NATIONAL CENTER FOR EDUCATION STATISTICS (NCES)

Attachment XVIII. Focus Groups with Institution Staff & Usability Testing: Student Records Instrument

2019-20 National Postsecondary Student Aid Study (NPSAS:20) Pretesting

OMB# 1850-0803 v. 243

December 2018

This attachment includes the items that are currently being administered for the 2017–18 National Postsecondary Student Aid Study, Administrative Collection (NPSAS:18-AC) student records collection, which was approved in January 2018 (OMB# 1850-0666 v.21). As part of the focus group and usability testing conducted to prepare for NPSAS:20, participants will be asked about their experiences using the instrument and their opinions about specific questions. The instrument will not be directly administered during the sessions; the instrument is provided in this appendix as reference material for topics that may be discussed in the testing sessions.

Table 1 lists all instrument items in this appendix and indicates any changes to the content of the instrument when compared to the instrument approved for NPSAS:18-AC, which is the student records instrument most recently in data collection. To facilitate focus group and usability testing for the NSPAS:20 student records collection, items that refer to a specific academic year have been updated to apply to the 2019-2020 academic year, which is the focus of NPSAS:20; these updates to the date references are not marked as changes. No other changes have been made from the version approved for NPSAS:18-AC; therefore, for all items, the table indicates "no change."

Contents

Tables

PRA Statement

The following statement will be included on the data collection website:

NCES is authorized to conduct the 2019–20 National Postsecondary Student Aid Study (NPSAS:20) by the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C. §9543) and the Higher Education Opportunity Act of 2008 (HEOA 2008, 20 U.S.C. §1015). The data are being collected for NCES by RTI International, a U.S.-based nonprofit research organization. All of the information you provide may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control numbers for the voluntary information collections using this website are listed below. The time required to complete the information collections is estimated to average the number of minutes or hours listed below per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate, suggestions for improving the collections, or any comments or concerns regarding the status of your individual submission of these data, please write directly to: Postsecondary Data Portal studies, National Center for Education Statistics, PCP, 550 12th St., SW, 4th floor, Washington, DC 20202.

NPSAS:20 Student Records Collection: 22 hours

OMB Clearance Number xxxx-xxxx

Expiration Date: xx/xx/xxxx

Table 1. Student records instrument for focus groups and usability testing

Item Name	Item Description	Change Removed (X), Added (A), Revised (R)	Revision from NPSAS:18-AC Student Records Instrument (*OMB# 1850-0666 v.21*)
Institution Information			
BENRTYPE	Report Enrollment Status		No change
BTMNAME[01-12]	Term name [1-12]		No change
BTMBEG[01-12]	Term start date [1-12]		No change
BTMEND[01-12]	Term end date [1-12]		No change
CRSUNIT	Standard Academic Course Credit		No change
Eligibility			
BELIG	Student eligible for NPSAS:18-AC?		No change
BELIGRSN	Ineligible reason		No change
General Student Information			
FNAME	First name		No change
MNAME	Middle name		No change
LNAME	Last name		No change
SUFFIX	Suffix		No change
SOCIAL	Social Security Number		No change
ASTHDOB	Date of birth		No change
ASGENDER	Gender		No change
AMARITAL	Marital status		No change
AMAIDEN	Maiden name		No change
SPOUSEFN	Spouse first name		No change
SPOUSEMN	Spouse middle name		No change
SPOUSELN	Spouse last name		No change
ACITIZEN	Citizenship status		No change
AVETERAN	Veteran status		No change
AHIGHSCH	High school completion type		No change
ASHIGHYR	High school completion year		No change
ASHISPAN	Ethnicity		No change
ASTWHITE	Race: White		No change
ASTBLACK	Race: Black		No change
ASTASIAN	Race: Asian		No change
ASINDIAN	Race: American Indian or Alaska Native		No change
ASISLAND	Race: Native Hawaiian or Other Pacific Islander		No change
PERMAD1L	Permanent address line 1		No change
PERMAD2L	Permanent address line 2		No change
PERMCITY	Permanent city		No change
PERMSTAT	Permanent state		No change
PERMZIP	Permanent ZIP		No change
PRMCNTRY	Permanent country		No change
LOCAD1L	Local address line 1		No change
LOCAD2L	Local address line 2		No change
LOCCITY	Local city		No change
LOCSTAT	Local state		No change
LOCZIP	Local ZIP		No change
SCHSTRES	Permanent resident of [institution state]		No change

Item Name	Item Description	Change Removed (X), Added (A), Revised (R)	Revision from NPSAS:18-AC Student Records Instrument (*OMB# 1850-0666 v.21*)
PHONE1	Phone		No change
PHONE1TYPE	Type		No change
PHONE2	Phone		No change
PHONE2TYPE	Type		No change
PRSEMAIL	E-mail address		No change
CAMEMAIL	Campus e-mail address		No change
PARFRST	Parent first name		No change
PARMID	Parent middle name		No change
PARLAST	Parent last name		No change
PARSUF	Parent suffix		No change
PARAD1L	Parent address line 1		No change
PARAD2L	Parent address line 2		No change
PARCITY	Parent city		No change
PARSTAT	Parent state		No change
PARZIP	Parent ZIP		No change
PARCNTRY	Parent country		No change
PAREMAIL	Parent e-mail		No change
PARTEL	Parent phone		No change
PARCELL	Parent cell phone		No change
PARPITL	Parent international phone		No change
OTHFRST	Other contact first name		No change
OTHMID	Other contact middle name		No change
OTHLAST	Other contact last name		No change
OTHSUF	Other contact suffix		No change
OTHREL	Relationship of other contact to student		No change
OTHAD1L	Other contact address line 1		No change
OTHAD2L	Other contact address line 2		No change
OTHCITY	Other contact city		No change
OTHSTAT	Other contact state		No change
OTHZIP	Other contact ZIP		No change
OTHCNTRY	Other contact country		No change
OTHEMAIL	Other contact e-mail		No change
OTHTEL	Other contact phone		No change
OTHCELL	Other contact cell phone		No change
Enrollment			
BEERDTMY	First enrolled at this institution date		No change
BELEDTMY	Last enrolled at this institution date		No change
BEFSTTM	First-time beginning student		No change
BETRANSFER	Accepted transfer credit		No change
BREMEVER	Ever taken a remedial course		No change
BENLADEG	Program/Degree		No change
BENADTYP	Graduate Degree Type		No change
BENLALVL	Class level		No change
BEDEGDATE	Degree completion date		No change
BEEXPDEG	Expected to complete degree requirements by [date]		No change
BENNFGPA	Cumulative (unweighted) GPA		No change

Item Name	Item Description	Change Removed (X), Added (A), Revised (R)	Revision from NPSAS:18-AC Student Records Instrument (*OMB# 1850-0666 v.21*)
BERECVBA	Received bachelor's degree		No change
BEBADATE	Date bachelor's degree received		No change
BECIPMAJ1	CIP code for primary major		No change
BECREMJR1	Primary major		No change
BECIPMAJ2	CIP code for secondary major		No change
BECREMJR2	Secondary major		No change
BEUNDECL	Major undeclared		No change
BEACTENG	ACT English score		No change
BEACTMAT	ACT Mathematics score		No change
BEACTRDG	ACT Reading score		No change
BEACTSCI	ACT Science score		No change
BEACTCOM	ACT Composite score		No change
BESATCR	SAT Critical Reading score		No change
BESATMAT	SAT Mathematics score		No change
BESATWRT	SAT Writing score		No change
BECRDHRS	Required credit hours in program		No change
BECRDCOMP	Cumulative credit hours completed		No change
BECLKHRS	Required clock hours in program		No change
BECLKCOMP	Cumulative clock hours completed		No change
BTTUITOT	Total tuition and required fees charged		No change
BTUNJURI	Residency for Tuition Purposes		No change
BTMST[01-12]	Enrollment status [term 1-12]		No change
BTMHR[01-12]	Units for credit enrolled [term 1-12]		No change
Budget			
CNPERIOD	Budget Period		No change
CNLCLRES	Student residence for budget		No change
CTUITION	Budgeted tuition/fees		No change
CNESROOM	Budgeted room and board		No change
CNESBOOK	Budgeted books/supplies		No change
CNETRANS	Budgeted transportation		No change
CNESCOMP	Budgeted computer/technology		No change
CNEHLTH	Budgeted health insurance		No change
CNEOTHER	Budgeted all other expenses		No change
CTOTLCOA	Total budgeted cost of attendance		No change
Financial Aid			
CFAWARN	Placed on financial aid warning		No change
CFAPROB	Placed on financial aid probation		No change
CFAINELG	Ineligible to receive Title IV financial aid		No change
CFAFEDAID	Student had federal aid		No change
CFADPELL	Pell Grant amount		No change
CFASSTAF	Subsidized Stafford/Direct Loan amount		No change
CFAUSTAF	Unsubsidized Stafford/Direct Loan amount		No change
CFADPLUS	Parent PLUS Loan amount		No change
CFAGPLUS	Graduate PLUS Loan amount		No change
CFATEACH	Federal TEACH Grant amount		No change
CPERKINS	Perkins Loan amount		No change

Item Name	Item Description	Change Removed (X), Added (A), Revised (R)	Revision from NPSAS:18-AC Student Records Instrument (*OMB# 1850-0666 v.21*)
CFAFSEOG	Federal SEOG Grant amount		No change
CFATDFWS	Federal work study awarded amount		No change
CFAIRAQ	Iraq & Afghanistan Service Grant amount		No change
CFATVET	Veteran's benefits amount		No change
CFASTATAID	Student had state aid		No change
CFSTATE[01-03]	State aid program [1-3] name		No change
CFSTTYP[01-03]	State aid program [1-3] type		No change
CSTAMT[01-03]	State aid program [1-3] amount		No change
CFAINSTAID	Student had institution aid		No change
CFAINS[01-03]	Institution aid program [1-3] name		No change
CFAITYP[01-03]	Institution aid program [1-3] type		No change
CFAIAMT[01-03]	Institution aid program [1-3] amount		No change
CFAOTHGOV	Student had private aid or other gov't aid		No change
CFAOTHGOV[01-03]	Private aid or other gov't aid program [1-3] name		No change
CFAGOVTYP[01-03]	Private aid or other gov't aid program [1-3] type		No change
CFAGOVAMT[01-03]	Private aid or other gov't aid program [1-3] amount		No change
CFAOTHAID	Student had other aid		No change
CFAOTHNAM[01-03]	Other aid program [1-3] name		No change
CFAOTHTYP[01-03]	Other aid program [1-3] type		No change
CFAOTHSRC[01-03]	Other aid program [1-3] source		No change
CFAOTHAMT[01-03]	Other aid program [1-3] amount		No change

Institution Information

BENRTYPE

Choose how you will report enrollment status

Instructions:

Later, you will be asked to report each sampled student's enrollment status (e.g., full-time, half-time), during each of the terms at your institution. Please indicate whether you will report the students' enrollment status by term or by month.

