOL	A047

Table 12-A
High School Codes (continued)

<u>Other High Schools</u>	<u>Code</u>
OTHER CLARK COUNTY HIGH SCHOOL	A048
OTHER CLAY COUNTY HIGH SCHOOL	A051
OTHER CLINTON COUNTY HIGH SCHOOL	A053
OTHER CRITTENDEN COUNTY HIGH SCHOOL	A055
OTHER CUMBERLAND COUNTY HIGH SCHOOL	A057
OTHER DAVIESS COUNTY HIGH SCHOOL	A059
OTHER EDMONSON COUNTY HIGH SCHOOL	A061
OTHER ELLIOTT COUNTY HIGH SCHOOL	A063
OTHER ESTILL COUNTY HIGH SCHOOL	A065
OTHER FAYETTE COUNTY HIGH SCHOOL	A067
OTHER FLEMING COUNTY HIGH SCHOOL	A069
OTHER FLOYD COUNTY HIGH SCHOOL	A071
OTHER FRANKLIN COUNTY HIGH SCHOOL	A073
OTHER FULTON COUNTY HIGH SCHOOL	A075
OTHER GALLATIN COUNTY HIGH SCHOOL	A077
OTHER GARRARD COUNTY HIGH SCHOOL	A079
OTHER GRANT COUNTY HIGH SCHOOL	A081
OTHER GRAVES COUNTY HIGH SCHOOL	A083
OTHER GRAYSON COUNTY HIGH SCHOOL	A085
OTHER GREEN COUNTY HIGH SCHOOL	A087
OTHER GREENUP COUNTY HIGH SCHOOL	A089
OTHER HANCOCK COUNTY HIGH SCHOOL	A091
OTHER HARDIN COUNTY HIGH SCHOOL	A093
OTHER HARLAN COUNTY HIGH SCHOOL	A095
OTHER HARRISON COUNTY HIGH SCHOOL	A097
OTHER HART COUNTY HIGH SCHOOL	A099
OTHER HENDERSON COUNTY HIGH SCHOOL	A101
OTHER HENRY COUNTY HIGH SCHOOL	A103

Table 12-A
High School Codes (continued)

<u>Other High Schools</u>	<u>Code</u>
OTHER HICKMAN COUNTY HIGH SCHOOL	A105
OTHER HOPKINS COUNTY HIGH SCHOOL	A107
OTHER JACKSON COUNTY HIGH SCHOOL	A108
OTHER JEFFERSON COUNTY HIGH SCHOOL	A111
OTHER JESSAMINE COUNTY HIGH SCHOOL	A113
OTHER JOHNSON COUNTY HIGH SCHOOL	A115
OTHER KENTON COUNTY HIGH SCHOOL	A117
OTHER KNOTT COUNTY HIGH SCHOOL	A118
OTHER KNOX COUNTY HIGH SCHOOL	A121
OTHER LARUE COUNTY HIGH SCHOOL	A123
OTHER LAUREL COUNTY HIGH SCHOOL	A125
OTHER LAWRENCE COUNTY HIGH SCHOOL	A127
OTHER LEE COUNTY HIGH SCHOOL	A128
OTHER LESLIE COUNTY HIGH SCHOOL	A131
OTHER LETCHER COUNTY HIGH SCHOOL	A133
OTHER LEWIS COUNTY HIGH SCHOOL	A135
OTHER LINCOLN COUNTY HIGH SCHOOL	A137
OTHER LIVINGSTON COUNTY HIGH SCHOOL	A138
OTHER LOGAN COUNTY HIGH SCHOOL	A141
OTHER LYON COUNTY HIGH SCHOOL	A143
OTHER MCCrackEN COUNTY HIGH SCHOOL	A145
OTHER MCCREARY COUNTY HIGH SCHOOL	A147
OTHER MCGLEAN COUNTY HIGH SCHOOL	A148
OTHER MADISON COUNTY HIGH SCHOOL	A151
OTHER MAGOFFIN COUNTY HIGH SCHOOL	A153
OTHER MARION COUNTY HIGH SCHOOL	A155
OTHER MARSHALL COUNTY HIGH SCHOOL	A157
OTHER MARTIN COUNTY HIGH SCHOOL	A158
OTHER MASON COUNTY HIGH SCHOOL	A161

Table 12-A
High School Codes (continued)

<u>Other High Schools</u>	<u>Code</u>
OTHER MEADE COUNTY HIGH SCHOOL	A1B3
OTHER MENIFEE COUNTY HIGH SCHOOL	A1B5
OTHER MERCER COUNTY HIGH SCHOOL	A1B7
OTHER METCALFE COUNTY HIGH SCHOOL	A1B9
OTHER MONROE COUNTY HIGH SCHOOL	A171
OTHER MONTGOMERY COUNTY HIGH SCHOOL	A173
OTHER MORGAN COUNTY HIGH SCHOOL	A175
OTHER MUHLENBERG COUNTY HIGH SCHOOL	A177
OTHER NELSON COUNTY HIGH SCHOOL	A179
OTHER NICHOLAS COUNTY HIGH SCHOOL	A1B1
OTHER OHIO COUNTY HIGH SCHOOL	A1B3
OTHER OLDHAM COUNTY HIGH SCHOOL	A1B5
OTHER OWEN COUNTY HIGH SCHOOL	A1B7
OTHER OWSLEY COUNTY HIGH SCHOOL	A1B9
OTHER PENDLETON COUNTY HIGH SCHOOL	A1B1
OTHER PERRY COUNTY HIGH SCHOOL	A1B3
OTHER PIKE COUNTY HIGH SCHOOL	A1B5
OTHER POWELL COUNTY HIGH SCHOOL	A1B7
OTHER PULASKI COUNTY HIGH SCHOOL	A1B9
OTHER ROBERTSON COUNTY HIGH SCHOOL	A201
OTHER ROCKCASTLE COUNTY HIGH SCHOOL	A203
OTHER ROWAN COUNTY HIGH SCHOOL	A205
OTHER RUSSELL COUNTY HIGH SCHOOL	A207
OTHER SCOTT COUNTY HIGH SCHOOL	A209
OTHER SHELBY COUNTY HIGH SCHOOL	A211
OTHER SIMPSON COUNTY HIGH SCHOOL	A213
OTHER SPENCER COUNTY HIGH SCHOOL	A215
OTHER TAYLOR COUNTY HIGH SCHOOL	A217
OTHER TODD COUNTY HIGH SCHOOL	A219

