

Florida College System Admissions Database

Reporting Year 2018-19

Version 14.01



PREVIOUS EDITIONS ARE OBSOLETE

SUMMARY OF CHANGES

Version 14.01

- DE 1015: Edit 1015_09 became Critical

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Section I:
Documents and Procedures

Summer End-Of-Term (1E) Data Submission Calendar

August 17, 2018	Open date. Submission period begins.
September 14, 2018	Load/Due date. Colleges must load data.
September 17, 2018	If data has not been loaded, the Reports Coordinator is notified with a copy to the College's President.
October 5, 2018	Close date. Submission period ends. Summer End-of-Term data must be loaded.
October 8, 2018	Certification forms due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 9, 2018	If Certification has not been received, the college's President is notified with a copy to the Reports Coordinator.

Fall End-Of-Term (2E) Data Submission Calendar

December 28, 2018	Open date. Official submission period begins.
February 1, 2019	Load/Due date. Colleges must load data.
February 4, 2019	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 8, 2019	Close Date. Submission period ends. Fall End-of-Term data and data from any prior term resubmissions must be loaded.
March 11, 2019	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
March 12, 2019	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.

Winter/Spring End-Of-Term (3E) Data Submission Calendar

April 5, 2019	Open date. Official submission period begins.
May 10, 2019	Load/Due date. Colleges must load data.
May 13, 2019	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
June 14, 2019	Close date. Submission period ends. Winter/Spring End-Of-Term data and data from any prior term resubmissions must be loaded.
June 17, 2019	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
June 18, 2019	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
June 18, 2019 through June 28, 2019	Data verification period. Data resubmission will be allowed only through a request signed by the college's President.
July 1, 2019	Annual Close. No data resubmission will be accepted.

Admissions Database Verification Reports List

The following reports are generated for every successfully loaded data submission:

Report Description File	Name
Exceptions	EXCPLST
Admissions Headcount Report	ADMREPT

Procedures and Definitions

Purpose

The Admissions Database (ADB) was designed to collect data comparable to the State University System on student applications and admissions to baccalaureate programs at the Florida Colleges per Florida Statute 1004.04 and Administrative Rule 6A-1.0014. The data is primarily required for reporting to Teacher Certification for Teacher Preparation Programs.

Security and Privacy

Beginning reporting year 2017-18, mainframe data submission and processing has ended, and all data will be submitted to and be processed using the server environment. Further, the server has become the system of record.

The Florida Department of Education has implemented a secure file transfer environment via a commercial off the shelf (COTS) product from TIBCO Software, Inc. (hereafter called TIBCO). Having been granted access to the CCTCMIS specific TIBCO transfer environment and using the college's Single Sign-on credential, and if a college has FTP software that is capable of sending and receiving data via secure FTP, a college can securely transfer data to the Florida Department of Education via TIBCO. TIBCO ensures data security as it moves submitted data across the DOE firewall where the data is then processed. Once the data is processed, all resultant reports are then moved securely back across the firewall into the college's secure area, ready for download via secure FTP.

To ensure the security and integrity of an individual institution's data on the server, a college will only be able to send and receive data and reports that are specific to that college. It is imperative that colleges maintain password security in order to ensure that personally identifiable information is not compromised.

For specific details on submitting data for server processing, please refer to the *Data Submission Procedures Guide*.

Term Submission Process

College data are edited by programs that check for possible problems:

1. Valid fields – any invalid value causes the rejection of the record.

The edit process runs 12 times hourly, in accordance with the schedule published in the *Data Submission Procedures Guide*. The edit reports package is delivered shortly after the edit process run completes. The following edit reports are generated during the edit process:

ERRLST.pdf
ERRSUM.pdf
ERRREC.pdf
INFOLST.pdf

If an edit process run generates no critical errors, verification reports will run at the next scheduled verification report run time. See the *Data Submission Procedures Guide* for scheduled verification report run times.

Record Types

The ADB has one record type. This record type includes demographic information, test data, and admission status.

Submissions

ADB is reported by term in three submission windows:

Submission	Term Number	Term Description	File Name (where xx = College Number)
I.	1E	Summer End-of-Term	CCxx.ADB.ADMISS.T1E2019.PROD
II.	2E	Fall End-of-Term	CCxx.ADB.ADMISS.T2E2019.PROD
III.	3E	Winter/Spring End-of-Term	CCxx.ADB.ADMISS.T3E2019.PROD

Database Criteria

Baccalaureate programs at the Florida colleges may enroll only upper level (Junior and Senior) students. Colleges are required to report all upper level students, by term, who formally apply (submitting a written application) for admission to a baccalaureate program for that term. Colleges will report the final admission status, whether admitted to the college or not. The admission status applies to one of the College's approved Baccalaureate programs (Admission to the specific program is on the Student Database (SDB) program record when enrolled). Multiple records may be submitted for students who apply to multiple programs for the same term. Once the student enrolls, the student will not be reported again in future terms, unless the student applies for another program or drops out and must reapply for admission. A student who is not admitted must reapply for admission and a new record must be sent. A student who is admitted has one year to enroll before a new record must be submitted. Students who are admitted will be matched against the Student Database to report enrollments and students who are enrolled will be matched against the Admissions Database.

Section II:
Data Element Dictionary

Notes on Data Element Edit Descriptions

Data element edits are written to be read as logical tests, as well as provide a programming reference. In the Data Element Edit descriptions, the following symbols may be encountered:

EQ	Equal to
NE	Not Equal to
GT	Greater Than
GE	Greater Than or Equal To
LT	Less Than
LE	Less Than or Equal To
IN (list)	Valid value or values exist in the list provided
NOT IN (list)	Valid value or values do not exist in the list provided
NULL	No value (blank or missing)

For the sake of brevity, some edit descriptions may contain hyphenated value ranges in a list (e.g., Course – ICS (DE 3001) begins with 1.3 or IN (12103-12703, 15001)).

