Postsecondary Data Collection Submission Guide

May 2026

Education Research and Data Center
Forecasting and Research Division
Office of Financial Management

About the ERDC

The Education Research and Data Center is located in the Washington Office of Financial Management. ERDC works with partner agencies to conduct powerful analyses of learning that can help inform the decision-making of Washington legislators, parents, and education providers. ERDC's data system is a statewide longitudinal data system that includes de-identified data about people's preschool, educational and workforce experiences.

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Change Log

Date	Version #	Overview of Changes
09/01/2025	1.0	Original Version
12/17/2025	1.1	Slight formatting changes. Added in PSD-0940 "Course Section Duration," which was accidentally left out of the first version of this guide.
1/22/2026	1.2	Added instructions regarding "Unknown" course subject CIP codes. Made Student Completion Minor file not required for institutions that do not collect minor CIP codes. Clarified which code to use for field experience courses. Added 'P' and 'N' as codes to Course Section Grade Letters.
1/26/2026	1.2	Added in new variables (Student Previous Institution Name, Student Previous Institution City, Student Previous Institution State) to Admissions file. These should be used when institutions do not collect the Student Previous Institution Code.
2/4/2026	1.3	Formatting updates. Clarified that record number is an integer, not text. Clarified instructions for term-based versus year-based files. Slight clarifications for leading zeroes, nullable values.
5/27/26	1.4	Changed instructions for Course Number – this does not have to be a three-digit course catalog number. Added guidance for instruction type, instruction delivery type, and instruction delivery site for internships. Added clarification on which previous institution to report information on if a student has earned credits at multiple institutions.

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To accommodate persons with disabilities, this document is available in alternate formats by calling the Office of Financial Management at 360-902-0599. Visit our website at http://www.ofm.wa.gov.

Postsecondary Data Collection Overview

Data collection purpose and statutory citation

The Postsecondary Data Collection Program (PSDC) is operated by the Education Research & Data Center (ERDC). PSDC collects data from private postsecondary institutions and private career colleges to support research, budgeting, and decision making by the Washington State Legislature, state agencies, community-based organizations, and other research entities.

In 2019, the Washington State Legislature added RCW 28B.292.220, stipulating that to be eligible for state student financial aid programs managed by the Washington Student Achievement Council (WSAC), postsecondary institutions shall submit student-level data to ERDC. Per the law, ERDC has the following responsibilities:

> "determine the appropriate student-level data each postsecondary institution shall report in order to meet the state goals for research and evaluation" and
>
> "enter data-sharing agreements to facilitate the transfer of required data."

All private postsecondary institutions and private career colleges participating in the Washington College Grant program are expected to contribute data, with the exception of postsecondary institutions that maintain a religious exemption under RCW 28B.85.040.

Public postsecondary institutions participating in financial aid programs managed by WSAC already submit data to ERDC through the Public Centralized Higher Education Enrollment System (PCHEES) or through the State Board of Community and Technical Colleges (SBCTC).

Data to be collected include student demographics (e.g., age, race, veteran status), admissions (e.g., previously attended institutions, grade point average, standardized test scores), enrollment (e.g., courses, credits, course funding sources), and completion (e.g., majors, degrees). This new data collection is consistent with the type of data collected from the public institutions of higher education through PCHEES and SBCTC.

What does ERDC do with the files and the data?

We will go through each of your files and perform automated data checks to ensure the consistency, quality, and accuracy of your data submission. The data submission rules for each file and data element describe these checks. In most cases, we are looking for the following:

- No NULL data in fields where values are required.
- Making sure the correct format is used for dates.
- Making sure that all values in each column are consistent with lookup table values for each field where coded lookup values are used.
- Making sure that the data entered in one column is consistent with data in another column where there is a logical data dependency between columns.
- Making sure that fields present in more than one data file in a group of files, such as Enrollment Year, are consistent across all files in which those fields appear.
- Making sure that all Student IDs in the completion file have matching records in the Student Demographics file.

The data analyst at ERDC performing these checks will evaluate the feedback from the automated data validation system about needed corrections and send that information back to the data contributor via email, verifying the timeframe for resubmission. We will never put personally identifiable information about students in email messages, but will refer to record numbers and columns to protect this information. The data contributor will then fix the files as needed, resubmit them via the managed file transfer (MFT) process (described in Data Submission Instructions), and the ERDC data analyst will redo the quality checks as needed. After all data files pass validation checks, the files will be loaded into the master database.

In the master database, we combine files from all PSDC institutions. This is a longitudinal database designed to eventually contain data from multiple institutions across multiple years. After several years of high-quality data are loaded into this database, we will be able to use PSDC data in ERDC reports and dashboards. Once we have enough data, we may link PSDC data to other datasets (K-12, workforce) to answer complex, longitudinal research questions. Examples of these reports and dashboards that have been created from other data collection systems are available on the ERDC website. Information about ERDC data governance and security is available here: Data Governance & Security | Washington State Education Research and Data Center.

Which institutions are required to submit data?

All institutions participating in the Washington College Grant program are required to submit data.

The following colleges are required to participate in data collection:

College	Location
Antioch University	Seattle, WA
Bastyr University	Kenmore, WA
City University of Seattle	Seattle, WA
Gonzaga University	Spokane, WA
Heritage University	Toppenish, WA
Northwest Indian College	Bellingham, WA
Northwest University	Kirkland, WA
Pacific Lutheran University	Tacoma, WA
Perry Technical Institute	Yakima, WA
Saint Martin's University	Lacey, WA
Seattle Pacific University	Seattle, WA
Seattle University	Seattle, WA
University of Puget Sound	Tacoma, WA
Walla Walla University	Walla Walla, WA
Whitman College	Walla Walla, WA
Western Governors University of Washington	Online Campus
Whitworth University	Spokane, WA

In 2025, the Washington State Legislature passed SB 5785, making changes to the types of postsecondary institutions that could participate in state financial aid programs. In light of these changes, ERDC is evaluating our data collection needs from for-profit institutions. ERDC has paused continuing data collection from for-profit institutions for now to determine the best strategy for this data moving forward. PSDC will likely solicit historical data from for-profit colleges that have participated in the Washington College Grant program. ERDC is determining the parameters for this submission.

Collection Overview

The following table shows the name of the collection file, the collection level (institution or student), and the number of data elements in each collection file.

Collection File	Collection Level	Number of Data Elements
Student_Demographics	Student	16
Student_Demographics_Detail	Student	7
Student_Field_Of_Study	Student	7
Student_Term	Student	16
Term_Dates	Institution	10
Student_Completion_Major	Student	10
Student_Completion_Minor	Student	9
Admission	Student	41
Field_Of_Study_At_Admission	Student	7
Field_of_Study	Institution	13
Course	Institution	19
Registration	Student	11

Files to be submitted

PSDC data is submitted annually**.** Please see Resources for Submitting Data | Washington State Education Research and Data Center for upcoming deadlines. Each annual data collection includes twelve required files, briefly described here and detailed in following sections:

1. The **Student_Demographics** file includes demographic information about students attending each institution. This includes identifying information (e.g., name, address, last four digits of social security number), demographic characteristics (IPEDS race, IPEDS ethnicity, gender), student military affiliation, and a flag for U.S. residency status.

   See Student_Demographics for detailed information about this file.

2. The **Student_Demographics_Detail** file includes additional details about students' race and ethnicity, as recorded by each institution. This file includes data that is being asked for by our legislative partners and will eventually align with updated U.S. Census standards.

   See Student_Demographics_Detail for detailed information about this file.

3. The **Student_Field_Of_Study** file includes information about the student's field of study at each institution. You may submit "long" data (in this file for students who are majoring in multiple fields of study). See the Frequently Asked Questions section at the end of this document for a description of these data formats.

   See Student_Field_Of_Study for detailed information about this file.

4. The **Student_Term** file provides information about each student's attempted credits, GPA, class standing, and financial aid status for the term. It also contains information about the specific campus and site where the student is enrolled.

   See Student_Term for detailed information about this file.

5. The **Term_Dates** file consists of records providing the institution's term type (quarter, semester, or continuous), term start date, term end date, and the data collection date for a collection term. Institutions whose term start and end dates differ by program should treat each program as a separate campus for the purposes of this data collection, and assign those programs a unique Campus ID.

   See Term_Dates for detailed information about this file.

6. The **Student_Completion_Major** file contains information about the degrees and certificates students completed, including their fields of study (majors) and concentrations (if applicable). This table also contains information about the number of institutional and transfer credits the student completed to earn their degree. Institutions may submit "long" data for students who complete multiple majors.

   See Student_Completion_Major for detailed information about this file.

7. The **Student_Completion_Minor** file contains information about the minors students completed. Institutions may submit "long" data for students who complete multiple minors.

   See Student_Completion_Minor for detailed information about this file.

8. The **Admission** file contains information about each student at the time the student was admitted to an institution. This includes information about previous institution(s) attended (if any), credits previously earned, and geographic information. This table should be submitted every term, for all enrolled students, in order to capture the student's current admissions status for the term.

   See Admission for detailed information about this file.

9. The **Field_Of_Study_At_Admission** table contains information about the student's field of study declared at admission. You may submit "long" data in this file for students who have expressed interest in multiple fields.

   See Field_of_Study_at_Admission for detailed information about this file.

10. The **Field_of_Study** table provides institution-level information about each field of study offered by each institution. This includes the field of study degree/certificate name, field of study degree/certificate level, and an institutional description of the field of study.

    See Field_of_Study for detailed information about this file.

11. The **Course** table provides detailed information about each college course offered in a specific term.

    See Course for detailed information about this file.

12. The **Registration** table provides information about each student's course plan for each term.

    See Registration for detailed information about this file.

Institutions may break up their data into single files per term (i.e., 12 files for each term) or submit a full year of data in a single file (i.e., 12 files for each academic year). ERDC defines "academic year" as July of the previous year through June of the current year. For example, Academic Year 2023-24 spans from July 1, 2023, through June 30, 2024.

Submission due dates

The next data submission is due on **July 1, 2026.** In this data submission, we are requesting all twelve collection files for the 2023-24 and 2024-25 enrollment years. We used the 2023-24 data institutions submitted in Spring 2025 to build our data model and define values for lookup tables. We are asking for 2023-24 data with this data submission because we have made substantial changes to the original tables, have added lookup tables, and are requesting new domains such as Admission and Registration.

Following this submission, we will be asking for data on an annual basis due **each Fall.** We are still deciding on future due dates and will update this guide once we have made those decisions. In Fall 2026, we would like finalized 2025-26 data. In Fall of each subsequent year, we will request finalized data for the academic year most recently completed.

We will be requesting historical data covering academic years 2022-23 and earlier, at a later date.

How to Submit Data

Data Submission Instructions

ERDC uses GoAnywhere MFT (Managed File Transfer) to securely share sensitive information, including uploads of PSDC files by institutions. This application is accessed through a web browser, so data submitters will not need to install any software.

Each institution required to submit data for PSDC needs to identify a person responsible for submitting data. New users should contact PSDC staff at psdc@ofm.wa.gov to set up MFT access. If you have forgotten your MFT username and password, please follow the instructions sent to you in an email entitled "Your MFT Account for Sharing data with ERDC staff." If you have misplaced that email, have additional questions, or cannot login to your MFT account, please email OFMdlERDCSFTFileNotificationsEXO@ofm.wa.gov.

General File Format Rules

1. Files must be able to be opened or imported directly into Excel software. Supported formats include xls, xlsx, csv (comma-separated values) or tsv (tab-separated values) text files. If you intend to use other formats, please contact psdc@ofm.wa.gov.
2. Data values within files must maintain leading zeroes, when applicable.
3. Files must not contain blank lines.
4. Files must not have lines made up entirely of white space characters (e.g., spaces and horizontal tabs.
5. All files submitted by each institution should be able to be joined to each other using PSD-0020 (Enrollment Year), PSD-0030 (Enrollment Term), PSD-0040 (Institution ID). For the Student_Completion_Major and Student_Completion_Minor files, PSD-0360 (Student Completion Year) and PSD-0370 (Student Completion Term) are to be used for table joins.
6. All files submitted by each institution that contain PSD-0050 (Student ID) should be able to be joined to each other using PSD-0020 (Enrollment Year), PSD-0030 (Enrollment Term), PSD-0040 (Institution ID) and PSD-0050 (Student ID). For the Completion Major Long and Completion Minor files, PSD-0360 (Student Completion Year) and PSD-0370 (Student Completion Term) are to be used for table joins. Subsequent table-specific rules will indicate when we would expect matches and mismatches using the Student ID field in a join.

PSDC Collection Files

Collection File: Student_Demographics

File Name:	<Institution_name>.student_demographics.<academic_year>.[term]
Record Grain:	Record Number, Enrollment Year, Enrollment Term, Institution ID, Student ID (Institution)
Records to Include:	All students enrolled at your institution in the academic year and term represented in the file.

Record Layout:

FIELD ID	FIELD NAME	TYPE
PSD-0010	Record Number	integer
PSD-0020	Enrollment Year	text
PSD-0030	Enrollment Term	text
PSD-0040	Institution ID	text
PSD-0050	Student ID (Institution)	text
PSD-0060	Student Last Name	text
PSD-0070	Student First Name	text
PSD-0080	Student Middle Name	text
PSD-0090	Student Name Suffix	text
PSD-0100	Student SSN (Last 4 digits)	text
PSD-0110	Student Birth Date	date
PSD-0120	Student Gender	text
PSD-0130	Student IPEDS Race	text
PSD-0140	Student IPEDS Hispanic Identity	text
PSD-0150	Student Military Affiliation	text
PSD-0160	U.S. Resident Flag	text

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit Student_Demographics by the due date. Please see Resources for Submitting Data | Washington State Education Research and Data Center for a list of due dates.

2. Institutions may break up their files into terms or submit a full academic year in a single Student_Demographics file. If submitting term-based files, please make sure term is included in the file name.
3. No record in a Student_Demographics file is allowed to duplicate the grain of another record in the file; the combination of values provided for PSD-0010, PSD-0020, PSD-0030, PSD-0040 and PSD-0050 must be unique to each record.
4. All students who appear in an institution's Field_of_Study file should have at least one matching row in the Student_Demographics file.
5. All students with rows in an institution's Student_Term file should have at least one matching row in the Student_Demographics file.
6. All students with rows in an institution's Student_Completion_Major file should have at least one matching row in the Student_Demographics file.
7. All students with rows in an institution's Student_Completion_Minor file should have at least one matching row in the Student_Demographics file.
8. All students with rows in an institution's Admission file should have at least one matching row in the Student_Demographics file.

Comments:

Last Updated: January 29, 2026

Collection File: Student_Demographics_Detail

File Name:	<Institution_name>.student_demographics_detail.<academic_year>.[term]
Record Grain:	Record Number, Enrollment Year, Enrollment Term, Institution ID, Student ID (Institution), Student Race, Student Hispanic Identity
Records to Include:	All students enrolled at your institution in the academic year and term represented in the file.

Record Layout:

FIELD ID	FIELD NAME	TYPE
PSD-0010	Record Number	integer
PSD-0020	Enrollment Year	text
PSD-0030	Enrollment Term	text
PSD-0040	Institution ID	text
PSD-0050	Student ID (Institution)	text
PSD-0131	Student Detailed Race	text
PSD-0141	Student Detailed Hispanic Identity	text

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit Student_Demographics_Detail by the due date. Please see Resources for Submitting Data | Washington State Education Research and Data Center for a list of due dates.
2. Institutions may break up their files into terms or submit a full academic year in a single Student_Demographics_Detail file. If submitting term-based files, please make sure term is included in the file name.
3. No record in a Student_Demographics_Detail file is allowed to duplicate the grain of another record in the file; the combination of values provided for PSD-0010, PSD-0020, PSD-0030, PSD-0040, PSD-0050, PSD-0131 and PSD-0141 must be unique to that record.
4. All students who appear in an institution's Field_of_Study file should have at least one matching row in the Student_Demographics_Detail file. Students may have multiple matching rows in the Student_Demographics_Detail file.