Table 12-A
High School Codes (continued)

<u>Other High Schools</u>	<u>Code</u>
OTHER TRIGG COUNTY HIGH SCHOOL	A221
OTHER TRIMBLE COUNTY HIGH SCHOOL	A223
OTHER UNION COUNTY HIGH SCHOOL	A225
OTHER WARREN COUNTY HIGH SCHOOL	A227
OTHER WASHINGTON COUNTY HIGH SCHOOL	A229
OTHER WAYNE COUNTY HIGH SCHOOL	A231
OTHER WEBSTER COUNTY HIGH SCHOOL	A233
OTHER WHITLEY COUNTY HIGH SCHOOL	A235
OTHER WOLFE COUNTY HIGH SCHOOL	A237
OTHER WOODFORD COUNTY HIGH SCHOOL	A239
GED CERTIFICATE	B121
NON-HIGH SCHOOL GRADUATE OR NON-GED	B122
HOME SCHOOLED	B123
OUT-OF-STATE HIGH SCHOOL	B200

Table 12-B
Closed High School Codes
Alphabetical Order

<u>High School Name</u>	<u>Code</u>
AHRENS NIGHT SCHOOL	1625
AHRENS TRADE SCHOOL	1630
ALL SAINTS HIGH SCHOOL (London)	0502
ALL SAINTS PREP ACADEMY	1506
ALLIANCE CHRISTIAN ACADEMY	1507
ALVATON HIGH SCHOOL	0030
ANGELA MERICI HIGH SCHOOL	1508
ANNVILLE INSTITUTE	0040
AUBURN HIGH SCHOOL	0073
BEREAN CHRISTIAN ACADEMY	2034
BETTER WAY CHRISTIAN ACADEMY	2307
BLUEGRASS CHRISTIAN SCHOOL	1518
BREMEN HIGH SCHOOL	0280
BURNSIDE HIGH SCHOOL	0335
CALVARY CHRISTIAN ACADEMY (Leitcher)	1402
CALVARY HOLINESS CHRISTIAN ACADEMY (Brooks)	0299
CALVARY TEMPLE CHRISTIAN SCHOOL (Lovely)	1639
CAMARGO HIGH SCHOOL	1890
CANEYVILLE HIGH SCHOOL	0395
CARR CREEK HIGH SCHOOL	0415
CARTER HIGH SCHOOL	0425
CENTRAL CHRISTIAN SCHOOL	0146
CENTRAL CITY HIGH SCHOOL (NOW MUHLENBERG NORTH H.S.)	0455
CENTRAL KENTUCKY TREATMENT CENTER	1522
CHANDLERS HIGH SCHOOL	0075
CHAPEL PRAISE CHRISTIAN ACADEMY (Falmouth)	0792

**Table 12-B
Closed High School Codes
(continued)**

<u>High School Name</u>	<u>Code</u>
CHILDREN'S TREATMENT SERV SCHOOL	1524
CHRISTIAN LIFE ACADEMY	1206
CLARKSON HIGH SCHOOL	0465
COMMUNITY CHRISTIAN SCHOOL	2296
CORNERSTONE CHRISTIAN ACADEMY	0274
CREATIVE EDUCATION CENTER	0121
CUBA HIGH SCHOOL	1725
CUMBERLAND HIGH SCHOOL	0610
DORTON HIGH SCHOOL (now SHELBY VALLEY HIGH SCHOOL)	0675
DOVE CHRISTIAN ACADEMY (Radcliff)	2268
DRAKESBORO CONSOLIDATED HIGH SCHOOL	0685
DURRETT HIGH SCHOOL	1527
EARLINGTON HIGH SCHOOL	0705
EASTWOOD TRADE SCHOOL (now ACADEMY FOR INDIVIDUAL EXCELLENCE)	0724
ELKHORN CITY HIGH SCHOOL	0745
EMERSON HIGH SCHOOL	1521
EMMANUEL HARVESTER SCHOOL	1531
EUBANK HIGH SCHOOL	0775
EVARTS HIGH SCHOOL	0780
EZEL HIGH SCHOOL	0785
FAIRVIEW CHRISTIAN ACADEMY	2711
FAITH ACADEMY CHRISTIAN SCHOOL (Maysville)	1753
FAITH CHRISTIAN ACADEMY (Cox's Creek)	0127
FAITH TEMPLE CHRISTIAN HIGH SCHOOL	1536
FAMILIES FOR CHRIST CHRISTIAN ACADEMY (Louisville)	1634

Table 12-B
Closed High School Codes
(continued)