Data Element ALPHABETICAL Listing

DATA ELEMENT	NUMBER
Admission Test Indicator	1023
Admission Test Score	1024
Citizenship	1001
College GPA	1019
Date of Last Attendance	1017
Degree - Highest Level Held	1020
Ethnic Origin	
Ethnicity – Hispanic/Latino	1030
Exception Status	1018
Final Admission Action	1015
First Name	1007
Florida Education Identifier	1000
Gender	1005
Institution Granting Highest Degree	1021
Last Name	1008
Middle Name	1009
Name Suffix	1033
Program of Study - CIP	1014
Race - American Indian/Alaskan Native	1028
Race - Asian	1027
Race - Black/African American	1026
Race - Native Hawaiian/Pacific Islander	1029
Race - White	1025
Reason for State Approved Teacher Prep Waiver	1032
Reporting Institution	1010
State Approved Teacher Prep Waiver	1031
Student Birth Date	1011
Student Identification Number	1012
Term Identifier	1013
Transfer Language Requirement	1022
Type of Student at Time of Application	1004

Data Element NUMERICAL Listing

NUMBER	DATA ELEMENT
1000	Florida Education Identifier
1001	Citizenship
	Ethnic Origin
1004	Type of Student at Time of Application
1005	Gender
1007	First Name
1008	Last Name
1009	Middle Name
1010	Reporting Institution
1011	Student Birth Date
1012	Student Identification Number
1013	Term Identifier
1014	Program of Study - CIP
1015	Final Admission Action
1017	Date of Last Attendance
1018	Exception Status
1019	College GPA
1020	Degree - Highest Level Held
1021	Institution Granting Highest Degree
1022	Transfer Language Requirement
1023	Admission Test Indicator
1024	Admission Test Score
1025	Race - White
1026	Race - Black/African American
1027	Race - Asian
1028	Race - American Indian/Alaskan Native
1029	Race - Native Hawaiian/Pacific Islander
1030	Ethnicity - Hispanic/Latino
1031	State Approved Teacher Prep Waiver
1032	Reason for State Approved Teacher Prep Waiver
1033	Name Suffix

Data Element 1000

Florida Education Identifier

Characteristics

Length: 14
Data Type: Alphanumeric
Physical Description: X (14)
Last Modified: 4/13/2016

Data Element is used in the Following Reports:

None

Description:

The Florida Education Identifier (FLEID) is a unique identifier assigned to a student by the Florida Department of Education. FLEID is used across Student and Admissions database systems. F.S. 1008.386(2) (2014) mandates the establishment of the FLEID to replace the use of social security numbers as student identification numbers.

The FLEID numbering convention is 14 alphanumeric characters, always beginning with the letters FL, followed by 12 numbers.

Edit:

1000_01	FLEID (DE 1000) Missing or Invalid	Critical
1000_02	FLEID (DE 1000) Duplicated within College	Informational
1000_03	FLEID (DE 1000) LT 2000 (positions 3-12)	Critical

Data Element 1001

Citizenship

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 7/01/2005

Data Element is used in the Following Reports:

- Exceptions

Description:

Indicates student's United States citizenship status.

TABLE VALUES

A Non-resident alien
C Citizen of the United States
P Permanent resident alien
X Unknown or not reported

Edit:

1001_01	Citizenship (DE 1001) missing or invalid	Critical
1001_02	Different Citizenship (DE 1001) value submitted for same Student Identification Number (DE 1012)on multiple records	Critical

Ethnic Origin

Characteristics

Length: 1
 Data Type: Alphanumeric
 Physical Description: X (1)
 Last Modified: 12/03/2014

Data Element is used in the Following Reports:

- Exceptions

Description:

Ethnic origin of the student, generated from DE 1025 to 1030 based on IPEDS reporting specifications.

TABLE VALUES

- A Asian (not of Hispanic Origin): 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.
- B Black (not of Hispanic origin): A person having origins in any of the black racial groups of Africa.
- H Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term 'Spanish origin' can be used in addition to 'Hispanic or Latino'.
- I American Indian or Alaskan Native (not of Hispanic Origin): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain a tribal affiliation or community attachment.
- M Multi-Racial (not of Hispanic Origin): A combination of two or more races.
- P Native Hawaiian or Other Pacific Islander (not of Hispanic Origin): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- W White (not of Hispanic origin): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- X Ethnic origin was not reported by the student.

NOTE: *Ethnic origin is a derived Data Element based on reported race and ethnicity data.*

Edit:

1002_01	Different Student Identification Number (DE 1012) with same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin	Critical
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Data Element 1004

Type of Student at Time of Application

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 07/01/2006

Data Element is used in the Following Reports:

Exceptions

Description:

Type of student for which application is being submitted.