5. All students with rows in an institution's Student_Term file should have at least one matching row in the Student_Demographics_Detail file. Students may have multiple matching rows in the Student_Demographics_Detail file.

6. All students with rows in an institution's Student_Completion_Major file should have at least one matching row in the Student_Demographics_Detail file. Students may have multiple matching rows in the Student_Demographics_Detail file.

7. All students with rows in an institution's Student_Completion_Minor file should have at least one matching row in the Student_Demographics_Detail file. Students may have multiple matching rows in the Student_Demographics_Detail file.

8. All students with rows in an institution's Admission file should have at least one matching row in the Student_Demographics_Detail file. Students may have multiple matching rows in the Student_Demographics_Detail file.

9. Multiple rows per student are allowable, with unique combinations for PSD-0131 and PSD-0141.

Comments:

Last Updated: January 29, 2026

Collection File: Student_Field_of_Study

File Name:	<Institution_name>.student_field_of_study.<academic_year>.[term]
Record Grain:	Record Number, Enrollment Year, Enrollment Term, Institution ID, Student ID (Institution), Student Field of Study (Major) ID, Student Field of Study Concentration ID
Records to Include:	All students enrolled at your institution in the academic year and term represented in the file.

Record Layout:

FIELD ID	FIELD NAME	TYPE
PSD-0010	Record Number	integer
PSD-0020	Enrollment Year	text
PSD-0030	Enrollment Term	text
PSD-0040	Institution ID	text
PSD-0050	Student ID (Institution)	text
PSD-0170	Student Field of Study (Major) ID	text
PSD-0180	Student Field of Study Concentration ID	text

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit Student_Field_Of_Study by the due date. Please see Resources for Submitting Data | Washington State Education Research and Data Center for a list of due dates.
2. Institutions may break up their files into terms or submit a full academic year in a single Student_Field_Of_Study file. If submitting term-based files, please make sure term is included in the file name.
3. No record in a Student_Field_Of_Study file is allowed to duplicate the grain of another record in the file; the combination of values provided for PSD-0010, PSD-0020, PSD-0030, PSD-0040, PSD-0050, PSD-0170 and PSD-0180 must be unique to that record.
4. All students who appear in an institution's Student_Field_Of_Study file should have at least one matching row in the Student_Demographics file.
5. All students who appear in an institution's Student_Field_Of_Study file should have at least one matching row in the Student_Demographics_Detail file. Students may have multiple matching rows in the Student_Demographics_Detail file.

6. All alphanumeric codes provided for PSD-0170 must match the values provided by the reporting campus/institution for PSD-0780 in the Field_Of_Study file.

7. All alphanumeric codes provided for PSD-0180 must match the values provided by the reporting campus/institution for PSD-0790 in the Field_Of_Study file.

8. All PSD-0170 values must have a match in the Field_Of_Study file on PSD-0780.

9. All non-null PSD-0180 values must have a match in the Field_Of_Study file on PSD-0790.

10. Multiple rows per student are allowable, with unique combinations for PSD-0170 and PSD-0180.

Comments:

Last Updated: January 29, 2026

Collection File: Student_Term

File Name:	<Institution_name>.student_term.<academic_year>.[term]
Record Grain:	Record Number, Enrollment Year, Enrollment Term, Institution ID, Student ID (Institution)
Records to Include:	All students enrolled at your institution in the academic year and term represented in the file.

Record Layout:

FIELD ID	FIELD NAME	TYPE
PSD-0010	Record Number	integer
PSD-0020	Enrollment Year	text
PSD-0030	Enrollment Term	text
PSD-0040	Institution ID	text
PSD-0050	Student ID (Institution)	text
PSD-0190	Student Primary Enrollment Campus ID	text
PSD-0200	Student Primary Enrollment Site	text
PSD-0210	Class Standing	text
PSD-0220	Student Term GPA	decimal
PSD-0230	Student Cumulative Institutional GPA	decimal
PSD-0240	Student Cumulative Overall GPA	decimal
PSD-0250	Student Pell Grant Status	text
PSD-0260	Student Washington College Grant Status	text
PSD-0290	Student College Bound Scholarship Status	text

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit Student_Term by the due date. Please see Resources for Submitting Data | Washington State Education Research and Data Center for a list of due dates.
2. Institutions may break up their files into terms or submit a full academic year in a single Student_Term file. If submitting term-based files, please make sure term is included in the file name.
3. No record in a Student_Term file is allowed to duplicate the grain of another record in the file; the combination of values provided for PSD-0010, PSD-0020, PSD-0030, PSD-0040, and PSD-0050 must be unique to that record.

4. All students who appear in an institution's Student_Term file should have at least one matching row in the Student_Demographics file.

5. All students who appear in an institution's Student_Term file should have at least one matching row in the Student_Demographics_Detail file. Students may have multiple matching rows in the Student_Demographics_Detail file.

Comments:

Last Updated: January 29, 2026

Collection File: Term_Dates

File Name:	<Institution_name>.term_dates.<academic_year>.[term]
Record Grain:	Record Number, Enrollment Year, Enrollment Term, Institution ID, Course Provider Campus ID
Records to Include:	Institution-level records specifying the term start and end dates for all campuses of an institution.

Record Layout:

FIELD ID	FIELD NAME	TYPE
PSD-0010	Record Number	integer
PSD-0020	Enrollment Year	text
PSD-0030	Enrollment Term	text
PSD-0040	Institution ID	text
PSD-0300	Course Provider Campus ID	text
PSD-0310	Enrollment Term System	text
PSD-0320	Enrollment Term Start Date	date
PSD-0330	Enrollment Term End Date	date
PSD-0340	Enrollment Term Census Date	date
PSD-0350	Credits/Clock Hours Flag	text

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit Term_Dates by the due date. Please see Resources for Submitting Data | Washington State Education Research and Data Center for a list of due dates.
2. Institutions may break up their files into terms or submit a full academic year in a single Term_Dates file. If submitting term-based files, please make sure term is included in the file name.
3. No record in a Term_Dates file is allowed to duplicate the grain of another record in the file; the combination of values provided for PSD-0010, PSD-0020, PSD-0030, PSD-0040, and PSD-0300 must be unique to that record.
4. All PSD-0300 values must match PSD-0870 values provided in the Course table.
5. Please submit one record per term per campus, even if your campuses are on the same term system with the same start and end dates.

Comments:

Last Updated: January 29, 2026

Collection File: Student_Completion_Major

File Name:	<Institution_name>.student_completion_major.<academic_year>.[term]
Record Grain:	Record Number, Student Completion Year, Student Completion Term, Institution ID, Student ID (Institution), Completion Field of Study (Major) ID, Completion Field of Study Concentration ID
Records to Include:	Students who have completed a degree or certificate during the academic year and term on which the institution is reporting.

Record Layout:

FIELD ID	FIELD NAME	TYPE
PSD-0010	Record Number	integer
PSD-0360	Student Completion Year	text
PSD-0370	Student Completion Term	text
PSD-0040	Institution ID	text
PSD-0380	Student Completion Campus ID	text
PSD-0050	Student ID (Institution)	text
PSD-0390	Completion Field of Study (Major) ID	text
PSD-0400	Completion Field of Study Concentration ID	text
PSD-0410	Student Completion Non-Institutional Credits Earned	decimal
PSD-0420	Student Completion Institutional Credits Earned	decimal

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Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit Student_Completion_Major by the due date. Please see Resources for Submitting Data | Washington State Education Research and Data Center for a list of due dates.
2. Institutions may break up their files into terms or submit a full academic year in a single Student_Completion_Major file. If submitting term-based files, please make sure term is included in the file name.
3. No record in a Student_Completion_Major file is allowed to duplicate the grain of another record in the file; the combination of values provided for PSD-0010, PSD-0360, PSD-0370, PSD-0040, PSD-0050, PSD-0390, and PSD-0400 must be unique to that record.
4. Multiple rows per student are allowable, with different values for PSD-0390 and PSD-0400.

5. All students with rows in an institution's Student_Completion_Major file should have at least one matching row in the Student_Demographics and Admission files.

6. All students with rows in an institution's Student_Completion_Major file should have at least one matching row in the Student_Demographic_Detail file. Students may have multiple matching rows in the Student_Demographics_Detail file.

7. All PSD-0390 values must have a match in the Field_Of_Study table on PSD-0780.

8. All PSD-0400 values must have a match in the Field_Of_Study table on PSD-0790.

Comments:

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Collection File: Student_Completion_Minor

File Name:	<Institution_name]>student_completion_minor.<academic_year>.[term]
Record Grain:	Record Number, Student Completion Year, Student Completion Term, Institution ID, Student ID (Institution), Minor CIP Code
Records to Include:	Students who have completed a minor during the academic year and term on which the institution is reporting.

Record Layout:

FIELD ID	FIELD NAME	TYPE
PSD-0010	Record Number	integer
PSD-0360	Student Completion Year	text
PSD-0370	Student Completion Term	text
PSD-0040	Institution ID	text
PSD-0380	Student Completion Campus ID	text
PSD-0050	Student ID (Institution)	text
PSD-0430	Minor CIP Code	text

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit Student_Completion_Minor by the due date. Please see Resources for Submitting Data | Washington State Education Research and Data Center for a list of due dates.
2. Institutions may break up their files into terms or submit a full academic year in a single Student_Completion_Minor file. If submitting term-based files, please make sure term is included in the file name.
3. No record in a Student_Completion_Minor file is allowed to duplicate the grain of another record in the file; the combination of values provided for PSD-0010, PSD-0360, PSD-0370, PSD-0040, PSD-0050, PSD-0390, and PSD-0430 must be unique to that record.
4. Multiple rows per student are allowable, with different values for PSD-0430
5. All students with rows in an institution's Student_Completion_Minor file should have at least one matching row in the Student_Demographics file.

6. All students with rows in an institution's Student_Completion_Minor file should have at least one matching row in the Student_Demographic_Detail file. Students may have multiple matching rows in the Student_Demographics_Detail file.

7. If your institution does not record CIP codes for minors, you do not need to submit this file.

Comments:

Last Updated: January 29, 2026

Collection File: Admission

File Name: <Institution_name>.admission.<academic_year>.[term]

Record Grain: Record Number, Enrollment Year, Enrollment Term, Institution ID, Student ID (Institution)

Records to Include: All students enrolled at your institution in the academic year and term represented in the file.

Record Layout:

FIELD ID	FIELD NAME	TYPE
PSD-0010	Record Number	integer
PSD-0020	Enrollment Year	text
PSD-0030	Enrollment Term	text
PSD-0040	Institution ID	text
PSD-0050	Student ID (Institution)	text
PSD-0440	Student Type	text
PSD-0450	Student Address 1	text
PSD-0451	Student Address 2	text
PSD-0452	Student City	text
PSD-0460	Student State of Origin at Last Admission	text
PSD-0461	Student ZIP Code	text
PSD-0470	Student High School Code	text
PSD-0480	Student High School Name	text
PSD-0481	Student High School Street Address	text
PSD-0490	Student High School City	text
PSD-0500	Student High School State	text
PSD-0510	Student High School Completion Type	text
PSD-0520	Student High School Completion Year	integer
PSD-0530	Student High School GPA	decimal
PSD-0540	Student Previous Institution Code	text
PSD-0541	Student Previous Institution Name	text
PSD-0542	Student Previous Institution Street Address	text
PSD-0543	Student Previous Institution City	text
PSD-0544	Student Previous Institution State	text
PSD-0550	Student Previous Institution Year Last Attended	integer
PSD-0560	Student Previous Institution GPA	decimal
PSD-0570	Student Previous Institution Degree/Certificate Level	text

PSD-0580	Baccalaureate Previous Credits Transferred: Total	decimal
PSD-0590	Baccalaureate Previous Credits Transferred: AP	decimal
PSD-0600	Baccalaureate Previous Credits Transferred: IB	decimal
PSD-0610	Student ACT English Score	integer
PSD-0620	Student ACT Math Score	Integer
PSD-0630	Student ACT Reading Score	integer
PSD-0640	Student ACT Science Score	integer
PSD-0650	Student ACT Composite Score	integer
PSD-0660	Student ACT Writing Score	integer
PSD-0670	Student Admit Year	integer
PSD-0680	Student Admit Term	text
PSD-0690	Student Previous Institution Degree DTA/AST Status	text
PSD-0700	Student SAT Date Taken	date
PSD-0710	Student SAT Math Section Score	integer
PSD-0720	Student SAT Evidence Based Reading and Writing Section Score	integer
PSD-0730	Student SAT Math Subsection Score	integer
PSD-0740	Student SAT Reading Subsection Score	integer
PSD-0750	Student SAT Writing and Language Subsection Score	integer

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Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit Admission by the due date. Please see Resources for Submitting Data | Washington State Education Research and Data Center for a list of due dates.
2. Institutions may break up their files into terms or submit a full academic year in a single Admission file. If submitting term-based files, please make sure term is included in the file name.
3. No record in an Admission file is allowed to duplicate the grain of another record in the file; the combination of values provided for PSD-0010, PSD-0020, PSD-0030, PSD-0040, and PSD-0050 be unique to that record.
4. All students with rows in an institution's Admission file should have at least one matching row in the Student_Demographics file.
5. All students with rows in an institution's Admission file should have at least one matching row in the Student_Demographic_Detail file. Students may have multiple matching rows in the Student_Demographics_Detail file.

6. If submitting an annual file, we would expect to see one Admissions record per student per enrolled term in this file.

Comments: Added instructions for annual files, to clarify.

Last Updated: May 27, 2026

Collection File: Field_of_Study_at_Admission

File Name:	<Institution_name>.field_of_study_at_admission.<academic_year>.[term]
Record Grain:	Record Number, Enrollment Year, Enrollment Term, Institution ID, Student ID (Institution) , Field of Study ID at Admission, Field of Study Concentration ID at Admission
Records to Include:	All students enrolled at your institution in the academic year and term represented in the file.

Record Layout:

FIELD ID	FIELD NAME	TYPE
PSD-0010	Record Number	text
PSD-0020	Enrollment Year	text
PSD-0030	Enrollment Term	text
PSD-0040	Institution ID	text
PSD-0050	Student ID (Institution)	text
PSD-0760	Field of Study ID at Admission	text
PSD-0770	Field of Study Concentration ID at Admission	text

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit Field_of_Study_at_Admission by the due date. Please see Resources for Submitting Data | Washington State Education Research and Data Center for a list of due dates.
2. Institutions may break up their files into terms or submit a full academic year in a single Field_of_Study_at_Admission file. If submitting term-based files, please make sure term is included in the file name.
3. No record in a Field_of_Study_at_Admission file is allowed to duplicate the grain of another record in the file; the combination of values provided for PSD-0010, PSD-0020, PSD-0030, PSD-0040, PSD-0050, PSD-0760, and PSD-0770 should be unique to that record.
4. All students with rows in an institution's Field_of_Study_at_Admission file should have at least one matching row in the Student_Demographics file.

5. All students with rows in an institution's Field_of_Study_at_Admission file should have at least one matching row in the Student_Demographic_Detail file. Students may have multiple matching rows in the Student_Demographics_Detail file.