<u>High School Name</u>	<u>Code</u>
FANCY FARM HIGH SCHOOL	0795
FARMDALE CHRISTIAN SCHOOL	1526
FARMINGTON HIGH SCHOOL	0800
FAYETTE COUNTY HIGH SCHOOL	1422
FEDERAL CORRECTIONAL INSTITUTE	0064
FEDS CREEK HIGH SCHOOL	0805
FERGUSON HIGH SCHOOL	0810
FIRST AMERICAN CHRISTIAN ACADEMY	1529
FIRST CHURCH OF GOD ACADEMY	1208
FLEMING-NEON HIGH SCHOOL	0825
FORDSVILLE HIGH SCHOOL	0840
FOUNDATION CHRISTIAN LIVING SCHOOL (Louisville)	0787
FREDONIA HIGH SCHOOL	0925
FREEDOM BAPTIST ACADEMY (Pikeville)	2165
FREEDOM CHRISTIAN ACADEMY (Mt. Sterling)	2071
GAMALIEL CONSOLIDATED HIGH SCHOOL	0950
GEORGETOWN HIGH SCHOOL	0970
GETHSEMANE CHRISTIAN HIGH SCHOOL	1532
GLEN LILY CHRISTIAN ACADEMY (Munfordsville)	0400
GRACE CHRISTIAN ACADEMY (Irvine)	1267
GRACE FELLOWSHIP CHRISTIAN ACADEMY (Lexington)	1423
GRAHAM HIGH SCHOOL	1000
GREENVILLE HIGH SCHOOL (MIDDLE SCHOOL-1990)	1030
GREENWOOD HIGH SCHOOL	0292
HARRODSBURG HIGH SCHOOL	1075
HARVEST CHRISTIAN ACADEMY (Lexington)	1424

Table 12-B
Closed High School Codes
(continued)

<u>High School Name</u>	<u>Code</u>
HAZEL GREEN ACADEMY	1125
HENDERSON CITY HIGH SCHOOL	1145
HENDERSON SETTLEMENT HIGH SCHOOL	0875
HERITAGE ADVANCED TRAINING INSTITUTE	1538
HERITAGE CHRISTIAN ACADEMY	2549
HIGH STREET HIGH SCHOOL	0260
HIGHLANDS PREPARATORY SCHOOL	2264
HOLY FAMILY HIGH SCHOOL	0065
HOPKINS COUNTY CENTRAL HIGH SCHOOL	1673
HUGHES KIRK HIGH SCHOOL	0170
IMMACULATE CONCEPTION HIGH SCHOOL	1100
IMMANUEL LUTHERAN HIGH SCHOOL	1542
IRVINE HIGH SCHOOL	1270
JAMES A. CAWOOD HIGH SCHOOL	1067
JEWISH COMMUNITY CENTER	1544
JOHNS CREEK HIGH SCHOOL (now PIKE COUNTY)	2170
CENTRAL HIGH SCHOOL	
JOHNSON BRECKINRIDGE HIGH SCHOOL	1539
KENTON CENTRAL ALTERNATIVE	2140
KENTUCKY CHILDREN'S HOME RESIDENCE	1552
KENTUCKY YOUTH ACADEMY HIGH SCHOOL (Ashcamp)	0068
KINGDOM COME SETTLEMENT HIGH SCHOOL	1470
KNOTT COUNTY HIGH SCHOOL	2210
LA SALLETTE ACADEMY	0560
LAKELAND CHRISTIAN ACADEMY	0353

Table 12-B
Closed High School Codes
(continued)

<u>High School Name</u>	<u>Code</u>
LAUREL HILL CHRISTIAN ACADEMY	0722
LEATHERWOOD HIGH SCHOOL	1360
LETCHER HIGH SCHOOL	1403
LEWISBURG HIGH SCHOOL	1405
LIBERTY HIGH SCHOOL	1450
LIFE CHRISTIAN ACADEMY (Madisonville)	1671
LIGHTHOUSE CHRISTIAN ACADEMY (Dayton)	0668
LINCOLN GRANT HIGH SCHOOL	0565
LONE JACK HIGH SCHOOL	0870
LONGVIEW CHRISTIAN ACADEMY	0158
LOUISVILLE COVENANT SCHOOL	1571
LOUISVILLE URBAN VOCATIONAL CENTER (now RICE AUDUBON)	1551
LOWES HIGH SCHOOL	1638
LYNCH CHRISTIAN ACADEMY	1654
LYNCH HIGH SCHOOL	1655
LYNN GROVE HIGH SCHOOL	1665
LYNWOOD HIGH SCHOOL	1582
MADISON HIGH SCHOOL	2279
MADISONVILLE CHRISTIAN SCHOOL	1672
MAGOFFIN BAPTIST INSTITUTE	1880
MAJESTY CHRISTIAN SCHOOL (Owensboro) (was GOOD SHEPHERD)	2042
MARGARET HALL SCHOOL	2585
MARKON CHURCH OF GOD CHRISTIAN SCHOOL	1702
MARTIN HIGH SCHOOL	1715
MAYKING CHRISTIAN SCHOOL	1742