Provide term names and dates for each term within the academic years requested. For details about which terms should be included, review Step 4 below.

Report enrollment status for each calendar month within the academic year. Recommended for institutions that enroll continuously throughout the academic year, or for institutions with more than 12 terms in the academic year.

1 = Report Enrollment Status by Term

2 = Report Enrollment Status by Month

SUBSECTION: TERMS

Please provide your institution's terms for the 2019-20 academic year. Later, you will be asked to indicate each sampled student's enrollment status (e.g. full-time, half-time) during each of the terms you provide.

Enter the name, start date, and end date of each of the terms/enrollment periods occurring at [institution name] between July 1, 2019 and June 30, 2020.
Please include:
- Summer sessions.
- Short sessions longer than two weeks in duration.
- Terms for special types of students (e.g. medical students).

Terms may start prior to June 1, 2019 or end after June 30, 2020, but some portion of the term must occur between July 1 and June 30. Note that summer sessions should be included if any portion of the term falls within the period of July 1 through June 30.

If your institution has more than one term that starts and ends in the same month, you only need to report the term one time. For example, if the general college and medical school both have fall semesters that start in August and end in December, you need only provide one fall semester, even if they don't start on the same days of the month. If the terms start or end in different months, please provide the terms separately. For additional help, click here.

[Pop-up instructions]

The following terms may be reported as a single term because they start and end in the same month:

Term name	Start Date	End Date
General college fall 2019	08/07/2019	12/05/2019
Medical school fall 2019	08/09/2019	12/07/2019
Law school fall 2019	08/14/2019	12/14/2019

The following terms should be reported as separate terms because they start and end in different months:

Term name	Start Date	End Date
General college spring 2019	01/22/2020	05/05/2020
Medical school spring 2019	01/09/2020	04/28/2020

Law school spring 2019   02/04/2020   05/14/2020

BTMNAM[01-12]

Term Name [01-12] _____

BTMBEG[01-12]

Term Start Date [01-12]

Month: January - December
Year: 2019-2020

BTMEND[01-12]

Term End Date [01-12]

Month: January - December
Year: 2019-2020

Eligibility

BELIG

Student is eligible for NPSAS:20?

(Note: this item defaults to Yes unless you change the selection.)

If you think that this student is ineligible for NPSAS:20, change the response to No and select a reason that the student is ineligible. If more than one reason applies, choose the reason that appears first on the list. You do not need to provide any other data for ineligible students.

The student is ineligible for NPSAS:20 if he or she meets any of the following conditions:
- Not enrolled at institution: Student was not enrolled at this institution at any time from July 1, 2019 to June 30, 2020.
- Tuition refund: Student was enrolled at one time but received a full tuition refund for all terms in study period from July 1, 2019 to June 30, 2020.
- Pays tuition to another institution: Student attends this institution under joint arrangements with another institution and pays tuition solely to the other institution.
- Length of program: Student was enrolled, but not in a program of study that required at least 3 months or 300 clock/contact hours of instruction for granting a certificate, award, or diploma.
- Non-credit program: Student was enrolled, but not in at least one course that could be applied toward fulfilling requirements for an academic degree, a certificate program, or in a term for credit that could be transferred to another school.
- Completing high school: Student was still completing high school requirements as of the last term enrolled in the July 1, 2019 - June 30, 2020 academic year.
- GED or high school completion program: Student was enrolled solely in a GED or high school completion program as of the last term enrolled in the July 1, 2019 - June 30, 2020 academic year.
- Adult basic education program: Student was enrolled solely in an adult basic education program (e.g., ESL, literacy) as of the last term enrolled in the July 1, 2019 - June 30, 2020 academic year.
  1=Yes
  0=No

BELIGRSN

Ineligible reason

Select the reason that the student is not eligible for NPSAS:20.

1=Student was not enrolled at this institution at any time from July 1, 2019 to June 30, 2020.

2=Student was enrolled at one time but received a full tuition refund for all terms in study period from July 1, 2019 to June 30, 2020.

3=Student attends this institution under joint arrangements with another institution and pays tuition solely to the other institution.

4=Student was enrolled, but not in a program of study that required at least 3 months or 300 clock/contact hours of instruction for granting a certificate, award, or diploma.

5=Student was enrolled, but not in at least one course that could be applied toward fulfilling requirements for an academic degree, a certificate program, or in a term for credit that could be transferred to another school.

6=Student was still completing High School requirements (for the last term enrolled).

7=Student was enrolled solely in a GED or High School completion program (for the last term enrolled).

8=Student was enrolled solely in an adult basic education program (i.e., ESL, literacy) (for the last term enrolled).

1=Not enrolled at institution
2=Tuition refund
3=Pays tuition to another institution
4=Length of program
5=Non-credit program
6=Completing high school
7=GED or high school completion program
8=Adult basic education program

General Student Information

FNAME

First Name _____

MNAME

Middle Name _____

LNAME

Last Name _____

SUFFIX

Suffix _____

SOCIAL

Social Security Number/SSN _____

ASTHDOB

Month: January - December
Date: 01-31
Year: 1920 - 2014

ASGENDER

Sex

0=Male
1=Female
-1=Unknown

AMARITAL

Marital Status

0=Not married (single, windowed, divorced)
1=Married
2=Separate
-1=Unknown

AMAIDEN

Maiden Name _____

SPOUSEFN

Spouse First Name _____

SPOUSEMN

Spouse Middle Name _____

SPOUSELN

Spouse Last Name _____

ACITIZEN

Citizenship Status

Please indicate the student's citizenship status using one of the response options provided. Do not provide the student's country of origin.

0 = US citizen or US national
1 = Resident alien, permanent resident, or other eligible non-citizen
2 = Foreign/International student with student visa
-1 = Unknown

AVETERAN

Veteran or Active Duty Military Status

Please indicate whether the sample member is a veteran of the U.S. Armed Forces or is serving on active duty (not whether the sample member is receiving veteran's benefits).

0 = No
1 = Yes, veteran
2 = Yes, active duty military
-1 = Unknown

AHIGHSCH

High School Completion Type

1 = High School Diploma
2 = GED or other equivalency

3 = High school completion certificate
4 = Foreign high school
5 = Home schooled
6 = No high school degree/certificate
-1 = Unknown

AHIGHYR

High School Completion Year

Year: 1920 - 2020

SUBSCTION: RACE & ETHNICITY

Instruction: Note that these categories differ from those reported to IPEDS, but are consistent with IPEDS requirements for the collection of race and ethnicity.

For more information about IPEDS requirements for the collection and reporting of race and ethnicity, visit https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1.

ASHISPAN

Ethnicity

0=Not Hispanic or Latino
1=Hispanic or Latino
-1=Unknown

ASTWHITE

Race: White

0 = No
1 = Yes

ASTBLACK

Race: Black or African American

0 = No
1 = Yes

ASTASIAN

Race: Asian

0 = No
1 = Yes

ASINDIAN

Race: American Indian or Alaska Native

0 = No
1 = Yes

ASISLAND

Race: Native Hawaiian or Other Pacific Islander

0 = No
1 = Yes

PERMAD1L

Permanent Address Line 1 _____

PERMAD2L

Permanent Address Line 2 _____

PERMCITY

Permanent Address City _____

PERMSTAT

Permanent Address State: -Select-

PERMZIP

Permanent Address ZIP _____

PERMCNTRY

Permanent Address Country (if not USA) _____

SCHSTRES

Is the student a permanent resident of [the state in which the institution is located]?

0 = No
1 = Yes
-1 = Unknown

LOCAD1L

Local Address Line 1 _____

LOCAD2L

Local Address Line 2 _____

LOCCITY

Local Address City _____

LOCSTAT

Local Address State: -Select-

LOCZIP

Local Address ZIP _____

PHONE1

Phone 1 _____

PHONE1TYPE

Phone 1 Type

1 = Home
2 = Mobile
3 = Other

PHONE2

Phone 1 _____

PHONE2TYPE

Phone 2 Type

1 = Home
2 = Mobile
3 = Other

PRSEMAIL

Personal Email _____

CAMEMAIL

Campus Email _____

PARFRST

Parent First Name _____

PARMID

Parent Middle Name _____

PARLAST

Parent Last Name _____

PARSUF

Parent Suffix _____

PARAD1L

Parent Address Line 1 _____

PARAD2L

Parent Address Line 2 _____

PARCITY

Parent Address City _____

PARSTAT

Parent Address State: -Select-

PARZIP

Parent Address ZIP _____

PARCNTRY

Parent Address Country (if not USA) _____

PAREMAIL

Parent Email _____

PARTEL

Parent Phone _____

PARCELL

Parent Cell Phone _____

PARPITL

Parent International Phone _____

OTHFRST

Other Contact First Name _____

OTHMID

Other Contact Middle Name _____

OTHLAST

Other Contact Last Name _____

OTHSUF

Other Contact Suffix _____

OTHREL

Relationship of Other Contact to Student

1 = Parent
2 = Guardian
3 = Sibling
4 = Aunt
5 = Uncle
6 = Grandparent
7 = Spouse
8 = Friend
9 = Colleague
10 = Other
-1 = Unknown

OTHAD1L

Other Contact Address Line 1 _____

OTHAD2L

Other Contact Address Line 2 _____

OTHCITY

Other Contact Address City _____

OTHSTAT

Other Contact Address State: -Select-

OTHZIP

Other Contact Address ZIP _____

OTHCNTRY

Other Contact Address Country (if not USA) _____

OTHEMAIL

Other Contact Email _____

OTHTEL

Other Contact Phone _____

OTHCELL

Other Contact Cell Phone _____

Enrollment

BEERDTMY

Date first enrolled at this institution

Enter the date the student enrolled at this institution for the first time. The enrollment date may have occurred prior to this academic year.

Month: January - December
Date: 01 - 31
Year: 1920-2020

BELEDTMY

Date last enrolled at this institution

If the student is no longer enrolled at this institution, enter the student's last date of enrollment.

Month: January - December
Date: 01 - 31
Year: 1920-2020

BEFSTTM

First time Beginning Student?

A student is considered a first-time beginner (FTB) for NPSAS:20 if he or she is as an undergraduate student who enrolled in college for the first time at this institution between July 1, 2019 and June 30, 2020.

