Center for Educational Performance and Information

STARR Data Manual

2024-25 School Year

Last Updated: 1/22/2025

Questions:
Email: cepi@michigan.gov
Phone: 517-335-0505 x3

Contents

Introduction

Institutions of Higher Education are required to upload an XML data file containing student academic records to the Student Transcript and Academic Record Repository Collection in the Michigan Student Data System. This guide identifies and defines the student population and data elements to include in your STARR Collection.

Data Use

CEPI collects data when required by federal and/or state law, or through mutual agreement in collaboration with educational entities. Please see How Your Data Are Used for additional information, including matrices listing individual data elements and how those support federal and state reporting requirements.

Background

When Michigan representatives agreed to accept State Fiscal Stabilization Fund dollars under the American Recovery and Reinvestment Act, they also agreed to four education assurances. One of these assurances is that the state of Michigan will connect preschool through postsecondary (P-20) education data to labor force data to evaluate effectiveness of public education at preparing students for postsecondary education and the workforce. Connecting P-20 data requires that the student Unique Identification Codes assigned and maintained by the Center for Educational Performance and Information be exchanged among institutions and used at all education levels.

To fulfill these requirements, Michigan must collect and store each student's academic record in MSDS for analysis. The data are collected from IHEs via the STARR Collection in MSDS. Data are developed into reports published on MI School Data. Each year, CEPI facilitates data definition review sessions with stakeholders to capture any necessary modifications in data collections.

This document serves as a guide for the STARR Collection. It is separated into sections that cover collection information, characteristic descriptions and appendix documents. This document is reviewed and updated annually. Revisions required for the current collection period are identified in the Index of Changes.

Help and Resources

The STARR web page contains additional resources such as the STARR User Guide, Data Field Layout and XML schema, which are available under Help and Training.

If you have questions not covered by this manual and our other posted support material, please contact our customer support team at cepi@michigan.gov. Email allows us to better research and respond to your questions. If email is not an option, you can call us at 517-335-0505 x3.

Index of Changes

Changes to Current Submission Cycle

Legislative changes and other issues occasionally require CEPI to update this data manual during a submission. If that happens, any changes will be noted here.

Page Number(s)	Characteristic/ Enumeration	Edits/Changes/Removals

Revisions From the Prior School Year

The following section lists new changes since the previous school year's manual.

Page Number(s)	Characteristic/ Enumeration	Edits/Changes/Removals
10	**Getting Started – STARR Reporting Year**	**Please include the student's entire academic record with the submission:** 1. Enrollment, session, program and course data between July 1 of the previous calendar year and June 30 of the current calendar year. 2. Awards conferred through Aug. 31 of the current year. 3. Student's entire academic record from the student's entry date.
32	**Unreportable Gender Indicator**	**Updated:** Note and instructions for clarity about usage.
36	**Entry Date**	**Updated:** Entry date does not change year-to-year; entry date is the year, month and day of the first time the student enrolled in your institution. Entry remains unchanged when: – an undergraduate is later accepted as a graduate student – a high school dual enrolled or guest student is later admitted as a freshman or transfer

Page Number(s)	Characteristic/ Enumeration	Edits/Changes/Removals
		– a student who enrolled stopped taking classes and later enrolled again CEPI will use the entry date to determine if the student enrolled at an IHE after graduating from high school, per ARRA reporting requirements.
44	**CTE**	**Removed:** Enumerations "Completer", "Not CTE" and "Unknown".
44	**CTE**	**Updated:** Current reporting period to 7/1/2024-6/30/2025.
50	**Academic Award Level**	**Updated:** Definitions of all award levels to align with updated IPEDS definitions. See table for details.
50	**Academic Award Level**	**Removed:** Enumeration "0" and all information regarding its use.
50	**Primary Academic Level**	**Updated:** An indicator of which Academic Session is primary when a college chooses to submit the same Academic Session multiple times for the same student. This may occur when, for example, the student is: ◦ Enrolled as both an undergraduate and graduate student. ◦ Taking courses at the undergraduate level and graduate level. ◦ Degree seeking and non-degree-seeking.
65	**Primary Academic Level**	**Added:** Tip regarding usage. See page 65 for details.
67	**Degree Or Certificate Seeking Student**	**Updated:** If "Yes" is reported for Degree Or Certificate Seeking Student, then the Academic Program component is required. Otherwise, an ERROR will occur. If "Yes" is reported for Degree Or Certificate Seeking Student, then Enrollment in Postsecondary Award Level is required. Otherwise, an ERROR will occur.

Page Number(s)	Characteristic/ Enumeration	Edits/Changes/Removals
70	**Enrollment In Postsecondary Award Level**	**Updated:** Definitions of all award levels to align with updated IPEDS definitions. See table for details.
70	**Enrollment In Postsecondary Award Level**	**Removed:** Enumeration "0" and information regarding its use.
76	**Academic Session Grade Point Average**	**Updated:** Changed from required to conditionally required. Leaving this field blank or submitting a "0" value is acceptable when the student has no session GPA. A warning may occur but will not affect certification. See instructions for more details.
77	**Cumulative Grade Point Average**	**Updated:** Changed from required to conditionally required. Leaving this field blank or submitting a "0" value is acceptable when the student has no cumulative GPA. A warning may occur but will not affect certification. See instructions for more details.
78	**Program CIP Code**	**Updated:** You are required to submit this data element when Degree Or Certificate Seeking Student is "Yes" and/or Enrollment in Postsecondary Award Level is submitted.
79	**Academic Program Type**	**Added:** It is recommended that associate and master's degrees (those which do not use "Specialization") are reported as "Major".
80	**Academic Program Name**	**Updated:** You are required to submit this data element when Degree Or Certificate Seeking Student is "Yes" and/or Enrollment in Postsecondary Award Level is submitted.
87	**Occupational Course Indicator**	**Updated:** You are required to submit this data element if your 2-year institution receives Perkins funding. Universities receiving Perkins funding are excluded from this requirement.
92	**Course Credit Basis Type**	**Added:** The type of enrollment associated with credit granted for prior learning to Michigan Reconnect Grant students by eligible institutions.

Page Number(s)	Characteristic/ Enumeration	Edits/Changes/Removals
99	**Course Academic Grade Scale Code**	**Removed:** All 500-level enumerations to align with most recent PESC standards.
101	**Contact Hours**	**Added:** For this purposes of this collection, total contact hours for a course are calculated by summing the total instructional minutes for that course in the academic session and dividing by 50.

Getting Started

STARR Reporting Year

CEPI collects student course enrollment and completion information from your institution each year. To ensure the STARR Collection contains complete information, IHEs must include the student's entire academic record, not just what is new for this year. For example, if a student completed their undergraduate work and is now a graduate student, include the academic record for both levels, not just the graduate academic record.

Please include the student's entire academic record with the submission:

1. Enrollment, session, program and course data between July 1 of the previous calendar year and June 30 of the current calendar year.
2. Awards conferred through August 31 of the current year.
3. Student's entire academic record from the student's entry date.

To accommodate the difference in summer session dates among IHEs, CEPI has added data elements to STARR that will provide IHEs with the flexibility to submit summer data in adherence to the session's start and end dates for their institution's academic calendar. These data elements require IHEs to submit start and end dates for both sessions and courses.

In addition to allowing IHEs to follow their own institution's calendar for academic sessions (including summer sessions), these changes allow CEPI to extract the STARR data to align with the fiscal year. To fulfill reporting requirements, CEPI will report all students enrolled between July 1 of the previous calendar year and June 30 of the current calendar year, as well as all awards conferred through Aug. 31 of the current calendar year.

Example for submitting sessions:

STARR 2024-25, submit the following sessions:

- o Summer 2024
- o Fall 2024
- o Winter/Spring 2025
- o Summer 2025

The following pages contain information concerning each STARR field in alphabetical order such as definitions, minimum and maximum occurrences, minimum and maximum lengths, enumerations, and formats. Additionally, CEPI has suggested validation checks the IHE can perform prior to submitting the STARR data file to help ensure data quality. Finally, STARR field usage for specific reports has also been indicated. Definitions for the acceptable enumerations come from the National Center for Education Statistics Integrated Postsecondary Education Data System

glossary, Postsecondary Electronic Standards Council and/or the NCES Common Education Data Standards, unless otherwise noted.

To view the STARR fields, definitions, minimum and maximum occurrences, minimum and maximum lengths, enumerations and formats in an Excel document, view the STARR Data Field Layout which is linked on CEPI's STARR web page under *Technical Material.*

STARR Application Documents

Please visit the STARR web page for the most up-to-date information on the STARR Collection, including the XML schema, sample schema, example flat files, STARR Business Rules Validation, STARR Data Field Layout document and STARR User Guide. This page also includes a link to the PESC XML College Transcript Implementation Guide - Version 1.8.0.

The EEM

The Educational Entity Master is the state's official directory of educational entity information. CEPI uses EEM entity code numbers to link education data sets and validate submitting entity information. When EEM records are out of date, data validation can be more difficult. CEPI highly recommends that IHEs verify their EEM data before each collection and update EEM whenever entity information changes. Updates include changes in the name of the institution and contact information as well as requests for closings of institutions. To navigate and use EEM, view the EEM User Guide. If your IHE does not have an authorized EEM user, please contact CEPI customer support for any updates to your institution's EEM record.

Searching for Entity Codes

When creating the STARR data file, the Submitting Entity code is required. If you need to look up the Submitting Entity code, follow this procedure in EEM:

- o Go to EEM. Enter the entity's name in the EEM-Search box. Click Go.
- o Your search will bring up the desired entity information in the Entity Code column. The entity code is a five-digit code which may include a leading zero. Please do not cut off the leading zero, as it is a digit in the code.

IHE Request for UIC Collection

Prior to uploading records to the STARR Collection, participating IHEs will need to acquire a Unique Identification Code for all their enrolled students. Parchment electronic transcripts are currently being sent from high schools to IHEs. Each of these transcripts (for public school students) contains the current UIC for each student. The IHE Request for UIC Collection is the means for IHEs to acquire UICs for currently enrolled students who do not have a UIC. The procedure for this collection can be found on the IHE Request for UIC web page.

Gaining Access to MSDS

IHE staff members wishing to access MSDS need to complete the following process:

- o Obtain a MiLogin for Business account.
- o Complete and submit the appropriate security agreement form to CEPI, signed by yourself and your institution's registrar. These forms are posted on the Postsecondary Applications web page.
- o Submit a MSDS subscription request by logging in to MiLogin, clicking "Find Services," and selecting "Michigan Student Data System."

You will receive access to the application when the above steps have been completed and verified by CEPI. For more detailed information, please refer to the Help and Training menu at the bottom of the page referenced above. If you experience problems with your account or password, please contact CEPI at cepi@michigan.gov.

Tips for Gaining Access to MSDS

Security agreements must be signed by the IHE registrar. CEPI will verify that the person listed as the registrar on the security agreement form matches the contact listed as the registrar or president in EEM.

CEPI will also verify that a subscription request has been submitted in MiLogin and that the information on the security agreement form matches the request. Once verified, permission will be granted and the requester will be notified by email.

MiLogin access should be limited to those persons who will be performing STARR Collection functions (generally between 2-5 people). MSDS IHE users typically include technology group members, admissions staff and/or staff from the registrar's office.

Removing Access to MSDS

When authorized users leave your organization, a removal request must be sent in immediately. CEPI does an annual refresh notice via email as well. To access the removal request form:

- o Go to CEPI Application Security Forms.
- o Click the **User Removal Request Form** button.
- o Open the downloaded document and follow the instructions to complete the Removal Request Form.

Once the form is completed, scan and email it to cepi@michigan.gov.

Getting Assistance with Data Submissions

If you are an entity authorized user and are having technical difficulties submitting data to CEPI, please send an email to CEPI customer support at cepi@michigan.gov or call 517-335-0505 x3. Please provide your name, entity name, CEPI application name, your email address, and your specific questions.

Collections, Components and Characteristics Defined

Three key elements form the foundation of our data organization: Collections, Components, and Characteristics.