**Table 12-B
Closed High School Codes
(continued)**

<u>High School Name</u>	<u>Code</u>
MAYSVILLE AREA VOCATIONAL EDUCATION	1747
MAYSVILLE HIGH SCHOOL	1750
MAYTOWN HIGH SCHOOL	1345
MCDOWELL CONSOLIDATED HIGH SCHOOL (now SOUTH FLOYD HIGH SCHOOL)	1770
MCVEIGH CHRISTIAN SCHOOL	1790
MILLARD HIGH SCHOOL	1130
MILLCREEK TECHNICAL CENTER	1583
MILLERSBURG MILITARY ACADEMY	1830
MINERVA HIGH SCHOOL	1835
MOUNTAIN CHRISTIAN ACADEMY	1717
MT ST JOSEPH ACADEMY	1695
MT STERLING HIGH SCHOOL	1905
MULLINS HIGH SCHOOL	2173
NANCY HIGH SCHOOL	1940
NEW BEGINNINGS CHRISTIAN ACADEMY (Morehead)	1852
NEW COVENANT ACADEMY	1436
NEW LIFE CHRISTIAN SCHOOL (Carrollton)	0422
NEWPORT CHRISTIAN ACADEMY	1974
NINTH & O CHRISTIAN SCHOOL	1588
NORTON ACADEMY	1458
NORWOOD CHRISTIAN ACADEMY (Somerset)	2454
OLMSTEAD HIGH SCHOOL	2025
ORCHARD STREET CHRISTIAN SCHOOL	0756
ORMSBY VILLAGE SCHOOL	0035
OUR LADY HIGHLANDS HIGH SCHOOL	0860

Table 12-B
Closed High School Codes
(continued)

<u>High School Name</u>	<u>Code</u>
OUR LADY PROVIDENCE ACADEMY	1970
OWENSBORO CHRISTIAN ACADEMY	2046
PADUCAH CHRISTIAN ACADEMY	0236
PHIELPS CHRISTIAN ACADEMY	2159
PINE KNOTT HIGH SCHOOL	2190
PIONEER CHRISTIAN ACADEMY (Sidney)	2418
POTTER ORPHAN HOME/SCHOOL	0261
RALPH BUNCHE HIGH SCHOOL	0985
REVELATION BAPTIST ACADEMY	1442
RICE AUDUBON SCHOOL	1551
RIVERVIEW HIGH SCHOOL	1165
ROSENWALD HIGH SCHOOL	1680
SAINT CAMILLUS ACADEMY	0515
SAINT JOHN EVANGELIST HIGH SCHOOL	2100
SAINT MARY'S COLLEGE HIGH SCHOOL	2345
SAINT ROMUALD HIGH SCHOOL	1055
SAINT THOMAS HIGH SCHOOL	0865
SCIENCE HILL CHRISTIAN ACADEMY	2371
SCOTTSVILLE HIGH SCHOOL	2385
SEDALIA HIGH SCHOOL	2395
SHELBYVILLE HIGH SCHOOL	2405
SHIVELY CHRISTIAN SCHOOL	1616
SHOPVILLE HIGH SCHOOL	2415
SOUTH HOPKINS HIGH SCHOOL	2000
SOUTH LOUISVILLE CHRISTIAN	1619
SOUTHLAND CHRISTIAN SCHOOL	2097

Table 12-B
Closed High School Codes
(continued)

<u>High School Name</u>	<u>Code</u>
SOUTHWESTERN CHRISTIAN SCHOOL	1621
STUART HIGH SCHOOL	2578
SYMSONIA HIGH SCHOOL	2530
TABERNACLE CHRISTIAN HIGH SCHOOL	1826
<i>(now NEW HOPE CHRISTIAN ACADEMY (Michauxy))</i>	
THOMAS JEFFERSON HIGH SCHOOL	1633
TOLLESBORO HIGH SCHOOL	2540
TRAINING SCHOOL – WKU	0250
TRINITY CHRISTIAN ACADEMY (Auburn)	0078
TURKEY CREEK CHRISTIAN ACADEMY	2550
UNITED CHRISTIAN ACADEMY (LaGrange)	0320
UNITED PENTECOSTAL CHURCH ACADEMY	1445
UNIVERSITY BRECKINRIDGE SCHOOL	1850
VICTORY BAPTIST SCHOOL (Florence)	0839
VIRGIE HIGH SCHOOL (MIDDLE SCHOOL 1990)	2615
WAYLAND HIGH SCHOOL	2655
WEST HARDIN HIGH SCHOOL (MIDDLE SCHOOL-1990)	2508
WESTERN ANDERSON HIGH SCHOOL	2430
WESTPORT ROAD HIGH SCHOOL	1637
WHEELWRIGHT HIGH SCHOOL	2680
WHITESBURG HIGH SCHOOL	2695
WILLISBURG HIGH SCHOOL	2730
WINCHESTER CHRISTIAN ACADEMY	2754
WINGO HIGH SCHOOL	2760
WOERMER METROPOLITAN SCHOOL	1557
WOODBRIAGE ACADEMY	1413
WOODLAND HILLS CHRISTIAN SCHOOL	1072

Table 13
Level of Degree, Declared Major and Program Prefix Codes

<u>Code</u>	<u>Declared Major or Program Prefix</u>
A	Associate
B	Baccalaureate
IA	Diploma less than 9 semester credit hours
IB	Diploma 9-29 semester credit hours
J	Diploma 1-2 years
K	Diploma 2-4 years
O	Doctor's Degree - Other
P	Doctor's Degree - Professional Practice
D	Doctor's Degree - Research/Scholarship
H	House Staff
M	Master's
N	Nondegree
U	Not Designated, Undecided, Undeclared
T	Post-Baccalaureate Certificate
V	Post-Master's Certificate
W	Post-Doctor's Degree Professional Practice Certificate
S	Specialist
F	Training (enrollment only)
CA	Undergraduate Certificate less than 9 semester hours
CB	Undergraduate Certificate 9-29 semester hours
E	Undergraduate Certificate 30-60 semester hours
G	Undergraduate Certificate 60 or more semester hours

