

# **APPENDICES**

**APPENDIX A**  
**SUNY and CUNY Campus and Sub-campus Codes**

## **Appendix A: SUNY and CUNY Campus and Sub-campus Codes**

<b><u>Campus Code (FICE)</u></b>	<b><u>Sub-campus Code</u></b>	<b><u>Description</u></b>
<b><i>SUNY University Centers</i></b>		
002835		Albany
002836		Binghamton
002837	A	Buffalo (core campus)
002837	M	Buffalo (Millard Fillmore)
002838	C	Stony Brook (core campus)
<b><i>SUNY Health Science Centers</i></b>		
004822	H	Buffalo
002839		Brooklyn
004823	H	Stony Brook
002840		Syracuse
<b><i>SUNY University Colleges</i></b>		
002841		Brockport
002842		Buffalo College
002843		Cortland
010286		Empire State
002844		Fredonia
002845		Geneseo
002846		New Paltz
007109		Old Westbury
002847		Oneonta
002848		Oswego
002849		Plattsburgh
002850		Potsdam
006791		Purchase
<b><i>SUNY Specialized Colleges</i></b>		
002851		Environmental Science & Forestry
002858	D	Farmingdale (day)
002858	E	Farmingdale (evening)
002853		Maritime
006792		Utica/Rome
009929		Optometry
<b><i>SUNY Statutory Colleges</i></b>		
004770		Agriculture & Life Sciences at Cornell University
004750		Ceramics at Alfred University
004771		Human Ecology at Cornell University
004772		Industrial & Labor Relations at Cornell University
004773		Veterinary Medicine at Cornell University

**Appendix A: SUNY and CUNY Campus and Sub-campus Codes (continued)**

<b>Campus Code (FICE)</b>	<b>Sub-campus Code</b>	<b>Description</b>
<b><i>SUNY Colleges of Technology</i></b>		
002854		Alfred
002855		Canton
002856		Cobleskill
002857		Delhi
002859		Morrisville
<b><i>SUNY Community Colleges</i></b>		
002860		Adirondack CC
002862		Broome CC
002861		Cayuga County CC
006787		Clinton CC
006789		Columbia-Greene CC
002863		Corning CC
002864		Dutchess CC
002865	N	Erie (north campus) CC
002865	C	Erie (central campus) CC
002865	S	Erie (south campus) CC
002866		Fashion Institute of Technology
007532		Finger Lakes CC
002867		Fulton-Montgomery CC
006782		Genesee CC
004788		Herkimer County CC
002868		Hudson Valley CC
002869		Jamestown CC
002870		Jefferson CC
002871		Mohawk Valley CC
002872		Monroe CC
002873		Nassau CC
002874		Niagara County CC
007111		North Country CC
002875		Onondaga CC
002876		Orange County CC
002877		Rockland CC
006785		Schenectady County CC
002878	S	Suffolk County CC (Selden campus)
002878	W	Suffolk County CC (western campus)
002878	E	Suffolk County CC (eastern campus)
002879		Sullivan County CC
006788		Tompkins-Cortland CC
002880		Ulster County CC
002881		Westchester CC

## **Appendix A: SUNY and CUNY Campus and Sub-campus Codes (continued)**

<b><u>Campus Code</u></b> <b><u>(FICE)</u></b>	<b><u>Sub-campus</u></b> <b><u>Code</u></b>	<b><u>Description</u></b>
<b><i>CUNY Senior Institutions</i></b>		
004766		Bernard Baruch College
002687		Brooklyn College
002688		City College
004063		Graduate School and University Center
002689		Hunter College
002693		John Jay College of Criminal Justice
007022		Lehman College
010097		Medgar Evers College
007026		Mount Sinai School of Medicine
002690		Queens College
004760		Richmond College
004759		York College

### ***CUNY Two-Year Institutions***

002691		Borough of Manhattan CC
002692		Bronx CC
008611		Hostos CC
002694		Kingsborough CC
010051		LaGuardia CC
002696		New York City CC
002697		Queensborough CC
002698		Staten Island CC

# **APPENDIX B**

## **State, County, Territory, Country, and Visa Type Codes**

**Appendix B: State, County, Territory, Country, and Visa Type Codes**

The “State Codes” and the “New York State County Codes” are identical to the codes used by the State University of New York Applications Processing Center (APC) with the exception of Canada (CN) and Foreign (FR) which are not used here and with the exception of Other (OT) which is used here.

**State Codes**

AL	Alabama	KY	Kentucky	ND	North Dakota
AK	Alaska	LA	Louisiana	OH	Ohio
AZ	Arizona	ME	Maine	OK	Oklahoma
AR	Arkansas	MD	Maryland	OR	Oregon
CA	California	MA	Massachusetts	PA	Pennsylvania
CO	Colorado	MI	Michigan	RI	Rhode Island
CT	Connecticut	MN	Minnesota	SC	South Carolina
DE	Delaware	MS	Mississippi	SD	South Dakota
DC	District of Columbia	MO	Missouri	TN	Tennessee
FL	Florida	MT	Montana	TX	Texas
GA	Georgia	NE	Nebraska	UT	Utah
HI	Hawaii	NV	Nevada	VT	Vermont
ID	Idaho	NH	New Hampshire	VA	Virginia
IL	Illinois	NJ	New Jersey	WA	Washington
IN	Indiana	NM	New Mexico	WV	West Virginia
IA	Iowa	NY	New York	WI	Wisconsin
KS	Kansas	NC	North Carolina	WY	Wyoming

OT Other US (i.e. use for military and diplomatic personnel residences)

**New York State County Codes**

(note: for states other than New York, report the county as 000)

001	Albany	022	Jefferson	049	Rensselaer
002	Allegany	023	Lewis	050	Rockland
003	Broome	024	Livingston	051	St. Lawrence
004	Cattaraugus	025	Madison	052	Saratoga
005	Cayuga	026	Monroe	053	Schenectady
006	Chautauqua	027	Montgomery	054	Schoharie
007	Chemung	028	Nassau	055	Schuyler
008	Chenango	031	Bronx	056	Seneca
009	Clinton	032	Kings (Brooklyn)	057	Steuben
010	Columbia	033	New York (Manhattan)	058	Suffolk
011	Cortland	034	Queens	059	Sullivan
012	Delaware	035	Richmond (Staten Island)	060	Tioga
013	Dutchess	040	Niagara	061	Tompkins
014	Erie	041	Oneida	062	Ulster
015	Essex	042	Onondaga	063	Warren
016	Franklin	043	Ontario	064	Washington
017	Fulton	044	Orange	065	Wayne
018	Genesee	045	Orleans	066	Westchester
019	Greene	046	Oswego	067	Wyoming
020	Hamilton	047	Otsego	068	Yates
021	Herkimer	048	Putnam	075	County Unknown

## **Appendix B: State, County, Territory, Country, and Visa Type Codes (continued)**

### **United States Territories and Possessions**

AS	American Samoa
CZ	Canal Zone (DO NOT USE)
GU	Guam
PI	Pacific Island Trust Territory, including Caroline and Mariana Island groups
PR	Puerto Rico
VI	Virgin Islands

### **Country and Territory Codes**

005	Afghanistan	175	China, Republic of (i.e. Taiwan)
010	Albania	180	Colombia
015	Algeria	185	Comoro Islands
020	Andorra	190	Congo, Republic of
025	Angola	925	Congo, Democratic Republic of ( <i>formerly Zaire</i> )
030	Antigua and Barbuda	195	Costa Rica
035	Argentina	197	Croatia
037	Armenia	200	Cuba
040	Australia	205	Cyprus
045	Austria	210	Czech Republic
047	Azerbaijan	215	Dahomey
050	Bahamas	220	Denmark
055	Bahrain	223	Djibouti
060	Bangladesh	225	Dominica
065	Barbados	230	Dominican Republic
070	Belgium	235	Ecuador
075	Belize	240	Egypt
077	Benin	245	El Salvador
080	Bermuda	250	Equatorial Guinea
085	Bhutan	251	Eritrea
090	Bolivia	253	Estonia
093	Bosnia and Hercegovina	255	Ethiopia
095	Botswana	257	Fiji
100	Brazil	260	Finland
105	British Virgin Islands	265	France
110	Brunei	270	French Guiana
115	Bulgaria	275	French Territories of Afars and Issas
117	Burkina Faso	280	Gabon
120	Burma	285	Gambia
125	Burundi	287	Georgia
127	Belarus	290	Germany
130	Cambodia	295	German Democratic Republic (DO NOT USE)
135	Cameroon	300	Ghana
140	Canada	305	Gibraltar
145	Cape Verde	310	Greece
150	Cayman Islands	315	Greenland (Kalaallit Nunaat)
155	Central African Republic	320	Grenada
160	Chad	325	Guadeloupe
165	Chile	330	Guatemala
170	China, People's Republic of	335	Guinea

## **Appendix B: State, County, Territory, Country, and Visa Type Codes (continued)**

### **Country and Territory Codes (continued)**

340	Guinea-Bissau	515	Maldives (Falkland Islands)
345	Guyana	520	Mali
350	Haiti	525	Malta
355	Heard and McDonald Islands	527	Marshall Islands
360	Honduras	530	Martinique
365	Hong Kong (DO NOT USE)	535	Mauritania
370	Hungary	540	Mauritus
375	Iceland	545	Mexico
380	India	547	Micronesia, Federated States of
385	Indonesia	549	Moldova
390	Iran	550	Monaco
395	Iraq	555	Mongolia
400	Ireland	---	Montenegro ( <i>See Yugoslavia</i> )
405	Israel	560	Mountserrat
410	Italy	565	Morocco
415	Ivory Coast (Côte d'Ivoire)	570	Mozambique
420	Jamaica	573	Namibia
425	Japan	575	Nauru
430	Jordan	580	Nepal
433	Kazakhstan	585	Netherlands
435	Kenya	590	Netherlands Antilles
437	Kiribati	595	New Zealand
440	Korea, Dem People's Rep of	600	Nicaragua
445	Korea, Republic of	605	Niger
450	Kuwait	610	Nigeria
453	Kyrgyzstan	615	Norway
455	Laos	620	Oman
457	Latvia	625	Pakistan
460	Lebanon	627	Palau
465	Lesotho	630	Panama
470	Liberia	632	Papua New Guinea
475	Libya	635	Paraguay
480	Liechtenstein	640	Peru
483	Lithuania	645	Phillipines
485	Luxembourg	650	Poland
490	Macao (DO NOT USE)	655	Portugal
497	Macedonia	660	Portuguese Timor
500	Madagascar	665	Qatar
505	Malawi	670	Reunion
510	Malaysia	675	Rhodesia ( <i>See Zimbabwe</i> )

