Semester Grade and Enrollment Report

Please provide grades for ALL Mississippi residents that were enrolled at your institution during the semester. For your convenience the reports may be submitted in any of the four acceptable formats, including Microsoft Excel, Foxplus (Dbase IV), ASCII Delimited Text (comma delimited with text strings in "), and Fixed-length ASCII text.

Date report required: The grade report is required no earlier than the 5th working day after each semester and no later than the 10th working day after each semester. The fall, winter and spring semester/trimester reports must include all Mississippi residents both graduate and undergraduate. The summer semester/trimester includes only the graduate students that are Mississippi residents.

Field Name	Description	Format	Validation	Length
LNAME	Student's Last Name	Character - Left justified.	None required	20
FNAME	Student First Name	Character – Left justified	None required	20
MI	Student Middle Initial	Character	None required	1
ADDRESS	Enter student's permanent street address	Character – left justified	None required	60
CITY	Enter student's permanent city	Character – left justified	None required	25
STATE	Enter student's permanent state code	Character	None required	2
ZIPCODE	Enter student's permanent zip code	Character	None required	10
DOB	Enter student's birth date	Date – format DD-MON-CCYY ex: 05-MAR-1972	None required	11
SSN	Social Security Number (SSN) - please do not alter this field. If incorrect please enter the correct SSN in the comment column. (no hyphens – text for leading zeroes)	Character	None required	9
COLLCODE	Six-digit FICE code - Please do not alter this field.	Character	None required	6
STUTYPE	Will contain either 'UG' for undergraduates or 'GR' for graduates or 'DC' for DEDC program students. Please report grades accordingly. Please do not alter this field. If the student is not in the education level indicated, please indicate in the comment field.	Character	None required	2
INST STUD ID	This field will contain the student id provided by the institution from the enrollment report	Character	12	INST STUD ID

Field Name	Description	Format	Validation	Length
SEMHRS	Please enter the number of hours attempted for the reporting semester. Include only those hours used to determine semester grade point average. Do not include audit hours and/or pass/no pass hours. For pass/no pass courses that are not used in determining a student's grade point average please indicate these hours under the SEMOTHR column. If your institution policy includes incomplete hours in your grade point average calculation include those hours; otherwise, please include hours for which student received an incomplete grade under the SEMINCPL field.	Number - right justified with leading zeroes replaced with blanks (spaces). Five digits to the left of the decimal point and two digits to the right of the decimal point. The decimal point is included in the total field length.	None required	8,2
SEMEARN	Please enter the number of hours the student passed for the reporting semester. This includes semester hours with a grade of 'A','B','C','D', or Pass.	Number - right justified with leading zeroes replaced with blanks (spaces). Five digits to the left of the decimal point and two digits to the right of the decimal point. The decimal point is included in the total field length.	None required	8,2
SEMQPTS	Please enter the number of quality points earned during the semester at your institution.	Number - right justified with leading zeroes replaced with blanks (spaces). Two digits to the left of the decimal point and three digits to the right of the decimal point. The decimal point is included in the total field length.	None required	8,2
SEMGPA	Please enter semester grade point average.	Number - right justified with leading zeroes replaced with blanks (spaces). Five digits to the left of the decimal point and two digits to the right of the decimal point. The decimal point is included in the total field length.	The value entered in this field **must be equal to the results of dividing** SEMQPTS by SEMHRS.	6,3
SEMREM	Please enter remedial/developmental/intermediate course hours for the reporting semester IF the student receives only a pass/fail indication and does NOT receive a letter grade.	Number - right justified with leading zeroes replaced with blanks (spaces). Five digits to the left of the decimal point and two digits to the right of the decimal point. The decimal point is included in the total field length.	None required	8,2
SEMOTHR	Please enter pass/no pass course hours for the reporting semester. Do not include courses for which the student received a grade of 'A','B','C','D' or 'F'.	Number - right justified with leading zeroes replaced with blanks (spaces). Five digits to the left of the decimal point and two digits to the right of the decimal point. The decimal point is included in the total field length.	None required	8,2