Comments: This file was separated from the Admission table after institutions provided feedback that they need to be able to submit data in long format.

Last Updated: January 29, 2026

Collection File: Field_Of_Study

File Name:	<Institution_name>.field_of_study.<academic_year>.[term]
Record Grain:	Record Number, Enrollment Year, Enrollment Term, Institution ID, Field of Study ID, Field of Study Concentration ID
Records to Include:	Institution-level records specifying each college field of study and associated concentrations.

Record Layout:

FIELD ID	FIELD NAME	TYPE
PSD-0010	Record Number	integer
PSD-0020	Enrollment Year	text
PSD-0030	Enrollment Term	text
PSD-0040	Institution ID	text
PSD-0780	Field of Study ID	text
PSD-0790	Field of Study Concentration ID	text
PSD-0800	Field of Study Degree/Certificate Name	text
PSD-0810	Field of Study Degree/Certificate Level	text
PSD-0820	Field of Study Completion Credits/Clock Hours Required	decimal
PSD-0830	Field of Study Description	text
PSD-0840	Field of Study CIP Code	text
PSD-0850	Field of Study Concentration Description	text
PSD-0860	Field of Study Concentration CIP Code	text

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit Field_Of_Study by the due date. Please see Resources for Submitting Data | Washington State Education Research and Data Center for a list of due dates.
2. Institutions may break up their files into terms or submit a full academic year in a single Field_Of_Study file. If submitting term-based files, please make sure term is included in the file name.
3. No record in a Field_Of_Study file is allowed to duplicate the grain of another record in the file; the combination of values provided for PSD-0010, PSD-0020, PSD-0030, PSD-0040, PSD-0780, and PSD-0790 must be unique to that record.

4. Multiple rows per PSD-0780 Field of Study ID are allowable, with different values for PSD-0790, PSD-0850 and PSD-0860.

5. This file serves as the master file for all tables that connect back to PSD-0780 and PSD-0790. Any Field of Study ID or Field of Study Concentration ID present in other tables must have matching information in this file.

Comments:

Last Updated: January 29, 2026

Collection File: Course

File Name:	<Institution_name>.course.<academic_year>.[term]
Record Grain:	Record Number, Enrollment Year, Enrollment Term, Institution ID, Course ID, Course Section ID
Records to Include:	Institution-level records specifying each college course offered in a specific term.

Record Layout:

FIELD ID	FIELD NAME	TYPE
PSD-0010	Record Number	integer
PSD-0020	Enrollment Year	text
PSD-0030	Enrollment Term	text
PSD-0040	Institution ID	text
PSD-0300	Course Provider Campus ID	text
PSD-0870	Course ID	text
PSD-0880	Course Section ID	text
PSD-0890	Course Number	text
PSD-0900	Course Title	text
PSD-0910	Course Subject	text
PSD-0920	Course Subject CIP Code	text
PSD-0930	Course Section Instructional Type	text
PSD-0940	Course Section Duration	text
PSD-0950	Course Section Instruction Delivery Type	text
PSD-0960	Course Section Instruction Delivery Site	text
PSD-0970	Course Section Online Learning Type	text
PSD-0980	Course Section Pre-Collegiate Learning Indicator	text
PSD-0990	Course Section Start Date	date
PSD-1000	Course Section End Date	date

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit Course by the due date. Please see Resources for Submitting Data | Washington State Education Research and Data Center for a list of due dates.

2. Institutions may break up their files into terms or submit a full academic year in a single Course file. If submitting term-based files, please make sure term is included in the file name.
3. No record in a Course file is allowed to duplicate the grain of another record in the file; the combination of values provided for PSD-0010, PSD-0020, PSD-0030, PSD-0040, and PSD-0870 must be unique to that record.
4. All PSD-0300 values from the Term Dates file must match the PSD-0300 values provided in the Course table.
5. PSD-0870 values provided in the Registration table must have a match in the Course table.
6. PSD-0880 values provided in the Registration table must have a match in the Course table.

Comments: Fixed reference to fields that are not in this table.

Last Updated: April 7, 2026

Collection File: Registration

File Name:	<Institution_name>.registration.<academic_year>.[term]
Record Grain:	Record Number, Enrollment Year, Enrollment Term, Institution ID, Student ID, Course ID, Course Section ID
Records to Include:	All students enrolled at your institution in the academic year and term represented in the file.

Record Layout:

FIELD ID	FIELD NAME	TYPE
PSD-0010	Record Number	integer
PSD-0020	Enrollment Year	text
PSD-0030	Enrollment Term	text
PSD-0040	Institution ID	text
PSD-0050	Student ID (Institution)	text
PSD-0870	Course ID	text
PSD-0880	Course Section ID	text
PSD-1010	Course Section Credit Hours Attempted	decimal
PSD-1020	Course Section Credit Hours Earned	decimal
PSD-1030	Course Section Grade Letter	text
PSD-1040	Course Section Grade Number	decimal

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit Registration by the due date. Please see Resources for Submitting Data | Washington State Education Research and Data Center for a list of due dates.
2. Institutions may break up their files into terms or submit a full academic year in a single Registration file. If submitting term-based files, please make sure term is included in the file name.
3. No record in a Registration file is allowed to duplicate the grain of another record in the file; the combination of values provided for PSD-0010, PSD-0020, PSD-0030, PSD-0040, PSD-0050, PSD-0880, and PSD-0890 must be unique to that record.
4. PSD-0880 values provided in the Registration table must have a match in the Course table.
5. PSD-0890 values provided in the Registration table must have a match in the Course table.

6. In your supporting documentation, please indicate how your institution defines enrollment status by credits, for the different types of students enrolled at your institution.

7. Please include students who are registered for any course, even if the course is for zero credits. (E.g., Students who may be working on a thesis.)

Comments: Fixed reference to fields that are not in this table.

Last Updated: April 7, 2026

Data Elements

Data Element: Record Number

ID:	PSD-0010
Definition:	An integer that uniquely identifies a record in a PSDC collection file.
Data Type:	Integer
Example:	100

Collection Files Containing Data Element:

Collection File
Student_Demographics
Student_Demographics_Detail
Student_Field_Of_Study
Student_Term
Term_Dates
Student_Completion_Major
Student_Completion_Minor
Admission
Field_of_Study_at_Admission
Field_Of_Study
Course
Registration

Valid Values:

A sequential integer starting at 1.

Data Submission Rules:

1. The value provided for the record number must be unique, representing one and only one record in the file.
2. Record number must be included as an element in all submitted files.

3. Record numbers should be sequential, in an ascending numeric format, incrementing by one for each successive record
4. You may use the "row() – 1" function in Excel to add row numbers in place of record numbers.
5. This field is required. NULL values are not allowed.

Comments: ERDC uses this field to report issues with specific rows in a data collection file.

Last Updated: Oct. 22, 2025

Data Element: Enrollment Year

ID:	PSD-0020
Definition:	The academic year to which a collection file's reporting term belongs, a 12-month period extending from the beginning of summer term of one calendar year to the end of spring term of the next calendar year.
Data Type:	Text
Example:	202324

Collection Files Containing Data Element:

Collection File
Student_Demographics
Student_Demographics_Detail
Student_Field_Of_Study
Student_Term
Term_Dates
Admission
Field_of_Study_at_Admission
Field_Of_Study
Course
Registration

Valid Values:

Any enrollment year expressed in the format 'XXXXYY' where 'XXXX' represents the starting calendar year, and 'YY' represents the last two digits of the ending calendar year, of the enrollment year (e.g., '202324' for the enrollment year beginning at the start of the Summer 2023 term and ending at the end of the Spring 2024 term).

Data Submission Rules:

1. The entire academic year must be provided in this field.
2. This field is required. NULL values are not allowed.
3. Provide the full four-digit year as the first part of the academic year.

4. Institutions operating on a continuous or rolling basis should use July 1 through June 30 as the academic year. This should match IPEDS reporting.
5. Do not use a hyphen to separate the two parts of the year.
6. Each row should contain the same value. E.g., If reporting on the 202324 enrollment year, all rows in each file that contains PSD-0020 should have '202324' as the value.

Comments:

Last Updated: Oct. 22, 2025

Data Element: Enrollment Term

ID: PSD-0030

Definition: The academic term (quarter, semester, or continuous) being reported in a collection file.

Data Type: Text

Examples: FL, CO, SP

Collection Files Containing Data Element:

Collection File
Student_Demographics
Student_Demographics_Detail
Student_Field_Of_Study
Student_Term
Term_Dates
Admission
Field_of_Study_at_Admission
Field_Of_Study
Course
Registration

Valid Values:

FL	Fall Term
SM	Summer Term
SP	Spring Term
WN	Winter Term
CO	Continuous
JT	January Term

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. If your institution is on a nontraditional schedule that is not represented in the valid values above, please contact PSDC staff for reporting guidance.

3. If submitting term-level files, each row should contain the same value. E.g., If reporting on the Fall enrollment term, all rows on all files containing PSD-0030 should have 'FL' as the value.
4. Data submitted must be one of the valid values provided in the lookup table for 'term.'

Comments:

Last Updated: Oct. 22, 2025

Data Element: Institution ID

ID: PSD-0040

Definition: The Federal School Code for a reporting institution.

Data Type: Text

Example: 003778, 021800

Collection Files Containing Data Element:

Collection File
Student_Demographics
Student_Demographics_Detail
Student_Field_Of_Study
Student_Term
Term_Dates
Student_Completion_Major
Student_Completion_Minor
Admission
Field_of_Study_at_Admission
Field_Of_Study
Course
Registration

Valid Values:

Valid values may be found in the lookup table under PSE_OPE_ID. Lookup tables are posted at Resources for Submitting Data | Washington State Education Research and Data Center.

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. This field should include leading zeroes.
3. This value must be consistent across all files submitted by the institution.
4. Institutions with multiple OPE IDs must use the same value in this field with each data submission.
5. This value should remain the same for the institution term-by-term and year-over-year.

6. Data submitted must be one of the valid values provided in the lookup table for PSD_OPE_ID.
7. All rows on all files submitted by the institution should contain the same value for PSD-0040.

Comments: Initially this field was the CEEB code, but not all of the PSDC institutions in the initial group of submitters have a CEEB code. We made the decision to depart from PCHEES and EPP and have submitters use the OPE ID, as all institutions have one.

Last Updated: Oct. 22, 2025

Data Element: Student ID (Institution)

ID:	PSD-0050
Definition:	A unique student identification code maintained at a reporting institution.
Data Type:	Text
Example:	000123456

Collection Files Containing Data Element:

Collection File
Student_Demographics
Student_Demographics_Detail
Student_Field_Of_Study
Student_Term
Student_Completion_Major
Student_Completion_Minor
Field_of_Study_at_Admission
Admission
Registration

Valid Values:

Any string that uniquely identifies a student enrolled at a reporting institution.

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. This field should include leading zeroes.
3. Each Student ID submitted by the institution should be associated with one and only one student.
4. The PSD-0050 (Student ID) value used to uniquely identify a student in one file (Admission, Student, Registration, etc.) in a collection must correspond to the value of PSD-0050 provided for this student in other files in that collection. The PSD-0050 value must correspond to the same student across all files in one submission.
5. The Student ID submitted should be the one assigned to the student by the institution, not a separate research ID.

6. The PSD-0050 (Student ID) must be the same for the student from year to year. If the student is in the dataset in future years, they should have the same Student ID as they did in the first year you provided their information.

Comments:

Last Updated: Oct. 22, 2025

Data Element: Student Last Name

ID:	PSD-0060
Definition:	The last name of a student.
Data Type:	Text
Example:	Smith

Collection Files Containing Data Element:

Collection File
Student_Demographics

Valid Values:

Any character string that provides the last name of a student enrolled at a reporting institution for the reporting term.

Data Submission Rules:

1. Please separate records with multiple last names with a hyphen or a space.
2. This field may be left blank.

Comments:	Added that this field may be left blank.
Last Updated:	May 6, 2026

Data Element: Student First Name

ID:	PSD-0070
Definition:	The first name of a student.
Data Type:	Text
Example:	Jane

Collection Files Containing Data Element:

Collection File
Student_Demographics

Valid Values:

Any character string that provides the first name of a student enrolled at a reporting institution for the reporting term.

Data Submission Rules:

1. Please separate records with multiple first names with a hyphen or a space.
2. This field may be left blank.

Comments:	Made minor edits to clean up formatting. Added that this field may be left blank.
Last Updated:	May 6, 2026

Data Element: Student Middle Name

ID:	PSD-0080
Definition:	The middle name or middle initial of a student.
Data Type:	Text
Example:	Allison

Collection Files Containing Data Element:

Collection File
Student_Demographics

Valid Values:

Any character string that provides the middle name of a student enrolled at a reporting institution for the reporting term.

Data Submission Rules:

1. This field may be left blank.
2. Please separate records with multiple middle names with a hyphen or a space.

Comments:	Made minor edits to clean up formatting.
Last Updated:	December 17, 2025

Data Element: Student Name Suffix

ID: PSD-0090

Definition: The suffix to a student's name.

Data Type: Text

Example: Jr.

Collection Files Containing Data Element:

Collection File
Student_Demographics

Valid Values:

Any character string that provides the name suffix of a student enrolled at a reporting institution for the reporting term.

Data Submission Rules:

1. This field may be left blank.

Comments:

Last Updated: Oct. 1, 2025

Data Element: Student SSN (Last 4 Digits)

ID: PSD-0100

Definition: The last four digits of the student's Social Security Number (SSN).

Data Type: Text

Example: 1234

Collection Files Containing Data Element:

Collection File
Student_Demographics

Valid Values:

Any four-digit integer string that provides the Social Security Number (SSN) of a student enrolled at a reporting institution for the reporting term.

Data Submission Rules:

1. If a student's SSN is available, then it must be provided.
2. Value may contain the full nine-digit SSN, if that is easier for your institution to report.
3. If a student does not have an SSN, you may leave this field blank.
4. Please make sure this field includes any leading zeroes.

Comments:

Last Updated: Oct. 1, 2025

Data Element: Student Birth Date

ID: PSD-0110

Definition: The birth date of a student.

Data Type: Date

Example: 01/01/2000

Collection Files Containing Data Element:

Collection File
Student_Demographics

Valid Values:

Any character string that provides the birth date of a student enrolled at a reporting institution for the reporting term, expressed in 'MM/DD/YYYY' format where 'MM' is the number for the month, 'DD' is the number for a day in the month, and 'YYYY' is the year.

Data Submission Rules:

1. If a student's birth date is available, then it must be provided.
2. If the student's birth date is unknown or not recorded, you may leave this field blank.
3. Birth date must be provided in 'MM/DD/YYYY' form.

Comments:

Last Updated: Oct. 1, 2025

Data Element: Student Gender

ID:	PSD-0120
Definition:	The gender of a student.
Data Type:	Text
Example:	F

Collection Files Containing Data Element:

Collection File
Student_Demographics

Valid Values:

F	Female
M	Male
X	Sex X
9	Unknown

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. Data submitted must be one of the valid values provided for gender in the lookup table.

Comments:	This field was initially labeled 'sex' in the initial data sharing agreement and in the first data submission. Renamed to 'gender' after data submitter feedback.
Last Updated:	Oct. 1, 2025

Data Element: Student IPEDS Race

ID:	PSD-0130
Definition:	A three-digit code identifying a racial/ethnic origin of a student that matches what the institution reports for IPEDS.
Data Type:	Text
Example:	R30

Collection Files Containing Data Element:

Collection File
Student_Demographics

Valid Values:

Please see list of valid values for race_IPEDS in the lookup table.