Students are NOT FTBs if they were enrolled in a postsecondary class for credit at this or any other postsecondary institution prior to July 1, 2019, unless the credit was advanced placement (AP) credit, international baccalaureate (IB) credit, or any other postsecondary credit or formal award earned while the student was still completing high school.

Please note that this is not the same as the first-time full-time designation reported to IPEDS.
0 = No
1 = Yes

BETRANSFER

Accepted transfer credit

Indicate whether your institution accepted transfer credits for this student from another postsecondary institution. Please exclude remedial or developmental courses.

0 = No
1 = Yes

BERECVBA

Received bachelor's degree

Select Yes if the graduate student has already obtained a bachelor's degree, even if it was not awarded by this institution.

0 = No
1 = Yes

BEBADATE

Date bachelor's degree received

If the graduate student has obtained a bachelor's degree, enter the date the degree was received.

Month: January - December
Date: 01 - 31
Year: 1920-2020

BREMEVER

Ever taken a remedial course

Since completing high school, has the student taken any remedial/developmental courses to improve their basic skills in English, math, reading, or writing? Please answer Yes if your records indicate that the student took any remedial courses since high school, even if they were not taken at your institution.

0 = No
1 = Yes

BEACTENG

ACT English _____

Enter the student's ACT English score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BEACTMAT

ACT Mathematics _____

Enter the student's ACT Mathematics score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BEACTRDG

ACT Reading _____

Enter the student's ACT Reading score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BEACTSCI

ACT Science _____

Enter the student's ACT Science score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BEACTCOM

ACT Composite _____

Enter the student's ACT Composite score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BESATCR

SAT Critical Reading _____

Enter the student's SAT Critical Reading score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BESATMAT

SAT Mathematics _____

Enter the student's SAT Mathematics score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BESATWRT

SAT Writing _____

Enter the student's SAT Writing score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

BENLADEG

Program/Degree

In what degree program was this student enrolled on June 30, 2020? If the student was no longer enrolled on June 30, 2020, report the degree program for his or her last term enrolled between July 1, 2019 and June 30, 2020.

If the student was enrolled in more than one program, enter the highest degree program. If the student was enrolled in a dual degree program in which both degrees are the same level (such as a dual MD/PhD or dual MA/MBA), select the student's primary degree program.

1=Enrolled in undergraduate courses, not in a degree program
2=Undergraduate certificate or diploma (occupational or technical program)
3=Associate's degree
4=Bachelor's degree
5=Enrolled in graduate courses, not in a degree program
6=Post-baccalaureate certificate program
7=Dual bachelor's/master's degree
8=Master's degree program
9=Post-master's certificate
10=Doctoral degree - research/scholarship
11=Doctoral degree - professional practice
12=Doctoral degree - other
-1=Unknown

BENADTYP

Graduate Degree Type

1 = Master of Science (MS)

2 = Master of Arts (MA)
3 = Master of Education (M.Ed) or Teaching (MAT)
4 = Master of Business Administration (MBA)
5 = Master of Public Administration (MPA)
6 = Master of Social Work (MSW)
7 = Master of Fine Arts (MFA)
8 = Master of Public Health (MPH)
9 = Master of Divinity (M.Div)
10 = Other master's degree program not listed
11 = Doctor of Philosophy (PhD)
12 = Doctor of Education (EdD)
13 = Doctor of Science or Engineering
14 = Doctor of Psychology (PsyD)
15 = Doctor of Business or Public Admin (DBA, DPA)
16 = Doctor of Fine Arts (DFA)
17 = Doctor of Theology (ThD)
18 = Law (JD, LLB)
19 = Medicine or Osteopathic Medicine (MD, DO)
20 = Dentistry (DDS, DMD)
21 = Chiropractic (DC, DCM)
22 = Pharmacy (PharmD)
23 = Optometry (OD)
24 = Podiatry (DPM, DP, PodD)
25 = Veterinary medicine (DVM)
26 = Other doctoral degree not listed

In what type of graduate degree program was this student enrolled on June 30, 2020? If the student was no longer enrolled on June 30, 2020, report the graduate degree program type for his or her last term during his or her last term enrolled between July 1, 2019 and June 30, 2020.

BENLALVL

Class Level

Enter the student's class level as of June 30, 2020. If the student was no longer enrolled on June 30, provide the student's class level during his or her last term enrolled between July 1, 2019 and June 30, 2020.

If class level was used to determine financial aid eligibility, report that class level for this item. Otherwise, report the class level as defined by your institution.

Institutions typically define class level based on the number of earned credits. An example of a commonly used classification:

- 0-29 earned credit hours for first-year/freshman
- 30-59 earned credit hours for sophomore
- 60-89 earned credit hours for junior
- 90+ earned credit hours for senior

1 = 1st Year/Freshman
2 = Sophomore
3 = Junior
4 = Senior
5 = 5th Year or Higher Undergraduate
6 = Undergraduate (unclassified)

7 = Student with bachelor's or advanced degree taking undergraduate courses
8 = 1st year Graduate
9 = Beyond 1st year Graduate
10 = Graduate (unclassified)
-1 = Unknown

BEDEGDATE

Date Completed

If the student completed the degree program, enter the date the degree was received.

Month: January - December
Date: 01 - 31
Year: 1920-2020

BEEXPDEG

Expected to complete degree requirements by June 30, 2020?

(This item applies to programs/degrees that are not yet completed.) Is the student expected to have completed the requirements for their current degree program on or before June 30, 2020? Completion of the requirements means all required classes have been taken and passed and sufficient credit or clock hours have been earned. Some students may not yet have been awarded their degree or certificate by the institution, even though the requirements have been completed.

BENNFGPA

Cumulative (Unweighted) GPA_____

Please provide the student's cumulative GPA as of June 30, 2020. If your institution uses a 4.0 point scale, please enter GPA with two decimal places. If your institution uses a 100 point scale, enter the grade with one decimal place.

BECLKHRS

Total Number of Clock Hours in Program_____

If this student is enrolled in a clock hour program, what is the total length of the program in clock/contact hours?

BECLKCOMP

Cumulative Clock Hours Completed_____

Please provide the total cumulative clock hours earned by this student as of June 30, 2020. Include all clock hours earned, even if they do not count toward the student's degree/program requirements.

BECRDHRS

Total Number of Credit Hours in Program_____

If this student is enrolled in a credit hour program, what is the total length of the program in credit hours?

BECRDCOMP

Cumulative Credit Hours Completed_____

Please provide the total cumulative credit hours earned by this student as of June 30, 2020. Include all credit hours earned, even if they do not count toward the student's degree/program requirements.

BTUITOT

Total Tuition and Required Fees Charged _____

The amount entered should be the amount CHARGED for the period(s) in which the student was enrolled between July 1, 2019 and June 30, 2020, prior to any aid, discounts, or waivers.
Required fees include all fixed sum charges that are required of such a large proportion of all students that the student who does not pay the charges is an exception.
Include any out-of-state/out-of-district fees for applicable students.
Please enter the specific amount charged for this student (typically obtained from the business or bursar's office), not the budgeted tuition amount or the average tuition amount charged for students.

BTUNJURI

Residency for Tuition Purposes

Please indicate the student's tuition classification for the 2019-2020 academic year.
An in-district student is a student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.
An in-state student is a student who is a legal resident of the state in which he/she attends school.

A student may receive in-state or reduced tuition even if he/she is not a legal resident of the state, such as through programs that offer in-state tuition to veterans or through tuition reciprocity agreements with adjacent states. Report these students as "in-state tuition for other reason," even if the reduced tuition is higher than in-state tuition.

An out-of-state student is a student who is not a legal resident of the state in which he/she attends school.

   1 = In-district
   2 = In-state tuition based on legal residence
   3 = In-state tuition for other reason (e.g., veteran status)
   4 = Out-of-state
   5 = No differential tuition based on residency
   -1 = Unknown

BEMAJ1CIP

First Major CIP Code_____

Please provide the CIP code for this student's first major as of June 30, 2020. If the student was no longer enrolled on June 30, provide the student's major during his or her last term enrolled between July 1, 2019 and June 30, 2020.
CIP (Classification of Instructional Programs) codes are used by the National Center for Education Statistics (NCES) for major or field of study reporting, assessment, and tracking.
Please enter the 6 digit CIP Code of the student's first major or field of study. NOTE: This item is filled for you if a CIP code for this student was provided on your enrollment list. You may change the CIP code if what is shown is incorrect.
If you are not familiar with the codes, please leave this column blank and enter the student's current or most recent first major or field of study in the First Major item in this section. If the student has not yet declared a major, please leave this item blank and select "Yes" for the "undeclared" item in this section.

BEMAJ1

First Major _____

BEMAJ2CIP

Second Major CIP Code_____

Please provide the CIP code for this student's second major as of June 30, 2020. If the student was no longer enrolled on June 30, provide the student's major during his or her last term enrolled between July 1, 2019 and June 30, 2020.

CIP (Classification of Instructional Programs) codes are used by the National Center for Education Statistics (NCES) for major or field of study reporting, assessment, and tracking.

Please enter the 6 digit CIP Code of the student's first major or field of study. NOTE: This item is filled for you if a CIP code for this student was provided on your enrollment list. You may change the CIP code if what is shown is incorrect.

If you are not familiar with the codes, please leave this column blank and enter the student's current or most recent first major or field of study in the First Major item in this section. If the student has not yet declared a major, please leave this item blank and select "Yes" for the "undeclared" item in this section.

BEMAJ2

Second Major _____

BEUNDECL

Major Undeclared

0 = No
1 = Yes

BTMST[01-12]

Enrollment Status for [Term 01-12]

Enter the student's enrollment status in [term 1-12]. If enrollment status was used to determine financial aid eligibility, report that enrollment status for this item. Otherwise, report the enrollment status as defined by your institution.

Institutions typically define enrollment status based on the number of credit or clock hours attempted. For example, students who are enrolled as a **full-time student** typically carry at least

- 12 semester or quarter hours per term at the undergraduate level or 9 credit hours per term at the graduate level.

- 24 semester hours or 36 quarter hours per academic year for an educational program using credit hours for a program of less than one academic year.

- 24 clock hours per week for an education program using clock hours.

0 = Not enrolled
1 = Full-time
2 = 3/4-time
3 = Half-time
4 = Less than half-time

BTMHR

Number of Credit or Clock Hours Enrolled in [Term 01-12] _____

Budget

Please provide budget details for the 2019-2020 academic year (July 1, 2019 to June 30, 2020). If possible, please provide an individualized budget for this student, not an average budget or the budget for the most popular program. If an individualized budget is not available (e.g., a budget was not prepared because the student did not apply for aid), please provide a generic budget or an estimated cost of attendance.