TABLE VALUES

A Freshman or Sophomore, not admitted
B AA graduate, Articulated AS graduate, or Student with 60+ credit hours from the reporting community college
C Transfer from a Florida Public Community College
D Transfer from a Florida Public University
E Other Transfer

Edit:

1004_01	Student Type at Time of Application (DE 1004) missing or invalid	Critical
1004_02	Different Student Type at Time of Application (DE 1004) submitted for same Student Identification Number (DE 1012) across multiple records	Critical
1004_05	Student Type at Time of Application (DE 1004) EQ A and Final Admission Action (DE 1015) NE D	Critical
1004_07	Student Type at Time of Application (DE 1004) EQ A or B and Exception Status (DE 1018) NE N	Critical
1004_08	Student Type at Time of Application (DE 1004) EQ A and College GPA (DE 1019) NE 999	Critical
1004_09	Student Type at Time of Application (DE 1004) EQ B and College GPA (DE 1019) EQ 980	Critical
1004_10	Student Type at Time of Application (DE 1004) EQ A and Degree – Highest Level Held (DE 1020) NOT IN (G, H, N)	Critical
1004_11	Student Type at Time of Application (DE 1004) EQ A or B and Transfer Language Requirement (DE 1022) NE X	Critical
1004_12	Student Type at Time of Application (DE 1004) EQ A and Admission Test Indicator (DE 1023) NE N	Critical

Data Element 1005

Gender

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 12/03/2014

Data Element is used in the Following Reports:

Exceptions

Description:

The gender of the student, as reported by the student.

TABLE VALUES

F Female
M Male
X Not reported

Edit:

1005_01	Gender (DE 1005) missing or invalid	Critical
1005_02	Different Gender (DE 1005) submitted for same Student Identification Number (DE 1012) across multiple records	Critical
1005_03	Different Student Identification Number (DE 1012) submitted for same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin	Critical

Data Element 1007

First Name

Characteristics

Length: 15
Data Type: Alphanumeric
Physical Description: X (15)
Last Modified: 12/03/2014

Data Element is used in the Following Reports:

None

Description:

First name, as reported by the student.

If a student has only one name, place a hyphen ('-') in the first position of the Name-First field and use Name-Last field to report the name.

NOTES:

1. Lowercase letters are converted to uppercase letters.
2. Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.

Edit:

1007_01	First Name (DE 1007) missing	Critical
1007_02	Different First Name (DE 1007) submitted for same Student Identification Number (DE 1012) across multiple records	Critical
1007_03	Different Student Identification Number (DE 1012) submitted for same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin	Critical
1007_04	First Name (DE 1007) contains special or Unicode characters	Critical

Data Element 1008

Last Name

Characteristics

Length: 20
Data Type: Alphanumeric
Physical Description: X (20)
Last Modified: 12/03/2014

Data Element is used in the Following Reports:

None

Description:

Last name or surname, as reported by the student.

If a student has only one name, place a hyphen ('-') in the first position of the Name-First field and use Name-Last field to report the name.

NOTES:

1. Lowercase letters are converted to uppercase letters.
2. Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.

Edit:

1008_01	Last Name (DE 1008) missing	Critical
1008_02	Different Last Name (DE 1008) submitted for same Student Identification Number (DE 1012) across multiple records	Critical
1008_03	Different Student Identification Number (DE 1012) submitted for same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin	Critical
1008_04	Last Name (DE 1008) contains special or Unicode characters	Critical

Data Element 1009

Middle Name

Characteristics

Length: 20
Data Type: Alphanumeric
Physical Description: X (20)
Last Modified: 12/03/2014

Data Element is used in the Following Reports:

None

Description:

Student's middle name, as reported by the student.

NOTES:

1. Lowercase letters are converted to uppercase letters.
2. Valid characters are letters A through Z, apostrophes ('), hyphens (-), and periods (.) only.

Edit:

1009_01	Different Middle Name (DE 1009) submitted for same Student Identification Number (DE 1012) across multiple records	Critical
1009_02	Different Student Identification Number (DE 1012) submitted for same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin	Critical
1009_03	Middle Name (DE 1009) contains special or Unicode characters	Critical

Data Element 1010

Reporting Institution

Characteristics

Length: 7
 Data Type: Numeric
 Physical Description: 9 (7)
 Last Modified: 07/01/2006

Data Element is used in the Following Reports:

- Admissions Headcount

Description:

The Florida College reporting this information. This number should be right justified, filled with leading zeroes.

TABLE VALUES

0001470 - Eastern Florida	0001493 - Indian River	0001514 - Polk
0001500 - Broward	0001501 - Florida Gateway	0001523 - St. Johns River
0001471 - Central Florida	0001502 - Lake-Sumter	0001528 - St. Petersburg
0001472 - Chipola	0001504 - State College FL	0001519 - Santa Fe
0001475 - Daytona	0001506 - Miami Dade	0001520 - Seminole
0001477 - FL SouthWestern	0001508 - North Florida	0001522 - South Florida
0001484 - Fla SC at Jax	0001510 - Northwest Fla	0001533 - Tallahassee
0001485 - Florida Keys	0001512 - Palm Beach State	0006750 - Valencia
0001490 - Gulf Coast	0010652 - Pasco-Hernando	
0007870 - Hillsborough	0001513 - Pensacola	

Edit:

1010_01	Reporting Institution (DE 1010) missing or invalid	Critical
1010_02	Reporting Institution (DE 1010) NOT IN (0001470, 0001471, 0001472, 0001475, 0001477, 0001484, 0001485, 0001490, 0001493, 0001500, 0001501, 0001502, 0001504, 0001506, 0001510, 0001512, 0001513, 0001514, 0001519, 0001520, 0001522, 0001523, 0001528, 0006750, 0010652)	Critical
1014_02	Program of Study – CIP (DE 1014) not valid for Reporting Institution (DE 1010)	Critical
1031_03	State Approved Teacher Prep Waiver (DE 1031) EQ Y and College Number (DE 1010) does not match with BERDR list of colleges.	Critical

Data Element 1011

Student Birth Date

Characteristics

Length: 8
 Data Type: Numeric
 Physical Description: 9 (8)
 Last Modified: 12/03/2014

Data Element is used in the Following Reports:

Exceptions

Description:

Student's legal date of birth.

The format for coding this element is MMDDCCYY where MM is a valid month (01-12), DD is a valid day (01-31), CC is a valid century (18 - 20), and YY is a numeric year.