Collections

Collections are sets of components submitted for a purpose—in this case, to advance postsecondary success in Michigan—within a pre-defined timeframe.

Examples:

- IHE Request for UIC
- STARR

Components

Components are logical groupings of characteristics, providing a structured way to organize data. They allow groups of characteristics to be conditionally required and have the flexibility to be included in multiple collections. Additionally, components can be multi-valued, allowing them to occur more than once in a collection.

Examples:

- Student
- Personal Core
- Academic Session

Characteristics

Characteristics refer to the individual fields or data elements associated with a student. Each characteristic is exclusively associated with one component. Like components, characteristics may be multi-valued, meaning they can occur more than once within the same component.

Examples:

- LastName
- RaceCode
- SpecialPopulations
- CourseCIPCode

C³ - Example
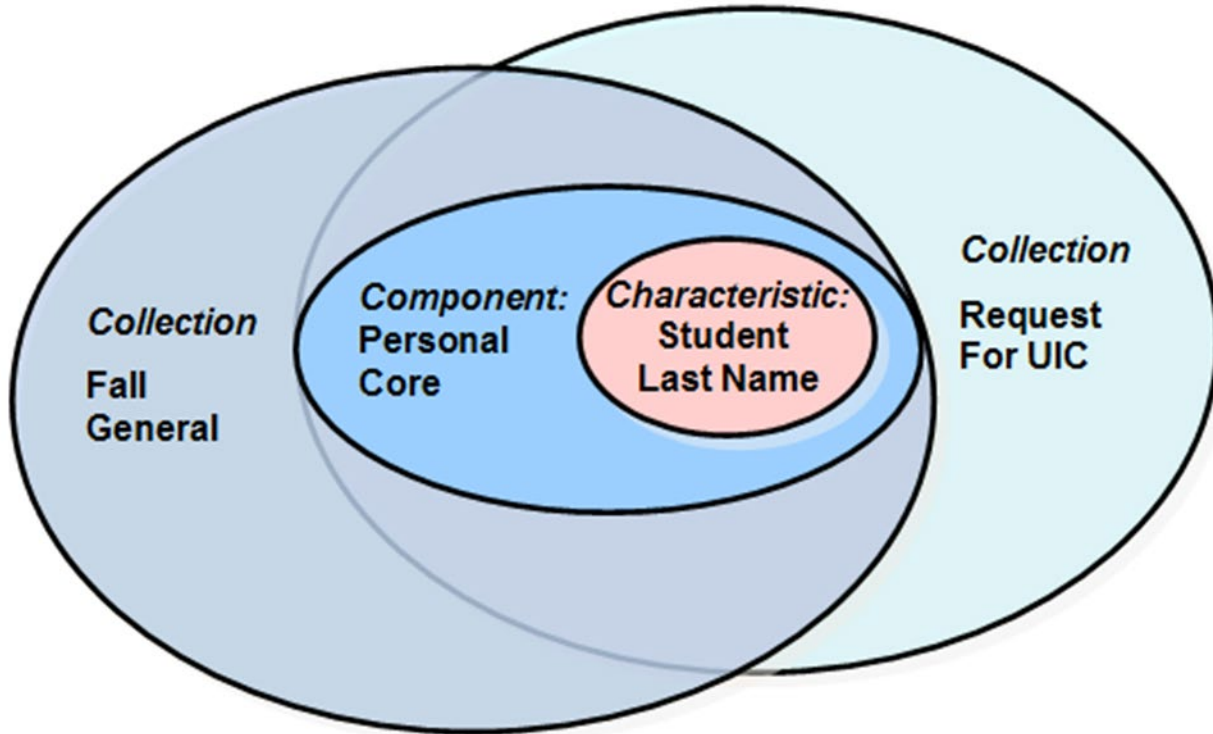
Certification

Certification is the process wherein an authorized MSDS user reviews and approves their IHE's data in the STARR Collection, indicating that to the best of their knowledge the data are accurate and complete. Certifying a collection officially submits the data to CEPI.

- o The Reports Review step confirms the data are accurate.
- o The Quality Review is the last step in the error check process.
- o The Certification button officially submits the data to CEPI.
- o By clicking the certification check box, the user is confirming on behalf of the IHE that the information is valid and correct to the best of their knowledge.

MSDS provides several built-in layers of data validation and quality-check functions.

When a user uploads a data file to the system, MSDS automatically checks the file against the schema requirements. If the file does not meet these basic criteria, the system will not process it and will not transfer the file into the Data Staging Area. Instead, the "Failed Schema Level Validation" status will appear in the File Upload Status screen. Clicking on the file takes the user to the File Upload Status Details screen, which displays details about file-level error(s).

After your uploaded file has passed the initial file-level validation checks, the data are processed into the Staging Area where they go through additional field-level

validation to check for data accuracy. These checks look at business rules as well as UIC matching. The system generates error, warning, and resolution messages when a business rule is not followed. Please refer to the *Help and Training* and *Technical Material* sections of the CEPI MSDS web page for more information about specific business rules and how the system functions.

You must correct student records that have errors and complete all UIC resolution before you can certify your collection. For detailed information about UIC resolution, please refer to the IHE Request for UIC web page under *Technical Material*. You should also review warnings to assure the data are correct. The system generates warnings when the data are outside of the expected parameters for the STARR field but may still be correct. Warnings will not prevent you from certifying a collection.

Once you have resolved all student records within the collection and they are error-free, you should review the reports provided by MSDS to confirm the data are accurate and then certify the collection.

STARR Fields Overview in Alphabetical Order

Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
Academic Award Date	Conditionally Required	1*	1		
Academic Award Level	Conditionally Required	1*	1		
Academic Award Title	Conditionally Required	1*	1	1	80
Academic Letter Grade	Conditionally Required	0	1	1	10
Academic Program Name	Conditionally Required	1*	1	1	60
Academic Program Type	Conditionally Required	1*	1		
Academic Session Grade Point Average	Conditionally Required	0	1	0	6
Cohort Exclusion	Optional	0	1		
Contact Hours	Optional	0	1		
Course Academic Grade	Conditionally Required	0	1		
Course Academic Grade Scale Code	Yes	1	1		
Course Academic Grade Status Code	Yes	1	1		
Course CIP Code	Conditionally Required	0	1	0	7
Course Credit Attempted	Yes	1	1		
Course Credit Basis	Yes	1	2		
Course Credit Basis Type	No	0	1		

Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
Course Credit Earned	Yes	1	1		
Course End Date	Yes	1	1		
Course Number	Yes	1	1	1	15
Course Section Number	Conditionally Required	0	1	1	15
Course Start Date	Yes	1	1		
Course Subject Abbreviation	Yes	1	1	1	10
Course Title	Yes	1	1	1	60
CTE	Conditionally Required	0	1		
Cumulative Grade Point Average	Conditionally Required	0	1	0	6
Date Of Birth	Yes	1	1		
Degree CIP Code	Conditionally Required	1*	∞	7	7
Degree Or Certificate Seeking Student	Yes	1	1		
Enrollment In Postsecondary Award Level	Conditionally Required	0	1		
Entry Date	Yes	1	1		
Ethnicity Code	Yes	1	1		
First Name	Yes	1	1	1	50
Gender	Yes	1	1		
High School Student	Yes	1	1		
Last Name	Yes	1	1	1	50
Local Student ID	Yes	1	1	1	20
Middle Name	Optional	0	1	0	50
Military Status	Optional	0	1		

Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
Multiple Birth Order	Optional	0	1	0	1
Occupational Course Indicator	Conditionally Required	0	1		
Pell Grant	Required	1	1		
Postsecondary Enrollment Type	Yes	1	1		
Previous Last Name	Optional	0	∞	0	50
Primary Academic Level	Optional	0	1		
Program CIP Code	Conditionally Required	1*	1	7	7
Race Code	Yes	1	1		
Residency Status Code	Yes	1	1		
Session End Date	Yes	1	1		
Session Name	Yes	1	1		
Session Start Date	Yes	1	1		
Session Type	Yes	1	1		
Special Populations	Conditionally Required	0	7		
State Province Code	Conditionally Required	0	1	2	2
Student Level	Yes	1	1		
Student Suffix	Optional	0	1	0	10
Submitting Entity	Yes	1	1	5	5
UIC	Yes	1	1	10	10
Unreportable Gender Indicator	No	0	1		

*This characteristic/component is required when its parent component is submitted in the STARR file. To see which components are part of a higher-level component

(for example, Personal Core is within the Student component) please see the STARR Data Field Layout table on the [STARR web page](#).

STARR Fields by Component: Submitting Entity

Submitting Entity

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	5	5	Numeric

Definition: The five-digit state-assigned code for the postsecondary institution.

Specifications or Enumerations: Numeric

Format Example: 09876

Instructions:

- o You are required to report this data element.
- o Enter the five-digit state-assigned code as it appears in EEM.
- o If you enter anything other than a five-digit code, the system will generate a file-level error and will reject the file upon upload.
- o The code is five-digits. Do not cut off the leading zero.

Usage: Dual Enrollment Tuition and Fees, Postsecondary Dual Enrollment, College Enrollment by High School, College Destination, College Degrees and Certificates Awarded, Enrollment and Credit Accumulation by High School, Remedial Coursework Report, College Transfers, Undergraduate College Enrollment, Postsecondary Student Data File (Secure Only), College Progression by Graduating Class, Postsecondary Entity List Postsecondary Success Rates, Promise Zone, Awards Conferred, TIP and Pell Outcomes

STARR Fields by Component: Student Personal Core

UIC

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	10	10	Numeric

Definition: The 10-digit UIC produced by CEPI and assigned to each student.

Specifications or Enumerations: Numeric

Format Example: 1234567890

Instructions:

- o You are required to submit this data element.
- o Enter the 10-digit UIC for the student as assigned by CEPI.
- o This is a 10-digit number. If present, do not cut off the leading zero.
- o Do not submit a student record you do not have a UIC for; CEPI cannot use these records.
- o You can acquire a student's UIC from the student's Parchment electronic transcript or through the IHE Request for UIC Collection in MSDS. For more information, view the IHE Request for UIC web page.
- o If you enter anything shorter than the 10-character minimum or longer than the 10-character maximum, the system will generate a file-level error and will reject the file upon upload.

Suggested Validation Check:

- o The UIC must correspond to that student record.
- o Compare your UIC to that on the student's electronic transcript.
- o "0000000000" cannot be used.

Tip:

- o If a student has more than one UIC, these need to be linked. For instructions on how to link UICs, view the IHE Request for UIC web page.

Usage: Dual Enrollment Tuition and Fees, Postsecondary Dual Enrollment, College Enrollment by High School, College Destination, College Degrees and Certificates Awarded, Enrollment and Credit Accumulation by High School, Remedial Coursework Report, College Transfers, Undergraduate College Enrollment, Postsecondary Student Data File (Secure Only), College Progression by Graduating Class, Postsecondary Success Rates, Promise Zone, Awards Conferred, TIP and Pell Outcomes

Last Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	1	50	Names (letters, apostrophes, commas, hyphens, periods, spaces)

Definition: A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Names (letters, apostrophes, commas, hyphens, periods, spaces) (Max 50 characters)

Format Examples: Spencer; Knowles-Carter; Nyong'o; Van Lund

Instructions:

- You are required to submit this data element.
- Enter the full last name of the student.
- If you enter anything longer than the 50-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full last name is longer than 50 characters, enter the first 50 characters.

Suggested Validation Check:

- The word "null" cannot be used.
- Numeric characters cannot be used.
- Check to see if the first name matches the last name.

Tips: If a student has only one name, contact CEPI customer support and indicate:

- Student's name
- Student's date of birth
- Student's sex
- Student's nationality
- If the student came from a Michigan high school

Contacting CEPI will enable these rare instances to be handled on a case-by-case basis. If the student came from a Michigan high school, CEPI will search within

MSDS to locate the student. Also, notifying CEPI of the student's nationality will help us monitor if a certain nationality tends to have this scenario.