## **Appendix B: State, County, Territory, Country, and Visa Type Codes**

### **Country and Territory Codes (continued)**

680	Romania	813	Tajikistan
683	Russia	815	Tanzania
685	Rwanda	820	Thailand
687	St. Kitts and Nevis	825	Togo
690	St. Christopher & Nevis (DO NOT USE)	830	Tonga
695	St. Helena	835	Trinidad and Tobago
700	St. Lucia	840	Tunisia
705	St. Pierre and Miquelon	845	Turkey
710	St. Vincent and the Grenadines	847	Turkmenistan
715	San Marino	850	Turks and Caicos Islands
720	Sao Tome and Principe	853	Tuvalu
725	Saudi Arabia	855	Uganda
730	Senegal	857	Ukraine
733	Serbia (DO NOT USE) ( <i>See Yugoslavia</i> )	860	USSR (DO NOT USE)
735	Seychelles	865	United Arab Emirates
740	Sierra Leone	870	United Kingdom (England, Wales, Scotland, And Northern Ireland)
745	Sikkim	875	Upper Volta (DO NOT USE) ( <i>See Burkina Faso</i> )
750	Singapore	880	Uruguay
751	Slovakia	882	Uzbekistan
752	Slovenia		
753	Soloman Islands	883	Vanuatu
755	Somalia	885	Vatican City
905	Somoa (formerly Western Somoa)	890	Venezuela
760	South Africa	895	Vietnam
765	Southwest Africa (DO NOT USE) ( <i>See Namibia</i> )	900	West Berlin (DO NOT USE)
770	Spain	905	Western Somoa (DO NOT USE) ( <i>See Somoa</i> )
775	Western Sahara	910	Yemen, Republic of
780	Sri Lanka	915	Yemen, People's Republic of
785	Sudan	920	Yugoslavia (i.e. Serbia/Montenegro)
		925	Zaire (currently Dem Rep of Congo)
790	Suriname	930	Zambia
795	Swaziland	675	Zimbabwe
800	Sweden		
805	Switzerland		
810	Syria	995	Unknown Country

### **Visa Types**

71	Student (F-1 or I-20)
72	Exchange Visitor (J-1)
73	Diplomatic or Other Foreign Government Official (A-1 or A-2)
74	Visitor for Business (B-1)
75	Visitor for Pleasure (B-2)
76	Temporary Worker Performing Professional or Specialty Services e.g. Faculty (H-1)
77	International Organization Representative (G-1)
78	All Other (except P-R)
79	Not applicable (i.e. distance learning students)

# **APPENDIX C**

## **Program Identifiers**

**Insert Current Version for Your Institution After This Page**

# **APPENDIX D**

## **Study Abroad Program Codes**

**Insert Current Version for Your Institution After This Page**

# **APPENDIX E**

## **CASA Modified HEGIS Codes**

## **Appendix E: CASA Modified HEGIS Taxonomy**

The following taxonomy is a modified version of the federal (HEGIS), a taxonomy of instructional programs in higher education. An expanded version of the federal taxonomy was required so that SUNY institutions could specifically code the content of courses which otherwise would have to be reported as xx99, other, specify.

The following codes should be used to identify the content of courses in two State University systems:

- (1) the Course and Section Analysis System (CASA);
- (2) the Student Data File (SDF) for those campuses that **do not** participate in CASA.

## **Appendix E: CASA Modified HEGIS Taxonomy (continued)**

<b>01</b>	<b>Agriculture &amp; Natural Res</b>	0395	Canadian Studies
0100	Agriculture Unclassified	0396	Puerto Rican Studies
0101	Agriculture,Gen	0397	Judaic Studies
0102	Agronomy,Crop Management	0398	Sw Asian & N African Std
0103	Soils Science-Mgt&Consrv	0399	Area Studies, Other
0104	Animal Science-Husbandry	<b>04</b>	<b>Biological Sciences</b>
0105	Dairy Science-Husbandry	0400	Biological Sci Unclassfd
0106	Poultry Science	0401	Biology General
0107	Fish,Game,Wildlife Mgt	0402	Botany General
0108	Horticulture-Fruit&Veg	0403	Bacteriology
0109	Orn Hort,Nursery Science	0404	Plant Pathology
0110	Agriculture & Farm Mgt	0405	Plant Pharmacology
0111	Agriculture Economics	0406	Plant Physiology
0112	Agriculture Business	0407	Zoology,General
0113	Food Science & Tech	0408	Pathology,Human,Animal
0114	Forestry	0409	Pharmacology,Human,Animal
0115	Natural Resources Mgt	0410	Physiology,Human,Animal
0116	Agri&Forestry Tech	0411	Microbiology
0117	Range Management	0412	Anatomy
0199	Agriculture, Other	0413	Histology
<b>02</b>	<b>Architecture&amp;Environ Des</b>	0414	Biochemistry
0200	Architecture Unclassified	0415	Biophysics
0201	Environmental Design,Gen	0416	Molecular Biology
0202	Architecture	0417	Cell Biology,Cytology
0203	Interior Design	0418	Marine Biology
0204	Landscape Architecture	0419	Biometrics &Biostatistics
0205	Urban Architecture	0420	Ecology
0206	City,Community&Regnl Pln	0421	Entomology
0299	Architecture, Other	0422	Genetics
<b>03</b>	<b>Area Studies</b>	0423	Radiobiology
0300	Area Studies Unclassified	0424	Nutrition,Scientific
0301	Asian Studies,General	0425	Neurosciences
0302	East Asian Studies	0426	Toxicology
0303	South Asian Studies	0427	Embryology
0304	Southeast Asian Studies	0488	Bio-Techns, Ba & Higher
0305	African Studies	0489	Regulatory Biology
0306	Islamic Studies	0490	Biology Of Sex
0307	Russian & Slavic Studies	0491	Parasitology
0308	Latin American Studies	0492	Ethology
0309	Middle Eastern Studies	0493	Mycology
0310	European Studies, Generl	0494	Taxonomy
0311	Eastern European Studies	0495	Forest Zoology
0312	West European Studies	0496	Forest Entomology
0313	American Studies	0497	Forest Botany
		0498	Forest Biology
		0499	Biology,Other
		0314	Pacific Area Studies

**Appendix E: CASA Modified HEGIS Taxonomy (continued)**

<b>05</b>	<b>Business &amp; Management</b>	0802	Elementary Education,Gen
0500	Business,Unclassified	0803	Secondary Education,Gen
0501	Business & Commerce, Gen	0804	Junior High School Ed
0502	Accounting	0805	Higher Education,Gen
0503	Business Statistics	0806	Jr & Community Coll Ed
0504	Banking & Finance	0807	Adult & Continuing Ed
0505	Investments & Securities	0808	Special Education
0506	Business Mgt & Administr	0809	Administration Spec Ed
0507	Operations Research	0810	Ed Of Mentally Retarded
0508	Hotel & Restaurant Mgt	0811	Education Of The Gifted
0509	Marketing & Purchasing	0812	Education Of The Deaf
0510	Transportation&Public Ut	0813	Ed Of Culturally Disadv
0511	Real Estate	0814	Ed Of Visually Handicapd
0512	Insurance	0815	Speech Correction
0513	International Business	0816	Ed Of Emotionally Distrb
0514	Secretarial Study-Ba&Hgr	0817	Remedial Education
0515	Personnel Management	0818	Spec Learning Disablt
0516	Labor & Industrial Rel	0819	Ed Of Physically Handcpd
0517	Business Economics	0820	Ed Of Multiple Handicapd
0596	Business Law	0821	Social Foundations
0597	Organizational Behavior	0822	Educational Psychology
0598	Regional Science	0823	Pre-Elementary Ed-Kndgdn
0599	Business,Other	0824	Ed Statistics & Research
		0825	Ed Testing,Eval,Measures
		0826	Stud Personnel-Counseling
<b>06</b>	<b>Communications</b>	0827	Educational Admin
0600	Communications Unclasfd	0828	Educational Supervision
0601	Communications, General	0829	Curriculum & Instruction
0602	Journalism-Printed Media	0830	Reading Education
0603	Radio/Tv	0831	Art Education
0604	Advertising	0832	Music Education
0605	Communication,Media	0833	Mathematics Education
0699	Communications, Other	0834	Science Education
		0835	Physical Ed Methodology
		0836	Driver & Safety Ed
<b>07</b>	<b>Computer &amp; Info Science</b>	0837	Health & Family Life Ed
0700	Computer Sci Unclasifd	0838	Business & Commerce Ed
0701	Computer & Info Sci,Gen	0839	Industrial Art,Voc Tech
0702	Info Science & Systems	0891	Bilingual Education
0703	Data Processing	0892	Home Economics Education
0704	Computer Programming	0893	English Education
0705	Systems Analysis	0894	Social Studies Education
0798	Computer Struct & Design	0895	Educational Communicatn
0799	Computer Sci, Other	0896	Speech Education
		0897	Foreign Lang,Secondry Sh
		0898	Phys Ed-Gym Classes
		0899	Education, Other
<b>08</b>	<b>Education</b>		
0800	Education Unclassified		
0801	Education,General		