NOTE: Code 99999999 for unknown.

Edit:

1011_01	Student Birth Date (DE 1011) missing, non-numeric, or contains invalid range month, day, or year	Critical
1011_02	Different Student Birth Date (DE 1011) submitted for Student Identification Number (DE 1012) across multiple records	Critical
1011_03	Different Student Identification Number (DE 1012) with same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin	Critical
1011_04	Student Birth Date (DE 1011) GT Date of Last Attendance (DE 1017)	Critical

Data Element 1012

Student Identification Number

Characteristics

Length: 10
Data Type: Alphanumeric
Physical Description: X (10)
Last Modified: 04/25/2017

Data Element is used in the Following Reports:

- Admissions Headcount

Description:

A number assigned to a student for identification purposes. If the Social Security Number is available, it should be used as the identification number. If the Social Security Number is not available, this element may reflect a derived number assigned for the purposes of student identification, if the number is unique within the college. If the number used is not a Social Security Number, the Student Identification Number must begin with an alphabetic character.

NOTE: This field is left justified, filled with trailing spaces.

Edit

1012_01	Student Identification Number (DE 1012) missing or invalid.	Critical
1012_02	Student Identification Number (DE 1012) is all zeroes.	Critical
1012_03	Student Identification Number (DE 1012) duplicated within college.	Informational
1012_04	First nine positions are numeric and the tenth position is non-blank	Critical
1012_05	Different Student Identification number (DE 1012) submitted with same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin.	Critical
1001_02	Different Citizenship (DE 1001) value submitted for same Student Identification Number (DE 1012) on multiple records	Critical
1004_02	Different Student Type at Time of Application (DE 1004) submitted for same Student Identification Number (DE 1012) across multiple records	Critical
1005_02	Different Gender (DE 1005) submitted for same Student Identification Number (DE 1012) across multiple records	Critical
1007_02	Different First Name (DE 1007) submitted for Student Identification Number (DE 1012) across multiple records	Critical
1008_02	Different Last Name (DE 1008) submitted for same Student Identification Number (DE 1012) across multiple records	Critical
1009_01	Different Middle Name (DE 1009) submitted for same Student Identification Number (DE 1012) across multiple records	Critical
1011_02	Different Student Birth Date (DE 1011) submitted for same Student Identification Number (DE 1012) across multiple records	Critical
1033_01	Name Suffix (DE 1033) submitted value different for same Student Identification Number (DE 1012) on multiple records	Critical

Data Element 1013

Term Identifier

Characteristics

Length: 3
Data Type: Numeric
Physical Description: 9 (3)
Last Modified: 07/01/2014

Data Element is used in the Following Reports:

- Admissions Headcount

Description:

Code indicating the academic term within the fiscal year.

TABLE VALUES

1YY Summer Term
2YY Fall Term
3YY Spring Term

Where YY is the last two digits of the calendar year of the term being reported.

Edit:

1013_01 Term identifier (DE 1013) missing or invalid Critical

Data Element 1014

Program of Study – CIP

Characteristics

Length: 10
 Data Type: Alphanumeric
 Physical Description: 9 (10)
 Last Modified: 04/16/2014

Data Element is used in the Following Reports:

- Admissions Headcount
- Exceptions

Description:

A code identifying the classification associated with the College's declared program of study. The Program of Study - CIP is a ten character code composed of a three digit code indicating the program cluster, a six digit code indicating the Classification of Instructional Program (CIP), and a one digit unique identifier.

FOR BACCALAUREATE DEGREE PROGRAMS

Cluster			Classification of Instructional Program						Unique Identifier
1	2	3	4	5	6	7	8	9	10

TABLE VALUES

CLUSTER VALUES: (Decimal point is implied.)

1.10 - Baccalaureate

CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:

For Baccalaureate Programs, code the CIP which has been agreed upon between the Division of Florida Colleges and the college.

UNIQUE IDENTIFIER:

0 thru 9 - Differentiates between two CIP codes which are otherwise the same.

NOTES:

1. *If the student is awaiting entry into a Limited Access Program, code the student under the specific CIP.*
2. *Code 999999999 for Upper Division Non-degree seeking students*
3. *Valid CIP and baccalaureate CIP codes are listed in the reference files CIP.2018.txt and BACCIP.2018.txt, respectively, and are available for download from <http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.stml>.*

Edit:

1014_01	Program of Study – CIP (DE 1014) missing, invalid, or non-numeric	Critical
1014_02	Program of Study – CIP (DE 1014) not valid for Reporting Institution (DE 1010)	Critical
1015_07	Final Admission Action (DE 1015) EQ A and Program of Study – CIP (DE 1014) match Admission record from prior three terms	Critical

Data Element 1015

Final Admission Action

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 11/02/2016

Data Element is used in the Following Reports:

- Admissions Headcount
- Exceptions

Description:

For each student submitting a formal application for admission to a baccalaureate program, code the type of admission action. Final Admission Action is admission to a College's approved Baccalaureate program. Admission to the specific program is on the Student Database (SDB) program record when enrolled.

TABLE VALUES

- A Admitted to a College's approved Baccalaureate program (Admission to the specific program is on the SDB program record when enrolled).
- B Cancelled prior to admission decision.
- C Cancelled after admission.
- D Denied.
- P Provisionally Admitted, not an Exception to Policy. Applicant must have provided a qualifying test score or a qualifying GPA.
- X Provisionally Admitted, is an Exception to Policy. Applicant must have provided a qualifying test score or a qualifying GPA.