Usage: Postsecondary Student Data File (Secure Only)

First Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	1	50	Names (letters, apostrophes, commas, hyphens, periods, spaces)

Definition: A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Names (letters, apostrophes, commas, hyphens, periods, spaces) (Max 50 characters)

Format Example: David; Tre'Veon; Olivia-May; Sue Ellen

Instructions:

- o You are required to submit this data element.
- o Enter the full first name of the student.
- o If you enter anything longer than the 50-character maximum, the system will generate a file-level error and will reject the file upon upload.
- o If the full first name is longer than 50 characters, enter the first 50 characters.

Suggested Validation Check:

- o The word "null" cannot be used.
- o Numeric characters cannot be used.
- o Check to see if the first name matches the last name.

Tips: If a student has only one name, contact CEPI customer support and indicate:

- o Student's name
- o Student's date of birth
- o Student's sex
- o Student's nationality
- o If the student came from a Michigan high school

Contacting CEPI will enable these rare instances to be handled on a case-by-case basis. If the student came from a Michigan high school, CEPI will search within

MSDS to locate the student. Also, notifying CEPI of the student's nationality will help us monitor if a certain nationality tends to have this scenario.

Usage: Postsecondary Student Data File (Secure Only)

Middle Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	0	50	Names (letters, apostrophes, commas, hyphens, periods, spaces)

Definition: A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Names (letters, apostrophes, commas, hyphens, periods, spaces) (Max 50 characters)

Format Example: Arthur; Lilly-Ann; Maika'i

Instructions:

- o Enter the middle name of the student.
- o If you do not have a full middle name on record, provide the middle initial.
- o If you enter anything longer than the 50-character maximum, the system will generate a file-level error and will reject the file upon upload.
- o If the middle name is longer than 50 characters, enter the first 50 characters.

Suggested Validation Check:

- o The word "null" cannot be used. If the student has no middle name or the middle name is unknown, leave this characteristic blank.
- o Numeric characters cannot be used.

Usage: Postsecondary Student Data File (Secure Only)

Student Suffix

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	0	10	Text

Definition: The expression of a student's generation within a family.

Specifications or Enumerations: Text (Max 10 characters)

Format Examples: JR, IV, Sr.

Instructions:

- o Enter the student's generation within a family.
- o Do not attach the suffix to the last name in the Last Name data element.
- o If you enter anything longer than the 10-character maximum, the system will generate a file-level error and will reject the file upon upload.

Suggested Validation Check:

- o The word "null" cannot be used.
- o The suffix cannot be included in the Last Name characteristic.

Tip:

- o If your student information system includes the suffix in the last name characteristic, the two characteristics will need to be split apart and reported in separate fields.

Usage: Postsecondary Student Data File (Secure Only)

Date Of Birth

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Date (only); YYYY-MM-DD

Definition: The date of birth as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2002-11-06

Instructions:

- o You are required to submit this data element.
- o Enter the year, month and date of birth for the student.
- o If you enter anything other than the required "YYYY-MM-DD" format, the system will generate a file-level error and will reject the file upon upload.

Tips:

- o The UIC is required to be included in the STARR data file. If the student has a UIC, the student has a documented date of birth in MSDS. You can do individual student searches in MSDS to obtain the date of birth. More information can be found on the IHE Request for UIC web page.
- o If you do not know the date of birth for a student, you should work with your IHE's admissions staff or your MSDS authorized user to obtain this information.

Usage: Undergraduate Enrollment, Postsecondary Student Data File (Secure Only)

Multiple Birth Order

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	0	1	Whole Number Integer (0-9)

Definition: Indicates that the student is part of a multiple birth where siblings share all unique identifying characteristics. Multiple Birth Order is not intended to identify every case of twins, triplets, etc., in the state. It is only intended to provide some distinguishing data element for cases where twins (triplets, etc.) of the same sex have the same or similar first name. Each student from such a multiple birth is to have a unique number.

Specifications or Enumerations: Whole Number Integer (0-9)

Format Example: 2

Instructions:

- o Enter the whole number, zero through nine (0-9) that represents the student's birth order status. NOTE: To accommodate some local student information systems, "0" is accepted for students who are not part of a multiple birth.
- o If you enter anything other than a whole number between zero and nine in this characteristic, the system will generate a file-level error and reject the file upon upload.

Usage: Postsecondary Student Data File (Secure Only)

Gender

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: The gender (sex) of the student.

Specifications or Enumerations:

Enumeration	Definition
M	The student is male.
F	The student is female.

Instructions:

- o You are required to submit this data element.
- o Enter the gender (sex) of the student as it appears on enrollment documents, if applicable.
- o If you enter anything other than one of the two acceptable enumerations or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.

Tips:

- o You must submit the enumeration exactly as it appears here ("M" or "F").
- o You may not leave this field blank.
- o If the student's gender indicated on enrollment documentation is something other than male or female, or is not provided, refer to "Unreportable Gender Indicator."

Usage: College Degrees and Certificates Awarded, Postsecondary Success Rates, Awards Conferred, College Transfers, Undergraduate Enrollment, Postsecondary Student Data File (Secure Only), TIP and Pell Outcomes

Unreportable Gender Indicator

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select one from the table below

Definition: An indication that the institution does not have a gender of male or female to submit for reporting purposes.

Note: This is a temporary solution in response to the need to report students for whom the gender is unreportable. When the Unreportable Gender Indicator is reported with a student record in STARR:

- o The UGI will not be stored in the state longitudinal data system.
- o The student's gender will be switched from what was reported in the Gender field (M/F) to Unknown/Unreported in the longitudinal data system.
- o For reporting purposes, "Unknown" and/or "Unreported" will be displayed.
- o The student's UIC master record will not be updated with the UGI.
- o A gender value of M or F is required for UIC creation and updates; the UGI will not be available in the IHE Request for UIC Collection.

IHEs will have the ability to report a third option in the gender field in future STARR collections once a long-term solution is implemented. Until the long-term solution is implemented, gender data (M/F) is still required to be submitted for UIC Resolution. When the UGI is "Yes", the associated student's record will still go through the UIC matching process. When the submitted gender does not match what is on the student's state UIC master record, the record will fall into "Requires Resolution" status and will require manual resolution.

In summary: For all student records where the Unreportable Gender Indicator is "Yes", the submitted gender of "M" or "F" will be replaced with "U" in the longitudinal data system and for reporting purposes.

Specifications or Enumerations:

Enumeration	Definition
Yes	The student's gender is unreportable.

Instructions:

- o This data element is not required.
- o Submit "Yes" to indicate that the value of "M" or "F" submitted in the Gender field should be used for UIC resolution only, and <u>not</u> for reporting purposes.

- o If this field is not submitted, the student's reported gender will be used for reporting purposes.
- o Due to Perkins V reporting requirements, if the student's CTE status is "Participant," "Concentrator," or "Exiter," then the Unreportable Gender Indicator cannot be utilized. Submitting "Yes" will result in an ERROR.
- o This indicator does not carry over and, if submitted, must be reported in future STARR collections.

Tips:

- o Refer to "Gender" for the intended use of this characteristic.
- o Situations that may lead to an IHE submitting the Unreportable Gender Indicator may include:
  - – The student's gender does not conform to the binary options of "Male" or "Female."
  - – The student's gender is unknown.
  - – The student's gender has not been collected by their program.

Usage: Postsecondary Success Rates, Awards Conferred, College Transfers, Undergraduate Enrollment.

Previous Last Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	No Limit	0	50	Names (letters, apostrophes, commas, hyphens, periods, spaces)

Definition: A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Names (letters, apostrophes, commas, hyphens, periods, spaces) (Max 50 characters)

Format Examples: Berger, Newton-John, O'keefe, St. Francis

Instructions:

- o Enter the student's full previous last name(s) if they enrolled in your institution and/or registered for courses with a different last name(s). It is recommended that you include this data characteristic to complete the student's academic record and to aid in connecting the educational records longitudinally.
- o If you enter anything longer than the 50-character maximum, the system will generate a file-level error and will reject the file upon upload.
- o If the full previous last name(s) is longer than 50 characters, enter the first 50 characters.

Suggested Validation Check:

- o The word "null" cannot be used.
- o Numeric characters cannot be used.
- o The Previous Last Name(s) cannot match the reported Last Name.

Tip: An example of this is a maiden name.

Usage: Postsecondary Student Data File (Secure Only)

STARR Fields by Component: Student Demographics

Entry Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Date (only); YYYY-MM-DD

Definition: The year, month and day of the first course enrollment at your institution.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2019-08-21

Instructions:

o   You are required to submit this data element.
o   Enter the year, month and day the student first registered/enrolled at your institution.
o   This date remains the same regardless of the collection year.
o   Enrollment is not tied to First Time in Any College and is defined as registering/enrolling for at least one credit, regardless of whether the student completed that credit or not.
o   If you enter anything other than the "YYYY-MM-DD" format, the system will generate a file-level error and will reject the file upon upload.
o   Follow the Tips below as closely as possible, as these data are critical in the way dates are calculated in the MI School Data reports.

Tips:

o   For first year students, this is often the date they attended orientation.
o   If you are unable to provide the student's first date of registration/enrollment, the course start date of the first course the student enrolled in or the start date of the first academic session in which the student was enrolled in a course is acceptable. Note: these dates may not be the same as the student's first date of attendance.
o   Entry date does not change year-to-year; entry date is the year, month and day of the first time the student enrolled in your institution. Entry remains unchanged when:
    o   an undergraduate is later accepted as a graduate student
    o   a high school dual enrolled or guest student is later admitted as a freshman or transfer
    o   a student who enrolled stopped taking classes and later enrolled again

- o CEPI will use the entry date to determine if the student enrolled at an IHE after graduating from high school, per ARRA reporting requirements.

Usage: College Enrollment by High School, College Destination, Enrollment and Credit Accumulation by High School, College Remedial Coursework, College Transfers, Postsecondary Student Data File (Secure Only), Postsecondary Success Rates, TIP and Pell Outcomes

Local Student ID

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	1	20	Text

Definition: The code given by the IHE to identify the student. NOTE: This is different from the UIC generated by CEPI. Do not use the student's Social Security Number.

Specifications or Enumerations: Text (Max 20 characters)

Format Examples: 8035356, A276890, MI4623G

Instructions:

- o   You are required to submit this data element.
- o   Enter the student identification number assigned by your institution.
- o   This can be numeric or alpha-numeric.
- o   Special characters are not allowed.
- o   This identification number is usually different from the state-assigned student UIC.
- o   If you enter anything longer than the 20-character maximum, the system will generate a file-level error and will reject the file upon upload.
- o   If the student ID is longer than 20 characters, enter the first 20 characters.

Usage: Postsecondary Student Data File (Secure Only), Postsecondary Success Rates, TIP and Pell Outcomes

Ethnicity Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: Indication that the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.

Specifications or Enumerations:

Enumeration	Definition
Non-Hispanic/Non-Latino	The student does not trace his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and/or other Spanish cultures, regardless of race.
Hispanic/Latino	The student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and/or other Spanish cultures, regardless of race.
Unknown	The institution has not been notified by the student whether he or she traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and/or other Spanish cultures, regardless of race.

Instructions:

- o You are required to submit this data element.
- o Indicate if the student traces their origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and/or other Spanish cultures, regardless of race.
- o If you enter anything other than one of the three acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Tips:

- o Race is not collected at the federal level for students indicated as Hispanic/Latino. Therefore, IPEDS reporting does not break Hispanic/Latino further out by race. The STARR data file does collect race on students indicated as Hispanic/Latino. However, to be consistent with IPEDS numbers, CEPI agreed to not report the race of the Hispanic/Latino students.
- o You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage: College Certificates and Degrees Awarded, Postsecondary Student Data File (Secure Only), College Transfer report, Undergraduate Enrollment, Awards Conferred, Postsecondary Success Rates, TIP and Pell Outcomes

Race Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: The category used to describe racial groups to which the student belongs or identifies with.