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. Data submitted must be one of the valid values provided for race_IPEDS in the lookup table.
3. Missing data should be recorded using value '999' – 'Unknown.'
4. Hispanic/Latino ethnicity data should not be recorded in this column. If a student answers "yes" to "are you Hispanic or Latino," and the institution does not have additional information about that student's racial identity, that student should be recorded using value '999 – Unknown' and Hispanic/Latino identity should be recorded in PSD-0140.
5. Do not record U.S. residency status in this field.
6. Institutions that record additional race/ethnicity data beyond the single-value IPEDS categories should see the "Student_Demographics_Detail" table for instructions on how to submit that data.

Comments: In the first round of data collection, institutions were given five race columns. An analysis found that all institutions used some version of the IPEDS race fields. The

external data workgroup made the recommendation to collect the IPEDS race data in one file, and to collect additional demographic information in a separate file.

Last Updated: Oct. 1, 2025

Data Element: Student IPEDS Hispanic Identity

ID:	PSD-0140
Definition:	A three-digit code providing the Hispanic/Latino identity of a student, that matches what the institution reports to IPEDS.
Data Type:	Text
Example:	H10

Collection Files Containing Data Element:

Collection File
Student_Demographics

Valid Values:

Please see list of valid values for hispanic_IPEDS in the lookup table.

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. Data submitted must be one of the valid values provided for hispanic_IPEDS in the lookup table.
3. Missing data should be recorded using value '999' – 'Unknown.'
4. Institutions that record additional race/ethnicity data beyond the single-value IPEDS categories should see the "Student_Demographics_Detail" table for instructions on how to submit that data.

Comments:	In the first round of data collection, institutions were given three Hispanic/Latino ethnicity columns. An analysis found that institutions used only one column if they reported Hispanic/Latino ethnicity separately. The external data workgroup made the recommendation to collect the IPEDS Hispanic identity data in one file, and to collect additional demographic information in a separate file.
Last Updated:	Oct. 1, 2025

Data Element: Student Military Affiliation

ID: PSD-0160

Definition: Two-digit code indicating a student's military affiliation.

Data Type: Text

Example: 31

Collection Files Containing Data Element:

Collection File
Student_Demographics

Valid Values:

02 Not a Military Veteran

30 Active Duty Military

31 Veteran (a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable.)

32 Dependent or survivor of an active duty member or veteran

99 Unknown

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. Data submitted must be one of the valid values provided for military_status in the lookup table.
3. Missing data should be recorded using value '99' – 'Unknown.'

Comments:

Last Updated: Oct. 1, 2025

Data Element: U.S. Resident Flag

ID: PSD-0170

Definition: A two-character flag indicating whether a student is a U.S. citizen or U.S. resident, or a U.S. nonresident.

Data Type: Text

Example: XX

Collection Files Containing Data Element:

Collection File
Student_Demographics

Valid Values:

XX US Citizen or US Resident

YY US Nonresident (International Student)

99 Unknown or not otherwise reported

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. Data submitted must be one of the valid values provided for US_resident in the lookup table.
3. Missing data should be recorded using value '99' – 'Unknown or not otherwise reported.'

Comments:

Last Updated: Oct. 1, 2025

Data Element: Student Detailed Race

ID: PSD-0131

Definition: A three-digit code identifying a racial/ethnic origin of a student.

Data Type: Text

Example: 025

Collection Files Containing Data Element:

Collection File
Student_Demographics_Detail

Valid Values:

Please see a list of valid values for race_detail in the lookup table.

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. Data submitted must be one of the valid values provided for race_detail in the lookup table.
3. Missing data should be recorded using value '999' – 'Unknown.'
4. Hispanic/Latino ethnicity data should not be recorded in this column. If a student answers "yes" to "are you Hispanic or Latino," and the institution does not have additional information about that student's racial identity, that student should be recorded using value '999 – Unknown' and Hispanic/Latino identity should be recorded in PSD-0141.
5. Do not record U.S. residency status in this field.
6. Institutions that record and store more than one race field may submit long data.
7. Please provide as much detail as you have available.

Comments: In the first round of data collection, institutions were given five race columns. An analysis found that all institutions used some version of the IPEDS race fields. The external data workgroup made the recommendation to collect the IPEDS race data in one file, and to collect additional demographic information in a separate file.

Last Updated: Oct. 2, 2025

Data Element: Student Detailed Hispanic Identity

ID: PSD-0141

Definition: A three-digit code providing the Hispanic/Latino identity of a student.

Data Type: Text

Example: 700

Collection Files Containing Data Element:

Collection File
Student_Demographics_Detail

Valid Values:

Please see a list of valid values for hispanic_detail in the lookup table.

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. Data submitted must be one of the valid values provided for hispanic_detail in the lookup table.
3. Missing data should be recorded using value '999' – 'Unknown.'
4. Institutions that record and store more than one Hispanic and Latino ethnicity field may submit long data.
5. Please provide as much detail as you have available.

Comments: In the first round of data collection, institutions were given three Hispanic/Latino ethnicity columns. An analysis found that institutions used only one column if they reported Hispanic/Latino ethnicity separately. The external data workgroup made the recommendation to collect the IPEDS Hispanic identity data in one file, and to collect additional demographic information in a separate file.

Last Updated: Oct. 2, 2025

Data Element: Student Field of Study (Major) ID

ID:	PSD-0170
Definition:	An alphanumeric code identifying the declared Field of Study ID for the student's degree or certificate program at a reporting institution during a reporting term. This code is institution assigned.
Data Type:	Text
Example:	123456ABCDEF

Collection Files Containing Data Element:

Collection File
Student Field of Study

Valid Values:

Any alphanumeric string that uniquely identifies a degree/certificate program of study at a reporting institution for the reporting term, also '9998' (Undeclared) and '9999' (Not Applicable).

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. This field should include leading zeroes, if applicable.
3. The value provided must be unique (i.e., it must represent one and only one degree/certificate field of study).
4. Please input one row per student-field-of-study-concentration combination. Students enrolled in multiple fields of study will have multiple rows in this table. For example, a student enrolled in two fields of study (two majors) will have two rows in this table.
5. The alphanumeric code provided here must match a single value provided by the reporting campus/institution as a PSD-0780 (Field of Study ID) in the Field of Study file.
6. Provide '9998' ('Undeclared') in records that cover cases where a student has not declared a first major.
7. Provide '9999' ('Not Applicable') in cases where the student's field of study is a non-credentialing field of study (e.g., non-degree enrollment for personal enrichment).

Comments:

Last Updated: November 19, 2025

Data Element: Student Field of Study Concentration ID

ID:	PSD-0180
Definition:	An alphanumeric code identifying the declared Concentration ID for the student's degree or certificate program at a reporting institution during the reporting term. Concentrations are defined as "specificity on the major," and are tied to fields of study. Please see the field of study table for more information.
Data Type:	Text
Example:	123456ABCDEF

Collection Files Containing Data Element:

Collection File
Student Field of Study

Valid Values:

Any alphanumeric string that uniquely identifies an area of concentration within a degree or certificate program of study offered by a reporting institution during the reporting term. Also '0000' ('None') and '9998' ('Undeclared') and '9999' ('Not Applicable').

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. This field should include leading zeroes, if applicable.
3. The value provided must be unique (i.e., it must represent one and only one concentration within a degree/certificate field of study.)
4. Please input one row per student-field-of-study-concentration combination. Students enrolled in multiple fields of study will have multiple rows in this table. For example, a student enrolled in two fields of study (two majors) will have two rows in this table.
5. Provide '9998' ('Undeclared') for students with a PSD-0170 (Student Field of Study ID) of '9998' ('Undeclared.')
6. Provide '9999' ('Not Applicable') for students with a PSD-0170 (Student Field of Study ID) of '9999' ('Not Applicable.')
7. Provide '0000' ('None') if one or more of these circumstances may apply: (a) the field of study does not offer areas of concentration, (b) the field of study offers areas of concentration but does

not require its students to declare an area of concentration within the field of study (either at the time of entrance into the major or at any time), or c. a student's field of study can be known but their area of concentration within the field of study might not be known.

8. If a value other than '0000' is recorded here, this alphanumeric code must match a single value provided by the reporting campus/institution as a PSD-0790 (Field of Study Concentration ID) in the Field of Study file.

Comments:

Last Updated: November 19, 2025

Data Element: Student Primary Enrollment Campus ID

ID:	PSD-0190
Definition:	A unique three-digit code indicating the primary campus providing courses in which a student is enrolled. (This is the campus providing the majority of a student's credit hours or – in cases where two or more campuses provide the same number of course hours – the campus at which the student first registered for classes.)
Data Type:	Text
Example:	110

Collection Files Containing Data Element:

Collection File
Student Term

Valid Values:

See the list of valid values in the lookup table for 'campus.'

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. If your institution submitted data to ERDC in the July 2025 data submission, please use the values provided in the lookup tables.
3. If your institution did not submit data in July 2025, or you need additional values in the lookup tables, please contact PSDC staff regarding allowable values for this field.
4. When a completing student is not enrolled, provide the campus that awarded the completion. When a student has more than one completion in the same term and the awarding campuses are different, provide the campus with the highest number of awards.
5. Campus locations and delivery types are disaggregated. Please see PSD-0200 for more information about how to use these fields.
6. The value submitted must be for a campus affiliated with the value submitted for PSD-0040 (Institution ID).

Comments:

Last Updated: Oct. 2, 2025

Data Element: Student Primary Enrollment Site

ID:	PSD-0200
Definition:	A unique six-digit code that indicates the primary site at which students enrolled at a reporting institution receive instruction. (This is the site where a student is attempting the most credit hours, or -- in cases where a student is attempting equal credit hours at multiple sites -- the site at which the student first registered for classes.)
Data Type:	Text
Example:	110100

Collection Files Containing Data Element:

Collection File
Student Term

Valid Values:

See the list of valid values in the lookup table for 'site.'

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. If your institution submitted data to ERDC in the July 2025 data submission, please use the values provided in the lookup tables.
3. If your institution did not submit data in July 2025, or you need additional values in the lookup tables, please contact PSDC staff regarding allowable values for this field.
4. Campus location and delivery types are disaggregated. Instructional site is used to distinguish things like College in the HS, dual enrollment, online learning, and Department of Corrections programs if there is a program located in a correctional center. The primary use of this field is to capture dual enrollment.
5. The value you submit for PSD-0190 (Student Primary Enrollment Campus ID) may be the same value submitted for PSD-0200 (Student Primary Enrollment Site), if your institution does not offer offsite learning or dual enrollment programs.

Comments:

Last Updated: Oct. 4, 2025

Data Element: Class Standing

ID:	PSD-0210
Definition:	A two-digit indicator of the beginning-of-term class standing of a student pursuing a first associate's or bachelor's degree at an institution, where such standing is a function of the total number of degree-creditable hours earned by the student prior to the term.
Data Type:	Text
Example:	04

Collection Files Containing Data Element:

Collection File
Student Term

Valid Values:

See the list of valid values in the lookup table for 'class_standing.'

01 **Freshman/First Year** – A student pursuing a first associate's or bachelor's degree at the reporting institution during the reporting term who, as of the beginning of the term, has earned 0-44 quarter hours or 0-29 semester hours creditable toward that degree.

02 **Sophomore/Second Year** -- A student pursuing a first associate's or bachelor's degree at the reporting institution during the reporting term who, as of the beginning of the term, has earned 45-89 quarter hours or 30-59 semester hours creditable toward that degree.

03 **Junior/Third Year** -- A student pursuing a first associate's or bachelor's degree at the reporting institution during the reporting term who, as of the beginning of the term, has earned 90-134 quarter hours or 60-89 semester hours creditable toward that degree.

04 **Senior/Fourth Year** -- A student pursuing a first associate's or bachelor's degree at the reporting institution during the reporting term who, as of the beginning of the term, has earned 135+ quarter hours or 90+ semester hours creditable toward that degree.

88 **Not a Baccalaureate Student** – A student not pursuing a first associate's or bachelor's degree. This includes high school dual enrollment students, certificate students, post-baccalaureate students, graduate students, professional students, and non-degree students.

99 **Unknown.**

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. Data submitted must be one of the valid values provided in the lookup table.
3. Provide '88' ('Not a Baccalaureate Student') if, and only if, the value provided for PSD-0440 (Student Type) does not equal '20' ('Other Transition to Baccalaureate Degree Seeking'), '21' ('Baccalaureate Entering After High School'), '22' ('Baccalaureate Transfer Student'), or '23' ('Unknown Baccalaureate Student').
4. Provide '99' ('Unknown') if, and only if, the value provided for PSD-0440 (Student Type) equals '99' ('Unknown'). When the class standing of a baccalaureate student is not precisely known because of delays in processing transfer credits, provide the value of PSD-0210 that corresponds best to what is currently known about the hours earned by the student.

Comments: The basic classification scheme for types of students is provided by PSD-0440 (Student Type). Deleted a data classification rule from a different data element that doesn't fit here.

Last Updated: December 17, 2025

Data Element: Student Term GPA

ID:	PSD-0220
Definition:	The grade point average (GPA) for a student's coursework during an enrollment term at an institution.
Data Type:	Decimal
Example:	3.50

Collection Files Containing Data Element:

Collection File
Student Term

Valid Values:

Any GPA value in 'X.XX' format between 0.00 and 5.00, also '9.98' ('Not Applicable') and '9.99' ('Unknown').

Data Submission Rules:

1. If your institution does not record GPAs, you may leave this field blank.
2. Please round values to two decimal places.
3. Provide '9.98' ('Not Applicable') if term GPA calculations are not applicable to a student's program of study.
4. Provide '9.99' ('Unknown') if a student's term GPA is unknown.

Comments:

Last Updated: Oct. 6, 2025

Data Element: Student Cumulative Institutional GPA

ID:	PSD-0230
Definition:	A student's cumulative grade point average (GPA) for courses taken at a reporting institution upon the completion of an enrollment term. (Transfer coursework does not figure in this GPA value.)
Data Type:	Decimal
Example:	3.50

Collection Files Containing Data Element:

Collection File
Student Term

Valid Values:

Any GPA value in 'X.XX' format between 0.00 and 5.00, also '9.98' ('Not Applicable') and '9.99' ('Unknown').

Data Submission Rules:

1. If your institution does not record GPAs, you may leave this field blank.
2. If your institution does not record GPAs in a way that you can separate out transfer coursework, you may leave this field blank.
3. Please round values to two decimal places.
4. Provide '9.98' ('Not Applicable') if term GPA calculations are not applicable to a student's program of study.
5. Provide '9.99' ('Unknown') if a student's term GPA is unknown.

Comments:

Last Updated: Oct. 6, 2025

Data Element: Student Cumulative Overall GPA

ID: PSD-0240

Definition: A student's cumulative grade point average (GPA) combining transfer coursework as well as courses taken at a reporting institution upon the completion of an enrollment term.

Data Type: Decimal

Example: 3.50

Collection Files Containing Data Element:

Collection File
Student Term

Valid Values:

Any GPA value in 'X.XX' format between 0.00 and 5.00, also '9.98' ('Not Applicable') and '9.99' ('Unknown').

Data Submission Rules:

1. If your institution does not record GPAs, you may leave this field blank.
2. If your institution does not record GPAs in a way that includes transfer coursework, you may leave this field blank.
3. Please round values to two decimal places.
4. Provide '9.98' ('Not Applicable') if term GPA calculations are not applicable to a student's program of study.
5. Provide '9.99' ('Unknown') if a student's term GPA is unknown.