NOTES:

1. 'P' – Applicants whose current credentials indicate admissibility subject to the receipt of some final documents and who are offered admission subject to the receipt and review of these credentials shall be coded as provisional admits.
2. 'X' – Applicants whose current credentials indicate admissibility (as an exception to policy) subject to the receipt of some final documents and who are offered admission subject to the receipt and review of these credentials shall be coded as provisional admits.
3. An updated admission status is required for students with Provisional Admittance ('P' or 'X').

Edit:

1015_01	Final Admission Action (DE 1015) missing or invalid	Critical
1015_05	Final Admission Action (DE 1015) IN (A, P, X) and Date of Last Attendance (DE 1017) EQ 999999	Critical
1015_06	Final Admission Action (DE 1015) IN (B, C, D) and Date of Last Attendance (DE 1017) NE 999999	Critical
1015_07	Final Admission Action (DE 1015) EQ A and Program of Study – CIP (DE 1014) match Admission record from prior three terms	Critical

Edit:

1015_08	Final Admission Action (DE 1015) IN (P,X) for third consecutive term - must submit final admission decision	Critical
1015_09	Final Admission Actions (DE 1015) IN (B, D, P, X) and prior term EQ A- Student admitted in Prior Term	Critical
1004_05	Student Type at Time of Application (DE 1004) EQ A and Final Admission Action (DE 1015) NE D	Critical
1031_02	State Approved Teacher Prep Waiver (DE 1031) EQ Y and Final Admission Action (DE 1015) NE A	Critical

IDB Edit:

SDB_ADB_01	SDB Baccalaureate Flag (DE 2013) EQ Y and no Admissions record exists in current term or prior 3 terms where ADB Final Admission Action (DE 1015) IN (A, P, X)	Critical
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Data Element 1017

Date of Last Attendance

Characteristics

Length: 6
 Data Type: Numeric
 Physical Description: 9 (6)
 Last Modified: 04/26/2012

Data Element is used in the Following Reports:

Exceptions

Description:

The date of last attendance at the most recent postsecondary educational institution for admitted students.

The format for coding this element is MMCCYY, where MM is a valid month (01-12), CC is a valid century (19-20), and YY is a numeric year.

NOTE:

Code 999999 when Final Admission Action (DE 1015) is in (B – Cancelled prior to admission decision, C – Canceled after admission, or D – Denied).

Edit:

1017_01	Date of Last Attendance (DE 1017) missing, invalid, or non-numeric	Critical
1011_04	Student Birth Date (DE 1011) GT Date of Last Attendance (DE 1017)	Critical
1015_05	Final Admission Action (DE 1015) IN (A, P, X) and Date of Last Attendance (DE 1017) EQ 999999	Critical
1015_06	Final Admission Action (DE 1015) IN (B, C, D) and Date of Last Attendance (DE 1017) NE 999999	Critical

Data Element 1018

Exception Status

Characteristics

Length:	1
Data Type:	Alphanumeric
Physical Description:	X (1)
Last Modified:	07/01/2005

Data Element is used in the Following Reports:

- Exceptions

Description:

For all transfer applicants who are enrolled (registered), this indicates if the applicant was an exception to admissions policy as stated in Board of Governor's regulation 6.004 4(a).

TABLE VALUES

N	Not Registered, or Non-transfer Student, or Transfer Student - Non-exception
T	Registered Transfer Student, Undergraduate Exception (Board of Governor's regulation-6.004 4(a))
M	Registered Transfer Student with disability(ies), Substitutions and/or Modifications (Board of Governor's regulation 6.018)

NOTE: 'M' - A university shall provide reasonable substitution or modification for any requirement for entry into the upper division, or for graduation for any student who is hearing impaired, visually impaired, or dyslexic, or who has a specific learning disability where documentation can be provided that the student's failure to meet the requirement is related to the disability, and where the failure to meet the requirement does not constitute a fundamental alteration in the nature of the program.

Edit:

1018_01	Exception Status (DE 1018) missing or invalid	Critical
1018_04	Exception Status (DE 1018) EQ T and Transfer Language Requirement (DE 1022) EQ X	Critical
1018_05	Exception Status (DE 1018) IN (N, M) and Transfer Language Requirement (DE 1022) NE X	Critical
1004_07	Student Type at Time of Application (DE 1004) EQ A or B and Exception Status (DE 1018) NE N	Critical

Data Element 1019

College GPA

Characteristics

Length: 3
 Data Type: Numeric
 Physical Description: 9 (1) V99
 Last Modified: 07/01/2006

Data Element is used in the Following Reports:

Exceptions

Description:

The grade point average (GPA) based on a 4.0 system from the previous postsecondary institution upon which the student's application is being evaluated. The GPA reported here should include all credit as defined in the Admissions Policy.

NOTES:

1. Code 980 for any student who transferred from institutions with nontraditional grading systems. New College is the only SUS campus with a nontraditional grading system.
2. Code 999 for any student applying for an undergraduate program who cannot provide a grade point average from the previous schools or institutions attended. This code may include resident and non-resident aliens.
3. Report the GPA calculated from the hours used according to the criteria in the local admissions policy, whether it is from the most recent postsecondary institution or all previous postsecondary institutions and whether it is 60 hours or all transferable hours accepted.

Edit:

1019_01	College GPA (DE 1019) missing, invalid, or non-numeric	Critical
1019_02	College GPA (DE 1019) GT 400 and LT 980	Critical
1004_08	Student Type at Time of Application (DE 1004) EQ A and College GPA (DE 1019) NE 999	Critical
1004_09	Student Type at Time of Application (DE 1004) EQ B and College GPA (DE 1019) EQ 980	Critical

Data Element 1020

Degree – Highest Level Held

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 02/27/2009

Data Element is used in the Following Reports:

- Exceptions

Description:

Indicates the highest degree level held by the applicant.