CNPERIOD

Budget Period

Select the enrollment status that matches the budget details you will provide for this student.

If possible, please provide a **full-time, full-year** budget, even if the student was not enrolled full-time for the entire year. If this student's budgeted costs were not originally calculated for full-time, full-year enrollment, you can use Pell guidelines to prorate the amount to reflect the costs for a full-time student enrolled for a full academic year in the student's academic program. Click here for definitions and more information about prorating costs of attendance.

If a full-time, full-year budget is not available, and you cannot provide a prorated amount, you may provide budget details for other enrollment statuses. For example, for a student who had different enrollment statuses throughout the year, you could provide a "full-time, one term" budget or a "half-time, one term" budget.
Please provide budgeted costs of attendance for a full-time student enrolled for a full academic year.
Academic year: An academic year must include at least 30 weeks of instructional time for credit-hour based programs, or 26 weeks of instructional time for clock-hour based programs.
At a semester-based institution, the academic year typically includes fall and spring terms. At a trimester-based institution, the academic year typically includes fall, spring, and summer terms.
For more information about defining an academic year, visit
https://ifap.ed.gov/fsahandbook/attachments/1516FSAHbkVol3Ch1.pdf

Full-time: The following minimum coursework standards are for undergraduate students enrolled full-time in the academic year:
- For credit-hour programs, at least 24 semester or trimester credit hours, or 36 quarter credit hours; or
- For clock-hour programs, at least 900 clock hours.

Adjusting budgeted costs of attendance: If your program costs are not for full-time, full-year enrollment, use the Pell guidelines to adjust your costs of attendance to report a full-time, full-year budget.
For more information about prorating costs of attendance for Pell, visit
https://ifap.ed.gov/fsahandbook/attachments/1516FSAHbkVol3Ch2.pdf

1 = Full-time, full-year
2 = Full-time, one term
3 = 3/4-time, full-year
4 = 3/4-time, one term
5 = Half-time, full-year
6 = Half-time, one term
7 = Less than half-time, full-year
8 = Less than half-time, one term
9 = Other

CNLCLRES

Student Residence

For the budget period you specified for this student, enter the amount BUDGETED for tuition and fees for this student. This amount may differ from the total tuition and fees CHARGED (requested in the enrollment section), and is typically obtained from the financial aid office.

1 = On-campus or school-owned housing
2 = Off-campus without parents
3 = Off-campus with parents
-1 = Unknown

CTUITION

Tuition & Fees _____

For the budget period you specified for this student, enter the amount BUDGETED for tuition and fees for this student. This amount may differ from the total tuition and fees CHARGED (requested in the enrollment section), and is typically obtained from the financial aid office.

CNESROOM

Room & Board _____

CNESBOOK

Books & Supplies _____

CNETRANS

Transportation _____

CNESCOMP

Computer Technology _____

For example: a reasonable cost, as determined by your institution, for the rental or purchase of a personal computer that the student will use for study for budget period you specified for this student.

CNEHLTB

Health Insurance _____

CNEOTHER

All Other _____

For the budget period you specified for this student, enter the total estimated expense amount not included in any of the previous budget categories.

CTOTLCOA

Budgeted Total Cost of Attendance _____

For the budget period you specified for this student, enter the total estimated cost of attendance.

Financial Aid

CFAWARN

Financial Aid Warning

Because of your institution's Satisfactory Academic Progress policy, at any time during the July 1, 2019 to June 30, 2020 financial aid year, was the student placed on financial aid warning?

0 = No
1 = Yes

CFAPROB

Financial Aid Probation

Because of your institution's Satisfactory Academic Progress policy, at any time during the July 1, 2019 to June 30, 2020 financial aid year, was the student placed on financial aid probation?

0 = No
1 = Yes

CFAINELG

Ineligible to Receive Title IV Aid

Because of your institution's Satisfactory Academic Progress policy, at any time during the July 1, 2019 to June 30, 2020 financial aid year, was the student ineligible to receive Title IV financial aid?

0 = No
1 = Yes

SUBSECTION: FEDERAL AID

If the student had federal aid for the July 1, 2019 to June 30, 2020 financial aid year, enter the whole dollar amounts awarded to the student within each federal financial aid program. If the student was awarded a type of federal financial aid not listed here, you will have an opportunity to enter the name, type, and amount awarded in 'Other Aid' at the end of this section.

CFAFEDAID

Student had federal aid for the July 1, 2019 to June 30, 2020 financial aid year?

0 = No
1 = Yes

CFADPELL

Pell Grant Amount _____

CFASSTAF

Subsidized Direct/Stafford Loan Amount _____

CFAUSTAF

Unsubsidized Direct/Stafford Loan Amount _____

CFADPLUS

Parent PLUS Loan Amount _____

CFAGPLUS

Graduate PLUS Loan Amount _____

CFATEACH

Federal TEACH Grant Amount _____

CPERKINS

Perkins Loan Amount _____

CFAFSEOG

Federal SEOG Grant Amount _____

CFATDFWS

Federal Work Study AWARDED _____

Federal Work-Study awarded refers to the maximum amount the student could earn through the Work-Study Program over the course of the academic year. For example, if the student was awarded $1000 and actually earned $500, enter $1000 for this item.

CFAIRAQ

Iraq & Afghanistan Service Grant _____

CFATVET

Veterans Benefits _____

Veterans' education benefits include programs administered by the U.S. Department of Veterans Affairs, including such programs as the GI Bill (for example, Post-9/11 GI Bill, Montgomery GI Bill), the Reserve Educational Assistance Program (REAP), and Dependents' Educational Assistance program (DEA).

SUBSECTION: STATE AID

If the student had state aid for the July 1, 2019 to June 30, 2020 financial aid year, enter program name, select the type, and enter the whole dollar amount awarded for up to three state aid awards. If the student was awarded more than three state aid awards, you will have an opportunity to enter the name, type, and amount awarded in "Other Aid" at the end of this section.

CFASTATAID

Student had state aid for the July 1, 2019 to June 30, 2020 financial aid year?

0 = No
1 = Yes

CFSTATE01

State Aid Program Name 1 _____

CFSTTYP01

State Aid Program Type 1

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

1=Grant/scholarship, need-based
2=Grant/scholarship, merit-based
3=Grant/scholarship, both need and merit
4=Grant/scholarship, neither need nor merit
5=Grant/scholarship, unknown
6=Tuition Waiver, non-faculty/staff
7=Loan
8=Work-study
9=Athletic scholarship
10=Tuition waiver, faculty/staff
11=Teaching assistantship/stipend
12=Research assistantship/stipend
13=Other assistantship/stipend
14=Traineeship
15=ROTC/Armed Forces Grants
16=Veterans benefits
17=Resident advisor/assistant (RA) benefits
18=WIA/Job training/Vocational Rehabilitation
19=Employer aid

CFSTAMT01

State Aid Program Amount 1 _____

CFSTATE02

State Aid Program Name 2 _____

CFSTTYP02

State Aid Program Type 2

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

1=Grant/scholarship, need-based
2=Grant/scholarship, merit-based
3=Grant/scholarship, both need and merit
4=Grant/scholarship, neither need nor merit
5=Grant/scholarship, unknown
6=Tuition Waiver, non-faculty/staff
7=Loan
8=Work-study
9=Athletic scholarship
10=Tuition waiver, faculty/staff
11=Teaching assistantship/stipend
12=Research assistantship/stipend
13=Other assistantship/stipend
14=Traineeship
15=ROTC/Armed Forces Grants
16=Veterans benefits
17=Resident advisor/assistant (RA) benefits
18=WIA/Job training/Vocational Rehabilitation

19=Employer aid

CFSTAMT02

State Aid Program Amount 2 _____

CFSTATE03

State Aid Program Name 3 _____

CFSTTYP03

State Aid Program Type 3

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

1=Grant/scholarship, need-based
2=Grant/scholarship, merit-based
3=Grant/scholarship, both need and merit
4=Grant/scholarship, neither need nor merit
5=Grant/scholarship, unknown
6=Tuition Waiver, non-faculty/staff
7=Loan
8=Work-study
9=Athletic scholarship
10=Tuition waiver, faculty/staff
11=Teaching assistantship/stipend
12=Research assistantship/stipend
13=Other assistantship/stipend
14=Traineeship
15=ROTC/Armed Forces Grants
16=Veterans benefits
17=Resident advisor/assistant (RA) benefits
18=WIA/Job training/Vocational Rehabilitation
19=Employer aid

CFSTAMT03

State Aid Program Amount 3 _____

SUBSECTION: INSTITUTION AID

If the student had institution aid for the July 1, 2019 to June 30, 2020 financial aid year, enter the program name, select the type, and enter the whole dollar amount awarded for up to three institution awards. If the student was awarded more than three institution aid awards, you will have an opportunity to enter the name, type, and amount awarded in "Other Aid" at the end of this section.

CFAINSTAID

Student had institution aid for the July 1, 2019 to June 30, 2020 financial aid year?

0 = No
1 = Yes

CFAINS01

Institution Aid Program Name 1 _____

CFAITYP01

Institution Aid Program Type 1

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

1=Grant/scholarship, need-based
2=Grant/scholarship, merit-based
3=Grant/scholarship, both need and merit
4=Grant/scholarship, neither need nor merit
5=Grant/scholarship, unknown
6=Tuition Waiver, non-faculty/staff
7=Loan
8=Work-study
9=Athletic scholarship
10=Tuition waiver, faculty/staff
11=Teaching assistantship/stipend
12=Research assistantship/stipend
13=Other assistantship/stipend
14=Traineeship
15=ROTC/Armed Forces Grants
16=Veterans benefits
17=Resident advisor/assistant (RA) benefits
18=WIA/Job training/Vocational Rehabilitation
19=Employer aid

CFAIAMT01

Institution Aid Program Amount 1 _____

CFAINS02

Institution Aid Program Name 2 _____

CFAITYP02

Institution Aid Program Type 2

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

1=Grant/scholarship, need-based
2=Grant/scholarship, merit-based
3=Grant/scholarship, both need and merit
4=Grant/scholarship, neither need nor merit
5=Grant/scholarship, unknown
6=Tuition Waiver, non-faculty/staff
7=Loan

8=Work-study
9=Athletic scholarship
10=Tuition waiver, faculty/staff
11=Teaching assistantship/stipend
12=Research assistantship/stipend
13=Other assistantship/stipend
14=Traineeship
15=ROTC/Armed Forces Grants
16=Veterans benefits
17=Resident advisor/assistant (RA) benefits
18=WIA/Job training/Vocational Rehabilitation
19=Employer aid

CFAIAMT02

Institution Aid Program Amount 2 _____

CFAINS03

Institution Aid Program Name 3 _____

CFAITYP03

Institution Aid Program Type 3

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

1=Grant/scholarship, need-based
2=Grant/scholarship, merit-based
3=Grant/scholarship, both need and merit
4=Grant/scholarship, neither need nor merit
5=Grant/scholarship, unknown
6=Tuition Waiver, non-faculty/staff
7=Loan
8=Work-study
9=Athletic scholarship
10=Tuition waiver, faculty/staff
11=Teaching assistantship/stipend
12=Research assistantship/stipend
13=Other assistantship/stipend
14=Traineeship
15=ROTC/Armed Forces Grants
16=Veterans benefits
17=Resident advisor/assistant (RA) benefits
18=WIA/Job training/Vocational Rehabilitation
19=Employer aid

CFAIAMT03

Institution Aid Program Amount 3 _____

SUBSECTION: PRIVATE AID OR OTHER GOVERNMENT AID

If the student had private aid or other government aid for the July 1, 2019 to June 30, 2020 financial aid year, enter the program name, select the type, and enter the whole dollar amount awarded for up to three private aid or other government awards. If the student was awarded more than three private aid or other government aid awards, you will have an opportunity to enter the name, type, and amount awarded in "Other Aid" at the end of this section.