Comments:

Last Updated: Oct. 6, 2025

Data Element: Student Pell Grant Status

ID: PSD-0250

Definition: A one-character alphanumeric code indicating whether a student received a Pell Grant during the term.

Data Type: Text

Example: Y

Collection Files Containing Data Element:

Collection File
Student Term

Valid Values:

Y Student received a Pell Grant.

N Student did not receive a Pell Grant.

9 Student's Pell Grant status is not known.

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. Provide 'N' ('Student did not receive a Pell Grant') when PSD-0440 (Student Type) is equal to 41, 42, 43, 44, or 50.

Comments:

Last Updated: Oct. 6, 2025

Data Element: Student Washington College Grant Status

ID: PSD-0260

Definition: A one-character alphanumeric code indicating whether a student received a Washington College Grant (previously known as the State Need Grant) during the term.

Data Type: Text

Example: Y

Collection Files Containing Data Element:

Collection File
Student Term

Valid Values:

Y Student received a Washington College Grant.

N Student did not receive a Washington College Grant.

9 Student's Washington College Grant status is not known.

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. Provide 'N' ('Student did not receive a Washington College Grant') when PSD-0440 (Student Type) is equal to 41, 42, 43, 44, or 50.

Comments:

Last Updated: Oct. 6, 2025

Data Element: Student College Bound Scholarship Status

ID: PSD-0290

Definition: A one-character alphanumeric code indicating whether a student received a College Bound Scholarship during the term.

Data Type: Text

Example: Y

Collection Files Containing Data Element:

Collection File
Student Term

Valid Values:

Y Student received a College Bound Scholarship.

N Student did not receive a College Bound Scholarship.

9 Student's College Bound Scholarship status is not known.

Data Submission Rules:

1. This field is required. NULL values are not allowed.

3. Provide 'N' ('Student did not receive a College Bound Scholarship') when PSD-0440 (Student Type) is equal to 41, 42, 43, 44, or 50.

Comments:

Last Updated: Oct. 6, 2025

Data Element: Course Provider Campus ID

ID: PSD-0300

Definition: A unique three-digit code indicating the campus of a reporting institution that offers course sections for credit.

Data Type: Text

Example: 110

Collection Files Containing Data Element:

Collection File
Term Dates
Course

Valid Values:

See the list of valid values in the lookup table for 'campus.'

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. If your institution submitted data to ERDC in the July 2025 data submission, please use the values provided in the lookup tables.
3. If your institution did not submit data in July 2025, or you need additional values in the lookup tables, please contact PSDC staff regarding allowable values for this field.
4. Campus locations and delivery types are disaggregated. Please see PSD-0200 for more information about how to use these fields.
5. The value submitted must be for a campus affiliated with the value submitted for PSD-0040 (Institution ID).
6. The values for this field must be the same values the institution uses for PSD-0190 and PSD-0380.

Comments:

Last Updated: Oct. 7, 2025

Data Element: Enrollment Term System

ID: PSD-0310

Definition: The academic term system for a campus at an institution.

Data Type: Text

Example: Q

Collection Files Containing Data Element:

Collection File
Term Dates

Valid Values:

See the list of valid values in the lookup table for 'term_system.'

9 Unknown

A Annual

F Four-one-four

Q Quarter system

S Semester system

C Continuous

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. Data submitted must be one of the valid values in the lookup table.

Comments:

Last Updated: Oct. 7, 2025

Data Element: Enrollment Term Start Date

ID: PSD-0320

Definition: The official date that an academic term began on a campus at an institution.

Data Type: Date

Example: 09/01/2025

Collection Files Containing Data Element:

Collection File
Term Dates

Valid Values:

Any date expressed in the format 'MM/DD/YYYY,' where 'MM' is the number for the month, 'DD' is the number for a day, and 'YYYY' is the year.

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. If your institution offers courses on a rolling or continuous basis, please use July 1 of the academic year you're reporting as the start date.
3. The value provided must be earlier than the value provided for PSD-0330.
4. The value provided must be earlier than the value provided for PSD-0340.
5. The value provided must fall within the two-calendar year period represented by the value provided for PSD-0020.
6. For summer terms that have more than one session, use the start date of the first session.

Comments:

Last Updated: Oct. 7, 2025

Data Element: Enrollment Term End Date

ID: PSD-0330

Definition: The official date that an academic term ended on a campus at an institution.

Data Type: Date

Example: 12/15/2025

Collection Files Containing Data Element:

Collection File
Term Dates

Valid Values:

Any date expressed in the format 'MM/DD/YYYY,' where 'MM' is the number for the month, 'DD' is the number for a day, and 'YYYY' is the year.

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. If your institution offers courses on a rolling or continuous basis, please use June 30 of the academic year you're reporting as the end date.
3. The value provided must be later than the value provided for PSD-0320.
4. The value provided must fall within the two-calendar year period represented by the value provided for PSD-0020.
5. For summer terms that have more than one session, use the end date of the last session.

Comments:

Last Updated: Oct. 7, 2025

Data Element: Enrollment Term Census Date

ID: PSD-0340

Definition: The date of the term enrollment snapshot that is being reported.

Data Type: Date

Example: 12/15/2025

Collection Files Containing Data Element:

Collection File
Term Dates

Valid Values:

Any date expressed in the format 'MM/DD/YYYY,' where 'MM' is the number for the month, 'DD' is the number for a day, and 'YYYY' is the year.

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. The value provided must be later than the value provided for PSD-0320.
3. The value provided must fall within the two-calendar year period represented by the value provided for PSD-0020.

Comments:

Last Updated: Oct. 7, 2025

Data Element: Credits/Clock Hours Flag

ID: PSD-0350

Definition: An indicator of how the institution tracks the recognition of attendance or performance in an instructional activity that can be applied by a recipient towards a postsecondary credential.

Data Type: Text

Example: Credits

Collection Files Containing Data Element:

Collection File
Term Dates

Valid Values:

Credits

Clock hours

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. Data submitted must be one of the two valid values.

Comments:

Last Updated: Oct. 7, 2025

Data Element: Student Completion Year

ID:	PSD-0360
Definition:	The 12-month period, in which a student is awarded a degree or certificate from an institution, extending from the beginning of Summer term of one calendar year to the end of Spring term of the next calendar year.
Data Type:	Text
Example:	202324

Collection Files Containing Data Element:

Collection File
Student Completion Major
Student Completion Minor

Valid Values:

Any enrollment year expressed in the format 'XXXXYY' where 'XXXX' represents the starting calendar year, and 'YY' represents the last two digits of the ending calendar year, of the enrollment year (e.g., '202324' for the enrollment year beginning with the Summer 2023 term and ending with the Spring 2024 term).

Data Submission Rules:

1. The entire academic year must be provided in this field.
2. This field is required. NULL values are not allowed.
3. Provide the full four-digit year as the first part of the academic year.
4. Institutions operating on a continuous or rolling basis should use July 1-June 30 as the academic year. This should match IPEDS reporting.
5. Do not use a hyphen to separate the two parts of the year.
6. Each row should contain the same value. E.g., if reporting on the 202324 completion year, all rows in each file that contains PSD-0360 should have '202324' as the value.
7. The value in this field should be the same value that the institution submitted for PSD-0020 (Enrollment Year) in the files submitted for the specific year and term being reported.

Comments:

Last Updated: Oct. 7, 2025

Data Element: Student Completion Term

ID: PSD-0370

Definition: The academic term in which a student is awarded a degree from an institution.

Data Type: Text

Example: SP

Collection Files Containing Data Element:

Collection File
Student Completion Major
Student Completion Minor

Valid Values:

FL	Fall Term
SM	Summer Term
SP	Spring Term
WN	Winter Term
CO	Continuous
JT	January Term

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. If your institution is on a nontraditional schedule, please contact PSDC staff for reporting guidance.
3. If submitting term-level files, each row should contain the same value. E.g., if reporting on the Fall enrollment term, all rows on all files containing PSD-0030 should have 'FL' as the value.
4. Data submitted must be one of the valid values provided in the lookup table for 'term.'
5. The value in this field should be the same value that the institution submitted for PSD-0030 (Enrollment Term) in the files submitted for the specific year and term being reported.

Comments:

Last Updated: Oct. 7, 2025

Data Element: Student Completion Campus ID

ID: PSD-0380

Definition: A three-digit code indicating the campus of a reporting institution that awarded a degree or certificate to a student.

Data Type: Text

Example: 110

Collection Files Containing Data Element:

Collection File
Student Completion Major
Student Completion Minor

Valid Values:

See the list of valid values in the lookup table for 'campus.'

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. If your institution submitted data to ERDC in the July 2025 data submission, please use the values provided in the lookup tables.
3. If your institution did not submit data in July 2025, or you need additional values in the lookup tables, please contact PSDC staff regarding allowable values for this field.
4. Campus locations and delivery types are disaggregated. Please see PSD-0200 for more information about how to use these fields.
5. The value submitted must be for a campus affiliated with the value submitted for PSD-0040 (Institution ID).
6. The values for this field must be the same values the institution uses for PSD-0190 and PSD-0300.

Comments:

Last Updated: Oct. 7, 2025

Data Element: Completion Field of Study (Major) ID

ID:	PSD-0390
Definition:	An alphanumeric code identifying the declared Field of Study ID for the student's degree or certificate program at a reporting institution during a reporting term. This code is institution assigned.
Data Type:	Text
Example:	SOCBACH100

Collection Files Containing Data Element:

Collection File
Student Completion Major

Valid Values:

Any alphanumeric value for PSD-0780 (Field of Study ID) provided by a reporting campus/institution, as reported in the Field of Study file.

Data Submission Rules:

1. This field is required. NULL values are not allowed.
2. The value provided must be unique (i.e., it must represent one and only one degree/certificate field of study).
3. Please input one row per student field of study-concentration combination. Students who completed multiple degree/certificate fields of study (multiple majors) will have multiple rows in this table. For example, a student who completed two fields of study will have two rows in this table.
4. Please include leading zeroes in this field.
5. This alphanumeric code must match a single value provided by the reporting campus/institution as a PSD-0780 (Field of Study ID) in the Field of Study file.
6. The values '9998' and '9999' are not valid for this data element because all completion records must have a primary field of study.

Comments:

Last Updated: November 19, 2025

Data Element: Completion Field of Study Concentration ID

ID:	PSD-0400
Definition:	An alphanumeric code identifying the area of concentration within the primary field of study associated with a degree or certificate completed by a student at a reporting institution during a reporting term. Concentrations are defined as "specificity on the major," and are tied to fields of study. Please see the Field of Study table for more information.
Data Type:	Text
Example:	CRIM101

Collection Files Containing Data Element:

Collection File
Student Completion Major

Valid Values:

Any alphanumeric value for PSD-0790 (Field of Study Concentration ID) affiliated with PSD-0780 (Field of Study ID) provided by an institution, as reported in the Field of Study file.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. The value provided must be unique (i.e., it must represent one and only one concentration within a degree/certificate field of study).
3. Please input one row per student field of study-concentration combination. Students who completed multiple degree/certificate fields of study (multiple majors) will have multiple rows in this table. For example, a student who completed two fields of study will have two rows in this table.
4. Please include leading zeroes in this field.
5. Provide '0000' ('None') if one or more of these circumstances may apply:
    a. The field of study does not offer areas of concentration

b. The field of study offers areas of concentration but does not require its students to declare an area of concentration within the field of study (either at the time of entrance into the major or at any time), or

c. A student's field of study can be known but their area of concentration within the field of study might not be known.

6. If a value other than '0000' ('None') is recorded here, this alphanumeric code must match a single value provided by the reporting campus/institution as a PSD-0790 (Field of Study Concentration ID) in the Field of Study file.

Comments:

Last Updated: November 19, 2025

Data Element: Student Completion Non-Institutional Credits Earned

ID: PSD-0410

Definition: Total transfer credits applied towards completion.

Data Type: Decimal

Example: 24.5

Collection Files Containing Data Element:

Collection File
Student Completion Major

Valid Values:

Any numeric string in 'XXX.XX' format between '000.00' and '999.99.'

Data Submission Rules:

1. This field may be left blank.
2. Clock hour institutions should leave this field blank.

Comments:

Last Updated: Oct. 7, 2025

Data Element: Student Completion Institutional Credits Earned

ID:	PSD-0420
Definition:	Total credits earned at a reporting institution at completion. (Transfer credits should be excluded from this value.)
Data Type:	Decimal
Example:	90

Collection Files Containing Data Element:

Collection File
Student Completion Major

Valid Values:

Any numeric string in 'XXX.XX' format between '000.00' and '999.99.'

Data Submission Rules:

1. This field may be left blank.
2. Clock hour institutions should leave this field blank.

Comments:

Last Updated: Oct. 7, 2025

Data Element: Minor CIP Code

ID:	PSD-0430
Definition:	Six-digit NCES Classification of Instructional Programs (CIP) code identifying a minor completed by a student at a reporting institution during a reporting term.
Data Type:	Text
Example:	010101

Collection Files Containing Data Element:

Collection File
Student Completion Minor

Valid Values:

Any valid six-digit NCES Classification of Instructional Programs (CIP) code in 'XXXXXX' format.

See a list of valid values for CIP in the PSD lookup table.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. The value provided must be unique (i.e., it must represent one and only one minor completed by the student.)
3. Please make sure leading zeroes are included in this field.
4. If a student completed more than one minor, please provide one row per student per minor completed. For example, if the student has completed three minors, please provide three rows in this table.
5. CIP codes are frequently presented as 'XX.XXXX,' where the first two digits denote a broad area of instruction, and the latter four digits represent a sub-area of instruction. Do not provide CIP codes in this format. Instead, provide the six numbers without the period.
6. If your institution does not record CIP codes for minors, you are not required to submit the Student Completion Minor file.

Comments:

Last Updated: Jan. 22, 2026

Data Element: Student Type

ID:	PSD-0440
Definition:	A two-digit code indicating the current category of a student's enrollment at an institution.
Data Type:	Text
Example:	10

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

10 **High School Dual Enrollment Student:** A high school student enrolled during the reporting term as a dual enrollment student (e.g., Running Start, College in the High School, and other dual enrollment contracts) at the reporting institution. "Dual enrollment" (also referred to as "concurrent enrollment") courses allow students to earn both high school and college credit for the same course.

20 **Other Transition to Baccalaureate Degree Seeking Status:** A student enrolled during the reporting term in a program of study leading to a first bachelor's degree at the reporting institution who first enrolled as a non-degree seeking student.

Excludes:

1. Students who began their studies at the reporting institution following the completion of high school or an equivalent (e.g., home school), including early admits to baccalaureate study and former high school dual enrollment students. (Use code 21.)
2. Students who were previously enrolled after high school as a student at a postsecondary institution but have not yet earned a bachelor's degree. (Use code 22.)
3. Baccalaureate students whose last admissions status is unknown. (Use code 23.)

21 **Baccalaureate Student Entering After High School:** A student enrolled during the reporting term in a program of study leading to a first bachelor's degree at the reporting institution who began these studies at the reporting institution following completion of high school or an equivalent avenue of academic preparation (e.g., home school). Includes early admission to

baccalaureate study, also former high school dual enrollment students (regardless of where they were enrolled as dual enrollment students).

22 **Baccalaureate Transfer Student:** A student enrolled during the reporting term in a program of study leading to a first bachelor's degree at the reporting institution who was previously enrolled after high school as a student at a postsecondary institution.