TABLE VALUES

High School Level Degree Codes

G GED
H High School Diploma

POSTSECONDARY Level Undergraduate Degree Codes

A Associate in Arts (AA)
B Baccalaureate
C Associate in Science (AS)
J Associate Degree (Used When AA/AS/AAS Is Not Known)
Y Associate in Applied Science (AAS)

POSTSECONDARY Level Graduate Degree Codes

D Doctorate
E Advanced Master's
F Dentistry, DDS or DMD
L Law, LLB or JD
M Masters
O Other
P First Professional (Other Than F, L, V, W, or X)
R Engineer
S Specialist
V Veterinary Medicine, DVM
W Pharmacy (PharmD)
X Medicine, MD

OTHER

N No Degree
Z Not Reported

Edit:

1020_01	Degree – Highest Level held (DE 1020) missing or invalid	Critical
1020_04	Degree – Highest Level held (DE 1020) IN (G, H, N, Z) and Institution Granting Highest Degree (DE 1021) NOT IN (0000000, 9999999)	Informational
1004_10	Student Type at Time of Application (DE 1004) EQ A and Degree – Highest Level Held (DE 1020) NOT IN (G, H, N)	Informational

Data Element 1021

Institution Granting Highest Degree

Characteristics

Length: 7
Data Type: Numeric
Physical Description: 9 (7)
Last Modified: 07/01/2005

Data Element is used in the Following Reports:

Exceptions

Description:

Code of the postsecondary institution where the student received his/her highest degree.

NOTES:

1. Use code '4444444' for the Florida education institutions not listed in the file.
2. Valid transfer institution codes are listed in the reference file XFERINST.2018.txt, which is available for download from <http://fldoe.org/accountability/data-sys/CCTCMIS/fl-college-data-info-sys/reference-files.shtml>.

Edit:

1021_01	Institution Granting Highest Degree (DE 1021) missing, invalid, or non-numeric	Critical
1020_04	Degree – Highest Level held (DE 1020) IN (G, H, N, Z) and Institution Granting Highest Degree (DE 1021) NOT IN (0000000, 9999999)	Critical

Data Element 1022

Transfer Language Requirement

Characteristics

Length: 1
 Data Type: Alphanumeric
 Physical Description: X (1)
 Last Modified: 07/01/2005

Data Element is used in the Following Reports:

Exceptions

Description:

Indicates if a registered transfer applicant admitted as an exception (DE 1018 = T) meets the foreign language requirement of Board of Governor's regulation 6.004.

TABLE VALUES

Student is registered as a Transfer and admitted as an exception.

N No – Language requirements were not met.

Y Yes – Language requirements were met.

Student is not registered or not a Transfer or not admitted as an exception.

X Not applicable

Edit:

1022_01	Transfer Language Requirement (DE 1022) missing or invalid	Critical
1004_11	Student Type at Time of Application (DE 1004) EQ A or B and Transfer Language Requirement (DE 1022) NE X	Critical
1018_05	Exception Status (DE 1018) IN (N, M) and Transfer Language Requirement (DE 1022) NE X	Critical
1018_04	Exception Status (DE 1018) EQ T and Transfer Language Requirement (DE 1022) EQ X	Critical

Data Element 1023

Admission Test Indicator

Characteristics

Length: 1
 Data Type: Alphanumeric
 Physical Description: X (1)
 Last Modified: 07/01/2006

Data Element is used in the Following Reports:

- Exceptions

Description:

Specifies the type of test, for which scores are used to determine admission status.

TABLE VALUES

A American College Testing Program (ACT)
 S Scholastic Aptitude Test (SAT)
 N No test scores submitted or not required for admission

Edit:

1023_01	Admission Test Indicator (DE 1023) missing or invalid	Critical
1023_04	Admission Test Indicator (DE 1023) EQ A and Admission Test Score (DE 1024) NOT IN (3 – 36)	Critical
1023_05	Admission Test Indicator (DE 1023) EQ S and Admission Test Score (DE 1024) NOT IN (400 – 1600)	Critical
1023_06	Admission Test Indicator (DE 1023) EQ N and Admission Test Score (DE 1024) NE 0	Critical
1004_12	Student Type at Time of Application (DE 1004) EQ A and Admission Test Indicator (DE 1023) NE N	Critical

Data Element 1024

Admission Test Score

Characteristics

Length: 4
Data Type: Numeric
Physical Description: 9 (4)
Last Modified: 07/01/2006

Data Element is used in the Following Reports:

Exceptions

Description:

For ACT:

The composite raw score assigned to the applicant by the American College Testing Program.
The valid range of scores is 3 – 36.

For SAT:

The total combined score of the subtests for the Scholastic Aptitude Test. The valid range of scores is 400 – 1600.

For No Test:

Report 0 if no test is reported.

Edit:

1024_01	Admission Test Score (DE 1024) missing, invalid, or non-numeric	Critical
1023_04	Admission Test Indicator (DE 1023) EQ A and Admission Test Score (DE 1024) NOT IN (3 – 36)	Critical
1023_05	Admission Test Indicator (DE 1023) EQ S and Admission Test Score (DE 1024) NOT IN (400 – 1600)	Critical
1023_06	Admission Test Indicator (DE 1023) EQ N and Admission Test Score (DE 1024) NE 0	Critical

Data Element 1025

Race – White

Characteristics

Length: 1
Data Type: Alphabetic
Physical Description: X (1)
Last Modified: 07/01/2006

Data Element is used in the Following Reports:

Exceptions

Description:

Indicates if the student has origins in any of the original people of Europe, the Middle East, or North Africa.