## **Appendix E: CASA Modified HEGIS Taxonomy (continued)**

<b>09</b>	<b>Engineering</b>	1091	Ceramics
0900	Engineering Unclassified	1092	Music Therapy
0901	Engineering, General	1093	Music Technologies
0902	Aerospace,Engineering	1094	Puppetry
0903	Agricultural Engineering	1095	Mime And Movement
0904	Architectural Engineering	1096	Film History And Apprec
0905	Bio- Biomedical Enginrng	1097	Circus Arts
0906	Chemical Eng-Petrol Refn	1098	Art Conservation
0907	Petroleum Eng-Not Refine	1099	Fine Arts,Other
0908	Civil,Constr,Transp,Eng		
0909	Electrical,Communica Eng	<b>11</b>	<b>Foreign Languages</b>
0910	Mechanical Engineering	1100	Foreign Lang Unclassifd
0911	Geological Engineering	1101	Foreign Languages, Gen
0912	Geophysical Engineering	1102	French
0913	Industrial Managemt Eng	1103	German
0914	Metallurgical Engineerg	1104	Italian
0915	Materials Engineering	1105	Spanish
0916	Ceramic Engineering	1106	Russian
0917	Textile Engineering	1107	Chinese
0918	Mining&Mineral Eng	1108	Japanese
0919	Engineering Physics	1109	Latin
0920	Nuclear Engineering	1110	Greek,Classical
0921	Engineering Mechanics	1111	Hebrew & Semitic
0922	Environment&Sanitary Eng	1112	Arabic
0923	Naval Archtec&Marine Eng	1113	Indian-Asiatic
0924	Ocean Engineering	1114	Scandinavian Languages
0925	Engineering Technologies	1115	Slavic Lang,Except Russn
0997	Paper Sci,Wood Prod Eng	1116	African Languages
0998	Forest Engineering	1187	Dutch
0999	Engineering, Other	1188	Korean
		1189	Yiddish
<b>10</b>	<b>Fine And Applied Arts</b>	1190	Indonesian
1000	Fine Arts Unclassified	1191	Hungarian
1001	Fine Arts,General	1192	Amharic
1002	Art-Painting,Draw&Sculpt	1193	Portuguese
1003	Art History&Appreciation	1194	Turkish
1004	Music-Perform,Comp,Theor	1195	Greek,Modern
1005	Music-Liberal Arts Prog	1196	Persian
1006	Music History&Appreciatn	1197	Semitic Languages
1007	Dramatic Arts	1198	Sanskrit
1008	Dance	1199	Foreign Languages, Other
1009	Applied Design	<b>12</b>	<b>Health Professions</b>
1010	Cinematography	1200	Health Prof Unclassifd
1011	Photography	1201	Health Professions, Gen
1087	Arts Administration	1202	Hospital&Health Care Adm
1088	Art Therapy	1203	Nursing-Ba & Higher
1089	Studio Glass	1204	Dentistry,Dds,Dmd Degree
1090	Print Making		

## **Appendix E: CASA Modified HEGIS Taxonomy (continued)**

1205	Dental Specialties	1506	Speech,Debate,Forensic
1206	Medicine,Md Degree	1507	Creative Writing
1207	Medical Specialties	1508	Teaching English As Forl
1208	Occupational Therapy	1509	Philosophy
1209	Optometry	1510	Religious Studies
1210	Osteopathic Medicine	1590	English For Forgn Stdnts
1211	Pharmacy	1591	Remedial Read And Write
1212	Physical Therapy	1592	Sign Language
1213	Dental Hygiene-Ba&Higher	1593	Technical Writing
1214	Public Health	1594	Developmental Reading
1215	Medical Record Librarian	1595	Childrens Literature
1216	Podiatry,Podiatric Med	1596	Literature Of The Stage
1217	Biomedical Communicatns	1597	American Literature
1218	Veterinary Medicine	1598	Mythology
1219	Veterinary Medicine Spec	1599	Letters, Other
1220	Speech Patholgy&Audiology		
1221	Chiropractic	<b>16</b>	<b>Library Science</b>
1222	Clinical Social Work	1600	Library Sci Unclassified
1223	Medical Lab Tech-Ba&High	1601	Library Science, General
1224	Dental Tech - Ba&Higher	1699	Library Sci, Other
1225	Radiologic Tech-Ba&High		
1298	First Aid & Safety	<b>17</b>	<b>Mathematics</b>
1299	Health Professions,Other	1700	Mathematics Unclassified
		1701	Mathematics, General
<b>13</b>	<b>Home Economics</b>	1702	Statistics
1300	Home Ec Unclassified	1703	Applied Mathematics
1301	Home Economics, General	1799	Mathematics, Other
1302	Home Decoration & Equip		
1303	Clothing & Textiles	<b>18</b>	<b>Military Science</b>
1304	Consumer Eco,Home Mgtmt	1800	Military Sci Unclassifd
1305	Family Rel & Child Dev	1801	Military Science-Army
1306	Foods&Nutrition-Dietics	1802	Naval Sci-Navy&Marines
1307	Institutnl-Cafetria Mgt	1803	Aerospace Sci-Air Force
1399	Home Ec, Other	1899	Military Sci, Other
<b>14</b>	<b>Law</b>	<b>19</b>	<b>Physical Sciences</b>
1400	Law Unclassified	1900	Physical Sci Unclassifd
1401	Law, General	1901	Physical Sciences, Gen
1499	Law, Other	1902	Physics,Gen-No Biophyscs
		1903	Molecular Physics
<b>15</b>	<b>Letters</b>	1904	Nuclear Physics
1500	Letters Unclassified	1905	Chemistry,Gen-No Biochem
1501	English, General	1906	Inorganic Chemistry
1502	Literature,English	1907	Organic Chemistry
1503	Comparative Literature	1908	Physical Chemistry
1504	Classics	1909	Analytical Chemistry
1505	Linguistics		

## **Appendix E: CASA Modified HEGIS Taxonomy (continued)**

1910	Pharmaceutical Chemistry	<b>22</b>	<b>Social Sciences</b>
1911	Astronomy		
1912	Astrophysics	2200	Social Sci Unclassified
1913	Atmospheric Sci Meteorlg	2201	Social Sciences, General
1914	Geology	2202	Anthropology
1915	Geochemistry	2203	Archeology
1916	Geophysics & Seismology	2204	Economics
1917	Earth Sciences, Gen	2205	History
1918	Paleontology	2206	Geography
1919	Oceanography	2207	Political Sci & Govern
1920	Metallurgy	2208	Sociology
1994	Chemical Tech, Ba&Higher	2209	Criminology
1995	Quantum Mechanics	2210	International Relations
1996	Wood Chemistry	2211	Afro-American Studies
1997	Polymer Chemistry	2212	American Indian Culture
1998	Forest Chemistry	2213	Mexican-American Culture
1999	Physical Sci, Other	2214	Urban Studies
		2215	Demography
		2289	Global Studies
		2290	Behavioral Science
		2296	Future Studies
		2297	Minority Studies
		2298	Womens Studies
		2299	Social Sciences, Other
<b>20</b>	<b>Psychology</b>	<b>24</b>	<b>Forestry</b>
2000	Psychology Unclassified	2400	Forestry Unclassified
2001	Psychology, General	2401	Forestry, General
2002	Experimental Psychology	2402	Forest Soils
2003	Clinical Psychology	2404	Forest Economics
2004	Psychology For Counseling	2405	Resources Management
2005	Social Psychology	2406	Forest Management
2006	Psychometrics	2407	Forest Recreation
2007	Statistics In Psychology	2408	Silviculture
2008	Industrial Psychology	2409	World Forestry
2009	Developmental Psychology	2411	Soil & Water Conserv
2010	Physiological Psychology	2412	Forest Research
2092	Evolutionary Psychology	2499	Forestry, Other
2093	Psychology Of Gender		
2094	Psychology Of Quest Symb		
2095	Psychology Of Personality		
2096	Psychology Of Adjustment		
2097	Psycho Linguistics		
2098	Child & Adolescent Psc		
2099	Psychology, Other		
<b>21</b>	<b>Public Affairs &amp; Service</b>	<b>49</b>	<b>Interdisciplinary Study</b>
2100	Public Affairs Unclasfd	4900	Interdisc Unclassified
2101	Community Services, Gen	4901	General Liberal Arts&Sci
2102	Public Administration	4902	Biological & Physical Sc
2103	Parks & Recreation Mgt	4903	Humanities & Social Sci
2104	Social Work & Helpng Ser	4904	Engineering & Other Disc
2105	Law Enf & Corr-Ba&Higher	4993	Career Planning
2106	International Public Ser	4994	Environmental Studies
2199	Public Affairs, Other	4995	Science And Society

## **Appendix E: CASA Modified HEGIS Taxonomy (continued)**

4996	Water Resources	5213	Medical Record Technology
4997	Organic Materials Sci	5214	Med & Med Off Asst Tech
4998	Orientation	5215	Inhalation Therapy Tech
4999	Interdisciplinary, Other	5216	Psychiatric Tech
<b>50</b>	<b>Business &amp; Commerce Tech</b>	5217	Electro Diagnostic Tech
5000	Business Tech Unclasfd	5218	Inst Mgt Tech-Health Rel
5001	Bus & Commerce Tech,Gen	5219	Physical Therapy Tech
5002	Accounting Technologies	5296	Pharmacological Tech
5003	Banking & Finance Tech	5297	Orthotics,Artificial Lmb
5004	Marketing,Distribtn Tech	5298	Mortuary Science
5005	Secretarial Technologies	5299	Health Service, Other
5006	Personal Service Tech	<b>53</b>	<b>Mechanical &amp; Enginr Tech</b>
5007	Photography Technologies	5300	Mechanical Tech Unclasfd
5008	Communicatns&Brdcst Tech	5301	Mech & Eng Tech, General
5009	Printing & Lithography	5302	Aeronautical & Avia Tech
5010	Hotel & Restaurnt Mgt Tc	5303	Engineering Graphics
5011	Transport&Public Utl Tec	5304	Architectural Draftng Tc
5012	Applied Arts,Graphic Art	5305	Chemical Technologies
5097	Travel Agent Tech	5306	Automotive Technologies
5098	Vocational Clerical Skls	5307	Diesel Technologies
5099	Business Tech, Other	5308	Welding Technologies
<b>51</b>	<b>Data Processing Tech</b>	5309	Civil Technologies
5100	Data Process Tech Unclas	5310	Electronics & Machine Tc
5101	Data Processing Tech,Gen	5311	Electromechanical Tech
5102	Key Punch Operator Tech	5312	Industrial Technologies
5103	Computer Programmer Tech	5313	Textile Technologies
5104	Comp Opr & Peripheral	5314	Instrumentation Tech
5105	Data Proc Equip-Maint	5315	Mechanical Technologies
5198	Systems Analysis Tech	5316	Nuclear Technologies
5199	Data Process Tech, Other	5317	Construction & Building
<b>52</b>	<b>Health Service&amp;Paramed</b>	5392	Musical Instrument Repair
5200	Health Service Unclasfd	5393	Agricultural Engineering
5201	Health Services Asst Tec	5394	Air Cond itioning Tech
5202	Dental Asst Tech	5395	Electrical Technology
5203	Dental Hygiene Tech	5396	Wood Utilization Tech
5204	Dental Lab Tech	5397	Vocational Garage Mech
5205	Med Or Bio Lab Asst Tech	5398	Plastic Technology
5206	Animal Lab Asst Tech	5399	Mechanical Tech, Other
5207	Radiologic Technologies	<b>54</b>	<b>Natural Science Tech</b>
5208	Nursing,Rn-Less Than 4yr	5400	Natural Sci Tech Unclsfd
5209	Nursing,Practical-Lt-4yr	5401	Natural Science Tech,Gen
5210	Occupational Therapy Tec	5402	Agriculture Technologies
5211	Surgical Technologies	5403	Forestry & Wildlife Tech
5212	Optical Technologies	5404	Food Services Technologies
		5405	Home Economics Technlgs
		5406	Marine & Oceanographic T