CFAOTHGOV

Student had private aid or other government aid for the July 1, 2019 to June 30, 2020 financial aid year?

0 = No
1 = Yes

CFAOTHGOV01

Private Aid or Other Government Aid Program Name 1 _____

CFAGOVTYP01

Private Aid or Other Government Aid Program Type 1

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

1=Grant/scholarship, need-based
2=Grant/scholarship, merit-based
3=Grant/scholarship, both need and merit
4=Grant/scholarship, neither need nor merit
5=Grant/scholarship, unknown
6=Tuition Waiver, non-faculty/staff
7=Loan
8=Work-study
9=Athletic scholarship
10=Tuition waiver, faculty/staff
11=Teaching assistantship/stipend
12=Research assistantship/stipend
13=Other assistantship/stipend
14=Traineeship
15=ROTC/Armed Forces Grants
16=Veterans benefits
17=Resident advisor/assistant (RA) benefits
18=WIA/Job training/Vocational Rehabilitation
19=Employer aid

CFAGOVAMT01

Private Aid or Other Government Aid Program Amount 1 _____

CFAOTHGOV02

Private Aid or Other Government Aid Program Name 2 _____

CFAGOVTYP02

Private Aid or Other Government Aid Program Type 2

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

1=Grant/scholarship, need-based
2=Grant/scholarship, merit-based
3=Grant/scholarship, both need and merit
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5=Grant/scholarship, unknown
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7=Loan
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9=Athletic scholarship
10=Tuition waiver, faculty/staff
11=Teaching assistantship/stipend
12=Research assistantship/stipend
13=Other assistantship/stipend
14=Traineeship
15=ROTC/Armed Forces Grants
16=Veterans benefits
17=Resident advisor/assistant (RA) benefits
18=WIA/Job training/Vocational Rehabilitation
19=Employer aid

CFAGOVAMT02

Private Aid or Other Government Aid Program Amount 2 _____

CFAOTHGOV03

Private Aid or Other Government Aid Program Name 3 _____

CFAGOVTYP03

Private Aid or Other Government Aid Program Type 3

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

1=Grant/scholarship, need-based
2=Grant/scholarship, merit-based
3=Grant/scholarship, both need and merit
4=Grant/scholarship, neither need nor merit
5=Grant/scholarship, unknown
6=Tuition Waiver, non-faculty/staff
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12=Research assistantship/stipend
13=Other assistantship/stipend
14=Traineeship
15=ROTC/Armed Forces Grants
16=Veterans benefits
17=Resident advisor/assistant (RA) benefits
18=WIA/Job training/Vocational Rehabilitation
19=Employer aid

CFAGOVAMT03

Private Aid or Other Government Aid Program Amount 3 _____

SUBSECTION: OTHER AID

If the student had any additional aid not already reported above for the July 1, 2019 to June 30, 2020 financial aid year, enter the name, type, source, and whole dollar amount awarded for up to three additional awards.

CFAOTHAID

Student had other aid for the July 1, 2019 to June 30, 2020 financial aid year?

0 = No
1 = Yes

CFAOTHNAM01

Other Aid Program Name 1 _____

CFAOTHTYP01

Other Aid Program Type 1

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

1=Grant/scholarship, need-based
2=Grant/scholarship, merit-based
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7=Loan
8=Work-study
9=Athletic scholarship
10=Tuition waiver, faculty/staff
11=Teaching assistantship/stipend
12=Research assistantship/stipend
13=Other assistantship/stipend
14=Traineeship
15=ROTC/Armed Forces Grants
16=Veterans benefits
17=Resident advisor/assistant (RA) benefits

18=WIA/Job training/Vocational Rehabilitation
19=Employer aid

CFAOTHSRC01

Other Aid Program Source 1 _____

CFAOTHAMT01

Other Aid Program Amount 1 _____

CFAOTHNAM01

Other Aid Program Name 2 _____

CFAOTHTYP02

Other Aid Program Type 2

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

1=Grant/scholarship, need-based
2=Grant/scholarship, merit-based
3=Grant/scholarship, both need and merit
4=Grant/scholarship, neither need nor merit
5=Grant/scholarship, unknown
6=Tuition Waiver, non-faculty/staff
7=Loan
8=Work-study
9=Athletic scholarship
10=Tuition waiver, faculty/staff
11=Teaching assistantship/stipend
12=Research assistantship/stipend
13=Other assistantship/stipend
14=Traineeship
15=ROTC/Armed Forces Grants
16=Veterans benefits
17=Resident advisor/assistant (RA) benefits
18=WIA/Job training/Vocational Rehabilitation
19=Employer aid

CFAOTHSRC02

Other Aid Program Source 2 _____

CFAOTHAMT02

Other Aid Program Amount 2 _____

CFAOTHNAM03

Other Aid Program Name 3 _____

CFAOTHTYP03

Other Aid Program Type 3

Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.

1=Grant/scholarship, need-based
2=Grant/scholarship, merit-based
3=Grant/scholarship, both need and merit
4=Grant/scholarship, neither need nor merit
5=Grant/scholarship, unknown
6=Tuition Waiver, non-faculty/staff
7=Loan
8=Work-study
9=Athletic scholarship
10=Tuition waiver, faculty/staff
11=Teaching assistantship/stipend
12=Research assistantship/stipend
13=Other assistantship/stipend
14=Traineeship
15=ROTC/Armed Forces Grants
16=Veterans benefits
17=Resident advisor/assistant (RA) benefits
18=WIA/Job training/Vocational Rehabilitation
19=Employer aid

CFAOTHSRC03

Other Aid Program Source 3 _____

CFAOTHAMT03

Other Aid Program Amount 3 _____

Excel Template Codebook

This section includes the Excel Template Codebook that was approved for NPSAS:18-AC (OMB# 1850-0666 v.21). Testing participants will be asked about their experiences using this codebook and their opinions its utility. However, the participants will not be asked to prepare data using this codebook; it is provided in this appendix as reference material for topics that may be discussed in the testing sessions.

Student Records Excel Template Codebook

Item	Drop-down Response Options	Item Notes & Help Text
GENERAL STUDENT INFORMATION		
Institute ID		Your institution's IPEDS ID. (This field is not editable.)
Study ID		The student's 8-digit study ID number, issued by RTI. (This field is not editable.)
Student ID		Your institution's student ID. (This field is not editable.)
First Name		
Middle Name		
Last Name		
Suffix		
Social Security Number (SSN)		
Date of Birth Month	01 - 12	
Date of Birth Date	01 - 31	
Date of Birth Year	1920 - 2014	
Student is eligible for NPSAS:18-AC?	1 = Yes 0 = No	(Note: this item defaults to Yes unless you change the selection.) If you think that this student is ineligible for NPSAS:18, change the response to No and select a reason that the student is ineligible. If more than one reason applies, choose the reason that appears first on the list. You do not need to provide any other data for ineligible students. The student is ineligible for NPSAS:18 if he or she meets any of the following conditions: •Not enrolled at institution: Student was not enrolled at this institution at any time from July 1, 2017 to June 30, 2018. •Tuition refund: Student was enrolled at one time but received a full tuition refund for all terms in study period from July 1, 2017 to June 30, 2018. •Pays tuition to another institution: Student attends this institution under joint arrangements with another institution and pays tuition solely to the other institution. •Length of program: Student was enrolled, but not in a program of study that required at least 3 months or 300 clock/contact hours of instruction for granting a certificate, award, or diploma. •Non-credit program: Student was enrolled, but not in at least one course that could be applied toward fulfilling requirements for an academic degree, a certificate program, or in a term for credit that could be transferred to another school. •Completing high school: Student was still completing high school requirements as of the last term enrolled in the July 1, 2017 - June 30, 2018 academic year. •GED or high school completion program: Student was enrolled solely in a GED or high school completion program as of the last term enrolled in the July 1, 2017 - June 30, 2018 academic year. •Adult basic education program: Student was enrolled solely in an adult basic education program (e.g., ESL, literacy) as of the last term enrolled in the July 1, 2017 - June 30, 2018 academic year.
Ineligible reason	1=Not enrolled at institution 2=Tuition refund 3=Pays tuition to another institution 4=Length of program 5=Non-credit program 6=Completing high school 7=GED or high school completion program 8=Adult basic education program	Select the reason that the student is not eligible for NPSAS:18. 1=Student was not enrolled at this institution at any time from July 1, 2017 to June 30, 2018. 2=Student was enrolled at one time but received a full tuition refund for all terms in study period from July 1, 2017 to June 30, 2018. 3=Student attends this institution under joint arrangements with another institution and pays tuition solely to the other institution. 4=Student was enrolled, but not in a program of study that required at least 3 months or 300 clock/contact hours of instruction for granting a certificate, award, or diploma. 5=Student was enrolled, but not in at least one course that could be applied toward fulfilling requirements for an academic degree, a certificate program, or in a term for credit that could be transferred to another school. 6=Student was still completing High School requirements (for the last term enrolled). 7=Student was enrolled solely in a GED or High School completion program (for the last term enrolled). 8=Student was enrolled solely in an adult basic education program (i.e., ESL, literacy) (for the last term enrolled).
Sex	0 = Male 1 = Female -1 = Unknown	
Marital Status	0 = Not married (single, widowed, divorced) 1 = Married 2 = Separated -1 = Unknown	
Maiden Name		
Spouse First Name		
Spouse Middle Name		
Spouse Last Name		
Citizenship Status	0 = US citizen or US national 1 = Resident alien, permanent resident, or other eligible non-citizen 2 = Foreign/International Student or Non-resident Alien -1 = Unknown	Please indicate the student's citizenship status using one of the response options provided. Do not provide the student's country of origin.
Veteran Status	0 = No 1 = Yes, veteran 2 = Yes, active duty military -1 = Unknown	Please indicate whether the sample member is a veteran of the U.S. Armed Forces or is serving on active duty (not whether the sample member is receiving veteran's benefits).
High School Completion Type	1 = High School Diploma 2 = GED or other equivalency 3 = High school completion certificate 4 = Foreign high school 5 = Home schooled 6 = No high school degree/certificate -1 = Unknown	
High School Completion Year	1920 - 2018	
Ethnicity	0 = Not Hispanic or Latino 1 = Hispanic or Latino -1 = Unknown	