Specifications or Enumerations:

Enumeration	Definition
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
Black or African American	A person having origins in any of the black racial groups of Africa.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
White/Caucasian	A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
Two or more races	A person having two or more origins in any of the acceptable race enumerations.
Unknown	The institution has not been notified by the student of the student's race origin(s).

Instructions:

- o You are required to submit this data element.
- o Enter the race of the student.
- o If you enter anything other than one of the seven acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Tip: You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and include spaces between the words.

Usage: College Degrees and Certificates Awarded, College Transfers, Postsecondary Student Data File (Secure Only), Postsecondary Success Rates, TIP and Pell Outcomes, Awards Conferred

State Province Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	2	2	Select only one code from the [PESC XML College Transcript Implementation Guide Version 1.8.0](#) in Appendix A (page 229)

Definition: The state or province abbreviation of the student's legal home permanent state.

Specifications or Enumerations: Select only one code from the PESC Implementation Guide in Appendix A on page 229.

Format Example: MI

Instructions:

- o You are required to submit this data element if the student permanently resides in the United States or Canada.
- o Enter the two-digit alpha state or province abbreviation of the student's permanent residence.
- o This data element reflects the current state or province in which the student resides, not necessarily what the state/province was at the time of admission. This characteristic should be updated each STARR Collection if the student's state/province of residence changes.
- o If you enter anything longer than the two-character maximum, the system will generate a file-level error and will reject the file upon upload.

Tips:

- o For entering freshman, permanent state (state of residence) may be the legal permanent state (state of residence) of a parent or guardian.
- o State province codes can be accessed in Appendix A (page 229) of the PESC Implementation Guide

Usage: Postsecondary Student Data File (Secure Only)

CTE

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1			Select only one from the table below

Definition: A student who has formally enrolled in (1) an occupational program as identified by CIP code or (2) an occupational specialty course(s) or (3) a student who has enrolled in a general occupational course or apprenticeship-related instruction.

Note: An **occupational program** refers to instruction that results in a degree below the baccalaureate level. Such programs have a direct career relationship, and upon completion the student has the qualifications, knowledge, and necessary skills to directly enter the workforce within the chosen field of study. These programs (1) incorporate challenging academic standards, (2) address academic and technical knowledge, as well as employability skills, (3) align to the needs of local and state industries (4) progress in content specificity, (5) have multiple entry and exit points that allow for credentialing, and (6) culminate in the attainment of a recognized postsecondary credential.

This is specific for Perkins recipients under the Michigan Postsecondary Data Inventory activity codes Business & Human Services 1.2, Technical & Industrial Occupations 1.3 or Health Occupations 1.4 for job training.

Specifications or Enumerations:

Enumeration	Definition
Participant	A postsecondary adult student (not concurrently enrolled in high school, e.g., dual enrolled in high school and/or early/middle college secondary students) who 1) Has declared a CTE program of study AND earned at least one occupational and/or academic credit (excluding developmental courses) by the end of the reporting period (6/30/25) OR, 2) Earned at least one occupational course credit in the reporting period (without declaring a CTE program of study) (7/1/24-6/30/25). Note: CTE Concentrators are excluded from CTE Participant counts.
Concentrator	A postsecondary adult student (not concurrently enrolled in high school, e.g., dual enrolled in high school and/or early/middle college secondary students) who 1) has declared a CTE program of study AND accumulated at least 12 occupational and/or academic credits (excluding developmental courses) by the end of the reporting period (6/30/25) OR, 2) was conferred a CTE award or obtained an industry recognized third-party credential

Enumeration	Definition
	in a CTE program of study if the program encompasses fewer than 12 credits or the equivalent in total AND obtained at least one occupational and/or academic credit (excluding developmental courses) in the reporting period (7/1/24-6/30/25).
Exiter	A postsecondary adult student who was a CTE Concentrator in the previous reporting period and did not return to any CTE program in the current reporting period.

Instructions:

- o You are required to submit this data element when the student is participating in or has participated in a state-approved CTE program at your institution.
- o CIP codes for each program offered by each Perkins recipient are listed in the Program Inventory submitted the previous year. For information related to Program Inventory contact LEO-MiCC@michigan.gov.

Tips:

- o You must submit the enumeration exactly as it appears here, showing each word beginning with a capital letter.
- o If you are submitting historical data and are unsure of a student's CTE status in a previous term, do not submit any data for this element.

Usage: Postsecondary Student Data File (Secure Only)

Military Status

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select only one from the table below

Definition: Indicate the student's military status at the time of admission.

Specifications or Enumerations:

Enumeration	Title	Definition
1	Veteran	A person who served in the active military, naval, or air service, and was discharged or released therefrom under conditions other than dishonorable.
2	Active Member of the Military	A person engaged in full-time duty in the active military service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty but does not include full-time National Guard duty.
3	Member of the National Guard or Military Reserves	An active member of the national guard or military reserves.
4	Spouse or Dependent of a Veteran	A spouse or dependent of a veteran as defined above.
5	Spouse or Dependent of an Active Member of the Military	A spouse or dependent of an active member of the military as defined above.
6	Spouse or Dependent of a Member of the National Guard or Military Reserves	A spouse or dependent of a member of the National Guard (or military reserve) as defined above.

Instructions:

- o Enter the student's military status at the time of admission or as close as possible.

- o If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Tips:

- o Military status is supposed to be as of the point of admission.
- o Report the unverified student-reported data, not the verified status after financial aid approval.

Citation: School Aid Act, MCL 388.1829 (1) (a) and MCL 388.1875 (1) (d)

Usage: Postsecondary Student Data File (Secure Only)

Cohort Exclusion

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select only one from the table below

Definition: Those persons who may be removed (deleted) from a cohort (or subcohort). For the success rates and fall enrollment retention rate reporting, persons may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.

Specifications or Enumerations:

Enumeration	Title	Definition
1	Death	Death is specified as a reason for a person to be removed (deleted) from a cohort (or subcohort).
2	Total and Permanent Disability	Total and permanent disability is specified as a reason for a person to be removed (deleted) from a cohort (or subcohort).
3	Service in the Armed Forces	Service in the armed forces is specified as a reason for a person to be removed (deleted) from a cohort (or subcohort).
4	Service with a foreign aid service of the federal government	Service with a foreign aid service of the federal government is specified as a reason for a person to be removed (deleted) from a cohort (or subcohort).
5	Service on Official Church Missions	Service on official church missions is specified as a reason for a person to be removed (deleted) from a cohort (or subcohort).

Instructions:

- o Enter the code that represents the reason the person will be permanently removed from the cohort due to leaving the institution.
- o This characteristic aligns with the NCES CEDS enumerations. Your institution is to report students in the categories which your institution currently uses.

- o If you enter anything other than one of the 5 acceptable enumerations, or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.

Usage: Postsecondary Student Data File (Secure Only), Postsecondary Success Rates

STARR Fields by Component: Academic Award

Academic Award Level

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1*	1			Select only one from the table below

Definition: Upon graduation/completion, the code that represents the level of achievement the student has received, as defined by IPEDS and CEDS.

Specifications or Enumerations:

Enumeration	Definition
1	Undergraduate Certificate - An award that requires completion of an organized program of study at the postsecondary level designed for completion in: • Less than 900 clock hours, or • Less than 30 semester or trimester credit hours, or • Less than 45 quarter credit hours.
2	Undergraduate Certificate - An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) designed for completion in: • 900-1,799 clock hours, or • 30-59 semester or trimester credit hours, or • 45-89 quarter credit hours.
3	Associate Degree
4	Undergraduate Certificate - An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) designed for completion in: • 1,800 or more clock hours, or • 60 or more semester or trimester credit hours, or • 90 or more quarter credit hours.
5	Bachelor's Degree
6	Post-Baccalaureate Certificate - An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree but does not meet the requirements of a master's degree. NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered

Enumeration	Definition
	subbacalaureate undergraduate programs, and students in these programs are undergraduate students. Report these programs using the appropriate undergraduate certificate award level.
7	Master's Degree
8	Post-Master's Certificate - An award that requires completion of an organized program beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.
17	Doctor's Degree-Research/Scholarship
18	Doctor's Degree-Professional Practice
19	Doctor's Degree-Other

Instructions:

- o You are required to submit this data element if the student received one or more awards from your institution, or when submitting any characteristic within the Academic Award Component (Academic Award Date, Academic Award Title and Degree CIP Code).
- o Enter the code that represents the level of achievement the student has received upon graduation/completion.
- o If you enter anything other than one of the 11 acceptable enumerations or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.

Tip:

- o This characteristic is intended to align with the NCES CEDS Academic Award Level enumerations, which also align with IPEDS award levels.

Usage: College Degrees and Certificates Awarded, Awards Conferred, Postsecondary Student Data File (Secure Only), College Progression by High School Class, Postsecondary Success Rates, Promise Zone, TIP and PELL Outcomes

Academic Award Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1*	1			Date (only); YYYY-MM-DD

Definition: The year, month and day in which the academic award was conferred.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2020-05-01

Instructions:

o You are required to submit this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (Academic Award Level, Academic Award Title and Degree CIP Code).
o Enter the year, month and day in which the student's academic award was conferred.
o If you enter anything other than the "YYYY-MM-DD" format or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
o Submit all academic awards conferred on or before August 31 of the current calendar year.
o This field is to be entered for all academic award levels (1-19).

Tip: If your institution only stores the award date and not the conferred date, report the award date.

Usage: College Degrees and Certificates Awarded, Awards Conferred, Postsecondary Student Data File (Secure Only), College Progression by High School Class, Postsecondary Success Rates, Promise Zone, TIP and PELL Outcomes

Academic Award Title

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1*	1	1	80	Text

Definition: The descriptive title for the academic award.

Specifications or Enumerations: Text (Max 80 characters)

Format Examples: Master of Arts in Economics, State Corrections Certificate

Instructions:

- o You are required to submit this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (Academic Award Date, Academic Award Level and Degree CIP Code).
- o Enter the title of the academic award.
- o Separate all words with a space.
- o If you enter anything longer than the 80-character maximum, the system will generate a file-level error and will reject the file upon upload.
- o If the academic award title is longer than 80 characters, enter the first 80 characters.
- o Spaces between words count as characters.

Tip:

- o If your institution does not supply the major/concentration within the award title for undergraduate students, please report the full title your institution uses (e.g., Bachelor of Science).

Usage: College Degrees and Certificates Awarded, Awards Conferred, Postsecondary Student Data File (Secure Only), College Progression by High School Class, Postsecondary Success Rates, Promise Zone

Degree CIP Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1*	No Limit	7	7	2 digits, a decimal point, then 4 digits

Definition: The code indicating a discipline or field of study assigned by the Classification of Instructional Programs and used by the US Department of Education's NCES.

Specifications or Enumerations: 2 digits, a decimal point, then 4 digits

Format Example: 03.0101

Instructions:

- o You are conditionally required to report this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (Academic Award Date, Academic Award Level and Degree CIP Code).
- o Enter the CIP code for the degree using the 2020 IPEDS version with the decimal point. If the Academic Award Date is after August 7, 2020, entering a CIP code from the 2000 or 2010 IPEDS version will result in a warning.
- o If you enter anything longer than the seven-character requirement, the system will generate a file-level error and will reject the file upon upload.
- o Multiple Degree CIP Codes are allowed per Academic Award when a student also has double or triple majors or minors.

Tip: The 2020 CIP Codes can be found on the NCES web page.

Usage: College Degrees and Certificates Awarded, Postsecondary Student Data File (Secure Only), Awards Conferred

STARR Fields by Component: Academic Session

Residency Status Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: A person's residency status for tuition purposes.