TABLE VALUES

Y Yes
N No
X Unknown, race was not reported by the student

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1025_01	Race – White (DE 1025) missing or invalid	Critical
1025_02	Race – White (DE 1025)EQ X and (DE 1026 thru DE 1029) NE X	Critical

Data Element 1026

Race – Black or African American

Characteristics

Length: 1
Data Type: Alphabetic
Physical Description: X (1)
Last Modified: 07/01/2006

Data Element is used in the Following Reports:

Exceptions

Description:

Indicates if the student has origins in any of the black racial groups of Africa.

TABLE VALUES

Y Yes
N No
X Unknown, race was not reported by the student

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1026_01	Race – Black or African American (DE 1026) missing or invalid	Critical
1026_02	Race – Black or African American (DE 1026) EQ X and (DE 1025 thru DE 1029) NE X	Critical

Data Element 1027

Race – Asian

Characteristics

Length: 1
Data Type: Alphabetic
Physical Description: X (1)
Last Modified: 07/01/2006

Data Element is used in the Following Reports:

- Exceptions

Description:

Indicates if the student has origins of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Philippines Islands, Thailand, and Vietnam.

TABLE VALUES

Y Yes
N No
X Unknown, race was not reported by the student

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1027_01	Race-Asian (DE 1027) Missing or Invalid	Critical
1027_02	Race-Asian (DE 1027) EQ X and (DE 1025-1029) NE X	Critical

Data Element 1028

Race – American Indian/Alaskan Native

Characteristics

Length: 1
Data Type: Alphabetic
Physical Description: X (1)
Last Modified: 07/01/2006

Data Element is used in the Following Reports:

Exceptions

Description:

Indicates if the student has origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

TABLE VALUES

Y Yes
N No
X Unknown, race was not reported by the student

NOTE: *This race code may be coded yes even if others are also yes.*

Edit:

1028_01	Race – American Indian/Alaskan Native (DE 1028) missing or invalid	Critical
1028_02	Race – American Indian/Alaskan Native (DE 1027) EQ X and (DE 1025 thru DE 1029) NE X	Critical

Data Element 1029

Race – Native Hawaiian/Pacific Islander

Characteristics

Length: 1
Data Type: Alphabetic
Physical Description: X (1)
Last Modified: 07/01/2006

Data Element is used in the Following Reports:

Exceptions

Description:

Indicates if the student has origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

TABLE VALUES

Y Yes
N No
X Unknown, race was not reported by the student

NOTE: This race code may be coded yes even if others are also yes.

Edit:

1029_01	Race – Native Hawaiian/Pacific Islander (DE 1029) missing or invalid	Critical
1029_02	Race – Native Hawaiian/Pacific Islander (DE 1029) EQ X and (DE 1025 thru DE 1028) NE X	Critical

Data Element 1030

Ethnicity – Hispanic/Latino

Characteristics

Length: 1
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 03/01/2009

Data Element is used in the Following Reports:

Exceptions

Description:

Indicates if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

TABLE VALUES

Y Yes
N No
X Unknown, ethnicity was not reported by the student

Edit:

1030_01 Ethnicity – Hispanic/Latino (DE 1030) missing or invalid Critical

Data Element 1031

State Approved Teacher Prep Waiver

Characteristics

Length: 1
Data Type: Alphabetic
Physical Description: X (1)
Last Modified: 04/18/2013

Data Element is used in the Following Reports:

Exceptions

Description:

Indicates if student was admitted as an exception to the teacher preparation program admissions requirements (6A-5.066, Approval of Teacher Preparation Programs). This rule states that at least 90% of students admitted to a teacher preparation program meet the minimum admission requirements.

TABLE VALUES

Y Yes - student was admitted with an admissions criteria waiver.
N No - student met the minimum admissions requirements or student did not apply for admission to a State Approved Teacher Prep program.

NOTE: Bureau of Educator Recruitment, Development, and Retention (ERDR) formally Bureau of Educator Recruitment and Professional Development (ERPD).

Edit:

1031_01	State Approved Teacher Prep Waiver (DE 1031) missing or invalid	Critical
1031_02	State Approved Teacher Prep Waiver (DE 1031) EQ Y and Final Admission Action (DE 1015) NE A	Critical
1031_03	State Approved Teacher Prep Waiver (DE 1031) EQ Y and College Number (DE 1010) does not match with BERDR list of colleges	Critical
1032_02	Reason for State Approved Teacher Prep Waiver (DE 1032) IN (1, 2, 3) and State Approved Teacher Prep Waiver (DE 1031) NE Y	Critical
1032_03	Reason for State Approved Teacher Prep Waiver (DE 1032) EQ 9 and State Approved Teacher Prep Waiver (DE 1031) NE N	Critical

Data Element 1032

Reason for State Approved Teacher Prep Waiver

Characteristics

Length: 1
 Data Type: Numeric
 Physical Description: 9 (1)
 Last Modified: 04/16/2014

Data Element is used in the Following Reports:

Exceptions

Description:

Indicates the reason the student was admitted as an exception to the teacher preparation program admissions requirements (6A-5.066, Approval of Teacher Preparation Programs).

TABLE VALUES

- 1 GPA was under a 2.5 on a 4.0 scale.
- 2 Mastery not achieved on the General Knowledge Test (GKT).
- 3 GPA was under a 2.5 on a 4.0 scale and Mastery not achieved on the GKT.
- 9 Not Applicable

Edit:

1032_01	Reason for State Approved Teacher Prep Waiver (DE 1032) missing, invalid, or non-numeric	Critical
1032_02	Reason for State Approved Teacher Prep Waiver (DE 1032) IN (1, 2, 3) and State Approved Teacher Prep Waiver (DE 1031) NE Y	Critical
1032_03	Reason for State Approved Teacher Prep Waiver (DE 1032) EQ 9 and State Approved Teacher Prep Waiver (DE 1031) NE N	Critical

Data Element 1033

Name Suffix

Characteristics

Length: 10
Data Type: Alphanumeric
Physical Description: X (1)
Last Modified: 12/03/2014

Data Element is used in the Following Reports:

None

Description:

Suffix (if any), of a student's name, to denote a person's generation in his or her family. Record as reported by the student. Ex. Jr., Sr., III, etc.