Race: White	1 = Yes 0 = No	Note that these categories differ from those reported to IPEDS, but are consistent with IPEDS requirements for the collection of race and ethnicity. For more information about IPEDS requirements for the collection and reporting of race and ethnicity, visit https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx#1.
Race: Black or African American	1 = Yes 0 = No	
Race: Asian	1 = Yes 0 = No	
Race: American Indian or Alaska Native	1 = Yes 0 = No	
Race: Native Hawaiian or Other Pacific Islander	1 = Yes 0 = No	
Permanent Address Line 1		
Permanent Address Line 2		
Permanent Address City		
Permanent Address State		
Permanent Address ZIP		
Permanent Address Country (if not USA)		
Is the student a permanent resident of [the state in which the institution is located]?	1 = Yes 0 = No -1 = Unknown	
Local/Most Recent Address Line 1		
Local/Most Recent Address Line 2		
Local/Most Recent Address City		
Local/Most Recent Address State		
Local/Most Recent Address ZIP		
Phone 1		
Phone 1 Type	1 = Home 2 = Mobile 3 = Other	
Phone 2		
Phone 2 Type	1 = Home 2 = Mobile 3 = Other	
Campus Email Address		
Personal Email Address		
Parent's First Name		
Parent's Middle Name		
Parent's Last Name		
Parent's Suffix		
Parent's Address Line 1		
Parent's Address Line 2		
Parent's Address City		
Parent's Address State		
Parent's Address ZIP		
Parent's Country (if not USA)		
Parent's Email Address		
Parent's Phone		
Parent's Cell Phone		
Parent's International Phone		
Other Contact's First Name		
Other Contact's Middle Name		
Other Contact's Last Name		
Other Contact's Suffix		
Other Contact Relationship to Student	1 = Parent 2 = Guardian 3 = Sibling 4 = Aunt 5 = Uncle 6 = Grandparent 7 = Spouse 8 = Friend 9 = Colleague 10 = Other -1 = Unknown	
Other Contact's Address Line 1		
Other Contact's Address Line 2		
Other Contact's Address City		
Other Contact's Address State		
Other Contact's Address ZIP		
Other Contact's Address Country (if not USA)		
Other Contact's Email Address		
Other Contact's Phone		
Other Contact's Cell Phone		

ENROLLMENT		
Institute ID		Your institution's IPEDS ID. (This field is not editable.)
Study ID		The student's 8-digit study ID number, issued by RTI. (This field is not editable.)
Student ID		Your institution's student ID. (This field is not editable.)
Date First Enrolled at Institution (Month)	01 - 12	Enter the date the student enrolled at this institution for the first time. The enrollment date may have occurred prior to this academic year.
Date First Enrolled at Institution (Day)	01 - 31	
Date First Enrolled at Institution (Year)	1920 - 2018	
Date Last Enrolled at Institution (Month)	01 - 12	If the student is no longer enrolled at this institution, enter the student's last date of enrollment.
Date Last Enrolled at Institution (Day)	01 - 31	
Date Last Enrolled at Institution (Year)	1920 - 2018	
First-Time Beginning Student	1 – Yes 0 = No	A student is considered a first-time beginner (FTB) for NPSAS:18-AC if he or she is as an undergraduate student who enrolled in college for the first time at this institution between July 1, 2017 and June 30, 2018. Students are NOT FTBs if they were enrolled in a postsecondary class for credit at this or any other postsecondary institution prior to July 1, 2017, unless the credit was advanced placement (AP) credit, international baccalaureate (IB) credit, or any other postsecondary credit or formal award earned while the student was still completing high school. Please note that this is not the same as the first-time full-time designation reported to IPEDS.
Accepted Transfer Credit	1 = Yes 0 = No	Indicate whether your institution accepted transfer credits for this student from another postsecondary institution. Please exclude remedial or developmental courses.
Ever taken a remedial course?	1 = Yes 0 – No -1 = Unknown	Since completing high school, has the student taken any remedial/developmental courses to improve their basic skills in English, math, reading, or writing? Please answer Yes if your records indicate that the student took any remedial courses since high school, even if they were not taken at your institution.
Ever Received Bachelor's Degree?	1 = Yes 0 = No -1 = Unknown	Select Yes if the graduate student has already obtained a bachelor's degree, even if it was not awarded by this institution.
Bachelor's Degree Received Date (Month)	01 - 12	If the graduate student has obtained a bachelor's degree, enter the month the degree was received.
Bachelor's Degree Received Date (Day)	01 - 31	If the graduate student has obtained a bachelor's degree, enter the day the degree was received.
Bachelor's Degree Received Date (Year)	1920 - 2018	If the graduate student has obtained a bachelor's degree, enter the year the degree was received.
ACT English score	Numeric, value between 0-36	Enter the student's ACT English score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.
ACT Mathematics score	Numeric, value between 0-36	Enter the student's ACT Mathematics score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.
ACT Reading score	Numeric, value between 0-36	Enter the student's ACT Reading score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.
ACT Science score	Numeric, value between 0-36	Enter the student's ACT Science score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.
ACT Composite score	Numeric, value between 0-36	Enter the student's ACT Composite score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.
SAT Critical Reading	Numeric, value between 200-800	Enter the student's SAT Critical Reading score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.
SAT Mathematics	Numeric, value between 200-800	Enter the student's SAT Mathematics score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.
SAT Writing	Numeric, value between 200-800	Enter the student's SAT Writing score. If this student has multiple scores on record, enter the score that is used according to your institution's admissions policy.

Enrollment: 2017-2018 Academic Year		
Program/Degree	1=Enrolled in undergraduate courses, not in a degree program 2=Undergraduate certificate or diploma (occupational or technical program) 3=Associate's degree 4=Bachelor's degree 5=Enrolled in graduate courses, not in a degree program 6=Post-baccalaureate certificate program 7=Dual bachelor's/master's degree 8=Master's degree program 9=Post-master's certificate 10=Doctoral degree - research/scholarship 11=Doctoral degree - professional practice 12=Doctoral degree - other -1=Unknown	In what degree program was this student enrolled on June 30, 2018? If the student was no longer enrolled on June 30, 2018, report the degree program for his or her last term enrolled between July 1, 2017 and June 30, 2018. If the student was enrolled in more than one program, enter the highest degree program. If the student was enrolled in a dual degree program in which both degrees are the same level (such as a dual MD/PhD or dual MA/MBA), select the student's primary degree program.
Graduate Degree Type	1 = Master of Science (MS) 2 = Master of Arts (MA) 3 = Master of Education (M.Ed) or Teaching (MAT) 4 = Master of Business Administration (MBA) 5 = Master of Public Administration (MPA) 6 = Master of Social Work (MSW) 7 = Master of Fine Arts (MFA) 8 = Master of Public Health (MPH) 9 = Master of Divinity (M.Div) 10 = Other master's degree program not listed 11 = Doctor of Philosophy (PhD) 12 = Doctor of Education (EdD) 13 = Doctor of Science or Engineering 14 = Doctor of Psychology (PsyD) 15 = Doctor of Business or Public Admin (DBA, DPA) 16 = Doctor of Fine Arts (DFA) 17 = Doctor of Theology (ThD) 18 = Law (JD, LLB) 19 = Medicine or Osteopathic Medicine (MD, DO) 20 = Dentistry (DDS, DMD) 21 = Chiropractic (DC, DCM) 22 = Pharmacy (PharmD) 23 = Optometry (OD) 24 = Podiatry (DPM, DP, PodD) 25 = Veterinary medicine (DVM) 26 = Other doctoral degree not listed	In what type of graduate degree program was this student enrolled on June 30, 2018? If the student was no longer enrolled on June 30, 2018, report the graduate degree program type for his or her last term during his or her last term enrolled between July 1, 2017 and June 30, 2018.
Class Level	1 = 1st Year/Freshman 2 = Sophomore 3 = Junior 4 = Senior 5 = 5th Year or Higher Undergraduate 6 = Undergraduate (unclassified) 7 = Student with bachelor's or advanced degree taking undergraduate courses 8 = 1st year Graduate 9 = Beyond 1st year Graduate 10 = Graduate (unclassified) -1 = Unknown	Enter the student's class level as of June 30, 2018. If the student was no longer enrolled on June 30, provide the student's class level during his or her last term enrolled between July 1, 2017 and June 30, 2018. If class level was used to determine financial aid eligibility, report that class level for this item. Otherwise, report the class level as defined by your institution. Institutions typically define class level based on the number of earned credits. An example of a commonly used classification: • 0-29 earned credit hours for first-year/freshman • 30-59 earned credit hours for sophomore • 60-89 earned credit hours for junior • 90+ earned credit hours for senior.
Degree Completion Date (Month)	01 - 12	If the student has completed this degree program, please provide the date of completion.
Degree Completion Date (Day)	01 - 31	
Degree Completion Date (Year)	1920 - 2018	
Expected to Complete Degree Requirements	1 = Yes 0 = No	This item applies to programs/degrees that are not yet completed. Is the student expected to have completed the requirements for their current degree program on or before June 30, 2018? Completion of the requirements means all required classes have been taken and passed and sufficient credit or clock hours have been earned. Some students may not yet have been awarded their degree or certificate by the institution, even though the requirements have been completed.
GPA	Numeric, 0.00 - 100.0	Please provide the student's cumulative unweighted GPA as of June 30, 2018. If your institution uses a 4.0 point scale, please enter GPA with two decimal places. If your institution uses a 100 point scale, enter the grade with one decimal place.
Total Number of Clock Hours in Program	Numeric	If this student is enrolled in a clock hour program, what is the total length of the program in clock/contact hours? If the student is not enrolled in a clock hour program, leave blank.
Cumulative Clock Hours Completed	Numeric	Please provide the total cumulative clock hours earned by this student as of June 30, 2018. Include all clock hours earned, even if they do not count toward the student's degree/program requirements.