Specifications or Enumerations:

Enumeration	Definition	Acceptable Reporting Institution
InDistrict	The student qualifies for InDistrict tuition and fees	Community Colleges, 2-Year Independent Colleges
InState	The student qualifies for InState tuition and fees	Universities, Independent Colleges
OutOfState	The student qualifies for OutOfState tuition and fees	Community Colleges, Universities and Independent Colleges
NotReported	It is unknown where the student permanently resides relative to where the college/university is located	Community Colleges, Universities and Independent Colleges
International	The student qualifies for International tuition and fees	Community Colleges, Universities and Independent Colleges
OutOfDistrict	The student qualifies for OutOfDistrict tuition and fees	Community Colleges, 2-Year Independent Colleges

Instructions:

- o You are required to report this data element.
- o This data element is an indicator of a person's residency status for tuition purposes.
- o This characteristic should be updated in each STARR Collection if the residency changes.
- o If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Tip: You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage: Postsecondary Student Data File (Secure Only), College Progression by Graduating Class

Special Populations

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	7			Select as many as applicable from the table below

Definition: Under Perkins V, states are required to report annually on the core indicators of performance, also disaggregated by race, ethnicity, sex and special populations as identified below.

Specifications or Enumerations:

Enumeration	Title	Definition
1	Individuals with Disabilities	The term "individual with a disability" means an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).
2	Economically Disadvantaged Families	The following indicates a postsecondary student who would be an economically disadvantaged individual: a. An individual whose family income is at or below the national poverty level. b. The individual or the individual's family receives public assistance.
3	Individuals Preparing for Non-Traditional Fields	Nontraditional CTE programs prepare students for occupations or fields of work in which individuals from one sex comprise less than 25 percent of the individuals employed in those occupations or fields of work. A list of nontraditional programs can be found in the CIP Crosswalk document located under *Resources* on the Perkins Postsecondary Career & Technical Education web page.
4	Single Parents (including single pregnant women)	A single parent, including single pregnant woman, means an individual who is: a. Unmarried b. Legally separated from a spouse c. Has a minor child or children for which the parent has either custody or joint custody.

Enumeration	Title	Definition
5	Out of Workforce Individuals	A. An individual who is a displaced homemaker, as defined in section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102) B. An individual who; (i)(I) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; or (II) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and (ii) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
6	Youth who are in, or who have Aged Out of, the Foster Care System	"Age Out" - the time frame after which a foster care child is eligible for state services. Eligibility for state services varies depending on the state in which the child resides. Transitioning out of the child welfare system may occur as early as 18 or as late as age 23.
7	Homeless Individuals	Individuals who lack a fixed, regular and adequate nighttime residence (within the meaning of section 103(a)(1))
8	English Learners	An adult or an out-of-school youth who has limited ability in speaking, reading, writing, or understanding the English language AND whose native language is a language other than English or who lives in a family environment or community in which a language other than English is the dominant language.
9	Unknown	Use this enumeration when the specific enumeration is unknown for the session being reported.

Instructions:

- o You are required to submit this data element for each student who has been identified in one or more of the special population categories above, if receiving Perkins funding at your institution.
- o Choose as many enumerations as are applicable to the student.

o   The student is required to identify, provide paperwork/documentation, and request accommodations to receive benefits from Perkins funds.

Usage: College Degrees and Certificates Awarded, Awards Conferred, Postsecondary Student Data File (Secure Only)

Pell Grant

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: A source of Federal student financial aid that provides eligible undergraduate students with need-based grants to help them defray the cost of postsecondary education. (Public Law 92-318, as amended, Public Law 94-482, Education Amendments of 1972, Title IV; 20 U.S. Code, sec. 1070a-1976.)

Specifications or Enumerations:

Enumeration	Definition
Awarded and Disbursed	Student was eligible for, and accepted, Pell Grant funds.
Awarded not Disbursed	Student was eligible for, but did not receive, Pell Grant funds.
No Pell	Student was not eligible for a Pell Grant.
Unknown	Pell Grant eligibility for the student is unknown.

Instructions:

- o You are required to submit this data element.
- o Indicate if the student was eligible to receive a Pell Grant (any amount) during the academic session. This is exclusive of whether the student accepted Pell Grant funds.
- o If you enter anything other than one of the four acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Usage: Postsecondary Student Data File (Secure Only), TIP and Pell Outcomes, MCL 388.1856 reporting requirements

Session Start Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			YYYY-MM-DD

Definition: The year, month and day identifying the start of the academic session based on your institution's policy.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2020-08-23

Instructions:

- o You are required to submit this data element.
- o Enter the year, month and day when the session started for the data being reported.
- o If you enter anything other than the "YYYY-MM-DD" format, the system will generate a file-level error and will reject the file upon upload.
- o Do not report courses enrolled for future terms. For example, if a student is enrolled for a course to take place in the summer of a school year that has not begun, do not report this course yet as the course falls outside the upload definition. These courses and grades will be reported in the next STARR Collection.

Usage: Dual Enrollment Tuition and Fees, Postsecondary Dual Enrollment, College Enrollment by High School, College Destination, Enrollment and Credit Accumulation by High School, Remedial Coursework Report, College Transfers, Undergraduate College Enrollment, Postsecondary Student Data File (Secure Only), College Progression by Graduating Class, Postsecondary Success Rates, Promise Zone, TIP and Pell Outcomes

Session End Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			YYYY-MM-DD

Definition: The year, month, and day on which a session ends.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2020-12-13

Instructions:

- o You are required to report this data element.
- o Enter the year, month and day on which a session ends.
- o If you report anything other than the "YYYY-MM-DD" format specified above, the system will generate a file-level error and will reject the file upon upload.

Usage: Dual Enrollment Tuition and Fees, Postsecondary Dual Enrollment, College Enrollment by High School, College Destination, Enrollment and Credit Accumulation by High School, Remedial Coursework Report, College Transfers, Undergraduate College Enrollment, Postsecondary Student Data File (Secure Only), College Progression by Graduating Class, Postsecondary Success Rates, Promise Zone, TIP and Pell Outcomes

Session Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: The academic term for which the data are being reported.

Specifications or Enumerations:

Enumeration	Definition
Fall	Generally begins in late August and ends in December.
Winter	Generally begins in January and ends in early May.
Spring	Generally begins in January and ends in early May.
Summer	Generally includes student enrollment dates that may occur as early as the beginning of May or as late as mid-August
Other	Used for terms that do not fall into one of the seasonal terms.

Instructions:

- o You are required to report this data element.
- o Enter the term for which the data are being reported.
- o If you enter anything other than one of the five acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- o You may not report blanks.
- o Because summer session dates differ among IHEs, it is difficult to report sessions with overlapping start/end dates as either Early Summer or Late Summer; Therefore, Early Summer and Later Summer sessions were removed and replaced with Summer. IHEs should report all summer courses as "Summer".

Tip: Guidelines for assigning session names are provided above, but your institution should assign session names in accordance with your institution's policy.

Usage: College Enrollment by High School, College Transfers, Undergraduate College Enrollment, Postsecondary Student Data File (Secure Only), Postsecondary Success Rates, Remedial Coursework Reports, Promise Zone, TIP and Pell Outcomes

Session Type

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from a table below

Definition: The type of academic session for which the data are being reported.

Specifications or Enumerations Most Commonly Reported:

Enumeration	Definition
FullYear	The prescribed length of instruction upon which credit is awarded based on the total number of days in an academic year.
Semester	Usually about 15 to 17 weeks in length; there are usually two semesters per academic year and perhaps other shorter sessions in an academic year.
Quarter	Usually about 10 to 14 weeks in length; normally there are four quarter sessions and perhaps other shorter sessions in an academic year.
Quinmester	Usually about 8 to 10 weeks in length; normally there are five quinmester sessions in an academic year.
MiniTerm	A session whose length is less than the regular session; usually but not always contained wholly within the regular session (can also be known as the January "minimester").
SummerSession	A session or combination of sessions conducted after the last regular session of the academic year and prior to the first regular session of the next academic year.

Specifications or Enumerations NOT Typically Reported:

Enumeration	Definition
Intersession	For year-round schools, the days of optional attendance (equivalent to a summer session) for a student enrolled in a school offering a year-round program that provides three-time blocks of 60 days of instruction followed by 15 of intersession.
Trimester	Usually about 13 to 15 weeks in length; normally there are three trimesters and perhaps other shorter sessions in an academic year.
LongSession	Longer than a semester or quarter or trimester, but shorter than a full year.

Enumeration	Definition
FallSession	A session only available in the fall, which begins between late August and November 1.
FourOneFourPlan	A school year consisting of a four-month semester of academic work, followed by a month of special activity, followed by another four-month semester of academic work.
Continuous	A calendar system classification used by IHEs that allow students to enroll/start classes at any time during the year. For example, a cosmetology or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
DiffersByProgram	A calendar system classification used by IHEs that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program. For example, an IHE might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Other	A session or calendar system classification other than what is described in the acceptable enumerations.
TwelveMonth	A calendar system used by IHEs that operate on a full twelve-month cycle

Instructions:

- o You are required to submit this data element.
- o Enter the type of academic session for which the data are being reported.
- o The institution is to report students in the categories your institution currently uses.
- o If you enter anything other than one of the 15 acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Tip:

- o You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage: Postsecondary Student Data File (Secure Only)

Primary Academic Level

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select only one from the table below

Definition: An indicator of which Academic Session is primary when a college chooses to submit the same Academic Session multiple times for the same student. This may occur when, for example, the student is:

- o   Enrolled as both an undergraduate and graduate student.
- o   Taking courses at the undergraduate level and graduate level.
- o   Degree seeking and non-degree-seeking.

Specifications or Enumerations:

Enumeration	Definition
Yes	Indicator of the Primary Enrollment Type
No	Indicator that this is not the Primary Enrollment Type

Instructions:

- o   Indicate if the student's Academic Level within the Academic Session is primary.
- o   If you enter anything other than one of the acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Tip: You are not required to report this data element. However, in the event an individual student is being reported for a given Academic Session multiple times, you should identify the student's Primary Academic Level (including the session record that you would like to take precedence) within the Academic Session. In the absence of a submitted primary academic level, CEPI will derive a primary academic level based on the following:
- o   If one of the enrollments is degree seeking and one is non-degree-seeking, then degree seeking takes precedence.
- o   If one of the enrollments is degree seeking and one is Community College Transfer to 4-Year Only, then degree seeking takes precedence.
- o   If both enrollments are degree seeking, then an undergraduate enrollment takes precedence over a graduate enrollment, defined by the submitted Enrollment in Postsecondary Award Level.
- o   If both enrollments are non-degree-seeking, then the lower-level enrollment, defined by the reported Enrollment in Postsecondary Award Level, takes precedence.

Usage: Enrollment metrics for Postsecondary reports on MI School Data.

Degree or Certificate Seeking Student

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: Person is enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other credit-bearing formal award. High school students enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.

Specifications or Enumerations:

Enumeration	Definition
Yes	The student is enrolled in a program that will result in a degree, certificate or other recognized postsecondary credential.
No	The student is NOT enrolled in a program that will result in a degree, certificate or other recognized postsecondary credential.
Community College Seeking Transfer to 4 Year Only	The student is enrolled at a community college with the intention of transferring to a 4 Year institution only.

Instructions:

- o You are required to submit this data element.
- o If you enter anything other than one of the acceptable enumerations, the system will generate a file-level error and reject the file upon upload.
- o If "Yes" is reported for Degree Or Certificate Seeking Student, then Enrollment in Postsecondary Award Level is required. Otherwise, an ERROR will occur.
- o If "Yes" is reported for Degree Or Certificate Seeking Student, then the Academic Program component is required. Otherwise, an ERROR will occur.
- o Students enrolled at a community college may not be identified as degree or certificate seeking if their intention is to take courses at the community college and then transfer to a 4-Year institution. For the purposes of Postsecondary Success Rates, students enrolled with this intent should be submitted with the "Community College Seeking Transfer to 4 Year Only" enumeration.
- o High School students reported should have "No" reported for the Degree or Certificate Seeking Student characteristic.
- o Do not submit guest students as Degree Or Certificate Seeking.

o Do not submit exchange students as Degree Or Certificate Seeking.

Tip: You must submit the enumeration exactly as it appears here, showing each word beginning with a capital letter and including spaces.