**Appendix E: CASA Modified HEGIS Taxonomy (continued)**

5407 Laboratory Technologies, Gn  
5408 Sanitation & Public Hlth  
5492 Marine Biology Tech  
5493 Food Processing Technolg  
5494 Dairy & Food Science  
5496 Agronomy  
5497 Agricultural Business  
5498 Animal Husbandry  
5499 Natural Sci Tech, Other

**55 Public Service Related**

5500 Public Serv Tech, Unclsfd  
5501 Public Serv Tech, Gen  
5502 Bible Study Or Religion  
5503 Education Technologies  
5504 Library Assistant Tech  
5505 Law Enforce, Corrections  
5506 Recreation&Social Wk Tch  
5507 Fire Control Technology  
5508 Public Administration Tc  
5597 Child Care  
5598 Planning Technology  
5599 Public Service, Other

# **APPENDIX F**

## **Edit Messages**

ERROR NO.		ERROR DESCRIPTION
01	W	CAMPUS IS INCORRECT. CAMPUS (ELEMENT 1) IS NOT ONE OF THE VALID IDENTIFIERS LISTED IN APPENDIX A. UNTIL CORRECTED, THE STUDENT RECORD WILL BE IGNORED FOR ALL SUMMARIES. SELECT YOUR CAMPUS CODE FROM APPENDIX A. *** RECORD REJECTED ***.
02	W	STUDENT ID IS MISSING OR INCORRECT. A VALID STUDENT ID MUST CONTAIN "S" OR "X" AS A PREFIX AND THE NUMERIC PORTION SHOULD NOT CONTAIN DIGITS "000" OR "8" OR "9" IN THE FIRST POSITIONS IN COMBINATION WITH THE PREFIX "S" UNTIL CORRECTED THE STUDENT RECORD WILL BE IGNORED FOR ALL SUMMARIES. RE-AFFIRM INCLUSION OF STUDENT RECORD IN THIS FILE AND FURNISH STUDENT ID AS SPECIFIED. *** RECORD REJECTED ***.
03	W	DUPLICATE STUDENT ID. STUDENT ID (ELEMENT 2) CONTAINS AN ENTRY WHICH IS THE SAME AS ANOTHER RECORD IN THE SUBMISSION. ALL DUPLICATE RECORDS WILL BE IGNORED FOR ALL SUMMARIES. EXAMINE DUPLICATES AND ASSIGN UNIQUE STUDENT ID. MAKE APPROPRIATE DELETIONS AS NECESSARY. *** RECORD REJECTED ***.
04	F	SUBCAMPUS IS INCORRECT. SUBCAMPUS (ELEMENT 3) CONTAINS AN ENTRY OTHER THAN AN ACCEPTABLE CODE AS LISTED IN APPENDIX A. THE SUBCAMPUS WILL BE SET TO BLANK. SELECT APPROPRIATE SUBCAMPUS FROM APPENDIX A. THIS IS A FATAL ERROR.
05	F	DATE OF BIRTH (ELEMENT 6) IS INCORRECT. FOR EXAMPLE, THE MONTH PORTION OF THE DATE IS OTHER THAN 01-12, OR THE DAY PORTION OF THE DATE IS GREATER THAN THE NUMBER OF DAYS IN THAT MONTH, OR A LETTER IS PRESENT ANYWHERE IN THE DATE. THIS MESSAGE DOES NOT SPEAK TO RECORDS FOR WHICH DATE OF BIRTH IS UNSPECIFIED. FURNISH THE CORRECT DATE OF BIRTH. THIS IS A FATAL ERROR.
06	W	DATE OF BIRTH IS UNSPECIFIED. DATE OF BIRTH (ELEMENT 6) CONTAINS ZEROS MEANING THAT THE STUDENT'S DATE OF BIRTH IS UNKNOWN. AN EXCESSIVE NUMBER OF STUDENTS WITH UNKNOWN DATE OF BIRTH IS NOT ACCEPTABLE. THIS WARNING IS SUPPRESSED FOR CROSS REGISTRATION STUDENTS FROM ANOTHER COLLEGE AND FOR DISTANCE LEARNING STUDENTS FROM ANOTHER INSTITUTION AND FOR STUDENTS FROM ANOTHER INSTITUTION WHO ARE PARTICIPATING IN AN OVERSEAS ACADEMIC PROGRAM ADMINISTERED BY YOUR INSTITUTION. PLEASE SUPPLY THE CORRECT DATE OF BIRTH WHERE POSSIBLE. THIS IS A WARNING ONLY.
07	F	VETERAN BENEFIT STATUS IS INCORRECT. VETERAN BENEFIT STATUS (ELEMENT 7) CONTAINS AN ENTRY OTHER THAN A, B OR C. THIS MESSAGE IS SUPPRESSED FOR CROSS REGISTRATION STUDENTS FROM ANOTHER COLLEGE AND FOR DISTANCE LEARNING STUDENTS FROM ANOTHER INSTITUTION AND FOR STUDENTS FROM ANOTHER INSTITUTION WHO ARE PARTICIPATING IN AN OVERSEAS ACADEMIC PROGRAM ADMINISTERED BY YOUR INSTITUTION. PLEASE FURNISH THE CORRECT CODE FOR THIS STUDENT. THIS IS A FATAL ERROR.
08	F	GENDER (ELEMENT 8) CONTAINS A VALUE OTHER THAN M OR F. THIS MESSAGE IS SUPPRESSED FOR CROSS REGISTRATION STUDENTS FROM ANOTHER COLLEGE AND FOR DISTANCE LEARNING STUDENTS FROM ANOTHER INSTITUTION AND FOR STUDENTS FROM ANOTHER INSTITUTION PARTICIPATING IN AN OVERSEAS ACADEMIC PROGRAM ADMINISTERED BY YOUR INSTITUTION. FURNISH THE CORRECT CODE FOR THIS STUDENT. THIS IS A FATAL ERROR.
09	F	COMPLIANCE CATEGORY IS INVALID. COMPLIANCE CATEGORY (ELEMENT 9) CONTAINS AN ENTRY OTHER THAN 0,1,2,3,4,5,6, OR 7. PLEASE FURNISH AN APPRO-

ERROR NO.

ERROR DESCRIPTION

APRIATE CODE FOR THE STUDENT. THIS IS A FATAL ERROR.

10 F COMPLIANCE CATEGORY CODE IS UNACCEPTABLE FOR THIS STUDENT. COMPLIANCE CATEGORY (ELEMENT 9) CONTAINS A 0 WHICH MAY ONLY BE USED FOR CROSS REGISTRATION STUDENTS FROM ANOTHER COLLEGE OR DISTANCE LEARNING STUDENTS FROM ANOTHER INSTITUTION, OR STUDENTS FROM ANOTHER INSTITUTION WHO ARE PARTICIPATING IN AN OVERSEAS ACADEMIC PROGRAM ADMINISTERED BY YOUR INSTITUTION; THEREFORE, THE COMPLIANCE CODE FOR THIS STUDENT MUST BE 1,2,3,4,5,6,OR 7. PLEASE ENTER THE APPROPRIATE CODE. THIS IS A FATAL ERROR.

11 W COMPLIANCE CATEGORY IS UNKNOWN. COMPLIANCE CATEGORY (ELEMENT 9) CONTAINS AN ENTRY OF 7 MEANING THAT THE STUDENT'S COMPLIANCE CATEGORY IS UNKNOWN. THIS DATA IS REQUIRED BY LAW AND AN EXCESSIVE NUMBER OF STUDENTS WITH AN UNKNOWN COMPLIANCE CATEGORY IS NOT ACCEPTABLE. IF THE STUDENT IS A CROSS REGISTRATION STUDENT FROM ANOTHER INSTITUTION OR A DISTANCE LEARNING STUDENT FROM ANOTHER INSTITUTION OR A STUDENT FROM ANOTHER INSTITUTION PARTICIPATING IN AN OVERSEAS ACADEMIC PROGRAM ADMINISTERED BY YOUR INSTITUTION, THE CODE OF 0 MAY BE ENTERED. IN ANY OTHER CASE, EVERY EFFORT SHOULD BE MADE TO IDENTIFY THE CORRECT SPECIFIC COMPLIANCE CATEGORY (1,2,3,4,5,OR 6) -FOR THE STUDENT. SEE COMPLIANCE CATEGORY (ELEMENT 9) FOR ADDITIONAL INFORMATION. THIS IS A WARNING ONLY.

12 F PERMANENT RESIDENCE IS INCORRECT. PERMANENT RESIDENCE (ELEMENT 10) CONTAINS AN ENTRY THAT IS NOT AN ACCEPTABLE VALUE AS LISTED IN APPENDIX B. PLEASE SELECT A CORRECT CODE FROM APPENDIX B. THIS IS A FATAL ERROR

13 F HIGHER EDUCATION HISTORY IS INCORRECT. ONE OF THE FOLLOWING ERROR CONDITIONS PERTAINS: THIS IS A FATAL ERROR.  
(A) A CODE OTHER THAN 0-9 WAS SUBMITTED, OR  
(B) A CODE OTHER THAN 1-9 WAS SUBMITTED FOR A STUDENT FOR WHOM YOUR INSTITUTION IS THE STUDENT'S HOME INSTITUTION, (I.E., CREDIT ENROLLMENT STATUS = 1-3.), OR  
(C) A CODE OTHER THAN 0 (ZERO) WAS SUBMITTED FOR A STUDENT FOR WHOM YOUR INSTITUTION IS NOT THE STUDENT'S HOME INSTITUTION, (I.E., CREDIT ENROLLMENT STATUS = 4-8.).