Total Number of Credit Hours in Program	Numeric	If this student is enrolled in a credit hour program, what is the total length of the program in credit/contact hours? If the student is not enrolled in a credit hour program, leave blank.
Cumulative Credit Hours Completed	Numeric	Please provide the total cumulative credit hours earned by this student as of June 30, 2018. Include all credit hours earned, even if they do not count toward the student's degree/program requirements.
Total Tuition and Required Fees Charged	Numeric, 0 - 120000	The amount entered should be the amount CHARGED for the period(s) in which the student was enrolled between July 1, 2017 and June 30, 2018, prior to any aid, discounts, or waivers. Required fees include all fixed sum charges that are required of such a large proportion of all students that the student who does not pay the charges is an exception. Include any out-of-state/out-of-district fees for applicable students. Please enter the specific amount charged for this student (typically obtained from the business or bursar's office), not the budgeted tuition amount or the average tuition amount charged for students.
Residency for Tuition Purposes	1 = In-district 2 = In-state tuition based on legal residence 3 = In-state tuition for other reason (e.g., veteran status) 4 = Out-of-state 5 = No differential tuition based on residency -1 = Unknown	Please indicate the student's tuition classification for the 2017-2018 academic year. An in-district student is a student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution. An in-state student is a student who is a legal resident of the state in which he/she attends school. A student may receive in-state or reduced tuition even if he/she is not a legal resident of the state, such as through programs that offer in-state tuition to veterans or through tuition reciprocity agreements with adjacent states. Report these students as "in-state tuition for other reason," even if the reduced tuition is higher than in-state tuition. An out-of-state student is a student who is not a legal resident of the state in which he/she attends school.
First Major CIP Code	Numeric, 6 digits	Please provide the CIP code for this student's first major as of June 30, 2018. If the student was no longer enrolled on June 30, provide the student's major during his or her last term enrolled between July 1, 2017 and June 30, 2018. CIP (Classification of Instructional Programs) codes are used by the National Center for Education Statistics (NCES) for major or field of study reporting, assessment, and tracking. Please enter the 6 digit CIP Code of the student's first major or field of study. NOTE: This item is filled for you if a CIP code for this student was provided on your enrollment list. You may change the CIP code if what is shown is incorrect. If you are not familiar with the codes, please leave this column blank and enter the student's current or most recent first major or field of study in the First Major item in this section. If the student has not yet declared a major, please leave this item blank and select "Yes" for the "undeclared" item in this section.
First Major		
Second Major CIP Code	Numeric, 6 digits	Please provide the CIP code for this student's second major as of June 30, 2018. If the student was no longer enrolled on June 30, provide the student's major during his or her last term enrolled between July 1, 2017 and June 30, 2018. CIP (Classification of Instructional Programs) codes are used by the National Center for Education Statistics (NCES) for major or field of study reporting, assessment, and tracking. Please enter the 6 digit CIP Code of the student's first major or field of study. NOTE: This item is filled for you if a CIP code for this student was provided on your enrollment list. You may change the CIP code if what is shown is incorrect. If you are not familiar with the codes, please leave this column blank and enter the student's current or most recent first major or field of study in the First Major item in this section. If the student has not yet declared a major, please leave this item blank and select "Yes" for the "undeclared" item in this section.
Second Major		
Major Undeclared	1 = Yes 0 = No	
Enrollment Status **(repeats for each term entered in the Institution Information section)**	0 = Not enrolled 1 = Full-time 2 = 3/4-time 3 = Half-time 4 = Less than half-time	Enter the student's enrollment status in [term 1-12]. If enrollment status was used to determine financial aid eligibility, report that enrollment status for this item. Otherwise, report the enrollment status as defined by your institution. Institutions typically define enrollment status based on the number of credit or clock hours attempted. For example, students who are enrolled as a full-time student typically carry at least • 12 semester or quarter hours per term at the undergraduate level or 9 credit hours per term at the graduate level • 24 semester hours or 36 quarter hours per academic year for an educational program using credit hours for a program of less than one academic year • 24 clock hours per week for an education program using clock hours.
Number of Credit or Clock Hours Enrolled **(repeats for each term entered in the Institution Information section)**	Numeric	

BUDGET		
Institute ID		Your institution's IPEDS ID. (This field is not editable.)
Study ID		The student's 8-digit study ID number, issued by RTI. (This field is not editable.)
Student ID		Your institution's student ID. (This field is not editable.)
Budget: 2017-2018 Academic Year		Please provide budget details for the 2017-2018 academic year (July 1, 2017 to June 30, 2018). If possible, please provide an individualized budget for this student, not an average budget or the budget for the most popular program. If an individualized budget is not available (e.g., a budget was not prepared because the student did not apply for aid), please provide a generic budget or an estimated cost of attendance.
Budget Period	1 = Full-time, full-year 2 = Full-time, one term 3 = 3/4-time, full-year 4 = 3/4-time, one term 5 = Half-time, full-year 6 = Half-time, one term 7 = Less than half-time, full-year 8 = Less than half-time, one term 9 = Other	Select the enrollment status that matches the budget details you will provide for this student. If possible, please provide a full-time, full-year budget, even if the student was not enrolled full-time for the entire year. If this student's budgeted costs were not originally calculated for full-time, full-year enrollment, you can use Pell guidelines to prorate the amount to reflect the costs for a full-time student enrolled for a full academic year in the student's academic program. See below for definitions and more information about prorating costs of attendance. If a full-time, full-year budget is not available, and you cannot provide a prorated amount, you may provide budget details for other enrollment statuses. For example, for a student who had different enrollment statuses throughout the year, you could provide a "full-time, one term" budget or a "half-time, one term" budget. Please provide budgeted costs of attendance for a full-time student enrolled for a full academic year. Academic year: An academic year must include at least 30 weeks of instructional time for credit-hour based programs, or 26 weeks of instructional time for clock-hour based programs. At a semester-based institution, the academic year typically includes fall and spring terms. At a trimester-based institution, the academic year typically includes fall, spring, and summer terms. For more information about defining an academic year, visit https://ifap.ed.gov/fsahandbook/attachments/1516FSAHbkVol3Ch1.pdf Full-time: The following minimum coursework standards are for undergraduate students enrolled full-time in the academic year: - For credit-hour programs, at least 24 semester or trimester credit hours, or 36 quarter credit hours; or - For clock-hour programs, at least 900 clock hours. Adjusting budgeted costs of attendance: If your program costs are not for full-time, full-year enrollment, use the Pell guidelines to adjust your costs of attendance to report a full-time, full-year budget. For more information about prorating costs of attendance for Pell, visit https://ifap.ed.gov/fsahandbook/attachments/1516FSAHbkVol3Ch2.pdf
Student Residence for Budget	1 = On-campus or school-owned housing 2 = Off-campus without parents 3 = Off-campus with parents -1 = Unknown	For purposes of determining the student's budget for the academic year selected, where was the student's local residence?
Tuition/Fees	Numeric, 0 - 120000	For the budget period you specified for this student, enter the amount BUDGETED for tuition and fees for this student. This amount may differ from the total tuition and fees CHARGED (requested in the enrollment section), and is typically obtained from the financial aid office. Enter an amount with no decimals, commas, or dollar signs. Round values with decimals to the nearest whole number.
Books/Supplies	Numeric, 0 - 10000	
Room and Board	Numeric, 0 - 40000	
Health Insurance	Numeric, 0 - 10000	
Transportation	Numeric, 0 - 10000	
Computer/Technology	Numeric, 0 - 10000	For example: a reasonable cost, as determined by your institution, for the rental or purchase of a personal computer that the student will use for study for budget period you specified for this student.
All Other	Numeric, 0 - 10000	For the budget period you specified for this student, enter the total estimated expense amount not included in any of the previous budget categories.
Total Budgeted Cost of Attendance	Numeric, 0 - 200000	For the budget period you specified for this student, enter the total budgeted cost of attendance.

FINANCIAL AID		
Institute ID		Your institution's IPEDS ID. (This field is not editable.)
Study ID		The student's 8-digit study ID number, issued by RTI. (This field is not editable.)
Student ID		Your institution's student ID. (This field is not editable.)
Financial Aid: 2017-2018 Academic Year		
Financial Aid Warning	1 = Yes 0 = No	Due to your institution's Satisfactory Academic Progress policy, at any time during the 2017-2018 academic year, was the student placed on Financial Aid Warning?
Financial Aid Probation	1 = Yes 0 = No	Due to your institution's Satisfactory Academic Progress policy, at any time during the 2017-2018 academic year, was the student placed on Financial Aid Probation?
Ineligible to Receive Title IV Aid	1 = Yes 0 = No	Because of your institution's Satisfactory Academic Progress policy, at any time during the July 1, 2017 to June 30, 2018 financial aid year, was the student ineligible to receive Title IV financial aid?
Student Had Federal Aid for Enrollment Year 2017-2018?	1 = Yes 0 = No	If the student had federal aid for the July 1, 2017 to June 30, 2018 financial aid year, enter the whole dollar amounts awarded to the student within each federal financial aid program. If the student was awarded a type of federal financial aid not listed here, you will have an opportunity to enter the name, type, and amount awarded in 'Other Aid' at the end of this section.
Pell Grant	Numeric, 0 - 8000	
Subsidized Direct/Stafford Loan	Numeric, 0 - 8000	
Unsubsidized Direct/Stafford Loan	Numeric, 0 - 27000	
Parent PLUS Loan	Numeric, 0 - 75000	
Graduate PLUS Loan	Numeric, 0 - 100000	
Federal TEACH Grant	Numeric, 0 - 6000	
Perkins Loan	Numeric, 0 - 12000	
Federal SEOG Grant	Numeric, 0 - 5000	
Federal Work Study AWARDED	Numeric, 0 - 8000	Federal Work-Study awarded refers to the maximum amount the student could earn through the Work-Study Program over the course of the academic year. For example, if the student was awarded $1000 and actually earned $500, enter $1000 for this item.
Iraq & Afghanistan Service Grant	Numeric, 0 - 7000	
Veterans Benefit	Numeric, 0 - 200000	Veterans' education benefits include programs administered by the U.S. Department of Veterans Affairs, including such programs as the GI Bill (for example, Post-9/11 GI Bill, Montgomery GI Bill), the Reserve Educational Assistance Program (REAP) and Dependents' Educational Assistance program (DEA).
Student Had State Aid for Enrollment Year 2017-2018?	1 = Yes 0 = No	If the student had state aid for the July 1, 2017 to June 30, 2018 financial aid year, enter program name, select the type, and enter the whole dollar amount awarded for up to three state aid awards. If the student was awarded more than three state aid awards, you will have an opportunity to enter the name, type, and amount awarded in "Other Aid" at the end of this section.
State Program Name (repeated for up to 3 awards per student)		
State Aid Program Type (repeated for up to 3 awards per student)	1 = Grant/scholarship, need-based 2 = Grant/scholarship, merit-based 3 = Grant/scholarship, both need and merit 4 = Grant/scholarship, neither need nor merit 5 = Grant/scholarship, unknown 6 = Tuition Waiver, non-faculty/staff 7 = Loan 8 = Work-study 9 = Athletic scholarship 10 = Tuition waiver, faculty/staff 11 = Teaching assistantship/stipend 12 = Research assistantship/stipend 13 = Other assistantship/stipend 14 = Traineeship 15 = ROTC/Armed Forces Grants 16 = Veterans benefits 17 = Resident advisor/assistant (RA) benefits 18 = WIA/Job training/Vocational Rehabilitation 19 = Employer aid	Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.
State Program Amount (repeated for up to 3 awards per student)	Numeric, 0 - 200000	
Student Had Institution Aid for Enrollment Year 2017-2018?	1 = Yes 0 = No	If the student had institution aid for the July 1, 2017 to June 30, 2018 financial aid year, enter the program name, select the type, and enter the whole dollar amount awarded for up to three institution awards. If the student was awarded more than three institution aid awards, you will have an opportunity to enter the name, type, and amount awarded in "Other Aid" at the end of this section.
Institution Program Name (repeated for up to 3 awards per student)		Institution Program Name, Aid Type, and Aid Amount are repeated to provide space for up to 3 awards per student.