23 **Unknown Baccalaureate Student:** A student enrolled during the reporting term in a program of study leading to a first bachelor's degree, but whose last admissions status is unknown.

30 **Other Undergraduate Student:** A student taking undergraduate courses for credit during the reporting term at the reporting institution who is not formally enrolled in a program of study leading to a bachelor's degree. Includes non-degree or certificate students ('Non-matriculated') as well as students who already have a bachelor's degree from a postsecondary institution but who are enrolled during the reporting term in a course of study creditable toward a second bachelor's degree or certificate.

Excludes:

1. High school dual enrollment students, e.g., Running Start, College in the High School, or other dual/concurrent enrollment programs. (Use code 10)
2. Baccalaureate students (i.e., a student pursuing a first bachelor's degree; see codes 20-23)
3. Students transitioning from non-degree seeking to degree-seeking status. (Use code 20 for Baccalaureate students, code 43 for Graduate students or code 44 for Professional students.)
4. Graduate or professional students. (See codes 41-50).

41 **Graduate Student:** A student enrolled during the reporting term in a program of graduate study creditable toward a master's degree, post-Master's certificate, or an academic doctoral degree at the reporting institution. Includes students formerly enrolled as a Baccalaureate, post-Baccalaureate, or professional student at the reporting institution or at another postsecondary institution, also students transferring from a graduate program of study at another postsecondary institution.

42 **Professional Student:** A student enrolled during the reporting term in a professional degree or certificate program at the reporting institution – e.g., J.D., D.D.D., M.D., etc. Includes students formerly enrolled as a baccalaureate, post-baccalaureate, or graduate student at the reporting institution or at another postsecondary institution, also students transferring from a professional degree program at another postsecondary institution.

43 **Other Transition to Graduate Degree Seeking Status:** A student enrolled during the reporting term in a program of study leading to a graduate degree at the reporting institution who was previously enrolled at the reporting institution as a non-degree seeking student at the graduate or professional level.

Excludes:

1. All undergraduate students. (See codes 10 and 20-30.)
2. Graduate or Professional students. (See codes 41, 42, 44, and 50.)
3. Students whose last admission status is unknown. (See codes 23 or 99.)

44 **Other Transition to Professional Degree Seeking Status:** A student enrolled during the reporting term in a program of study leading to a professional degree at the reporting institution who was previously enrolled at the reporting institution as a non-degree seeking student at the graduate or professional level.

Excludes:

1. All undergraduate students. (See codes 10 and 20-30.)
2. Graduate or Professional students. (See codes 41, 42, 44, and 50.)
3. Students whose last admission status is unknown. (See codes 23 or 99.)

50 **Other Graduate/Professional Student:** A student taking graduate or professional courses for credit during the reporting term at the reporting institution who is not formally enrolled in a program of study leading to the award of a graduate level credential.

Excludes:

1. All undergraduate students. (See codes 10 and 20-30.)
2. Students seeking a graduate or professional degree. (See codes 41-44.)

99 **Unknown**

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Please use the valid values above to report this field. They are also listed in the lookup tables for "student_type."
3. Use '10' ('High School Dual Enrollment Student') if the student is a Running Start or College in the High School student, or in another dual enrollment program.

4. Use ‘30’ (‘Other Undergraduate Student’) for all students taking undergraduate courses for credit who are not high school dual enrollment students, baccalaureate students, graduate students, or professional students.
5. Use ‘41’ (‘Graduate Student’) for non-degree/certificate students taking graduate courses for credit.

Comments:

Last Updated: Oct. 7, 2025

Data Element: Student Address 1

ID: PSD-0450

Definition: The student's street address.

Data Type: Text

Example: 123 Main Street

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any valid U.S. street address.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Please use the student's permanent address or the address in your admissions system.
3. Please provide "International" for students whose residence is outside of the United States.
4. Please provide "Unknown" for students with unknown addresses.

Comments: Initially, we requested student county. Representatives from data contributors on the External Data Workgroup suggested we collect student permanent address instead, as they do not have counties in their systems.

Last Updated: Oct. 8, 2025

Data Element: Student Address 2

ID: PSD-0451

Definition: The second line of the student's street address, if applicable.

Data Type: Text

Example: Apt. 3

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any valid secondary address information, such as apartment number, suite number, or floor level.

Data Submission Rules:

1. This field may be left blank.
2. Please use the student's permanent address or the address in your admissions system.

Comments:

Last Updated: Oct. 8, 2025

Data Element: Student City

ID: PSD-0452

Definition: The city listed on the student's street address.

Data Type: Text

Example: Olympia

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

The city listed on the student's street address.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Please use the student's permanent address or the address in your admissions system.
3. Please provide "International" for students whose residence is outside of the United States.
4. Please provide "Unknown" for students with unknown addresses.

Comments:

Last Updated: Oct. 8, 2025

Data Element: Student State of Origin at Last Admission

ID:	PSD-0460
Definition:	The state listed on the student's street address, at the time of their last admission as a particular admission type (e.g., baccalaureate entering after high school) to a campus. This is a two-character acronym indicating the student's US state or territory of origin.
Data Type:	Text
Example:	WA

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

See a list of valid values for 'US_state' in the PSDC lookup tables.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Please use the student's permanent address or the address in your admissions system.
3. Provide '98' ('Non-US Jurisdiction') for students whose state or territory of origin is not within the USA.
4. Provide '99' ('Unknown') for students whose state or territory of origin is unknown.
5. Data submitted must be one of the valid values provided for 'US_state' in the lookup table.

Comments:

Last Updated: Oct. 8, 2025

Data Element: Student ZIP Code

ID: PSD-0460

Definition: The ZIP code listed on the student's permanent address or the address used in your admissions system.

Data Type: Text

Example: 98501

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any valid United States ZIP code.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Please use the student's permanent address or the address in your admissions system.
3. Please provide 'International' for students whose residence is outside of the United States.
4. Please provide 'Unknown' for students with unknown addresses.
5. This field should include leading zeroes.

Comments:

Last Updated: Oct. 8, 2025

Data Element: Student High School Code

ID:	PSD-0470
Definition:	The six-digit College Board (CEEB) code for the high school last attended by a student enrolled at an institution.
Data Type:	Text
Example:	123456

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any valid six-digit College Board (CEEB) code for a high school, either in-state or out-of-state, plus '999997' ('Other High School') and '999999' ('Unknown').

Data Submission Rules:

1. If your institution does not collect the CEEB codes for student high schools, please provide PSD-0480 (Student High School Name), PSD-0490 (Student High School City) and PSD-0500 (Student High School State).
2. If your institution does not collect data about the student's previous high school attended, you may leave this field blank.
3. Use '999997' ('Other High School') when the high school attended by a student is not on the list of CEEB codes kept by your institution. (To avoid overuse of this code, please present a list of such high schools to OFM for future inclusion in the list of valid values.)
4. Use '999999' ('Unknown') if the student's high school is unknown, or the student did not attend a high school with a valid CEEB code.
5. Please use '999999' ('Unknown') for high schools outside of the United States or students who are home schooled.
6. This field should include leading zeroes.

Comments: Added mechanism for adding new CEEB codes to OFM list.

Last Updated: January 29, 2026

Data Element: Student High School Name

ID: PSD-0480

Definition: The name of the high school attended by the student.

Data Type: Text

Example: Roosevelt High School

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any United States high school.

Data Submission Rules:

1. Please provide this information if your institution does not collect CEEB codes for student high schools.
2. If you have provided a value for PSD-0470 (Student High School Code), you may leave this field blank.
3. Institutions that submit values for this field must also submit values for PSD-0481 (Student High School Street Address), PSD-0490 (Student High School City), and PSD-0500 (Student High School State).
4. If your institution does not collect data about the student's previous high school attended, you may leave this field blank.
5. Please use 'Unknown' if the student's high school is unknown, the student attended a high school outside of the United States, or the student was home schooled.

Comments: Added guidance for when "Unknown" should be used.

Last Updated: Dec. 17, 2025

Data Element: Student High School Street Address

ID: PSD-0481

Definition: The street address of the high school attended by the student.

Data Type: Text

Example: 123 Main Street

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any valid U.S. street address.

Data Submission Rules:

1. Please provide this information if your institution does not collect CEEB codes for student high schools.
2. If you have provided a value for PSD-0470 (Student High School Code), you may leave this field blank.
3. Institutions that submit values for this field must also submit values for PSD-0480 (Student High School Name), PSD-0490 (Student High School City), and PSD-0500 (Student High School State).
4. If your institution does not collect data about the student's previous high school attended, you may leave this field blank.
5. Please use 'Unknown' if the student's high school is unknown, the student attended a high school outside of the United States, or the student was home schooled.

Comments: Added guidance on when "Unknown" should be used.

Last Updated: Dec. 17, 2025

Data Element: Student High School City

ID: PSD-0490

Definition: The city in which the student's high school is located.

Data Type: Text

Example: Spokane

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

The city listed on the student's high school address.

Data Submission Rules:

1. Please provide this information if your institution does not collect CEEB codes for student high schools.
2. If you have provided a value for PSD-0470 (Student High School Code), you may leave this field blank.
3. Institutions that submit values for this field must also submit values for PSD-0480 (Student High School Name), PSD-0481 (Student High School Street Address), and PSD-0500 (Student High School State).
4. If your institution does not collect data about the student's previous high school attended, you may leave this field blank.
5. Please use 'Unknown' if the student's high school is unknown, the student attended a high school outside of the United States, or the student was home schooled.

Comments: Added guidance on when "Unknown" should be used.

Last Updated: Dec 17, 2025

Data Element: Student High School State

ID:	PSD-0500
Definition:	The state in which the student's high school is located.
Data Type:	Text
Example:	WA

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

See a list of valid values for 'US_state' in the PSDC lookup tables.

Data Submission Rules:

1. Please provide this information if your institution does not collect CEEB codes for student high schools.
2. If you have provided a value for PSD-0470 (Student High School Code), you may leave this field blank.
3. Institutions that submit values for this field must also submit values for PSD-0480 (Student High School Name), PSD-0481 (Student High School Street Address), and PSD-0490 (Student High School City).
4. If your institution does not collect data about the student's previous high school attended, you may leave this field blank.
5. Please use the lookup tables for valid values for this field.
6. Please use '98' ('Non-US jurisdiction') for students who attended a high school outside of the United States.
7. Please use '99' ('Unknown') if the student's high school is unknown or the student was homeschooled.

Comments: Added data submission rules for when 'Non-US jurisdiction' and 'Unknown' codes should be used.

Last Updated: Dec. 17, 2025

Data Element: Student High School Completion Type

ID:	PSD-0510
Definition:	A two-digit code indicating whether a student enrolled at a reporting institution received a high school diploma or a general equivalency diploma (GED).
Data Type:	Text
Example:	10

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

10	Earned a high school diploma.
20	Earned a general equivalency diploma (GED).
30	Did not earn a high school diploma or a general equivalency diploma (GED).
80	Still attending high school.
99	Unknown.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Please use the lookup table values for 'student_hs_completion_type' for the valid values for this field. These are also listed above.
3. Use '80' ('Still attending high school') if the value provided for PSD-0440 (Student Type) is '10' ('High School Dual Enrollment Student.')

Comments:

Last Updated: Oct. 8, 2025

Data Element: Student High School Completion Year

ID:	PSD-0520
Definition:	The four-digit calendar year in which a student enrolled at a reporting institution earned either a high school diploma or a general equivalency diploma (GED).
Data Type:	Integer
Example:	2010

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any calendar year in 'YYYY' format (e.g., '2010') falling within 100 years of the enrollment year.

Data Submission Rules:

1. Please submit year in a four-digit 'YYYY' format.
2. Leave this field blank if the value provided for PSD-0510 (Student High School Completion Type) equals '30' ('Did not earn a high school diploma or GED') or '80' ('Still attending high school.')
3. Leave this field blank if the year in which a student earned a high school diploma or GED is unknown.

Comments:

Last Updated: January 29, 2026

Data Element: Student High School GPA

ID:	PSD-0530
Definition:	The final grade point average (GPA) which a student who was admitted to a reporting institution earned at the high school from which they graduated.
Data Type:	Decimal
Example:	3.53

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any GPA value in 'X.XX' format between '0.00' and '5.00,' also '9.98' ('Not Applicable') and '9.99' ('Unknown').

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Provide '9.98' ('Not Applicable') if the value provided for PSD-0510 (Student High School Completion Type) equals '20' ('Student earned a GED'), '30' ('Did not earn a high school diploma or a GED'), or '80' ('Still attending high school.')
3. Provide '9.99' ('Unknown') if the value provided for PSD-0510 (Student High School Completion Type) equals '10' ('Student earned a high school diploma') but a student's final high school GPA is unknown.
4. Provide '9.99' ('Unknown') if the value provided for PSD-0510 (Student High School Completion Type) equals '99' ('Unknown').
5. Please provide supporting documentation to PSDC staff about the scale, and whether weighted and unweighted GPAs are combined in the same field.

Comments:

Last Updated: January 29, 2026

Data Element: Student Previous Institution Code

ID:	PSD-0540
Definition:	The Federal School Code (formerly OPE ID) for the previous postsecondary institution (if any) attended after high school by a student admitted to a reporting institution.
Data Type:	Text
Example:	003796

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any valid Federal School Code for a postsecondary education institution, either in-state or out-of-state, plus '9997' ('Other Institution'), '9998' ('No Previous Institution Attended After High School') and '9999' ('Unknown Whether Attended Previous Institution After High School').

Please see the Federal School Code list on Resources for Submitting Data | Washington State Education Research and Data Center under Post-Secondary Data Collection.

Data Submission Rules:

1. Please provide information about the most recent institution (if any) the student last attended.
2. NULL values are allowed if the institution has provided values for PSD-0541 (Student Previous Institution Name), PSD-0542 (Student Previous Institution Street Address), PSD-0543 (Student Previous Institution City) and PSD-0544 (Student Previous Institution State).
3. Provide '9998' ('No Previous Institution Attended After High School') if the value provided for PSD-0440 (Student Type) equals '10' ('High School Dual Enrollment Student') or '21' ('Baccalaureate Student Entering from High School.')
4. The value '9998' ('No Previous Institution Attended After High School') is not a valid value for the following Student Types (PSD-0440):

    20 Other Transition to Baccalaureate Degree-Seeking Status

    22 Baccalaureate Transfer Student

23 Unknown Baccalaureate Student

41 Graduate Student

42 Professional Student

43 Other Transition to Graduate Degree-Seeking Status

44 Other Transition to Professional Degree-Seeking Status

50 Other Graduate/Professional Student

99 Unknown

5. Provide the reporting institution's Federal School Code as the value for this field if a student last attended the reporting institution in a different capacity than that currently reported in PSD-0440 (Student Type) – e.g., a student whose current admission type is 'Graduate Student' but whose prior participation was as a baccalaureate student at the same institution.
6. Provide the reporting institution's Federal School Code as the value for this field if the value provided for PSD-0440 (Student Type) equals '20' ('Other Transition to Baccalaureate Degree Seeking Student'), '43' ('Other Transition to Graduate Degree Seeking Status') or '44' ('Other Transition to Professional Degree Seeking Status.')
7. Provide '9999' ('Unknown') if the student's previous institution attended is unknown, or if it is not known if the student attended a previous institution.

Comments: Changed references from OPE ID to Federal School Code in accordance with federal name changes.

Last Updated: Dec. 17, 2025

Data Element: Student Previous Institution Name

ID:	PSD-0541
Definition:	The name of the previous institution attended by the student.
Data Type:	Text
Example:	South Puget Sound Community College

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any United States postsecondary institution.