14 F FORMER INSTITUTION CONTAINS AN INVALID CODE. REFER TO THE DEFINITION OF FORMER INSTITUTION (ELEMENT 12) AND TO APPENDIX A. FURNISH A CORRECT CODE. THIS IS A FATAL ERROR.

15 F DEGREES EARNED IS INCORRECT. ONE OR MORE OF THE ENTRIES IN DEGREES EARNED (ELEMENT 13) IS UNACCEPTABLE. ONLY A,B,C,D,E,F,G,H,J, OR K ARE ALLOWED. "UNKNOWN" (CODE L) IS NOT PERMISSIBLE FOR UNDERGRADUATE TRANSFER STUDENTS AND FOR GRADUATE STUDENTS. CODE K IS NOT PERMISSIBLE IF ANY CODES A-J ARE SPECIFIED. CODE L IS NOT PERMISSIBLE IF ANY OF CODES A-K ARE SPECIFIED. SELECT ALL CORRECT CODES WHICH APPLY FOR THIS STUDENT. THIS IS A FATAL ERROR.

16 W DEGREES EARNED SPECIFIES THAT THE STUDENT HAS A GRADUATE LEVEL DEGREE AND NO BACHELOR'S DEGREE. DEGREES EARNED (ELEMENT 13) SPECIFIES CODE F, G, OR H BUT DOES NOT SPECIFY CODE E. VERIFY ACCURACY OF THIS ELEMENT AND CORRECT AS NECESSARY. THIS IS A WARNING ONLY.

ERROR NO.		ERROR DESCRIPTION
17	F	CREDIT ENROLLMENT STATUS IS INCORRECT. CREDIT ENROLLMENT STATUS (ELEMENT 14) CONTAINS AN ENTRY OTHER THAN 1-8. UNTIL CORRECTED THE STUDENT'S RECORD WILL BE IGNORED FOR ALL SUMMARIES. ENTER THE CORRECT CREDIT ENROLLMENT STATUS. THIS IS A FATAL ERROR.
18	F	LOCATION IS INCORRECT. LOCATION (ELEMENT 15) CONTAINS AN INVALID CODE. THE ONLY VALID CODES ARE 1000, 2000, 4000, 5000 OR 3XXX WHERE XXX IDENTIFIES A PROGRAM OFFERED BY YOUR INSTITUTION. THIS IS A FATAL ERROR.
19	F	PROGRAM IDENTIFIER IS INCORRECT. PROGRAM IDENTIFIER (ELEMENT 16) CONTAINS AN ENTRY OTHER THAN ONE LISTED IN APPENDIX C, ACADEMIC PROGRAM INVENTORY OR YOU HAVE ENTERED A PROGRAM CODE FOR A FOREIGN EXCHANGE STUDENT. SELECT CORRECT PROGRAM IDENTIFIER CODE FROM APPENDIX C. THIS IS A FATAL ERROR.
20	F	STUDENT LEVEL IS INCORRECT. STUDENT LEVEL (ELEMENT 17) CONTAINS AN ENTRY OTHER THAN 01-06 OR 11-14; OR, STUDENT LEVEL IS INAPPROPRIATE FOR YOUR INSTITUTION. UNTIL CORRECTED THE STUDENT RECORD WILL BE IGNORED FOR ALL SUMMARIES. FURNISH THE CORRECT CODE FOR STUDENT LEVEL. THIS IS A FATAL ERROR.
21	F	ACCUMULATED CREDIT HOURS ARE INCORRECT. ACCUMULATED CREDIT HOURS (ELEMENT 18) CONTAINS A NON-NUMERIC CHARACTER. THIS IS A FATAL ERROR.
22	W	ACCUMULATED CREDIT HOURS APPEARS TO BE EXCESSIVE. ACCUMULATED CREDIT HOURS (ELEMENT 18) CONTAINS AN ENTRY GREATER THAN 150. THIS IS A WARNING ONLY.
23	F	HIGH SCHOOL STATUS IS INVALID. HIGH SCHOOL STATUS (ELEMENT 21) CONTAINS AN ENTRY OTHER THAN AA, BB, CC, DD, UU, OR A NUMERIC VALUE. THIS IS A FATAL ERROR.
24	W	COURSE DATA COUNTER IS INVALID. COURSE DATA COUNTER (ELEMENT 39) CONTAINS AN ENTRY OTHER THAN A NUMBER OR CONTAINS AN ENTRY OF ZERO. IDENTIFY INCLUSION OF THIS STUDENT'S RECORD IN THE FILE AND RESUBMIT THE RECORD IF REQUIRED. THE STUDENT RECORD WILL BE IGNORED FOR ALL SUMMARIES. *** RECORD REJECTED ***.
25	W	COURSE DATA COUNTER EXCEEDS 15. COURSE DATA COUNTER (ELEMENT 39) CONTAINS AN ENTRY THAT IS IMPROBABLY HIGH. PLEASE VERIFY THE ACCURACY OF THIS ENTRY AND THOSE IN COURSE DATA (ELEMENT 40). THIS IS A WARNING ONLY.
26	F	COURSE DATA (COURSE LEVEL) IS INCORRECT. COURSE LEVEL (ELEMENT 40.1) CONTAINS AN ENTRY OTHER THAN L, U, OR G. FURNISH THE CORRECT CODE. THIS IS A FATAL ERROR.
27	F	COURSE DATA (INSTRUCTION TYPE) IS INCORRECT. INSTRUCTION TYPE (ELEMENT 40.5) CONTAINS AN ENTRY OTHER THAN 1-9. FURNISH THE CORRECT CODE. THIS IS A FATAL ERROR.
28	F	COURSE DATA (CREDIT VALUE) IS INCORRECT. CREDIT VALUE (ELEMENT 40.7) CONTAINS AN ENTRY OTHER THAN A NUMBER. THIS IS A FATAL ERROR.
29	W	COURSE DATA (CREDIT VALUE) MAY BE INCORRECT. CREDIT VALUE (ELEMENT

ERROR NO.		ERROR DESCRIPTION
		40.7) CONTAINS AN ENTRY GREATER THAN 16. THE VALUE ENTERED WILL BE USED. THIS IS A WARNING ONLY.
30	F	COURSE DATA (CREDIT TYPE) IS INCORRECT. CREDIT TYPE (ELEMENT 40.8) CONTAINS AN ENTRY OTHER THAN I,N,C,O,H,W,D,R,X,Z, OR A. THIS IS A FATAL ERROR.
31	W	COURSE DATA IS INCORRECT. COURSE DATA (ELEMENT 40) CONTAINS AN ENTRY FOR WHICH THERE IS NO CORRESPONDING ENTRY IN THE CASA FILE. THIS COURSE DATA SEGMENT AND CREDIT HOURS ARE IGNORED. IF NO COURSE MATCHES THE CASA FILE, THE STUDENT'S RECORD WILL BE DELETED. THE MESSAGE DOES NOT APPLY TO INSTITUTIONS WHICH DO NOT PARTICIPATE IN CASA. THIS IS A WARNING ONLY.
32	F	QUALITY POINT AVERAGE IS INCORRECT. QUALITY POINT AVERAGE (ELEMENT 19) CONTAINS A NON-NUMERIC ENTRY OR AN ENTRY GREATER THAN 4.00. THIS MESSAGE IS SUPPRESSED FOR ANY RECORD CONTAINING AN ENTRY OF 9.99. THIS IS A FATAL ERROR.
33	F	ACCUMULATED CREDITS IS INCONSISTENT WITH STUDENT LEVEL. ACCUMULATED CREDITS (ELEMENT 18) CONTAINS AN ENTRY OF 24 OR GREATER WHILE STUDENT LEVEL (ELEMENT 17) SPECIFIES THAT THE STUDENT IS A GRADUATE STUDENT WITH LESS THAN 24 CREDIT HOURS; OR, ACCUMULATED CREDITS CONTAINS AN ENTRY OF LESS THAN 24 WHILE STUDENT LEVEL SPECIFIES THAT THE STUDENT IS A GRADUATE WITH MORE THAN 24 CREDIT HOURS. VERIFY ACCURACY OF THE TWO VALUES AND CORRECT ANY ERRORS. THIS IS A FATAL ERROR.
34	F	CODES ENTERED IN FORMER INSTITUTION AND HIGHER EDUCATION HISTORY ARE INCOMPATIBLE. THIS IS A FATAL ERROR.  ONE OF THE FOLLOWING INCOMPATIBILITIES HAS OCCURRED:  1. FORMER INSTITUTION (ELEMENT 12) CONTAINS 990000 AND HIGHER EDUCATION HISTORY (ELEMENT 11) SPECIFIES THAT THE STUDENT IS AN UNDERGRADUATE TRANSFER STUDENT; OR,  2. FORMER INSTITUTION CONTAINS A VALID ENTRY OTHER THAN 990000 AND THE GIVEN HIGHER EDUCATION HISTORY REQUIRES THAT FORMER INSTITUTION CONTAIN 990000.  REAFFIRM A CORRECT ENTRY IN HIGHER EDUCATION HISTORY AND SELECT THE CORRECT CODE FOR FORMER INSTITUTION.
35	F	FORMER INSTITUTION IS INCONSISTENT WITH ENROLLMENT STATUS. FORMER INSTITUTION (ELEMENT 12) CONTAINS 990000, AND ENROLLMENTSTATUS (ELEMENT 14) SPECIFIES THAT THE STUDENT IS A CROSS-REGISTERED STUDENT FROM ANOTHER INSTITUTION, OR A DISTANCE LEARNING STUDENT FROM ANOTHER INSTITUTION, OR A STUDENT FROM ANOTHER INSTITUTION PARTICIPATING IN AN OVERSEAS ACADEMIC PROGRAM ADMINISTERED BY YOUR INSTITUTION. CODE 99000 IN FORMER INSTITUTION IS NOT ACCEPTABLE FOR THESE STUDENTS. PLEASE REAFFIRM AND SELECT THE CORRECT CODE FOR FORMER INSTITUTION. THIS IS A FATAL ERROR.
36	F	CREDIT ENROLLMENT STATUS AND LOCATION ARE INCONSISTENT. CREDIT ENROLLMENT STATUS (ELEMENT 14) INDICATES A STUDY ABROAD STUDENT FROM ANOTHER SUNY INSTITUTION, WHEREAS LOCATION (ELEMENT 15) INDICATES SOMETHING OTHER THAN