Usage: Postsecondary Success Rates, Undergraduate Enrollment, Postsecondary Student Data File (Secure Only), TIP and Pell Outcomes

Student Level

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: Classification of a person enrolling in courses at a postsecondary institution.

Specifications or Enumerations:

Enumeration	Definition
Undergraduate	A person enrolling in courses at the postsecondary institution at the undergraduate level.
Graduate	A person enrolling in courses at the postsecondary institution at the graduate level.

Instructions:

- o You are required to report this data element.

Tip:

- o If you enter anything other than the defined enumerations, the system will generate a file-level error and will reject the file upon upload.

Usage: College Destination, Enrollment and Credit Accumulation by High School, College Transfers, Undergraduate College Enrollment, Postsecondary Student Data File (Secure Only), Postsecondary Success Rates, TIP and Pell Outcomes

Enrollment in Postsecondary Award Level

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1			Select only one from the table below

Definition: An indicator of the award level in which the person is currently enrolled as defined by IPEDS and CEDS.

Specifications or Enumerations

Enumeration	Definition
1	Undergraduate Certificate – An award that requires completion of an organized program of study at the postsecondary level designed for completion in: • Less than 900 clock hours, or • Less than 30 semester or trimester credit hours, or • Less than 45 quarter credit hours
2	Undergraduate Certificate - An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) designed for completion in: • 900-1,799 clock hours, or • 30-59 semester or trimester credit hours, or • 45-89 quarter credit hours.
3	Associate Degree
4	Undergraduate Certificate - An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) designed for completion in: • 1,800 or more clock hours, or • 60 or more semester or trimester credit hours, or • 90 or more quarter credit hours.
5	Bachelor's Degree
6	Post-Baccalaureate Certificate - An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree but does not meet the requirements of a master's degree. NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbacalaureate undergraduate programs, and students in these programs are undergraduate students.

Enumeration	Definition
7	Master's Degree
8	Post-Master's Certificate - An award that requires completion of an organized program beyond the master's degree, but does not meet the requirements of academic degrees at the doctoral level.
17	Doctoral Degree-Research/Scholarship
18	Doctoral Degree-Professional Practice
19	Doctoral Degree-Other

Instructions:

- o You are required to submit this data element if Degree Or Certificate Seeking Student is "Yes".
- o If you submit this data element, the Academic Program component is required.
- o Enter the intended award level for which the student is currently enrolled, for each academic session reported during the collection window.
- o Institutions that accept Perkins funding must submit the award level within the CIP code for the program/major as provided for in the Program Inventory Database. For more information contact LEO-MiCC@michigan.gov.
- o If you enter anything other than one of the 11 acceptable enumerations or exceed the character maximum, the system will generate a file-level error and reject the file upon upload.
- o If Enrollment in Postsecondary Award Level is submitted, then the Degree or Certificate Seeking Student characteristic must be "Yes", otherwise an ERROR will occur.

Tips:

- o This characteristic is intended to align with the NCES CEDS Academic Award Level enumerations, which also align with IPEDS award levels.
- o You are to report students in the categories your institution currently uses.

Usage: Postsecondary Success Rates, College Transfers, Postsecondary Student Data File (Secure Only), TIP and Pell Outcomes

Postsecondary Enrollment Type

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: An indicator of the enrollment type of a student at the beginning of the respective academic session at the same level (e.g., undergraduate, graduate).

Specifications or Enumerations:

Enumeration	Definition
FirstTime	A student attending for the first time at institution, non-transfer in.
Continuing	A student who attended the reporting institution without a period of a stop-out as defined by your institution. The student would not have previously attended a different institution of higher learning.
Re-admit	A student who attended the reporting institution and stopped-out for a period of time before Re-admitting to the same reporting institution.
TransferIn	A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit. The first session the student attends at the institution they transferred to should have a reported Postsecondary Enrollment type "TransferIn". This enumeration can only be used once per student per academic session. If "TransferIn" is reported more than once, a Warning will occur.
TransferWorkOnly	A receiving college accepting transfer credit to apply toward the student record when the student was not enrolled at that institution. Although your institution is not required to submit historical data for a student who transferred in from a different institution, if it is easier for you to upload a student's entire academic history, please report the past sessions and corresponding courses being transferred for credit from a previous institution as "TransferWorkOnly".

Instructions:

- o You are required to submit this data element.

- o Enter the student's current Postsecondary Enrollment Type for each academic session reported during the collection window, as in accordance with your institution's policy.
- o If you enter anything other than one of the five acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Tips:

- o IHEs are only required to submit data from their own institution, but if you wish to report historical data for a student who transferred in from a different institution you may report those sessions as "TransferWorkOnly".
- o If your institution chooses to report transferred sessions as "TransferWorkOnly", all other data elements that are required at the session level and course level must also be reported. Therefore, before you choose to report "TransferWorkOnly", it is important to make sure you have all the information needed (e.g., session start/end dates).
- o Courses corresponding to sessions reported as "TransferWorkOnly" should be reported as "Transfer No Grade".
- o The College Transfer report on MI School Data considers students submitted as "TransferIn" as transfers. A student should only be reported "TransferIn" for one session.
- o You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words, except for the "Re-admit" enumeration, which does not contain spaces.
- o If the student was previously an undergraduate and is now a graduate student at the same institution, the first session of enrollment at the graduate level is considered "FirstTime".
- o If the student enters your institution to begin a graduate program, but had previously earned a degree at another institution, the first session of enrollment at your institution should be "FirstTime."
- o If the student IS a high school student dual enrolled at your institution, the first session of enrollment is considered "FirstTime." Every session after that is considered "Continuing" until high school graduation.
- o If the student WAS a high school student dual enrolled at your institution, the first session of enrollment AFTER high school graduation is considered "FirstTime." Every session after that is considered "Continuing".
- o "Guest" is a type of student; it is not a student's enrollment type.

Usage: College Transfers, Postsecondary Student Data File (Secure Only)

High School Student

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: An indication of whether a high school student was taking postsecondary courses during the academic session.

Specifications or Enumerations:

Enumeration	Definition
Dual Enrolled	High School students may participate in dual enrollment by attending at least one high school course at a public or approved non-public high school and simultaneously attending an eligible degree-granting postsecondary institution. A course is eligible if the same course content is not available at the high school or if a student is unable to take the high school course due to a scheduling conflict. Eligible courses must be transferrable for postsecondary credit. The K12 District must allow the student to dual enroll if they have a qualifying score on the ACT Plan, PSAT or Michigan Merit Exam. School districts are required to have an annual announcement regarding this option. This does not prohibit a high school from negotiating dual enrollment options for any student regardless of eligibility. Dual enrolled students should be reported as nondegree-seeking in STARR.
Other High School Student	Any other high school student. These students should be reported as nondegree-seeking in STARR.
Concurrent Enrollment	High school students taking college-level courses at the high school building during the school day. These courses are either taught by high school teachers meeting college qualifications for adjunct faculty, or by post-secondary faculty teaching in the high school classroom. Eligible courses must be transferrable for postsecondary credit. Most high schools may require the student to apply for, and test into, college level courses and/or complete specific prerequisites. Concurrently enrolled students should be reported as nondegree-seeking in STARR.
Not High School Student	Not a high school student currently attending your Institution of Higher Education.

Enumeration	Definition
Early Middle College	High school students attending a five-year high school program designed to allow a pupil to earn a high school diploma and substantial college credit through an additional fifth year of study (Early Middle College). Eligible courses must be able to be counted toward completion of accreditations, certification, licensing and/or postsecondary degrees by the end of the student fifth high school year. Early Middle College students should be reported as nondegree-seeking in STARR.

Instructions:

- o You are required to submit this data element.
- o If you enter anything other than one of the four acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Citation: School Aid Act, MCL 388.1809 (5) and MCL 388.1845 (6)

Tips:

- o You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter.
- o Include all spaces between the words in the enumerations.
- o Report all high school students who are enrolled in eligible college courses earning some type of postsecondary credit.
- o High school students reported should have "No" reported for the Degree or Certificate Seeking Student characteristic.

Usage: Postsecondary Student Data File (Secure Only)

Academic Session Grade Point Average

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	1		Decimal value ≥ 0.00 (Max four decimal places)

Definition: The student's grade point average for the respective academic session.

Specifications or Enumerations: Decimal value greater than or equal to 0.00 (Max four digits after decimal point)

Format Examples: 3.44, 3.8000

Instructions:

- o You are required to submit this data element if the student reported a course with a Course Academic Grade Status Code of "OtherPass", "OtherFail" or "HonorsGrade" within the Academic Session.
- o Enter the student's GPA for the respective academic term with the decimal.
- o Leaving this field blank is acceptable when the student has no session GPA. A warning may occur but will not affect certification.
- o If you enter anything other than the accepted format, the system will generate a file-level error and will reject the file upon upload.

Tips:
- o Situations where a null value would be acceptable include:
  - – The student enrolled in only credit/no credit courses in the academic session.
  - – The academic session is reported as "TransferWorkOnly".

Suggested Validation Check: GPAs cannot be greater than what your institution uses (e.g., 4.2, 5.10).

Usage: Postsecondary Student Data File (Secure Only), College Transfer Report

Cumulative Grade Point Average

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	1		Decimal value ≥ 0.00 (Max four decimal places)

Definition: The cumulative GPA for all courses taken as shown by the term being submitted.

Specifications or Enumerations: Decimal value greater than or equal to 0.00 (Max four digits after decimal point)

Format Examples: 3.89, 4.0000

Instructions:

- You are required to submit this data field if the student has a cumulative GPA.
- Enter the student's cumulative GPA for each academic session reported during the collection window.
- If a student was an undergraduate at your institution and is now a graduate student (or is concurrently enrolled), do not combine the cumulative GPAs; report the respective cumulative GPA for that academic session.
- Leaving this field blank is acceptable when the student has no cumulative GPA. A warning may occur but will not affect certification.
- If you enter anything other than the accepted format, the system will generate a file-level error and will reject the file upon upload.

Tips:

- If the term being reported is Fall 2024, report the Cumulative GPA as of Fall 2024, not as of Fall 2025 when the STARR Collection is due.
- Situations where a null value would be acceptable include:
    - The student has only completed credit/no credit courses.
    - The submitted academic session and all previous academic sessions are reported as "TransferWorkOnly".

Usage: Postsecondary Student Data File (Secure Only), College Transfer report

STARR Fields by Component: Academic Program

Program CIP Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1*	1	7	7	2 digits, a decimal point, then 4 digits

Definition: The code indicating a discipline or field of study assigned by the Classification of Instructional Programs by the US Department of Education's NCES.

Specifications or Enumerations: 2 digits, a decimal point, then 4 digits (##.####)

Format Example: 03.0101

Instructions:

- o   You are required to submit this data element when Degree Or Certificate Seeking Student is "Yes" and/or Enrollment in Postsecondary Award Level is submitted.
- o   Enter the 6-digit CIP code for the program the student is working toward using the 2020 IPEDS version with the decimal point.
- o   If you enter anything other than the seven-character requirement, the system will generate a file-level error and will reject the file upon upload.

Tips:

- o   The 2020 CIP Codes can be found on the [NCES web page]().
- o   Report CIP codes for all majors and minors the student is working toward.
- o   A student may have more than one major or minor. Please enter each program separately, with one Program CIP Code per program.
- o   If a student has not yet signed/declared a major, but is degree-seeking, institutions generally report the student's program as General Studies (CIP 24.0102) or Liberal Arts and Sciences/Liberal Studies (CIP 24.0101).

Usage: Postsecondary Student Data File (Secure Only)

Academic Program Type

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1*	1			Select only one from the table below

Definition: The type of academic program the student is working toward.

Specifications or Enumerations:

Enumeration	Definition
Concentration	Report students in the categories which your IHE currently uses.
Focus	Report students in the categories which your IHE currently uses.
Major	Report students in the categories which your IHE currently uses.
Minor	Report students in the categories which your IHE currently uses.
SecondMajor	Report students in the categories which your IHE currently uses.
Specialization	Only use for those graduate, specialist or doctoral programs that use this distinction. Report students in the categories which your IHE currently uses.