Data Submission Rules:

1. Please provide this information if your institution does not collect Federal School Codes for the previous postsecondary institutions attended by students.
2. Please provide information about the most recent institution (if any) the student last attended.
3. If you have provided a value for PSD-0540 (Student Previous Institution Code), you may leave this field blank.
4. Institutions that submit values for this field must also submit values for PSD-0542 (Student Previous Institution Street Address), PSD-0543 (Student Previous Institution City), and PSD-0544 (Student Previous Institution State).
5. Please use 'Unknown' if the student's previous institution is unknown, or the student's previous postsecondary institution was outside of the United States.
6. Please use 'None' for students still enrolled in high school or who entered your institution directly from high school.

Comments:	Added information about when to use "None." Clarified most recent postsecondary institution.
Last Updated:	May 27, 2026

Data Element: Student Previous Institution Street Address

ID:	PSD-0542
Definition:	The street address of the previous postsecondary institution attended by the student.
Data Type:	Text
Example:	123 Main Street

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any valid U.S. street address.

Data Submission Rules:

1. Please provide this information if your institution does not collect Federal School Codes for the previous postsecondary institutions attended by students.
2. Please provide information about the most recent institution (if any) the student last attended.
3. If you have provided a value for PSD-0540 (Student Previous Institution Code), you may leave this field blank.
4. Institutions that submit values for this field must also submit values for PSD-0541 (Student Previous Institution Name), PSD-0543 (Student Previous Institution City), and PSD-0544 (Student Previous Institution State).
5. Please use 'Unknown' if the student's previous institution is unknown, or the student's previous postsecondary institution was outside of the United States.
6. Please use 'None' for students still enrolled in high school or who entered your institution directly from high school.

Comments: Clarified guidance to include only the most recent postsecondary institution attended by the student.

Last Updated: May 27, 2026

Data Element: Student Previous Institution City

ID: PSD-0543

Definition: The city in which the student's previous institution is located.

Data Type: Text

Example: Walla Walla

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

The city listed on the student's previous institution address.

Data Submission Rules:

1. Please provide this information if your institution does not collect Federal School Codes for the previous postsecondary institutions attended by students.
2. Please provide information about the most recent institution (if any) the student last attended.
3. If you have provided a value for PSD-0540 (Student Previous Institution Code), you may leave this field blank.
4. Institutions that submit values for this field must also submit values for PSD-0541 (Student Previous Institution Name), PSD-0542 (Student Previous Institution Street Address), and PSD-0544 (Student Previous Institution State).
5. Please use 'Unknown' if the student's previous institution is unknown, or the student's previous postsecondary institution was outside of the United States.
6. Please use 'None' for students still enrolled in high school or who entered your institution directly from high school.

Comments: Clarified guidance – most recent postsecondary institution

Last Updated: May 27, 2026

Data Element: Student Previous Institution State

ID:	PSD-0544
Definition:	The state in which the student's previous institution is located.
Data Type:	Text
Example:	WA

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

See a list of valid values for 'US_state' in the PSDC lookup tables.

Data Submission Rules:

1. Please provide this information if your institution does not collect Federal School Codes for the previous postsecondary institutions attended by students.
2. 2. Please provide information about the most recent institution (if any) the student last attended.
3. If you have provided a value for PSD-0540 (Student Previous Institution Code), you may leave this field blank.
4. Institutions that submit values for this field must also submit values for PSD-0541 (Student Previous Institution Name), PSD-0542 (Student Previous Institution Street Address), and PSD-0543 (Student Previous Institution City).
5. Please use the lookup tables for valid values for this field.
6. Please use '97' ('None') for students still enrolled in high school or who entered your institution directly from high school.
7. Please use '98' ('Non-US jurisdiction') for students who attended a postsecondary institution that is outside of the United States.
8. Please use '99' ('Unknown') if the student's postsecondary institution is unknown.

Comments: Added instructions for when to use code '97' ('None'). Added instructions to clarify – most recent postsecondary institution attended by the student.

Last Updated: May 27, 2026

Data Element: Student Previous Institution Year Last Attended

ID: PSD-0550

Definition: The four-digit calendar year in which a student admitted to a reporting institution last attended a previous postsecondary institution (if any).

Data Type: integer

Example: 2024

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any valid calendar year in 'YYYY' format (e.g., '2024') falling within 100 years of the enrollment year.

Data Submission Rules:

1. Please submit year in a four-digit 'YYYY format.
2. Leave blank if the year of last attendance is unknown, if the student did not previously attend another postsecondary institution after high school (i.e., if the value provided for PSD-0540 = '9998'), or if it is not known whether a student previously attended another postsecondary institution after high school (i.e., if the value provided for PSD-0540 = '9999.')

Comments:

Last Updated: January 29, 2026

Data Element: Student Previous Institution GPA

ID:	PSD-0560
Definition:	The final cumulative grade point average (GPA) which a student admitted to a reporting institution last attended a previous postsecondary institution (if any).
Data Type:	Decimal
Example:	3.53

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any GPA value in 'X.XX' format between '0.00' and '4.00,' also '9.98' ('Not Applicable') and '9.99' ('Unknown').

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Provide '9.98' ('Not Applicable') if a student did not previously attend another postsecondary education institution after high school (i.e., if the value provided for PSD-0540 = '9998').
3. Provide '9.99' ('Unknown') if a student's final cumulative previous institution GPA is unknown or if it is not known whether a student previously attended another postsecondary education institution after high school (i.e., if the value provided for PSD-0540 = '9999.')

Comments:

Last Updated: Oct. 8, 2025

Data Element: Student Previous Institution Degree/Certificate Level

ID:	PSD-0570
Definition:	A two-digit code designating the IPEDS level of the degree or certificate associated with a program of study offered by an institution.
Data Type:	Text
Example:	03

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

01	Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours) received by student
02	Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours) received by student
03	Associate's degree received by student
04	Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 contact or clock hours) received by student
05	Bachelor's degree received by student
06	Post-baccalaureate certificate received by student
07	Master's degree received by student
08	Post-master's certificate received by student
17	Doctor's Degrees (Research/Scholarship) received by student
18	Doctor's Degrees (Professional Practice) received by student
19	Doctor's Degrees (Other) received by student
98	No award, degree, or certificate received by student
99	Unknown what, if any, award, degree or certificate received by student (including cases where it is unknown whether student attended a previous postsecondary education institution)

One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Data submitted must be one of the valid values listed above, which are also listed in the PSD lookup tables.
3. Provide '98' ('No award, degree or certificate received by the student') if a student did not receive a degree or certificate from their previous higher education institution or if they did not attend a previous postsecondary institution after high school (i.e., if the value provided for PSD-0540 = '9998.')
4. Provide '99' ('Unknown') if it is not known: (a) what award, degree or certificate was received by a student attending a previous postsecondary institution after high school; (b) whether a student attending a previous postsecondary institution after high school received an award, degree or certificate; or even (c) whether a student attended a previous postsecondary institution after high school (i.e., if the value provided for PSD-0540 = '9999').

Comments:

Last Updated: Oct. 8, 2025

Data Element: Baccalaureate Previous Credits Transferred: Total

ID: PSD-0580

Definition: Total number of college credits earned by a student prior to their first admission (either via transfer or after high school) as a baccalaureate student at a reporting campus/institution and accepted as transfer credits by the reporting institution. Please do not include credits that were not accepted as transfer credits. Included in this total are college credits accepted for transfer that were earned by the student while in high school (Running Start, College in High School, AP, or IB credits) as well as college credits accepted for transfer that were earned as an undergraduate at other institutions (including the most recent previous institution reported in PSD_0540.)

Data Type: Decimal

Example: 44.00

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any six-digit decimal numeric string, expressed in 'XXX.XX' format, between '000.00' and '999.99.'

Data Submission Rules:

1. Provide a valid value if: (a) the value provided for PSD-0440 (Student Type) equals '20' ('Other Transition to Baccalaureate Degree Seeking Status'), '21' ('Baccalaureate Student'), '22' ('Baccalaureate Transfer Student') or '23' ('Unknown Baccalaureate Student'); and (b) the reporting institution or agency records baccalaureate transfer credits.
2. Leave blank if the value provided for PSD-0440 (Student Type) does not equal '20' ('Other Transition to Baccalaureate Degree Seeking Status'), '21' ('Baccalaureate Student'), '22' ('Baccalaureate Transfer Student') or '23' ('Unknown Baccalaureate Student.')
3. Provide '000.00' as the valid value if, at the time of data collection, a baccalaureate student at a reporting institution or agency that records baccalaureate transfer credits has not received transfer credits for prior college coursework, even if it is possible that the student will receive transfer credits for that coursework at a later juncture.

4. A value must be provided if a value is provided for PSD-0590 (Baccalaureate Dual Enrollment Transfer Credits: AP) or for PSD-0600 (Baccalaureate Dual Enrollment Transfer Credits: IB).
5. Any value provided must be equal to or greater than the sum of the values provided for PSD-0590 (Baccalaureate Dual Enrollment Transfer Credits: AP) and PSD-0600 (Baccalaureate Dual Enrollment Transfer Credits: IB).
6. If your institution is unable to separate accepted transfer credits from the reported total, please make sure to indicate that in your supporting documentation.

Comments:

Last Updated: January 29, 2026

Data Element: Baccalaureate Previous Credits Transferred: AP

ID: PSD-0590

Definition: Total number of Advanced Placement (AP) transfer credits awarded by a reporting institution to a baccalaureate student (entering either via transfer or after high school).

Data Type: Decimal

Example: 44.00

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any six-digit decimal numeric string, expressed in 'XXX.XX' format, between '000.00' and '999.99.'

Data Submission Rules:

1. Provide a valid value if: (a) the value provided for PSD-0440 (Student Type) equals '20' ('Other Transition to Baccalaureate Degree Seeking Status'), '21' ('Baccalaureate Student'), '22' ('Baccalaureate Transfer Student') or '23' ('Unknown Baccalaureate Student'); and (b) the reporting institution or agency records baccalaureate transfer credits.
2. Leave blank if the value provided for PSD-0440 (Student Type) does not equal '20' ('Other Transition to Baccalaureate Degree Seeking Status'), '21' ('Baccalaureate Student'), '22' ('Baccalaureate Transfer Student') or '23' ('Unknown Baccalaureate Student.')
3. Provide '000.00' as the valid value if a baccalaureate student at a reporting institution or agency that records baccalaureate transfer credits (a) did not take Advanced Placement courses, or (b) has yet to receive transfer credits for their Advanced Placement coursework.
4. Leave blank if your institution cannot separate out Advanced Placement credits from the transfer credit total. Please provide a note in your supporting documentation about this.

Comments:

Last Updated: January 29, 2026

Data Element: Baccalaureate Previous Credits Transferred: IB

ID:	PSD-0600
Definition:	Total number of International Baccalaureate (IB) transfer credits awarded by a reporting institution to a baccalaureate student (entering either via transfer or after high school).
Data Type:	Decimal
Example:	44.00

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any six-digit decimal numeric string, expressed in 'XXX.XX' format, between '000.00' and '999.99.'

Data Submission Rules:

1. Provide a valid value if: (a) the value provided for PSD-0440 (Student Type) equals '20' ('Other Transition to Baccalaureate Degree Seeking Status'), '21' ('Baccalaureate Student'), '22' ('Baccalaureate Transfer Student') or '23' ('Unknown Baccalaureate Student'); and (b) the reporting institution or agency records baccalaureate transfer credits.
2. Leave blank if the value provided for PSD-0440 (Student Type) does not equal '20' ('Other Transition to Baccalaureate Degree Seeking Status'), '21' ('Baccalaureate Student'), '22' ('Baccalaureate Transfer Student') or '23' ('Unknown Baccalaureate Student.')
3. Provide '000.00' as the valid value if a baccalaureate student at a reporting institution or agency that records baccalaureate transfer credits (a) did not take International Baccalaureate courses, or (b) has yet to receive transfer credits for their International Baccalaureate coursework.
4. Leave blank if your institution cannot separate out International Baccalaureate credits from the transfer credit total. Please provide a note in your supporting documentation about this.

Comments:

Last Updated: January 29, 2026

Data Element: Student ACT English Score

ID: PSD-0610

Definition: A student's highest score on the English section of the American College Testing Program (ACT) assessment.

Data Type: Integer

Example: 30

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any two-digit integer string between '1' and '36.'

Data Submission Rules:

1. Leave blank if a student did not take the exam or if the student's score on the exam is unknown.
2. Leave blank if your institution has guidance in place preventing the reporting of this data.

Comments:

Last Updated: Oct. 22, 2025

Data Element: Student ACT Math Score

ID:	PSD-0620
Definition:	A student's highest score on the Math section of the American College Testing Program (ACT) assessment.
Data Type:	Integer
Example:	30

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any two-digit integer string between '1' and '36.'

Data Submission Rules:

1. Leave blank if a student did not take the exam or if the student's score on the exam is unknown.
2. Leave blank if your institution has guidance in place preventing the reporting of this data.

Comments:

Last Updated: Oct. 22, 2025

Data Element: Student ACT Reading Score

ID: PSD-0630

Definition: A student's highest score on the Reading section of the American College Testing Program (ACT) assessment.

Data Type: Integer

Example: 30

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any two-digit integer string between '1' and '36.'

Data Submission Rules:

1. Leave blank if a student did not take the exam or if the student's score on the exam is unknown.
2. Leave blank if your institution has guidance in place preventing the reporting of this data.

Comments:

Last Updated: Oct. 22, 2025

Data Element: Student ACT Science Score

ID: PSD-0640

Definition: A student's highest score on the Science section of the American College Testing Program (ACT) assessment.

Data Type: Integer

Example: 30

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any two-digit integer string between '1' and '36.'

Data Submission Rules:

1. Leave blank if a student did not take the exam or if the student's score on the exam is unknown.
2. Leave blank if your institution has guidance in place preventing the reporting of this data.

Comments:

Last Updated: Oct. 22, 2025

Data Element: Student ACT Composite Score

ID:	PSD-0650
Definition:	A student's highest composite score on the American College Testing Program (ACT) assessment. (This score is an average of a student's scores on the English, Math, Reading, and Science subject exams.)
Data Type:	Integer
Example:	30

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any two-digit integer string between '1' and '36.'

Data Submission Rules:

1. Leave blank if a student did not take the exam or if the student's score on the exam is unknown.
2. Leave blank if your institution has guidance in place preventing the reporting of this data.

Comments:

Last Updated: Oct. 22, 2025

Data Element: Student ACT Writing Score

ID:	PSD-0660
Definition:	A student's highest score on the optional Writing section of the American College Testing Program (ACT) assessment.
Data Type:	Integer
Example:	30

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any two-digit integer string between '1' and '36.'

Data Submission Rules:

1. Leave blank if a student did not take the exam or if the student's score on the exam is unknown.
2. Leave blank if your institution has guidance in place preventing the reporting of this data.

Comments:

Last Updated: Oct. 22, 2025

Data Element: Student Admit Year

ID:	PSD-0670
Definition:	The academic year in which a student first enrolled in coursework after the student was last admitted to the institution for a particular student type (PSD-0440). When a student transitions from non-degree seeking status to degree-seeking status and is not formally admitted then this is the academic year when the student first became Student Type (PSD-0440) 20, 43, or 44. This academic year is a 12-month period extending from July of the previous calendar year to June of the current calendar year. For example, if reporting on academic year 202324, this would include July 2023 through the end of June 2024.
Data Type:	Integer
Example:	202324

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any academic year expressed in the format 'XXXXYY,' where 'XXXX' represents the starting calendar year, and 'YY' represents the last two digits of the ending calendar year, of the enrollment year (e.g., '202324' for the enrollment year beginning with the Summer 2023 term and ending with the Spring 2024 term).