Field Name	Description	Format	Validation	Length
SEMINCPL	Please enter course hours for which the student received an incomplete grade for the reporting semester.	Number - right justified with leading zeroes replaced with blanks (spaces). Five digits to the left of the decimal point and two digits to the right of the decimal point. The decimal point is included in the total field length.	None required	8,2
TTLHRS	Please enter the total number of hours attempted (GPA hours) including transfer. Include all institution and transfer hours use to determine overall grade point average. Do not include hours for which the student has an incomplete grade or any audit hours. Do not include pass/no pass courses that are not used in determining a student's cumulative grade point average.	Number - right justified with leading zeroes replaced with blanks (spaces). Five digits to the left of the decimal point and two digits to the right of the decimal point. The decimal point is included in the total field length.	None required	8,2
TTLEARN	Please enter the total number of hours the student has passed, including transfer hours passed. This includes all institution and transfer hours with a grade of 'A','B','C','D', or Pass .	Number - right justified with leading zeroes replaced with blanks (spaces). Five digits to the left of the decimal point and two digits to the right of the decimal point. The decimal point is included in the total field length.	None required	8,2
TTLQPTS	Please enter the total number of quality points earned, include transfer quality points use to determine overall grade point.	Number - right justified with leading zeroes replaced with blanks (spaces). Five digits to the left of the decimal point and two digits to the right of the decimal point. The decimal point is included in the total field length.	None required	8,2
CUMGPA	Please enter your cumulative grade point average including transfer work.	Number - right justified with leading zeroes replaced with blanks (spaces). Two digits to the left of the decimal point and three digits to the right of the decimal point. The decimal point is included in the total field length.	The value entered in this field **must be equal to the results of dividing** TTLQPTS by TTLHRS.	6,3
COOP	Please enter 'Y' in this field if the student was working as a COOP student during the reporting semester, 'A' for an alternate program, 'C' for clinical semester, 'G' for consortium agreement, 'I' for ineligible-SAP, 'P' for practicum semester, 'S' for SAP approved semester, 'T' for student teaching semester, or 'N' for none of the above.	Character - Left justified	Should contain 'A', 'C', 'G', 'I', 'P', 'S', 'T', 'Y' or 'N' only	3

Field Name	Description	Format	Validation	Length
CLASS	Please enter student's grade level after grades have been posted for the reporting semester. College grade level (Range from 00-H4 - see Student grade level table).	Character - Left justified. Do not remove leading zero. Put two-digit code in field as character data.	Validate this data item with the corresponding college grade level contained in the student grade level table.	2
MAJOR	Please enter standard six-digit CIP code for student's major. (Example: 131202 is Elementary Teacher Education).	Character - Left justified. Remove any periods, dashes or other separators that may be used in your institutional system.	None required	6
DEGREE	Please enter the degree or certificate if a commencement application (Examples: MSED, MS, MA) has been received from the student for the reporting semester. Please leave this field blank if a commencement application has not been received from the student.	Character - Left justified	None required	4
DEGDATE	This should be your commencement date for the reporting semester. Please leave this field blank if a commencement application has not been received from the student.	Character - Left justified. Format as 'DD-MON-CCYY'. Example 13-DEC-2001.	Can be blank or contain valid formatted date.	11
COMMENT	Use this column for correcting student's SSN, name or other explanatory information.	Character - Left justified.	None required	60
Expected Graduation Date	Expected graduation date	Character - Left justified. Format as 'DD-MON-CCYY'. Example 13-DEC-2001	Can be blank or contain valid formatted date.	11

Student Grade Level Table

Code	Classification
00	Entering Freshman
01	Freshman
02	Sophomore
03	Junior
04	Senior
05	Fifth-year Senior
06	Masters - Graduate
07	Professional
08	Doctoral - Graduate
14	Vocational/Technical Certificate Student
H3	High School Junior
H4	High School Senior