ERROR NO.	ERROR DESCRIPTION
	40.9) CONTAINS A NON-NUMERIC ENTRY, OR AN ENTRY OTHER THAN ONE LISTED IN APPENDIX F OF THE STUDENT DATA FILE MANUAL. FURNISH THE CORRECT CODE. THIS IS A FATAL ERROR.
45 F	COURSE DATA - COURSE ID IS BLANK. COURSE ID (ELEMENT 40.10) CONTAINS BLANKS. THIS COURSE ENTRY WILL BE IGNORED FOR ALL SUMMARIES. FURNISH A CORRECT COURSE DATA ENTRY. THIS IS A FATAL ERROR.
46 W	COURSE DATA (COURSE ID) IS INCORRECT. COURSE ID PREFIX (ELEMENT 40.2) AND COURSE ID PRINT (ELEMENT 40.3) ARE BOTH BLANK. COURSE ID AND COURSE PRINT CANNOT BOTH BE BLANK. THIS IS A WARNING ONLY.
47 W	COURSE DATA (TERM CODE) IS INCORRECT. TERM CODE (ELEMENT 40.6) CONTAINS AN INVALID CHARACTER. THE FIRST AND THIRD CHARACTERS OF TERM CODE MUST BE ALPHABETIC; THE SECOND CHARACTER MAY BE ALPHABETIC OR NUMERIC. THIS IS A WARNING ONLY.
48 W	APPARENT CONFLICT BETWEEN HIGHER EDUCATION HISTORY AND STUDENT LEVEL. FIRST-TIME STUDENT IS NOT A FRESHMAN OR A LOWER DIVISION NIP. STUDENT LEVEL HAS BEEN CHANGED TO INDICATE A FRESHMAN OR LOWER DIVISION NIP. THIS IS A WARNING ONLY.
49 W	STUDENT'S AGE IS GREATER THAN 80. VERIFY ACCURACY AND CORRECT AS NECESSARY. THIS IS A WARNING ONLY.
50 F	STUDENT'S AGE IS LESS THAN 13. SUBMIT A TRANSACTION TO VERIFY THAT THE BIRTHDATE IS ACCURATE. THIS IS A FATAL ERROR.
51 W	FORMER INSTITUTION IS UNKNOWN. THIS IS A REQUIRED FIELD AND AN EXCESSIVE NUMBER OF UNKNOWN FORMER INSTITUTION CODES WILL NOT BE ACCEPTED. THIS IS A WARNING ONLY.
52 F	INSTITUTION CODE (ELEMENT 12) IS INVALID FOR AN ACCESSORY INSTRUCTION STUDENT. THIS IS A FATAL ERROR.
53 F	COURSE PREFIX ID IS INCORRECT FOR AN ACCESSORY INSTRUCTION STUDENT. THIS IS A FATAL ERROR.
54 W	FOR THE FIRST-TIME STUDENT THE HIGH SCHOOL STATUS MUST BE EITHER THE LAST TWO DIGITS OF THE YEAR THE STUDENT GRADUATED FROM HIGH SCHOOL OR ONE OF THE FOLLOWING: "AA", "BB", "CC" OR "UU". IF THE STUDENT IS NOT A FIRST-TIME STUDENT, THE HIGH SCHOOL STATUS MUST BE "DD". THIS IS A WARNING ONLY.
55 W	COURSE DATA CREDIT TYPE (ELEMENT 40.8) IS INCORRECT. A STUDY ABROAD STUDENT IS ENROLLED IN A COURSE OTHER THAN THOSE TAKEN AT OVERSEAS LOCATIONS. THIS IS A WARNING ONLY.
56 F	INVALID TUITION SCHOLARSHIP TYPE, PLEASE CHECK AND ENTER A VALID CODE. THIS IS A FATAL ERROR.
57 F	INVALID TUITION SCHOLARSHIP AMOUNT. YOUR ENTRY WAS EITHER NOT NUMERIC OR ZERO. THIS IS A FATAL ERROR.

ERROR NO.	ERROR DESCRIPTION
58 W	GRADUATE FINANCIAL AID FTE IS GREATER THAN .25, PLEASE CHECK AND CORRECT ANY ERRORS. THIS IS A WARNING ONLY.
59 F	GRADUATE FINANCIAL AID FTE IS NOT NUMERIC. THIS IS A FATAL ERROR.
60 F	GRADUATE FINANCIAL AID STIPEND TYPE IS NOT A - Q OR BLANK. THIS IS A FATAL ERROR.
61 F	GRADUATE FINANCIAL AID STIPEND AMOUNT IS NOT NUMERIC. THIS FIELD MUST BE NUMERIC, PLEASE CORRECT. THIS IS A FATAL ERROR.
62 W	TUITION SCHOLARSHIP TYPE AND STUDENT LEVEL ARE INCONSISTENT. STUDENT LEVEL INDICATES THE INDIVIDUAL IS NOT A GRADUATE STUDENT. THIS IS A WARNING ONLY.
63 W	GRADUATE FINANCIAL AID FTE AND STUDENT LEVEL ARE INCONSISTENT. STUDENT LEVEL INDICATES THE INDIVIDUAL IS NOT A GRADUATE STUDENT. THIS IS A WARNING ONLY.
64 W	GRADUATE FINANCIAL AID AWARD IS NOT PROPERLY PRECEDED BY ANOTHER AWARD. A BLANK ENTRY CANNOT BE FOLLOWED BY ANOTHER AWARD. THIS IS A WARNING ONLY.
65 W	GRADUATE FINANCIAL AID AWARD IS LESS THAN OR EQUAL TO \$100. PLEASE CHECK. THIS IS A WARNING ONLY.
66 W	GRADUATE FINANCIAL AID AWARD TYPE AND FTE ARE INCONSISTENT. EITHER, THE AWARD IS A, B, C OR D AND THE FTE = 0. OR, THE FTE IS GREATER THAN 0 AND THE AWARD IS NOT A, B, C OR D. THIS IS A WARNING ONLY.
67 F	GRADUATE FINANCIAL AID AWARD AMOUNT AND AWARD TYPE ARE INCONSISTENT. THERE IS EITHER AN AWARD AMOUNT WITHOUT AN AWARD TYPE OR AN AWARD TYPE WITHOUT AN AWARD AMOUNT. THIS IS A FATAL ERROR
68 W	GRADUATE FINANCIAL AID AWARD TYPE IS IMPROPERLY CODED. AWARD TYPES A, B, C OR D CAN ONLY BE PRECEDED BY AN AWARD FROM THE SAME GROUP. THIS IS A WARNING ONLY.
69 F	TUITION SCHOLARSHIP TYPE AND TUITION SCHOLARSHIP AMOUNT ARE INCONSISTENT. THERE IS EITHER A SCHOLARSHIP AMOUNT WITHOUT A TYPE OR A SCHOLARSHIP TYPE WITHOUT AN AMOUNT. THIS IS A FATAL ERROR.
70 F	CURRICULUM CODE AND CREDIT ENROLLMENT STATUS ARE INCONSISTENT. CREDIT ENROLLMENT STATUS INDICATES EXCHANGE STUDENT FROM ABROAD AND CURRICULUM CODE INDICATES STUDENT IS ENROLLED IN A PROGRAM. EXCHANGE STUDENTS FROM ABROAD MUST ** NOT ** BE ENROLLED IN A PROGRAM. CURRICULUM CODE MUST = 99999 IF A CES OF "7" IS INDICATED. CORRECT DISCREPANCY. THIS IS A FATAL ERROR.
71 F	COURSE CREDIT TYPE 'H' IS RESERVED FOR SUMMER SESSION COURSES AT STATE OPERATED CAMPUSES. THIS IS A FATAL ERROR