Table 14-A
Classification of Instructional Programs (CIP) Codes
 (To be used in reporting Course Inventory)

01	Agriculture, Agriculture Operations, and Related Sciences
03	Natural Resources and Conservation
04	Architecture and Related Services
05	Area, Ethnic, Cultural and Gender Studies
09	Communications, Journalism, and Related Programs
10	Communications Technologies/Technicians and Support Services
11	Computer and Information Sciences and Support Services
12	Personal and Culinary Services
13	Education
14	Engineering
15	Engineering - Technologies/Technicians
16	Foreign Languages, Literatures, and Linguistics
19	Family and Consumer Sciences/Human Sciences
22	Legal Professions and Studies
23	English Language and Literature/Letters
24	Liberal Arts and Sciences, General Studies, and Humanities
25	Library Science
26	Biological and Biomedical Sciences
27	Mathematics and Statistics
29	Military Technologies
30	Mutli/Interdisciplinary Studies
31	Parks, Recreation, Leisure, and Fitness Studies
32	Basic Skills
33	Citizenship Activities
34	Health-Related Knowledge and Skills
35	Interpersonal and Social Skills
36	Leisure and Recreational Activities
37	Personal Awareness and Self-Improvement
38	Philosophy and Religious Studies
39	Theology and Religious Vocations
40	Physical Sciences
41	Science Technologies/Technicians
42	Psychology
43	Security and Protective Services
44	Public Administration and Social Service Professions
45	Social Sciences
46	Construction Trades
47	Mechanics and Repair Technologies/Technicians
48	Precision Production
49	Transportation and Materials Moving
50	Visual and Performing Arts
51	Health Professions and Related Clinical Sciences
52	Business, Management, Marketing, and Related Support Services
54	History
60	Dental, Medical, and Veterinary Residency Programs

Table 14-B
Undeclared and Nondegree Codes

<u>Code</u>	<u>Program Description</u>
00.0000	Not Designated/Undecided/Undeclared
90.0000	Nondegree

Table 15

Approved Degree Programs

The Registry of Degree Programs is housed at the Kentucky Council on Postsecondary Education (CPE) and is updated when a new program is approved by the Council or the status of a current program changes. This allows for a comprehensive public view of all programs offered by postsecondary institutions in the state. With the Program Modification System, institutions may request certain changes be made to the inventory, which are then reviewed by Council staff. The Program Modification System can be found in KPEDS. When logged into KPEDS, select “Program Management”; then select “Program Inventory” then select your institution from the CIP drop down box for a complete list of your institution’s programs which can be exported to an Excel spreadsheet or a word document.

KPEDS login: <https://kpeds.ky.gov/login.aspx>

Steps to Resolve Degree Program Discrepancies

1. KPEDS – Next Generation will provide the list of program inventory errors during the Type 1 edit process. A critical error occurs if the program is categorized as suspended/inactive or it is not in the CPE Program Inventory. (From this point on, CPE Program Inventory will be referred to as the inventory.)

2. The IR/AA staff at the institution will determine the source of the error using institutional records and the Program Modification System to access the complete inventory.
 - If the program is a teach-out (e.g., it is suspended or inactive but there are still students at the institution completing the program), add comment to error in KPEDS NG to this effect.
 - If the program appears as inactive in the inventory, but has been continuously active and in every catalog for the institution for more than five years, contact Nan Harnice (nan.harnice@ky.gov) with the CPE Program ID, which is part of the record in Program Modification System, and CPE will update the inventory.
 - If the program appears as active in the inventory, but is listed at the wrong degree level, contact Nan Harnice (nan.harnice@ky.gov) with the CPE Program ID and the correct degree level.
 - If the program is listed as an Institutionally-Defined Certificate, but needs to be changed to a certificate that requires program approval, e-mail the approval documentation to Nan Harnice (nan.harnice@ky.gov). Upon verification, CPE will change the degree level.
 - If the program is listed as a certificate other than an Institutionally Defined Certificate, but should be institutionally defined (e.g., it is an undergraduate certificate of less than 1 year or a graduate certificate with less than 18 credit hours), e-mail Nan Harnice (nan.harnice@ky.gov) the CPE Program ID and CPE will make the change.

- If the program requires CPE approval, but has not gone through the approval process, it should undergo the official program approval process as outlined at <http://cpe.ky.gov/policies/academicaffairs/KPPPSusermanual.pdf>.
 - If the program is active in the inventory, but is listed with an incorrect CIP Code, submit a CIP Code change through the Program Modification and notify Nan Harnice (nan.harnice@ky.gov) that the request is pending.
 - If the program is not in the inventory in any form (active, inactive, or suspended), provide the program approval documentation to Nan Harnice (nan.harnice@ky.gov). Upon verification, CPE will add the program to the inventory. If the program requires approval, but has not gone through the approval process, it should undergo the official program approval process.
3. If program inventory discrepancies are unresolved when enrollment reports are produced, discrepant records will be noted as 'discrepant' or excluded from calculations of metrics. For example, the routine report on enrollment by major may include an asterisk to indicate enrollment is under review (i.e. 'discrepancies under review'). However, if performance metrics involve enrollment numbers, the discrepant records will be excluded from the calculations.