Instructions:

- This data element is required when Degree Or Certificate Seeking Student is "Yes".
- Enumerations are based on the PESC standard. You are to report students in the categories which your institution currently uses.
- If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and reject the file upon upload.

Tips:

- Although a third major and second minor are not acceptable enumerations according to the PESC standard, if an institution wishes to report these, list them in chronological order and code as "Second Major" or "Minor", respectively (if these are not already distinguished by "Concentration", "Focus" or "Specialization").
- It is recommended that associate and master's degrees (those which do not use "Specialization") are reported as "Major".
- Only use "Specialization" for those graduate, specialist or doctoral programs that use this distinction. Otherwise, use the enumeration that applies.

Usage: Postsecondary Student Data File (Secure Only)

Academic Program Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1*	1	1	60	Text

Definition: Your internal name of the program, major, minor or field of study the student is working toward.

Specifications or Enumerations: Text (Max 60 characters)

Format Examples: American History, Engineering - Civil

Instructions:

- o This data element is required when Degree or Certificate Seeking Student is "Yes".
- o Enter the name of the program, major, minor or field of study for which the student is working toward.
- o Separate all words with a space.
- o If you enter anything longer than the 60-character maximum, the system will generate a file-level error and will reject the file upon upload.
- o If the name is longer than 60 characters, enter the first 60 characters.
- o Spaces between words count as characters.

Usage: Postsecondary Student Data File (Secure Only)

STARR Fields by Component: Course

Course Start Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			YYYY-MM-DD

Definition: The year, month and day an instance of a course officially began.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2020-08-23

Instructions:

- You are required to submit this data element.
- Enter the year, month and day in which the course officially began.
- Report the Course Start Date for all courses reported.
- If you report anything other than the "YYYY-MM-DD" format specified above, the system will generate a file-level error and will reject the file upon upload.

Course End Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			YYYY-MM-DD

Definition: The year, month and day an instance of a course officially ended.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2020-12-13

Instructions:

- You are required to submit this data element.
- Enter the year, month and day in which the course officially ended.
- Report the Course End Date for all courses reported.
- If you report anything other than the "YYYY-MM-DD" format specified above, the system will generate a file-level error and will reject the file upon upload.

Course Subject Abbreviation

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	1	10	Text

Definition: The alphabetic abbreviation of the academic department or discipline offering the course.

Specifications or Enumerations: Text (Max 10 characters)

Format Examples:

	Course 1	Course #2	Course #3	Course #4
Course Subject Abbreviation	**ART**	**ART**	**PSC**	**PSC**
Course Number	451	451	140A	140B
Course Section Number	A	B	2245968	2245969

Instructions:

- o You are required to submit this data element.
- o Enter the alphabetic abbreviation of the academic department or discipline offering the course.
- o This is the first part of the total course identifier (e.g., ENG, HIS, MTH).
- o If you enter anything longer than the 10-character maximum, the system will generate a file-level error and will reject the file upon upload.
- o Report the Course Subject Abbreviation for all courses reported.

Tip: This course identifier is college/university specific.

Usage: Dual Enrollment Tuition and Fees, Postsecondary Dual Enrollment, Postsecondary Student Data File (Secure Only)

Course Number

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	1	15	Text

Definition: The official reference number/code portion of a course identifier.

Specifications or Enumerations: Text (Max 15 characters)

Format Examples:

	Course 1	Course #2	Course #3	Course #4
Course Subject Abbreviation	ART	ART	PSC	PSC
Course Number	**451**	**451**	**140A**	**140B**
Course Section Number	A	B	2245968	2245969

Instructions:

- o You are required to submit this data element.
- o Enter the numeric or alpha-numeric reference code of the course identifier.
- o This is the second part of the total course identifier (e.g., 100, 325, 4210, 125B, A430).
- o If you enter anything longer than the 15-character maximum, the system will generate a file-level error and will reject the file upon upload.

Tips:

- o This course identifier is college/university specific.
- o If reporting an alpha-numeric Course Number, the letter(s) must be capitalized.

Usage: Dual Enrollment Tuition and Fees, Postsecondary Dual Enrollment, Postsecondary Student Data File (Secure Only)

Course Section Number

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	1	15	Text

Definition: The number assigned to differentiate among distinct occurrences of courses that have the same Course Subject Abbreviation and Course Number but are considered different sections.

Specifications or Enumerations: Text (Max 15 characters)

Format Examples:

	Course 1	Course #2	Course #3	Course #4
Course Subject Abbreviation	ART	ART	PSC	PSC
Course Number	451	451	140A	140A
Course Section Number	**A**	**B**	**2245968**	**2245969**

Instructions:

- You are required to submit this data element when the courses have the same course subject abbreviation and course number but are considered different sections and grant credit separately.
- Enter the numeric or alphanumeric course section number.
- Enter the Course Section Number to distinguish that a course is not a duplicate when the Course Subject Abbreviation and Course Number are identical.
- If you enter anything longer than the 15-character maximum, the system will generate a file-level error and will reject the file upon upload.
- When submitting historical data, enter previously completed courses with the section number listed at the time of completion.

Tip: Examples of how the Course Section Number is used are:

- Differentiating between a natural science class's lecture and laboratory components that grant credit separately.
- Ensuring that course credit is reported for a music ensemble course (e.g., marching band, university choir) in each academic session that it is successfully completed and not considered duplicate.

Usage: Dual Enrollment Tuition and Fees, Postsecondary Dual Enrollment, Postsecondary Student Data File (Secure Only)

Occupational Course Indicator

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1			Select only one from the table below

Definition: An indicator that the course is occupational in nature and has instruction with a direct career relationship designed to impart work-related knowledge and skills.

Specifications or Enumerations:

Enumeration	Definition
Yes	The course is occupational.
No	The course is not occupational.

Instructions:

- o You are required to submit this data element if your 2-year institution receives Perkins funding. Universities receiving Perkins funding are excluded from this requirement.
- o If you enter anything other than one of the acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- o If the Occupational Course Indicator is "Yes," a 6-digit CIP Code will be required in the Course CIP Code element.

Tip: Use the CIP Crosswalk link under *Resources* on the Perkins Postsecondary Career & Technical Education web page for an ACS-CIP Crosswalk. Other documents related to Perkins funding and CTE, and contact information for Perkins Postsecondary Staff are also found on this web page.

Usage: Postsecondary Student Data File (Secure Only)

Course CIP Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	7	7	2 digits, a decimal point, then 4 digits

Definition: The Classification of Instructional Programs code used by the US Department of Education's National Center for Education and Statistics to describe the area of study for the course.

Specifications or Enumerations: 2 digits, a decimal point, then 4 digits

Format Example: 03.0101

Instructions:

- You are required to submit this data if "Occupational Course Indicator" is "Yes".
- Enter a 6-digit CIP code for the course using the 2020 CIP codes with a decimal point.
- Enter the 6-digit CIP that 1) corresponds with the course (best practice); OR 2) is designated in the ACS-CIP Crosswalk, which can be found under *Resources* on the [Perkins Postsecondary Career & Technical Education web page](#).
- If you enter anything shorter than the seven-character requirement, the system will generate a file-level error and reject the file upon upload.

Tips:

- 2020 CIP Codes can be found on the [NCES web page](#).
- Refer to the [Michigan Postsecondary Data Inventory Data Manual](#) (pg. 81) for guidance on Occupational courses identified in the college Course Taxonomy. Colleges should do an internal audit of Course Taxonomy to ensure that all occupational courses are designated as occupational, and that the courses meet the requirements outlined in the MPDI data manual.

Usage: Postsecondary Student Data File (Secure Only), LEO Postsecondary Participants report in the Consolidated Annual Report

Course Title

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	1	60	Text

Definition: The name or title of the course.

Specifications or Enumerations: Text (Max 60 characters)

Format Example: Calculus II

Instructions:

- You are required to submit this data element.
- Enter the name or title of the course.
- Separate all words with a space.
- Report the Course Title for all courses reported.
- If you enter anything longer than the 60-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full name or title is longer than 60 characters, enter the first 60 characters.
- Spaces between words count as characters.

Tip: The course name is college/university specific.

Usage: Postsecondary Student Data File (Secure Only)

Course Credit Basis

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	2			Select from the table below

Definition: Developmental/remedial education courses teach academically under-prepared students the skills they need to succeed in college-level courses. These courses provide learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned. Basic competency is defined as reading, writing, mathematics and science.

Specifications or Enumerations:

Enumeration	Definition
Regular	A course not designated as Remedial
RemedialESL	An English as a Second Language course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialMath	A math course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialReading	A reading course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialScience	A science course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialWriting	A writing course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.

Instructions:

- o You are required to submit this data element.

- o Indicate if the enrolled course is considered by the college/university to be a remedial or regular course.
- o Only report developmental/remedial courses in ESL, reading, writing, mathematics and science.
- o You may submit up to two remedial enumerations; "Regular" must be submitted on its own.
- o If you enter anything other than one of the five acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Tips:

- o Developmental/remedial courses to exclude, for example, are "How to Succeed in College," "Freshman Seminar" and "Note Taking."
- o Computer skills courses should not be considered remedial courses.
- o Co-requisite courses such as writing workshops and/or math support courses should be reported as "Regular".
- o English as a Second Language courses should be included as remedial and reported as "RemedialESL".
- o You must submit the enumeration exactly as it appears here, showing each word beginning with a capital letter and no spaces between the words.

Usage: College Remedial Coursework, Postsecondary Student Data File (Secure Only)

Course Credit Basis Type

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select from the table below

Definition: The type of enrollment associated with credit granted for prior learning to Michigan Reconnect Grant students by eligible institutions.

Specifications or Enumerations:

Enumeration	Definition
AdvancedPlacement	Credit awarded upon satisfactory completion of The College Board's Advanced Placement Program.
CreditByExam	Credit awarded as a result of the student passing an exam that covers the material for the entire course (e.g., CLEP, DSST). College policies vary on how the grade is handled.
ContinuingEducation	A course taken at the postsecondary level that does not count toward a standard associate degree or higher, or a noncredit program. These credits are taken to supplement a degree or certificate that has already been earned. For example, SCEHCHs (State Continuing Education Clock Hours) earned through attendance at a conference would count as continuing education credits. To include in this report, the college must have articulated credit for the course.
ArticulatedCredits	A course taken at the postsecondary level or within a workforce or other noncredit program that did not count toward a standard associate degree or higher at the time it was taken, but for which the college is now articulating credit.
IndustryCertification	Credit awarded as a result of the student providing proof of an industry-recognized certificate or credential, defined as a certificate or credential that is portable and is sought or accepted by multiple employers within an industry for purposes of recruitment, hiring or promotion.
InternationalBaccalaureate	Credit awarded as a result of passing an examination where the exam is part of the two-year international education International Baccalaureate Diploma program. Based on the exam and the grade received on the exam, colleges and universities may award

Enumeration	Definition
	transfer credit in specific courses, or may just award a specific number of general education credits.
LifeExperience	Credit awarded for what a student has learned through independent study, noncredit adult courses, work experience, portfolio demonstration, previous licensure or certification, or completion of other learning opportunities. Institutional policies regarding this type of credit vary.
	Although IPEDS includes previous licensure or certification in Credit for Life Experience, credit awarded for previous licensure or certification should be reported as Industry Certification for the purposes of this collection.
Military	Credit awarded as a result of service in one of the branches of the US military. It could be awarded as a result of completion of basic training and/or a number of years of service, or it could be awarded for specific military courses or exams completed.

Instructions:

o   You are not required to submit this data element.
o   Indicate if the reported course represents credit granted for prior learning to a Michigan Reconnect Grant student.
o   Transferred credit cannot be reported as credit for prior learning. If the associated course has a reported CourseAcademicGradeStatusCode of "TransferNoGrade", this data field must be left blank.
o   If you enter anything other than one of the eight acceptable enumerations, the system will generate a file-level error and reject the file upon upload.