Institution Aid Program Type (repeated for up to 3 awards per student)	1 = Grant/scholarship, need-based 2 = Grant/scholarship, merit-based 3 = Grant/scholarship, both need and merit 4 = Grant/scholarship, neither need nor merit 5 = Grant/scholarship, unknown 6 = Tuition Waiver, non-faculty/staff 7 = Loan 8 = Work-study 9 = Athletic scholarship 10 = Tuition waiver, faculty/staff 11 = Teaching assistantship/stipend 12 = Research assistantship/stipend 13 = Other assistantship/stipend 14 = Traineeship 15 = ROTC/Armed Forces Grants 16 = Veterans benefits 17 = Resident advisor/assistant (RA) benefits 18 = WIA/Job training/Vocational Rehabilitation 19 = Employer aid	Need-based grants are awarded on the basis of an applicant's financial resources. Merit-based grants are awarded on the basis of an applicant's talents, skills, demographic, geographic or other characteristics. If any part of the awarding criteria includes an applicant's financial resources, then the grant should be considered need-based.
Institution Aid Program Amount (repeated for up to 3 awards per student)	Numeric, 0 - 200000	
Student Had Private Aid or Other Government Aid for Enrollment Year 2017-2018?	1 = Yes 0 = No	If the student had private aid or other government aid not already reported above for the July 1, 2017 to June 30, 2018 financial aid year, select the type and enter the whole dollar amount awarded for up to three private or other government aid awards. If the student was awarded more than three private or other government aid awards, or a type of other government or private aid not listed here, you will have an opportunity to enter the name, type, and amount awarded in "Other Aid" at the end of this section.
Private Aid or Other Government Aid Program Name (repeated for up to 3 awards per student)		
Private Aid or Other Government Aid Program Type (repeated for up to 3 awards per student)	1 = Grant/scholarship, need-based 2 = Grant/scholarship, merit-based 3 = Grant/scholarship, both need and merit 4 = Grant/scholarship, neither need nor merit 5 = Grant/scholarship, unknown 6 = Tuition Waiver, non-faculty/staff 7 = Loan 8 = Work-study 9 = Athletic scholarship 10 = Tuition waiver, faculty/staff 11 = Teaching assistantship/stipend 12 = Research assistantship/stipend 13 = Other assistantship/stipend 14 = Traineeship 15 = ROTC/Armed Forces Grants 16 = Veterans benefits 17 = Resident advisor/assistant (RA) benefits 18 = WIA/Job training/Vocational Rehabilitation 19 = Employer aid	Private Aid or Other Government Aid Type and Aid Amount fields are repeated to provide space for up to 3 awards per student.
Private Aid or Other Government Aid Program Amount (repeated for up to 3 awards per student)	Numeric, 0 - 200000	

Student Had Other Aid for Enrollment Year 2017-2018?	1 = Yes 0 = No	If the student had any additional aid not already reported above for the July 1, 2017 to June 30, 2018 financial aid year, enter the name, type, source, and whole dollar amount awarded for up to three additional awards.
Other Aid Program Name		Other Aid Name, Aid Type, Aid Source, and Aid Amount fields are repeated to provide space for up to 3 awards per student.
Other Aid Program Type	1 = Grant/scholarship, need-based 2 = Grant/scholarship, merit-based 3 = Grant/scholarship, both need and merit 4 = Grant/scholarship, neither need nor merit 5 = Grant/scholarship, unknown 6 = Tuition Waiver, non-faculty/staff 7 = Loan 8 = Work-study 9 = Athletic scholarship 10 = Tuition waiver, faculty/staff 11 = Teaching assistantship/stipend 12 = Research assistantship/stipend 13 = Other assistantship/stipend 14 = Traineeship 15 = ROTC/Armed Forces Grants 16 = Veterans benefits 17 = Resident advisor/assistant (RA) benefits 18 = WIA/Job training/Vocational Rehabilitation 19 = Employer aid	
Other Aid Program Source	1 = Institution 2 = State 3 = Federal 4 = Other	
Other Aid Program Amount	Numeric, 0 - 200000	

Scripts for Instructional Videos

This section includes the instructional videos that were approved for NPSAS:18-AC (OMB# 1850-0666 v.21). Testing participants will be asked about whether they viewed the videos while participating in NPSAS:18-AC and their opinions of the videos; the scripts are provided in this appendix as reference material for topics that may be discussed in the testing sessions.

Institution Information Page

Before you provide student records data for individual students, you'll first need to complete the Institution Information Page, or IIP. The main purpose of the IIP is to collect information about your institution's term structure. This information is important because it will be used later to collect information about students' enrollment statuses, such as whether students were full-time or half-time, during each term in the academic year.

You can choose whether to report enrollment status by month, or by term, depending on your preference. We recommend that you select "Report Enrollment Status by Month" if you have more than 12 terms in the academic year, or if your institution enrolls continuously throughout the year.

If you choose "Report Enrollment Status by Month" option, enter term name, start date, and end date for each of your terms in the 2019-18 academic year. At least some part of the term must fall between July 1, 2019 and June 30, 2020.

Please take care when entering your terms. Once you submit, you will not be able to edit the information on this page.

Mode Selection

To get started, select a mode for providing student records data. You can choose from three mode options: web mode, Excel mode, and CSV mode.

In Web Mode, you will key student records data one student at a time. We recommend web mode for smaller institutions, such as those with fewer than 20 sampled students. You can also use web mode to edit data that you entered using Excel or CSV mode.

In Excel Mode, you will download a pre-formatted Excel template, and then enter your student data offline. When you've finished entering data into the Excel template, you will upload it to the Portal website. We recommend Excel mode for institutions with up to 100 sampled students.

In CSV mode, you will download your list of sampled students and a specifications document for creating Comma Separate Value, or CSV, files. You will create 4 CSV files following the specifications document and upload the completed files. We recommend CSV mode for institutions with more than 100 sampled students.

You can switch modes at any time, and any data that you previously entered will be pre-filled for you.

Web Mode

The web mode grid displays a list of your institution's sampled students and your progress entering data for each section.

Click on a student's name to start providing data for that student.

Once you have chosen the sampled student, provide data in each of the four sections on the page: General Student Information, Enrollment, Budget, and Financial Aid. When you change a field, it will turn green to indicate that the data have been saved.

When you have finished entering data for each section, click the Finalize button at the bottom of the section. This will check the data you provided and indicate whether there are any errors.

When you have finished entering data for all students, click the "Finalize All Student Record Data" button at the bottom of the web mode grid. Once you finalize, you will no longer be able make changes.

Excel Mode

In Excel mode, you will download a pre-formatted Excel spreadsheet file, fill out the file offline, and then upload the completed file. Prior to downloading the Excel template, check the "I agree" box that you agree to safeguard the file.

When you download the file, any data that you have previously provided will be pre-filled in the template. There are six tabs in the file. The first tab has instructions for uploading the file. The second tab has a codebook, which lists all the requested data elements and the valid response options for each item. The last four tabs correspond to each of the data sections: General Student Information, Enrollment, Budget, and Financial Aid.

Fill out each of the data tabs by typing data into the fields or selecting responses from the drop-down list. You can also copy and paste data from other files into the template.

The Excel template is locked to prevent users from changing its format. It is vital that you do not modify the template other than by entering data, and that you only use files generated by the Portal site.

When you have finished entering student data, upload your saved file to the Portal website. You can upload the file multiple times; the most recent upload will overwrite previous uploads. If your files have any errors or are missing critical items, the Portal will alert you. A list of errors and their corresponding students will appear in the Portal, and can also be downloaded as an Excel file. You will be able to review your data issues and upload fixes as needed.

When you have finished uploading data for all students, click the "Finalize All Student Record Data" button at the bottom of the page. Once you finalize, you will no longer be able make changes.

CSV Mode

In CSV mode, you will download a file specifications document, and then create comma separate value, or CSV, files according to the specs. There are four files, one for each data section: General Student Information, Enrollment, Budget, and Financial Aid. The file specifications indicate the number of fields that are required for each file, the order in which data elements should be submitted, and the valid values for each data element. Prior to downloading the files, check the "I agree" box that you agree to safeguard the data.

It is extremely important that you follow the file specifications exactly. If your CSV files don't have the correct number of fields, the data will not be read into the Portal. If you find yourself needing to skip a data element, be sure to include a comma as a placeholder for that data element.

Once you've created your files, upload them on the Portal website. There are separate upload areas for each of the four file types; be sure you upload them in the correct section. You can upload the files multiple times; the most recent upload will overwrite previous uploads.

If your files have any errors or are missing critical items, the Portal will alert you. A list of errors and their corresponding students will appear in the Portal, and can also be downloaded as an Excel file. You will be able to review your data issues and upload fixes as needed.

When you have finished uploading data for all students, click the "Finalize All Student Record Data" button at the bottom of the page. Once you finalize, you will no longer be able make changes.