Table 16
Building Ownership Codes

Code	Description
1	Owned in fee simple.
2	Title vested in the institution and being paid for on an amortization schedule (regardless of whether the building is shared with another institution or organization).
3	Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution (Includes lease-purchase arrangements).
4	Not owned by the institution, but leased or rented to the institution at a typical local rate.
5	Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
6	Not owned by the institution, but shared with an educational organization that is not a postsecondary institution.
7	Not owned by the institution, but shared with another postsecondary educational institution.
8	Other - Owner may or may not be affiliated and non-affiliated, but building is used exclusively for institutional services (e.g., housing, bookstore, food service, warehouse). Facility is located on institutional property.
9	Title vested in an affiliated corporation, but made available to the institution either at no cost, a typical local rate, or at a nominal rate.

Table 17

Outline of Room Use Codes

100	Classroom Facilities	500	Special Use Facility (Continued)
	110 Classroom		540 Clinic
	115 Classroom Service		545 Clinic Service
200	Laboratory Facilities		550 Demonstration
	210 Class Laboratory		555 Demonstration Service
	215 Class Laboratory Service		560 Field Building (Agriculture)
	220 Open Laboratory		570 Animal Quarters (Res/Instr)
	225 Open Laboratory Service		575 Animal Quarters Service
	250 Research/Nonclass Laboratory		580 Greenhouse
	255 Research/Nonclass Lab Service		585 Greenhouse Service
300	Office Facilities		590 Other (All Purpose)
	310 Office		
	315 Office Service		
	350 Conference Room	600	General Use Facilities
	355 Conference Room Service		610 Assembly
	390 Office Space - Dormitory		615 Assembly Service
400	Study Facilities		620 Exhibition
	410 Study Room		625 Exhibition Service
	420 Stack		630 Food Facility
	430 Open-Stack Study room		635 Food Facility Service
	440 Processing Room		640 Day Care
	455 Study Service		645 Day Care Service
	490 Dormitory Study Space		650 Lounge
500	Social Use Facilities		655 Lounge Service
	510 Armory (Military Support)		660 Merchandising
	515 Armory Service		665 Merchandising Service
	520 Athletic or Physical Education		670 Recreation
	523 Athletic Facilities Spectator Seating		675 Recreation Service
	525 Athletic or Physical Education Service		680 Meeting Room
	530 Media Production		685 Meeting Room Service
	535 Media Production Service		690 Lactation Room

Table 17
Room Use Codes (continued)

700 Support Facilities		870 Central Supplies
710	Central Computer or Telecommunications	880 Public Waiting
715	Central Computer or Telecommunications Service	890 Staff On-Call Facility
		895 Staff On-Call Facility Service
720	Shop	
725	Shop Service	900 Residential Facilities
730	Central Storage	910 Sleep/Study without Toilet or Bath
735	Central Storage Service	919 Toilet or Bath
740	Vehicle Storage	920 Sleep/Study with Toilet or Bath
745	Vehicle Storage Service	935 Sleep/Study Service
		950 Apartment
750	Central Service	955 Apartment Service
755	Central Service Support	970 House
760	Hazardous Materials Storage (For Future Use)	000 Unclassified Facilities
765	Hazardous Materials Service	050 Inactive Area
770	Hazardous Waste Storage (Treatment/Disposal)	060 Alteration or Conversion Area
775	Hazardous Waste Service	070 Unfinished Area
780	Unit Storage (assigned to department)	Non-assignable Area
		PPP President's Residence
		VVV Toilet - Facilities other than Dormitories
		WWW Circulation Area
		XXX Building Service
		YYY Mechanical Area
800 Health Care Facilities		Structural Area
810	Patient Bedroom	ZZZ Structural Area
815	Patient Bedroom Service	
820	Patient Bath	
830	Nurse Station	
835	Nurse Station Service	
840	Surgery	
845	Surgery Service	
850	Treatment/Examination	
855	Treatment/Examination Service	
860	Diagnostic Service Laboratory	
865	Diagnostic Service Laboratory Support Service	

Table 18

Land Holdings Ownership Codes

<u>Code</u>	<u>Description</u>
1	Land owned by university or an affiliated corporation.
2	Land leased by university or an affiliated corporation.
3	Land not owned by the institution, but made available to the institution either at no cost or at a nominal cost.

Table 19 Affiliated and Nonaffiliated Corporations, Foundations, and Fiduciaries

<u>Institution</u>	<u>Affiliated Corporations or Foundations</u>	<u>Nonaffiliated Corporations or Foundations or Any Other Fiduciary</u>
Eastern Kentucky University		Eastern Kentucky University Foundation
KETCS	None	KETCS Foundation, Inc.
Kentucky State University	None	Kentucky State University Foundation, Inc.
Morehead State University	The Kentucky Folk Art Center, Inc.	Morehead State University Foundation, Inc.
Murray State University	None	Murray State University Foundation Murray State University Athletic Foundation, Inc.
Northern Kentucky University	Northern Kentucky University Research Foundation, Inc.	Northern Kentucky University Foundation, Inc. Chase College Foundation, Inc.
University of Kentucky	University of Kentucky Center on Aging Foundation, Inc. UK Blood Equine Research Foundation, Inc. University of Kentucky Humanities Foundation, Inc. The Fund for the Advancement of Education and Research in the UK Medical Center UK Mining Engineering Foundation, Inc. University of Kentucky Research Foundation Central Kentucky Management Services, Inc. Beyond Blue Kentucky Healthcare Enterprises	Kentucky Medical Services Foundation
University of Louisville	University of Louisville Research Foundation, Inc. University of Louisville Athletic Association, Inc. University of Louisville Medical School Fund, Inc.	University of Louisville Foundation, Inc. ULH, Inc. University Holdings, Inc.
Western Kentucky University	None	The College Heights Foundation, Western Kentucky University Research Foundation, Student Life Foundation, WGU Foundation