NOTE: Lowercase letters are converted to uppercase letters.

Edit:

1033_01	Different Name Suffix (DE 1033) submitted for same Student Identification Number (DE 1012) across multiple records	Critical
1033_02	Different Student Identification Number (DE 1012) with same First Name (DE 1007), Last Name (DE 1008), Middle Name (DE 1009), Name Suffix (DE 1033), Student Birth Date (DE 1011), Gender (DE 1005), and Ethnic Origin	Critical

Admissions Record Format

Field Structure

- 9 Numeric
X Alphanumeric
V Implied Decimal

DE#	From/To	Length	Structure	Field Name	Field Description
1010	1-7	7	9 (7)	COLLEGE	Reporting Institution (FICE/OPEID Code)
1012	8-17	10	X (10)	PSNID	Student Identification Number
1013	18-20	3	9 (3)	TERM	Term Identifier
1014	21-30	10	9 (10)	PRORGRAM_CIP	CIP
	31	1	9 (1)	RECORD_TYPE	Record Type = 1
1008	32-51	20	X (20)	LAST_NAME	Last Name
1007	52-66	15	X (15)	FIRST_NAME	First Name
	67	1		FILLER	
1005	68	1	X (1)	GENDER	Gender
	69	1		FILLER	
1011	70-77	8	9 (8)	BIRTH_DATE	Student Birth Date
	78-79	2		FILLER	
1001	80	1	X (1)	CITIZENSHIP	Citizenship
1004	81	1	X (1)	STUDENT_TYPE	Type of Student at Time of Admission
	82	1		FILLER	
1015	83	1	X (1)	ADMISSION_CODE	Final Admission Action
	84	1		FILLER	
1017	85-90	6	9 (6)	LAST_ATTENDANCE	Last Attendance Date
1018	91	1	X (1)	EXCEPTION_STATUS	Exception Status for Transfers
1019	92-94	3	9 (1) V99	GPA	GPA used for Admission
1020	95	1	X (1)	DEGREE	Highest Degree Earned
1021	96-102	7	9 (7)	DEGREE_INSTITUTION	Institution Granting Highest Degree
1022	103	1	X (1)	TRANSFER_LANGUAGE	Language Requirements met
1023	104	1	X (1)	ADM_TEST_INDICATOR	Admission Test Indicator
1024	105-108	4	9 (4)	ADM_TEST_SCORE	Admission Test Score
1025	109	1	X (1)	RACE_WHITE	Race – White
1026	110	1	X (1)	RACE_BLACK	Race – Black
1027	111	1	X (1)	RACE_ASIAN	Race – Asian
1028	112	1	X (1)	RACE_INDIAN	Race - American Indian/Alaskan Native
1029	113	1	X (1)	RACE_HAWAIIAN	Race - Native Hawaiian/Pacific Islander
1030	114	1	X (1)	EHTNICITY	Ethnicity – Hispanic/Latino
1031	115	1	X (1)	TEACHER_PREP_WAIVER	State Approved Teacher Prep Waiver
1032	116	1	9 (1)	REASON_TP_WAIVER	Reason, Approved Teacher Prep Waiver
1009	117-136	20	X (20)	MIDDLE_NAME	Middle Name
1033	137-146	10	X (20)	SUFFIX	Name Suffix
	147-176	30		FILLER	
1000	177-190	14	X (14)	FLEID	Florida Education Identifier
	191-200	10		FILLER	

NOTE: Shaded fields are unique key elements

**Section III:
Verification Reports Selection Criteria**

Exceptions Report

The Exceptions Report displays the frequency of table values or ranges for Data Elements. The following are included on this report:

- 1001 Citizenship
- Ethnic Origin
- 1004 Type of Student at Time of Admission
- 1005 Gender
- 1011 Student Birth Date
- 1015 Final Admission Action
- 1017 Date of Last Attendance
- 1018 Exception Status
- 1019 College GPA
- 1020 Degree – Highest Level Held
- 1021 Institution Granting Highest Degree
- 1022 Transfer Language Requirement
- 1023 Admission Test Indicator
- 1024 Admission Test Score
- 1025 Race – White
- 1026 Race – Black/African American
- 1027 Race – Asian
- 1028 Race – American Indian/Alaskan Native
- 1029 Race – Native Hawaiian/Pacific Islander
- 1030 Ethnicity – Hispanic/Latino
- 1031 State Approved Teacher Prep Waiver
- 1032 Reason for State Approved Teacher Prep Waiver

Admissions Headcount Report

SELECTION CRITERIA

Student Identification Number DE 1012
College DE 1010
Program of Study – CIP DE 1014
Final Admission Action DE 1015

Where
Term Identifier DE 1013 EQ (1E, 2E, 3E)

PROCESSES AND CALCULATIONS

1. Create a dataset with the unduplicated counts by College, Student Identification Number, and Program of Study – CIP and sort the counts by Program of Study – CIP.
2. If Final Admission Action (DE 1015) IN (A, P, X), then Admit_Headcount = 1
Else NoAdmit_Headcount = 1.
Applied_Headcount = 1.
3. Print the report by College (DE 1010) and Program of Study – CIP (DE 1014) with Admit_Headcount, NoAdmit_Headcount, and Applied_Headcount totals along with College totals.