ERROR NO.	ERROR DESCRIPTION
72 F	VALUES ENTERED IN COURSE INSTRUCTION TYPE AND COURSE CREDIT TYPE ARE INCOMPATIBLE. ONE OF THE FOLLOWING DISCREPANCIES HAS OCCURRED. A. COURSE INSTRUCTION TYPE 9 (DISTANCE LEARNING) MUST BE ACCOMPANIED BY CREDIT TYPES I, R, D, C, N, W, H, OR Z B. CREDIT TYPE Z MUST BE ACCOMPANIED BY INSTRUCTION TYPE 9. THIS IS A FATAL ERROR.
73 F	ZIP CODE MUST BE NUMERIC; ENTER 9'S FOR THE UNKNOWN PORTION(S) OF THE CODE. THIS IS A FATAL ERROR.
74 W	DISABILITY STATUS INDICATOR IS UNSPECIFIED; IT CONTAINS "U" MEANING THAT ITS VALUE IS UNKNOWN. IT SHOULD BE CHANGED TO "Y" OR "N". AN EXCESSIVE NUMBER OF STUDENTS WITH AN UNKNOWN DISABILITY STATUS INDICATOR IS UNACCEPTABLE. THIS IS A WARNING ONLY.
75 W	ENGLISH NOT A NATIVE LANGUAGE INDICATOR IS UNSPECIFIED; IT CONTAINS "U" MEANING THAT ITS VALUE IS UNKNOWN. IT SHOULD BE CHANGED TO "Y" OR "N". AN EXCESSIVE NUMBER OF STUDENTS WITH AN UNKNOWN NATIVE LANGUAGE INDICATOR IS UNSATISFACTORY. THIS IS A WARNING ONLY.
76 F	ATHLETIC AID INDICATOR VALUES MUST BE 1, 2, 3, 4, 5, OR 0 THIS IS A FATAL ERROR. 1 - FOOTBALL AID 2 - BASKETBALL AID 3 - BASEBALL AID 4 - CROSS COUNTRY/TRACK AID 5 - OTHER AID 0 - NO ATHLETIC AID
77 F	HIGH SCHOOL C.E.E.B. CODE MUST BE NUMERIC. IF HIGH SCHOOL C.E.E.B. CODE IS UNKNOWN, USE "999999". THIS IS A FATAL ERROR.
78 F	HIGH SCHOOL AVERAGE MUST BE ONE OF THE FOLLOWING 4 FORMATS: THIS IS A FATAL ERROR. GED - GENERAL EQUIVALENCY DIPLOMA, OR 000-040 - 0.0 TO 4.0 GRADE POINT AVERAGE, OR 500-999 - 50.0% TO 99.9% HIGH SCHOOL AVERAGE, OR UNK - UNKNOWN HIGH SCHOOL AVERAGE.
79 F	HIGH SCHOOL RANK IN CLASS IS A 3-DIGIT PERCENTILE RANK IN ONE'S HIGH SCHOOL IT IS COMPUTED BY THE FOLLOWING FORMULA: $(1 - (\text{RAW RANK}/\text{CLASS SIZE})) * 100.$ IF UNKNOWN, ENTER: 000 THIS IS A FATAL ERROR.
82 F	S.A.T. MATH SCORE MUST BE 200-800, OR 000 FOR AN UNKNOWN SCORE. THIS IS A FATAL ERROR.
83 F	S.A.T. VERBAL SCORE MUST BE 200-800, OR 000 FOR AN UNKNOWN SCORE. THIS IS A FATAL ERROR.
84 F	DISABILITY STATUS MUST CONTAIN EITHER "Y" OR "N" FOR "YES" OR "NO". IF DISABILITY STATUS IS UNKNOWN, USE "U". THIS IS A FATAL ERROR.
85 F	ENGLISH NOT NATIVE LANGUAGE INDICATOR MUST CONTAIN EITHER "Y" OR "N".

ERROR NO.	ERROR DESCRIPTION
	IF ENGLISH NOT NATIVE LANGUAGE INDICATOR IS UNKNOWN, USE "U". THIS IS A FATAL ERROR.
86 W	HIGH SCHOOL AVERAGE WEIGHT INDICATOR MUST BE 'Y' OR 'N'. IF HIGH SCHOOL AVERAGE WEIGHT INDICATOR IS UNKNOWN, USE "U". THIS IS A WARNING ONLY.
87 W	HIGH SCHOOL RANK WEIGHT INDICATOR MUST BE "Y" OR "N". IF HIGH SCHOOL RANK WEIGHT INDICATOR IS UNKNOWN, USE "U". THIS IS A WARNING ONLY.
88 W	COUNTRY CODE IS NO LONGER CURRENT. PLEASE REVISE TO CURRENT COUNTRY CODE. THIS IS A WARNING ONLY.
89 F	A.C.T. COMPOSITE SCORE RANGE MUST BE 11-36, OR 00 FOR AN UNKNOWN SCORE. THIS IS A FATAL ERROR.
90 F	STUDENT GOAL VALUES AT YOUR INSTITUTION MUST BE 1-8: THIS IS A FATAL ERROR 1 - TRANSFER TO ANOTHER COLLEGE AFTER EARNING A DEGREE/CERTIFICATE 2 - TRANSFER TO ANOTHER COLLEGE WITHOUT EARNING A DEGREE/CERTIFICATE 3 - EARN A DEGREE/CERTIFICATE WITH PLANS FOR EMPLOYMENT 4 - LEARN OR UPGRADE JOB SKILLS (NOT SEEKING A DEGREE OR CERTIFICATE) 5 - PERSONAL ENRICHMENT/ENJOYMENT (NOT SEEKING A DEGREE/CERTIFICATE) 6 - OBTAIN A HIGH SCHOOL GENERAL EQUIVALENCY DIPLOMA (G.E.D.) 7 - UNCERTAIN 8 - NOT APPLICABLE AT THIS INSTITUTION, OR STUDENT DID NOT RESPOND
91 W	WARNING: YOU HAVE A HIGH SCHOOL STUDENT (HEH = 9) CODED AS A FRESHMAN OR A SOPHOMORE (STUDENT-LEVEL = 01 OR 02). PLEASE VERIFY. THIS IS A WARNING ONLY.
92 F	WHEN THE HIGHER EDUCATION HISTORY = 9, THEN THE: HIGH SCHOOL STATUS MUST = BB AND THE STUDENT LEVEL MUST = 01, OR 02, OR 03. THIS IS A FATAL ERROR.
93 F	INVALID LOCATION CODE -IF LOCATION CODE IS 3XXX OR 4000, AT LEAST ONE COURSE MUST BE DESIGNATED AS OVERSEAS (CREDIT TYPE O). THIS IS A FATAL ERROR
94 F	IF CREDIT ENROLLMENT STATUS IS 8 (DISTANCE LEARNING STUDENT), THEN COURSE INSTRUCTION TYPE MUST BE 9 (DISTANCE LEARNING COURSE). THIS IS A FATAL ERROR.
95 F	CREDIT ENROLLMENT STATUS IS INCONSISTENT WITH COURSE CREDIT TYPE. WHEN CREDIT ENROLLMENT STATUS IS 8 (DISTANCE LEARNING STUDENT), THEN COURSE CREDIT TYPE CANNOT BE Z. VALID CREDIT TYPES ARE I, R, OR D. THIS IS A FATAL ERROR.
96 F	CREDIT ENROLLMENT STATUS IS INCORRECT. CREDIT ENROLLMENT STATUS (ELEMENT 14) CANNOT BE 6 (I.E. ACCESSORY INSTRUCTION) FOR ANY INSTITUTION OTHER THAN CERAMICS, CORNELL, OR ESF. THIS IS A FATAL ERROR.

# **APPENDIX G**

## **Official Glossary of Terms and Supporting Documents**

**Insert Current Version After This Page**

# **APPENDIX H**

## **Reporting of Graduate Student Financial Aid Information**

# **APPENDIX I**

## **Calculation of Full Time Equivalent (FTE)**

## **Appendix I: Calculation of Semester and Annual Average Full Time Equivalent (FTE)**

### **Calculation of Semester FTE:**

#### ***Community Colleges<sup>1</sup>***

1. Divide the total number of state-aidable credit hours by 15 (normal load by definition).  
*Use SDF Form 1C, Line 12, Column A.*  
This is the total FTE and is all considered lower division.

#### ***State-operated/funded institutions without advanced graduate students***

1. Divide the sum of the state-fundable credit hours from lower division courses by 15 to obtain the **lower division (LD) FTE**. Ignore the level of students.  
*Use SDF Form 12, Line 1, Columns B & F.*
2. Divide the sum of the state-fundable credit hours from upper division courses by 15 to obtain the **upper division (UD) FTE**. Ignore the level of students.  
*Use SDF Form 12, Line 1, Columns C & G.*
3. Divide the sum of the state-fundable credit hours from graduate courses by 12 to obtain the **graduate FTE**. Ignore the level of students.  
*Use SDF form 12, Line 1, Columns D & H.*
4. The **total FTE** is the sum of the three values calculated in steps 1 - 3.

#### ***State-operated/funded institutions with advanced graduate students and without first professional (DDS, DVM, MD, OD, or PharmD) students***

1. State-fundable credit hours from all lower division courses are summed, regardless of student level but excluding the credit hours of advanced graduate students.  
*Use SDF Form 12, Line 1 minus Line 21 (advanced grads), Columns B & F.*  
This sum is divided by 15 to yield the **lower division (LD) FTE**.
2. State-fundable credit hours from all upper division courses are summed, regardless of student level but excluding the credit hours of advanced graduate students.  
*Use SDF Form 12, Line 1 minus Line 21 (advanced grads), Columns C & G.*  
This sum is divided by 15 to yield the **upper division (UD) FTE**.
3. State-fundable credit hours from all graduate courses are summed, regardless of student level but excluding those of advanced graduate students.  
*Use SDF Form 12, Line 1 minus Line 21 (advanced grads), Columns D & H.*  
This sum is divided by 12 to yield the **beginning graduate (G1) FTE**.
4. The sum of the full-time advanced graduate headcount and  $\frac{3}{4}$  of the part-time advanced graduate headcount equals the total **advanced graduate (G2) FTE**.  
*Use SDF Form 1B2, Line 1, Columns H & N to get the full-time headcounts.*  
*Use SDF Form 1B2, Line 1, Columns I & O to get the part-time headcounts..*
5. The **total FTE** is the sum of the four FTE values calculated in steps 1 - 4.

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<sup>1</sup> FIT uses the “State-operated/funded institutions without advanced graduate students” instructions.

## **Appendix I: Calculation of Semester and Annual Average Full Time Equivalent (FTE) continued**

### ***State-operated/funded institutions with first professional students (DDS, DVM, MD, OD, PharmD)***

1. State-fundable credit hours from all lower division courses are summed, regardless of student level but excluding the credit hours of first professional and advanced graduate students.  
*Use SDF Form 12, Line 1 minus Lines 16 & 21, Columns B & F.*  
This sum is divided by 15 to yield the **lower division (LD) FTE**
2. State-fundable credit hours from all upper division courses are summed, regardless of student level but excluding the credit hours of first professional and advanced graduate students.  
*Use SDF Form 12, Line 1 minus Lines 16 & 21, Columns C & G.*  
This sum is divided by 15 to yield the **upper division (UD) FTE**.
3. State-fundable credit hours from all graduate courses are summed, regardless of student level but excluding those of first professional and advanced graduate students. Include here the credit hours of students in J.D. programs.  
*Use SDF Form 12, Line 1 minus Lines 16 & 21, Columns D & H.*  
This sum is divided by 12 to yield the **beginning graduate (G1) FTE**.
4. Add the total headcount, regardless of full-time/part-time status, of first-professional students (excluding JD) to the beginning graduate (G1) FTE (see step 3 calculation).  
*Use SDF Form 1B, Line 1, Column J.*  
This sum becomes the **new beginning graduate (G1) FTE**.
5. The sum of the full-time advanced graduate headcount and  $\frac{3}{4}$  of the part-time advanced graduate headcount equals the total **advanced graduate (G2) FTE**.  
*Use SDF Form 1B2, Line 1, Columns H & N to get the full-time headcounts.*  
*Use SDF Form 1B2, Line 1, Columns I & O to get the part-time headcounts..*
6. The **total FTE** is the sum of the FTE values calculated in steps 1, 2, 4, and 5.