Table 20

Subject Codes for Developmental, Supplemental, and Enrichment Courses

<u>Code</u>	<u>Course</u>
0	Developmental/Supplemental/Remedial, Learning Skills/Other – Remedial courses not included in remedial categories 1, 2, 3, or 4.
1	Developmental/Supplemental/Remedial – English/Writing: Course to prepare students for college-level study in English/Writing.
2	Developmental/Supplemental/Remedial – Mathematics: Course to prepare students for college-level study in mathematics.
3	Developmental/Supplemental/Remedial – Science: Course to prepare students for college-level study in science.
4	Developmental/Supplemental/Remedial – Reading: Course to prepare students for college-level study.
5	Enrichment/Non-Remedial - Reading/Learning/Study Skills: Course to improve college-level reading, learning, or study skills.
6	Fundamentals of written and/or spoken English for foreign students.
7	Enrichment – First-Year Seminar: Courses that support the transition to college via orientation to the institution and support of academic and social development.
8	Enrichment -- Professional/Career: General course on career counseling or career choice.
9	Enrichment/Non-remedial, Other – Non-remedial basic skills courses not covered by categories 5, 6, 7, or 8.

Table 21
Regional Postsecondary Education Centers

<u>Code</u>	<u>Center</u>
21	South East Regional Postsecondary Education Center London, Corbin, and Somerset
22	Southern Regional Postsecondary Education Center Glasgow
23	Central Regional Postsecondary Education Center Elizabethtown
24	North East Regional Postsecondary Education Center Prestonsburg
25	West Regional Postsecondary Education Center Hopkinsville
26	South Central Regional Postsecondary Education Center Albany
27	University Center of the Mountains

Table 22 Site Codes

Site Codes can be found on the following table - https://kcewsreports.ky.gov/t/CPE/views/KPEDS_Site_Codes/KPEDSSiteCodes?%3Aembed=y&%3AisGuestRedirectFromVizportal=y&%3Aorigin=card_share_link.

Table 23
Building Condition Codes (NCHEMS)

<u>Code</u>	<u>Description</u>
1	<i>Satisfactory</i> – Suitable for continued use with normal maintenance. Any single item of major maintenance or capital renewal is not greater than \$40,000 (Catastrophic failures accepted).
2	<i>Remodeling – A</i> – Requires restoration and/or replacement of some building system components in order to meet acceptable standards without major room use changes, alterations, or modernizations. The approximate cost of “Remodeling A” is not greater than 25 percent of the estimated replacement cost of the building.
3	<i>Remodeling – B</i> – Requires major updating and/or modernization of the building. The approximate cost of “Remodeling B” is greater than 25 percent, but not greater than 50 percent of the estimated replacement cost of the building.
4	<i>Remodeling – C</i> – Requires major remodeling and total replacement of the major building system components. The approximate cost of “Remodeling C” is greater than 50% of the replacement cost of the building.
5	<i>Demolition</i> – Should be demolished or abandoned because the building is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for replacement. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for demolition, its condition is recorded as “demolition,” regardless of its condition.
6	<i>Termination</i> – Planned termination or relinquishment of occupancy of the building for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for termination, its condition is recorded as “termination,” regardless of its condition.

Table 24
General Education Courses

	Code	Discipline
Communications	OC	Oral Communications (Courses that met the learning outcomes associate with the general education categories of Oral Communications or Written Communications according to the General Education Transfer Policy and Implementation Guidelines.)
	WC	Written Communications
General Education	GE	General Education Courses which do not fit in an established category.
Arts and Humanities	AH	Arts and Humanities (e.g., fine arts, excluding studio art and music performance courses; philosophy; literature; history; foreign language) Courses that meet the SLOs associated with the general education Arts and Humanities category, according to the General Education Transfer Policy and Implementation Guidelines.
Quantitative Reasoning	QR	Mathematics (college algebra or higher) Courses that meet the SLOs associated with the general education Quantitative Reasoning category, according to the General Education Transfer Policy and Implementation Guidelines.
Natural Sciences	NS	Natural Science (e.g., biology, chemistry, physics, astronomy, geology, physical science)
	SL	Natural Science with laboratory Courses that meet the SLOs associated with the general education Natural Sciences category, according to the General Education Transfer Policy and Implementation Guidelines.
Social and Behavioral Sciences	SB	Social/Behavioral Sciences (e.g., psychology, sociology, economics, history, anthropology, geography, political science) Courses that meet the SLOs associated with the general education Social and Behavioral Sciences category, according to the General Education Transfer Policy and Implementation Guidelines.

Table 25
General Education Certifications

Code	
A	General Education - Fully Certified <ul style="list-style-type: none"> ○ Minimum of 30 unduplicated credit hours which include the core component and all additional institution-specific general education courses as certified by the sending college or university.
B	General Education - Core Certified <ul style="list-style-type: none"> ○ Minimum of 30 unduplicated credit hours in all five general education categories as certified by sending college or university.
C	General Education - Category Certified <ul style="list-style-type: none"> ○ One or more of the five general education categories ascertified by the sending college or university.
X	No General Education Certification

Table 26

Space Assignment Categories Reported in the Room File

This reporting of space is intended to present a functional classification pattern of space use.