Tips:

o   This characteristic allows eligible IHEs to report credit granted for prior learning for reimbursement from MILEAP as required in Sec. 5 of the Reconnect Grant Act ([MCL 390.1705](#)).
o   These data were previously collected by MiLEAP using Qualtrics.
o   You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.
o   Earning credit for prior learning is related to increased student success, especially for adult students.

Usage: Postsecondary Student Data File (Secure Only), Reconnect Credit for Prior Learning Reimbursements

Course Credit Attempted

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	1		Decimal value ≥ 0.00 (Max four decimal places)

Definition: The total value of credit hours attempted for a respective course.

Specifications or Enumerations: Decimal value greater than or equal to 0.00 (Max four digits after decimal point)

Format Examples: 4.0, 2.75, 25.3333

Instructions:

- o   You are required to submit this data element.
- o   Indicate the total value of credit hours attempted for the respective course.
- o   If you enter anything other than the acceptable format, the system will generate a file-level error and will reject the file upon upload.

Tip:

- o   The text format of this characteristic was purposely made flexible to accommodate different IHE reporting formats.

Usage: Postsecondary Student Data File (Secure Only), Postsecondary Success Rates, TIP & Pell Outcomes

Course Credit Earned

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	1		Decimal value ≥ 0.00 (Max four decimal places)

Definition: The total value of credit hours successfully completed or earned for the respective course.

Specifications or Enumerations: Decimal value greater than or equal to 0.00 (Max four digits after decimal point)

Format Examples: 3.0, 16.2500

Instructions:

- o You are required to submit this data element.
- o Indicate the total value of credit hours successfully completed or earned for the respective course.
- o If you enter anything other than the acceptable format, the system will generate a file-level error and will reject the file upon upload.

Tip:

- o The text format of this characteristic was purposely made flexible to accommodate different IHE reporting formats.

Usage: Dual Enrollment Tuition and Fees, Postsecondary Dual Enrollment, Postsecondary Student Data File (Secure Only), Enrollment and Credit Accumulation by High School, Promise Zone, TIP and Pell Outcomes

Course Academic Grade Status Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: The student's disposition for the enrolled course for the respective academic session.

Specifications or Enumerations:

Enumeration	Definition
AuditedCourse	Audited or visited the course
HonorsGrade	Honors grade
Incomplete	Did not complete all the course requirements at the time of grade assignment
IncompleteNotResolvedFail	Failing/no pass/unsatisfactory grade awarded because incomplete, not resolved or unsatisfactory
InProgress	Course is in progress and a permanent grade is not yet assigned
NotYetReported	No grade reported yet by the instructor (although the course has ended)
OtherFail	Other not passing/unsatisfactory grade as not described by other options
OtherPass	Other passing/satisfactory grade as not described by other options
PassFailFail	Failing grade in a course which is normally, or based on student option, given a pass/fail or satisfactory/unsatisfactory designation
PassFailPass	Passing grade in a course which is normally, or based on student option, given a pass/fail or satisfactory/unsatisfactory designation
TransferNoGrade	Transfer credit; grade not carried on receiving institution's transcript
Withdrew	Disenrolled from the course
WithdrewFailing	Withdrew at the time of a failing grade
WithdrewNoPenalty	Withdrew without penalty or pass/fail designation
WithdrewPassing	Withdrew at the time of a passing grade

Instructions:

- o   You are required to submit this data element.
- o   Indicate the student's current disposition for the enrolled course.
- o   Enumerations are based on the PESC standard found on page 188 of the [PESC XML College Transcript Implementation Guide – Version 1.8.0](#). You are to report students in the categories that your institution currently uses.
- o   Report the Course Academic Grade Status Code for all courses reported.
- o   If you enter anything other than one of the 15 acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- o   Indicate if the course is a transfer course by using the "TransferNoGrade" enumeration.

Tips:

- o   If your institution uses "NS = No Show," do not report this course in the STARR data file.
- o   You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage: Postsecondary Student Data File (Secure Only), Enrollment and Credit Accumulation by High School, Postsecondary Success Rates, Promise Zone, TIP & Pell Outcomes

Course Academic Grade

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	0		Value ≥ 0.00 (Max four decimal places)

Definition: The final numeric grade awarded for participation in the course.

Specifications or Enumerations: Value greater than or equal to 0.00 (Max four digits after decimal point)

Format Examples: 100, 3.5, 75.0000

Instructions:

- o   You are required to submit this data element if the student received a numeric grade for the course.
- o   Indicate the final numeric grade awarded for participation in the course.
- o   If you enter anything other than the acceptable format, the system will generate a file-level error and will reject the file upon upload.

Suggested Validation Check:

The numeric grade must correspond to the PESC Grade Scale <CourseAcademicGradeScaleCode> code (e.g., if Grade Scale <CourseAcademicGradeScaleCode> = "79", the numeric grade must = "4.0", "3.0", "2.0", "1.0" or "0.0".)

Tip: Grade scale codes can be accessed beginning on page 256 of the PESC XML College Transcript Implementation Guide Appendix F.

Usage: Postsecondary Student Data File (Secure Only)

Course Academic Grade Scale Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one code from the [PESC XML College Transcript Implementation Guide – Version 1.8.0](#) in Appendix F

Definition: The grading scale used by your institution for the enrolled course.

Specifications or Enumerations: Select one code from the Appendix F of the PESC Implementation Guide beginning on page 254. Codes range from 01-89; 99.

Format Example: 25

Instructions:

- o You are required to submit this data element.
- o Indicate the grading scale used by your institution for the enrolled course.
- o See PESC Implementation Guide Appendix F beginning on page 254 for codes.
- o If you enter anything other than one of the acceptable codes, the system will generate a file-level error and will reject the file upon upload.

Tips:

- o If the student withdrew from the course, received an incomplete or received academic forgiveness, the course still has a grading scale.
- o If reporting programs that have a grade scale over 5.0, use grading scales "14" or "15" from Appendix F in the PESC Implementation Guide.
- o If reporting transferred courses, use grading scale 99 (unknown grading scale).

Usage: Postsecondary Student Data File (Secure Only)

Academic Letter Grade

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	1	10	Text

Definition: The alphabetical grade earned in the course.

Specifications or Enumerations: Text (Max 10 characters)

Format Examples: B+, CR, E/NC

Instructions:

- o You are required to submit this data element if the student received a letter grade for the course.
- o Indicate the alphabetical grade earned in the course (e.g., A, C+, E/NC, CR, NC, HP, DIST).
- o If you enter anything longer than the 10-character maximum, the system will generate a file-level error and will reject the file upon upload.

Suggested Validation Check:

The letter grade must correspond to the PESC Grade Scale <CourseAcademicGradeScaleCode> code (e.g., if Grade Scale <CourseAcademicGradeScaleCode> = "43", the letter grade must = "A", "B", "C" or "NC").

Tips:

- o Grading scales can be accessed on pages 254-257 of the PESC XML College Transcript Implementation Guide - Version 1.8.0.
- o Pass/Fail grade scales are included on page 257.

Usage: Postsecondary Student Data File (Secure Only)

Contact Hours

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	1		Value ≥ 0.00 (Max four decimal places)

Definition: The "seat" time in front of the instructor.

Specifications or Enumerations: Value greater than or equal to 0.00 (Max four digits after decimal point)

Format Examples: 120, 3.0, 60.0000

Instructions:

- o Indicate the equivalent of the "seat" time in front of the instructor if applicable.
- o If you enter anything other than the acceptable format, the system will generate a file-level error and will reject the file upon upload.

Tips:

- o It is recommended that you report this data element if credit hours are not applicable for the enrolled course.
- o For this purposes of this collection, total contact hours for a course are calculated by summing the total instructional minutes for that course in the academic session and dividing by 50.
- o If the course is a distance education course, one contact hour is equal to 60 minutes of preparation.
- o Contact hours are also sometimes referred to as noncredit hours or clock hours.

Usage: Postsecondary Student Data File (Secure Only)

Appendix A: STARR Component and Characteristics in Schema Order

Component Name	Characteristic Name	Required	Min. Occurrences	Max. Occurrences	Min. Length	Max. Length
Submitting Entity		Yes	1	1		
	SubmittingEntity Code	Yes	1	1	5	5
Student		Yes	1	∞		
Personal Core		Yes	1	1		
	UIC	Yes	1	1	10	10
	LastName	Yes	1	1	1	50
	FirstName	Yes	1	1	1	50
	MiddleName	Optional	0	1	0	50
	StudentSuffix	Optional	0	1	0	10
	DateOfBirth	Yes	1	1		
	MultipleBirthOrder	Optional	0	1	1	1
	Gender	Yes	1	1		
	Unreportable Gender Indicator	No	0	1		
	PreviousLastName	Optional	0	∞	0	50
Student Demographics		Yes	1	1		
	EntryDate	Yes	1	1		
	LocalStudentID	Yes	1	1	1	20
	EthnicityCode	Yes	1	1		
	RaceCode	Yes	1	1		
	StateProvinceCode	Conditionally Required	0	1	2	2
	CTE	Optional	0	1		
	MilitaryStatus	Optional	0	1		
	Cohort Exclusion	Optional	0	1		
Academic Record		Yes	1	1		

Component Name	Characteristic Name	Required	Min. Occurrences	Max. Occurrences	Min. Length	Max. Length
Academic Award		No	0	∞		
	AcademicAward Level	Conditionally Required	1*	1		
	AcademicAward Date	Conditionally Required	1*	1		
	AcademicAward Title	Conditionally Required	1*	1	1	80
	DegreeCIPCode	Conditionally Required	1*	∞	7	7
Academic Session		Yes	1	∞		
	ResidencyStatus Code	Yes	1	1		
	SpecialPopulations	Conditionally Required	0	7		
	PellGrant	Yes	1	1		
	SessionStartDate	Yes	1	1		
	SessionEndDate	Yes	1	1		
	SessionName	Yes	1	1		
	SessionType	Yes	1	1		
	PrimaryAcademic Level	Optional	0	1		
	DegreeOrCertificateSeekingStudent	Yes	1	1		
	StudentLevel	Yes	1	1		
	EnrollmentInPostsecondaryAwardLevel	Conditionally Required	0	1		
	PostsecondaryEnrollmentType	Yes	1	1		
	HighSchoolStudent	Yes	1	1		
	AcademicSessionGradePointAverage	Conditionally Required	1	1		
	CumulativeGradePointAverage	Conditionally Required	1	1		

Component Name	Characteristic Name	Required	Min. Occurrences	Max. Occurrences	Min. Length	Max. Length
Academic Program		No	0	∞		
	ProgramCIPCode	Conditionally Required	1*	1	7	7
	AcademicProgram Type	Conditionally Required	1*	1		
	AcademicProgram Name	Conditionally Required	1*	1	1	60
Course		Yes	1	∞		
	CourseStartDate	Yes	1	1		
	CourseEndDate	Yes	1	1		
	CourseSubjectAbbr eviation	Yes	1	1	1	10
	CourseNumber	Yes	1	1	1	15
	CourseSectionNum ber	Conditionally Required	0	1	0	15
	OccupationalCours eIndicator	Conditionally Required	0	1		
	CourseCIPCode	Conditionally Required	0	1	0	7
	CourseTitle	Yes	1	1	1	60
	CourseCreditBasis	Yes	1	2		
	CourseCreditBasis Type	No	0	1		
	CourseCredit Attempted	Yes	1	1		
	CourseCredit Earned	Yes	1	1		
	CourseAcademic GradeStatusCode	Yes	1	1		
	CourseAcademic Grade	Conditionally Required	0	1		
	CourseAcademic GradeScaleCode	Yes	1	1		
	AcademicLetter Grade	Conditionally Required	0	1	0	10

Component Name	Characteristic Name	Required	Min. Occurrences	Max. Occurrences	Min. Length	Max. Length
	ContactHours	Optional	0	1		

*This characteristic/component is required when its parent component is submitted in the STARR file. To see which components are part of a higher-level component (for example, Personal Core is within the Student component) please see the STARR Data Field Layout table on the [STARR web page](#).