## **Calculation of Annual Average FTE (AAFTE)<sup>1</sup>**

### ***Community Colleges<sup>2</sup>***

1. Sum the state-aidable credit hours for all of the semesters in the academic year and divide by 30 to determine AAFTE.  
Use the following enrollment forms for this calculation:

↳ Fall, Spring, and Summer:

- *SDF Form 1C, Line 12, Column A and*
- *Manual Form 16C, Line 2 (Credit Course Supplement) and*

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<sup>1</sup> Annual Average FTE is based on the traditional academic year. Because the summer session is self-supporting for state-operated/funded institutions, the AAFTE is based on the fall, mini-term/winter (if applicable), and spring terms (e.g. the 2000-01 academic year includes Fall 2000, Mini-term/Winter 2000-01 (if applicable), and Spring 2001). For community colleges, the AAFTE is based on the fall, mini-term/winter (if applicable), spring, and summer terms (e.g. the 2000-01 academic year includes Fall 2000, Mini-term/Winter 2000-01 (if applicable), Spring 2001, and Summer 2001). The exceptions to this are as follows: 1) FIT includes the previous summer rather than the following 2) Empire State does include the (following) summer semester in its AAFTE calculation and 3) Brooklyn and Syracuse HSCs do include the (previous) summer semester in their AAFTE calculations.

<sup>2</sup> FIT uses the “State-operated/funded institutions without advanced graduate students” instructions.

## **Appendix I: Calculation of Semester and Annual Average Full Time Equivalent (FTE) continued**

- *Manual Form 24, Line 2, Column D (Non-credit Remedial) and*
- *Manual Form 26, Credit Hour column (State Aidable Auditors)*

↳ Mini-term/Winter

- *SDF Form 1C, Line 12, Column A*  
OR
- *Manual Form 8C, Line 2, Column B (for credit courses) and*
- *Manual Form 8C, Line 2, Column D (for non-credit courses)*

AND

- *Manual Form 26, Credit Hour column (State Aidable Auditors)*

The sum of all of these credit hours divided by 30 yields the **total AAFTE**.

### ***State-operated/funded institutions without advanced graduate students<sup>2</sup>***

1. State-fundable credit hours from all lower division courses are summed, regardless of student level. Use the following enrollment forms:

- *Fall AND Spring SDF Form 12, Line 1, Columns B & F and*
- *Fall AND Spring manual Form 16, Line 2, 2nd Column and*
- *Mini-term manual Form 8S, Lines 4 & 7, Column D*  
OR
- *Winter SDF Form 12, Line 1, Columns B & F*

The sum is divided by 30 to yield the **lower division (LD) AAFTE**.

2. State-fundable credit hours from all upper division courses are summed, regardless of student level. Use the following enrollment forms:

- *Fall AND Spring SDF Form 12, Line 1, Columns C & G and*
- *Fall AND Spring manual Form 16, Line 2, 3rd Column and*
- *Mini-term manual Form 8S, Lines 5 & 8, Column D*  
OR
- *Winter SDF Form 12, Line 1, Columns C & G*

The sum is divided by 30 to yield the **upper division (UD) AAFTE**.

3. State-fundable credit hours from all graduate courses are summed, regardless of student level. Use the following enrollment forms:

- *Fall AND Spring SDF Form 12, Line 1, Columns D & H and*
- *Fall AND Spring manual Form 16, Line 2, 4th Column and*

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<sup>2</sup> Note that Empire State should also include the following summer semester in its AAFTE calculations.

## **Appendix I: Calculation of Semester and Annual Average Full Time Equivalent (FTE) continued**

- *Mini-term manual Form 8S, Line 10, Column D*  
OR
- *Winter SDF Form 12, Line 1, Columns D & H*

The sum is divided by 24 to yield the **beginning graduate (G1) AAFTE**.

4. The sum of the LD, UD, and G1 AAFTE components yields the **total AAFTE**.

### ***State-operated/funded institutions with advanced graduate students and without first professional (DDS, DVM, MD, OD, or PharmD) students***

1. State-fundable credit hours from all lower division courses are summed, regardless of student level but excluding the credit hours of advanced graduate students.  
Use the following enrollment forms:

- *Fall AND Spring SDF Form 12, Line 1 minus Line 21, Columns B & F and*
- *Fall AND Spring manual Form 16, Line 2, 2nd Column and*
  
- *Mini-term manual Form 8S, Lines 4 & 7, Column D*  
OR
- *Winter SDF Form 12, Line 1 minus Line 21, Columns B & F*

This sum is divided by 30 to yield the **lower division (LD) AAFTE**.

2. State-fundable credit hours from all upper division courses are summed, regardless of student level but excluding the credit hours of advanced graduate students.  
Use the following enrollment forms:

- *Fall AND Spring SDF Form 12, Line 1 minus Line 21, Columns C & G and*
- *Fall AND Spring manual Form 16, Line 2, 3rd Column and*
  
- *Mini-term manual Form 8S, Lines 5 & 8, Column D*  
OR
- *Winter SDF Form 12, Line 1 minus Line 21, Columns C & G*

This sum is divided by 30 to yield the **upper division (UD) AAFTE**.

3. State-fundable credit hours from all graduate courses are summed, regardless of student level but excluding the credit hours of advanced graduate students.  
Use the following enrollment forms:

- *Fall AND Spring SDF Form 12, Line 1 minus Line 21, Columns D & H and*
- *Fall AND Spring manual Form 16, Line 2, 4th Column and*
  
- *Mini-term manual Form 8S, Line 10, Column D*  
OR
- *Winter SDF Form 12, Line 1 minus Line 21, Columns D & H*

This sum is divided by 24 to yield the **beginning graduate (G1) AAFTE**.

## **Appendix I: Calculation of Semester and Annual Average Full Time Equivalent (FTE) continued**

4. The sum of the full-time advanced graduate headcount and  $\frac{3}{4}$  of the part-time advanced graduate headcount is utilized to calculate the advanced graduate (G2) AAFTE.  
Use the following enrollment forms:

- *Fall & Spring SDF Form 1B2, Line 1, Columns H & N for full-time students and*
- *Fall & Spring SDF Form 1B2, Line 1, Columns I & O for part-time students*

Total full-time headcount is divided by 2.

Total part-time headcount is divided by 2 and then multiplied by  $\frac{3}{4}$ .

The sum of the full-time and part-time G2 components yields the total **advanced graduate (G2) AAFTE**

5. The sum of the LD, UD, G1, and G2 AAFTE components yields the **total AAFTE**.

### ***State-operated/funded institutions with first professional (DDS, DVM, MD, OD, or PharmD) students<sup>3</sup>***

1. State-fundable credit hours from all lower division courses are summed, regardless of student level but excluding the credit hours of first professional and advanced graduate students.  
Use the following enrollment forms:

- *Fall AND Spring SDF Form 12, Line 1 minus Lines 16 & 21, Columns B & F and*
- *Fall AND Spring manual Form 16, Line 2, 2nd Column and*
  
- *Mini-term manual Form 8S, Lines 4 & 7, Column D*
- OR
- *Winter SDF Form 12, Line 1 minus Lines 16 & 21, Columns B & F*

This sum is divided by 30 to yield the **lower division (LD) AAFTE**.

2. State-fundable credit hours from all upper division courses are summed, regardless of student level but excluding the credit hours of first professional and advanced graduate students.  
Use the following enrollment forms:

- *Fall AND Spring SDF Form 12, Line 1 minus Lines 16 & 21, Columns C & G and*
- *Fall AND Spring manual Form 16, Line 2, 3rd Column and*
  
- *Mini-term manual Form 8S, Lines 5 & 8, Column D*
- OR
- *Winter SDF Form 12, Line 1 minus Lines 16 & 21, Columns C & G*

This sum is divided by 30 to yield the **upper division (UD) AAFTE**.

3. State-fundable credit hours from all graduate courses are summed, regardless of student level but excluding the credit hours of first professional and advanced graduate students. Include here the credit hours of students in J.D. programs.  
Use the following enrollment forms:

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<sup>3</sup> Note that Brooklyn and Syracuse HSCs should also use the previous summer semester in their AAFTE calculations.

## **Appendix I: Calculation of Semester and Annual Average Full Time Equivalent (FTE) continued**

- *Fall AND Spring SDF Form 12, Line 1 minus Lines 16 & 21, Columns D & H and*
- *Fall AND Spring manual Form 16, Line 2, 4th Column and*
  
- *Mini-term manual Form 8S, Line 10, Column D*  
OR
- *Winter SDF Form 12, Line 1 minus Lines 16 & 21, Columns D & H*

This sum is divided by 24 to yield the **beginning graduate (G1) AAFTE**.

4. Divide the total headcount, regardless of full-time/part-time status, of first-professional students (excluding JD) by 2 (3 for Optometry) to obtain the first professional AAFTE. Add this figure to the beginning graduate (G1) AAFTE calculated in step 4.  
Use the following enrollment forms to obtain the first professional headcounts:

- *Fall & Spring (& Winter for Optometry) SDF Form 1B, Line 1, Column J*

This sum becomes the **new beginning graduate (G1) FTE**.

5. The sum of the full-time advanced graduate headcount and  $\frac{3}{4}$  of the part-time advanced graduate headcount is utilized to calculate the advanced graduate (G2) AAFTE.  
Use the following enrollment forms:

- *Fall & Spring (& Winter for Optometry) SDF Form 1B2, Line 1, Columns H & N for full-time students and*
- *Fall & Spring (& Winter for Optometry) SDF Form 1B2, Line 1, Columns I & O for part-time students*

Total full-time headcount is divided by 2 (3 for Optometry).

Total part-time headcount is divided by 2 (3 for Optometry) and then multiplied by  $\frac{3}{4}$ .

The sum of the full-time and part-time G2 components yields the total **advanced graduate (G2) AAFTE**

6. The **total AAFTE** is the sum of the FTE values calculated in steps 1, 2, 4, and 5.