01 *Instruction* – Activities carried out for the express purpose of eliciting some measure of educational change in a learner or group of learners. For example, space utilized for general academic instruction, vocational/technical instruction, special session instruction, community education, and preparatory/remedial/developmental instruction activities may be included.

02 *Research* – Activities intended to produce one or more research outcomes – including the creation of knowledge, the organization of knowledge, and the application of knowledge – is included within this category. Any space used in support of research activity that may be conducted with institutional funds or under the terms of agreement with an agency external to the institution may be included.

03 *Public Service* – Activities established to make available to the public the various resources and capabilities of the institution for the specific purpose of responding to a community need or solving a community problem (activities established primarily to provide non-instructional services beneficial to individuals outside the institution).

04 *Academic Support* – Activities established to provide support services for the institution's primary missions – instruction, research, and public service. This category includes areas such as libraries, museums and galleries, audio-visual services, academic computing support, ancillary support, academic administration, academic personnel development, and course and curriculum development.

05 *Student Services* – Those activities that contribute to the emotional and physical well-being of students, as well as to their intellectual, cultural, and social development outside of the context of the institution's formal instruction program. For example, student services administration, admissions, registrar, social and cultural development, counseling and career guidance, financial aid, and student health services may be included in this category.

06 *Institutional Support* – Central executive-level activities carried out in direct support of one or more of the instruction, research, and public service programs. For example, activities related to the central executive-level management, long-range planning and operation of the entire institution, planning activities related to fiscal operations space management, human resources, administrative data processing, campus security and support services to faculty and staff not operated as an auxiliary enterprise may be included.

07 *Operation and Maintenance of Plant* – Activities that support physical plant administration, building maintenance, custodial service, utilities, landscape and grounds maintenance, and major repairs and renovations.

Table 26

Space Assignment Categories Reported in the Room File (continued)

- 08 *Auxiliary Enterprises* – Activities associated with the operation of auxiliary enterprises. An auxiliary enterprise is an entity that exists to furnish goods or services to faculty, staff, or students and that charges a fee directly related to, though not necessarily equal to, the cost of the goods or services.
- 09 *Hospitals* – Activities associated with the patient-care operations of a university- operated hospital. This category includes direct patient care, health care supportive services, administration of hospitals, and physical plant operations for hospitals.
- 10 *Independent Operations* – Activities that are owned or controlled by the institution as investments, and which are financed as part of the institution’s current operations.
- 11 *Unassigned* – Facilities that are not in use at the time of the inventory.
- 12 *Leased* – Space owned by the institution but leased to and occupied by a non-affiliated group(s).

SOURCE: “College and University Business Administration: Financial Accounting and Reporting,” National Association of College and University Business Officers.

Table 27

Codes for Statewide Benchmarked Placement Exams Reported in Entrance Exam

Exam

COMPASS Writing Skills (English/Writing)
COMPASS Reading (Reading)
COMPASS Algebra (Math)
COMPASS College Algebra (Math)
KYOTE College Readiness Math (Math)
KYOTE College Algebra Domain (Math)
KYOTE Reading, Scaled Score (Reading)
COMPASS e-Write (8-point) (English/Writing)
COMPASS e-Write (12-point) (English/Writing)
COMPASS ESL (Reading)
KYOTE Writing
GED Reasoning through the Language Arts
GED Mathematical Reasoning
PARCC English Language Arts/Literacy
PARCC Mathematics
Smarter Balanced English/Language Arts
Smarter Balanced Mathematics

Table 28
Site Type Codes

Code	Description
00	Other
02	Dual credit/dual enrollment site for high school students
03	International program site
04	Practicum/internship site
05	Workplace (delivered on-site, for employees only)
06	Extended campus - instructional
08	Main Campus
09	Extended campus - other (facilities reported as “campuses” from Table 8)
10	Administrative/Advising

Table 29

Council on Postsecondary Education STEM+H Disciplines

The Council on Postsecondary Education defines STEM fields by their federal Classification of Instructional Program (CIP) codes. CPE will follow the programs set forth in the U.S. Department of Homeland Security (DHS) STEM Designated Degree Program List - <https://www.ice.gov/doclib/sevis/pdf/stemList2022.pdf>. CPE will include all 51 CIP codes for Healthcare Programs.

Table 30

College Readiness

Beginning 2019-20, all public postsecondary institutions in Kentucky will use the indicators of readiness established by the Council on Postsecondary Education as measures of college academic readiness. Upon admission to a public postsecondary institution, students scoring at or above the established scores or grades will not be required to complete developmental coursework and will be allowed entry into college credit-bearing coursework that counts toward degree credit requirements.

1. Institutional admission policies are comprised of many factors including, but not limited to, high school completion, attainment of a state recognized high school equivalency diploma, high school coursework, ACT or SAT scores, high school GPA, class rank, an admission essay or interview, learning contract, a submission of an academic and/or civic activity portfolio. Other exams, prior college coursework, and placement exams may be used for course placement after a student is admitted to a postsecondary institution.

Table 31
Faculty Title

<u>Code</u>	<u>Description</u>
1	Professor
2	Associate Professor
3	Assistant Professor
4	Lecturer
5	Instructor
6	Supervisor of Students (e.g., clinical supervisor of nurses, teachers, students, etc.)
7	Visiting Faculty
8	Teaching/Graduate Assistant
9	Administrative Assistant
10	Teaching Full-Time Administrator
11	Medical School



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