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file when PSD-0440 (Student Type) is 20, 21, 23, 41, 42, 43, or 44.
2. Provide a blank or valid value in the appropriate field position in the collection file when PSD-0440 (Student Type) is 10, 30, 50, or 99.
3. When either PSD-0670 (Student Admit Year) is blank or PSD-0680 (Student Admit Term) is blank, then both fields must be blank.
4. Non-blank values must be less than or equal to PSD-0020 (Enrollment Year).
5. Non-blank values must be greater than or equal to 198081.

6. Valid values must be in 'XXXXYY' format, where the first four characters are the beginning of the academic year (e.g., '2023'), and the last two characters are the two-digit abbreviation for the latter half of the academic year (e.g., '24.')

Comments:

Last Updated: January 29, 2026

Data Element: Student Admit Term

ID:	PSD-0680
Definition:	The academic term (quarter, semester, or continuous) in which a student first enrolled in coursework after the student was last admitted to the institution for a particular Student Type (PSD-0440). When a student transitions from non-degree seeking status to degree seeking status and is not formally admitted then this is the academic term when the student first became Student Type (PSD-0440) 20, 43, or 44.
Data Type:	Text
Example:	FL

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

SM	Summer (Quarter System, Semester System)
FL	Fall Term (Quarter System, Semester System)
WN	Winter (Quarter System Only)
SP	Spring (Quarter System, Semester System)
CO	Continuous
JT	January Term

Data Submission Rules:

1. Please report one of the valid values above in this field. These are also on the PSD lookup table for 'term.'
2. A valid value must be provided in the appropriate field position in the collection file when PSD_0440 (Student Type) is 20, 21, 23, 41, 42, 43 or 44.
3. Provide a blank or a valid value in the appropriate field position in the collection file when PSD-0440 (Student Type) is 10, 30, 50 or 99.
4. When either PSD-0670 (Student Admit Year) is blank or PSD-0680 (Student Admit Term) is blank, then both fields are blank.

5. When the value submitted for PSD-0670 (Student Admit Year) equals PSD-0020 (Enrollment Year), then PSD-0680 (Student Admit Term) must be equal or prior to PSD-0030 (Enrollment Term).

Comments:

Last Updated: Oct. 8, 2025

Data Element: Student Previous Institution Degree DTA/AST Status

ID: PSD-0690

Definition: A one-character alphanumeric code indicating whether a student's previous institution associate's degree (as reported in PSD-0570) is a direct transfer agreement or associate of science transfer associate's degree.

Data Type: Text

Example: Y

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Y	Student's previous degree was a DTA or AST Associate's Degree
N	Student's previous degree was not a DTA or AST Associate's Degree
9	Student's previous degree level is unknown

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Provide 'Y' if Student Previous Institution Degree/Certificate Level (PSD-0570) equals '03' ('Associate's Degree received by student') and the associate's degree is a DTA or AST.
3. Provide 'N' if (a) Student Previous Institution Degree/Certificate Level (PSD-0570) is not equal to '03' ('Associate's Degree received by student') and Student Previous Institution Degree/Certificate Level (PSD-0570) is not equal to '99' ('Unknown') or (b) Student Previous Institution Degree/Certificate Level (PSD-0570) equals '03' ('Associate's degree received by student') and the associate's degree is not a DTA or AST.
4. Provide '9' if Student Previous Degree/Certificate Level (PSD-0570) equals '99' ('Unknown').

Comments:

Last Updated: Oct. 8, 2025

Data Element: Student SAT Date Taken

ID:	PSD-0700
Definition:	The date a student took the Scholastic Aptitude Test (SAT). The SAT scoring changed beginning in March 1, 2016, and the new test scores are not equivalent to the older test scores. Scores where the student took the SAT before March 1, 2016 are old scores and those taken after March 1, 2016 are the new scores. This date field will be used to determine whether the student SAT scores are from the old or new test.
Data Type:	Date
Example:	05/01/2021

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any actual date expressed in the format 'MM/DD/YYYY,' where 'MM is the number for the month (e.g., '08' for August), 'DD' is the number for a day in the month (e.g., '26'), and 'YYYY' is the year (e.g., 2021).

Data Submission Rules:

1. A valid date value must be provided if values exist for PSD-0710 (Student SAT Math Section Score), PSD-0720 (Student SAT Evidence Based Reading and Writing Section Score), PSD-0730 (Student SAT Math Subsection Score), PSD-0740 (Student SAT Reading Subsection Score) and PSD-0750 (Student SAT Writing and Language Subsection Score).
2. The date must be provided in 'MM/DD/YYYY' format in the appropriate field position in the collection file. When a date is not required then leave blank.
3. The value provided must not be earlier than 03/01/2016.
4. If a date is provided, the date must be less than the date of submission.
5. Do not record a value here if the student took the SAT prior to March 1, 2016, or if the student did not take the SAT.
6. Leave blank if your institution has guidance in place preventing the reporting of this data.

Comments: Slightly updated the date in data submission rule #3.

Last Updated: Dec. 17, 2025

Data Element: Student SAT Math Section Score

ID: PSD-0710

Definition: A student's highest section score on the Math portion of the Scholastic Aptitude Test (SAT) when the student took the SAT on or after March 1, 2016.

Data Type: Integer

Example: 750

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any three-digit integer string that is a multiple of ten between '200' and '800' (e.g., '750')

Data Submission Rules:

1. Leave blank when PSD-0700 (Student SAT Date Taken) is blank.
2. Provide a valid value when PSD-0700 (Student SAT Date Taken) is greater than or equal to March 1, 2016 and the student took the SAT test.
3. If either SAT section score is provided (PSD-0710 or PSD-0720) then both section scores (PSD-0710 and PSD-0720) must be provided.
4. If any SAT subsection score is provided (PSD-0730, PSD-0740, PSD-0750) then both section scores (PSD-0710 and PSD-0720) must be provided.
5. Leave blank if your institution has guidance in place preventing the reporting of this data.

Comments:

Last Updated: Oct. 22, 2025

Data Element: Student SAT Evidence Based Reading and Writing Section Score

ID: PSD-0720

Definition: A student's highest section score on the Evidence-Based Reading and Writing portion of the Scholastic Aptitude Test (SAT) when the student took the SAT on or after March 1, 2016.

Data Type: Integer

Example: 750

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any three-digit integer string that is a multiple of ten between '200' and '800' (e.g., '750')

Data Submission Rules:

1. Leave blank when PSD-0700 (Student SAT Date Taken) is blank.
2. Provide a valid value when PSD-0700 (Student SAT Date Taken) is greater than or equal to March 1, 2016 and the student took the SAT test.
3. If either SAT section score is provided (PSD-0710 or PSD-0720) then both section scores (PSD-0710 and PSD-0720) must be provided.
4. If any SAT subsection score is provided (PSD-0730, PSD-0740, PSD-0750) then both section scores (PSD-0710 and PSD-0720) must be provided.
5. Leave blank if your institution has guidance in place preventing the reporting of this data.

Comments:

Last Updated: Oct. 22, 2025

Data Element: Student SAT Math Subsection Score

ID:	PSD-0730
Definition:	A student's highest section score on the Math subsection portion of the Scholastic Aptitude Test (SAT) when the student took the SAT on or after March 1, 2016.
Data Type:	Integer
Example:	35

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any two-digit integer string between '10' and '40.'

Data Submission Rules:

1. Leave blank when PSD-0700 (Student SAT Date Taken) is blank.
2. When the SAT Date Taken (PSD-0700) is greater than or equal to March 1, 2016 and the student's SAT Math Subsection test score is available, a valid value must be provided.
3. Leave blank when SAT Date Taken is greater than or equal to March 1, 2016, and a student did not take the SAT Math subsection test or the student's Math Subsection test score is not available.
4. Leave blank if your institution has guidance in place preventing the reporting of this data.

Comments:

Last Updated: January 29, 2026

Data Element: Student SAT Reading Subsection Score

ID:	PSD-0740
Definition:	A student's highest section score on the Reading subsection portion of the Scholastic Aptitude Test (SAT) when the student took the SAT on or after March 1, 2016.
Data Type:	Integer
Example:	35

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any two-digit integer string between '10' and '40.'

Data Submission Rules:

1. Leave blank when PSD-0700 (Student SAT Date Taken) is blank.
2. When the SAT Date Taken (PSD-0700) is greater than or equal to March 1, 2016 and the student's SAT Reading Subsection test score is available, a valid value must be provided.
3. Leave blank when SAT Date Taken is greater than or equal to March 1, 2016, and a student did not take the SAT Reading Subsection test or the student's Reading Subsection test score is not available.
4. Leave blank if your institution has guidance in place preventing the reporting of this data.

Comments:

Last Updated: January 29, 2026

Data Element: Student SAT Writing and Language Subsection Score

ID: PSD-0750

Definition: A student's highest section score on the Writing and Language subsection portion of the Scholastic Aptitude Test (SAT) when the student took the SAT on or after March 1, 2016.

Data Type: Integer

Example: 35

Collection Files Containing Data Element:

Collection File
Admission

Valid Values:

Any two-digit integer string between '10' and '40.'

Data Submission Rules:

1. Leave blank when PSD-0700 (Student SAT Date Taken) is blank.
2. When the SAT Date Taken (PSD-0700) is greater than or equal to March 1, 2016 and the student's SAT Writing and Language Subsection test score is available, a valid value must be provided.
3. Leave blank when SAT Date Taken is greater than or equal to March 1, 2016, and a student did not take the SAT Writing and Language Subsection test or the student's Writing and Language Subsection test score is not available.
4. Leave blank if your institution has guidance in place preventing the reporting of this data.

Comments:

Last Updated: January 29, 2026

Data Element: Field of Study ID at Admission

ID:	PSD-0760
Definition:	An alphanumeric code identifying the declared Field of Study ID for the student's degree or certificate program at a reporting institution at admission. This code is institution-assigned.
Data Type:	Text
Example:	SOC100

Collection Files Containing Data Element:

Collection File
Field_of_Study_at_Admission

Valid Values:

Any alphanumeric string that uniquely identifies a degree/certificate program of study at a reporting institution for the reporting term, also '9998' ('Undeclared ') and '9999' ('Not Applicable.')

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. The value provided must be unique (i.e., it must represent one and only one degree/certificate field of study.)
3. Please include leading zeroes in this field.
4. This alphanumeric code must match a single value provided by the reporting campus/institution as a PSD-0780 (Field of Study ID) in the Field of Study file.
5. Please input one row per student-field of study-concentration combination. Students who are admitted to multiple degree/certificate fields of study (multiple majors) will have multiple rows in this table. For example, a student who is admitted to two fields of study will have two rows in this table.
6. Provide '9998' ('Undeclared') in records that cover cases where a student has not declared a first major.
7. Provide '9999' ('Not Applicable' in records where the student's field of study is a non-credentialing field of study (e.g., non-degree enrollment or personal enrichment.)

Comments: Added instructions for students who are admitted to multiple fields of study.

Last Updated: Dec. 17, 2025

Data Element: Field of Study Concentration ID at Admission

ID:	PSD-0770
Definition:	An alphanumeric code identifying the declared Concentration ID for the student's degree or certificate program at a reporting institution at admission. Concentrations are defined as "specificity on the major" and are tied to fields of study. Please see the field of study table for more information. This code is institution-assigned.
Data Type:	Text
Example:	SOC100

Collection Files Containing Data Element:

Collection File
Field_of_Study_at_Admission

Valid Values:

Any alphanumeric value for PSD-0790 (Field of Study Concentration ID) affiliated with PSD-0780 (Field of Study ID) provided by an institution, as reported in the Field of Study file.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. The value provided must be unique (i.e., it must represent one and only one concentration within a degree/certificate field of study.)
3. Please include leading zeroes in this field.
4. Provide '0000' ('None') if one or more of these circumstances may apply: (a) the field of study does not offer areas of concentration, (b) the field of study offers areas of concentration but does not require its students to declare an area of concentration within the field of study (either at the time of entrance into the major or at any time), or (c) a student's field of study can be known but their area of concentration within the field of study might not be known.
5. If a value other than '0000' is recorded here, this alphanumeric code must match a single value provided by the reporting campus/institution as a PSD-0790 (Field of Study Concentration ID) in the Field of Study file.

Comments:

Last Updated: Nov. 19, 2025

Data Element: Field of Study ID

ID: PSD-0780

Definition: An alphanumeric code that uniquely identifies a Field of Study (major) leading to a degree or certificate at an institution.

Data Type: Text

Example: SOC100

Collection Files Containing Data Element:

Collection File
Field of Study

Valid Values:

Any alphanumeric string that uniquely identifies a degree/certificate program of study at a reporting institution for the reporting term, also '9998' ('Undeclared') and '9999' ('Not Applicable'.)

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. The value provided must be unique (i.e., it must represent one and only one degree/certificate field of study.) File records that provide identical values for Field of Study ID must also provide identical values for PSD-0800 (Field of Study Degree/Certificate Name), PSD-0810 (Field of Study Degree/Certificate Level), PSD-0830 (Field of Study Description), and PSD-0840 (Field of Study CIP Code). You may have variations with PSD-0790 (Field of Study Concentration ID). Please see the sample below.

PSD-0780	PSD-0790	PSD-0800	PSD-0810	PSD-0830	PSD-0840
SOC100	CRIM100	Bachelor of Arts	05	Sociology	451101
SOC100	FAM100	Bachelor of Arts	05	Sociology	451101

3. One Field of Study ID encompasses one degree/major/CIP code combination. If your institution grants different degree levels in the same major (for example, Bachelors' and Masters' degrees in

Sociology), please provide separate Field of Study IDs for each degree/major/CIP code combination.

4. Provide '9998' ('Undeclared') in records that cover cases where a student has not declared a first major.
5. Provide '9999' ('Not Applicable') in records where the student's Field of Study is a non-credentialing field of study (e.g., non-degree enrollment or personal enrichment.)
6. Values provided for PSD-0170 (Field of Study (Major) ID) in the Student Field of Study and PSD-0390 (Completion Field of Study (Major) ID) in the Student Completion Major table must match to a value provided in this field.

Comments:

Last Updated: Nov. 19, 2025

Data Element: Field of Study Concentration ID

ID:	PSD-0790
Definition:	An alphanumeric code that uniquely identifies an area of concentration (or no concentration) within a degree or certificate Field of Study offered by a reporting institution during the reporting term. Concentrations are defined as specificity on the major.
Data Type:	Text
Example:	CRIM100

Collection Files Containing Data Element:

Collection File
Field of Study

Valid Values:

Any alphanumeric string that uniquely identifies an area of concentration within a degree or certificate program of study offered by a reporting institution for the reporting term, also '9998' ('Undeclared'), '9999' ('Not Applicable') and '0000' ('None').

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. The value provided must be unique (i.e., it must represent one and only one area of concentration within a Field of Study).
3. Provide '0000' ('None') if one or more of these circumstances may apply:
    a. The field of study does not offer areas of concentration
    b. The field of study offers areas of concentration but does not require its students to declare an area of concentration within the field of study (either at the time of entrance into the major or at any time), or
    c. A student's field of study can be known but their area of concentration within the field of study might not be known.
4. One PSD-0780 Field of Study ID may be connected to multiple PSD-0790 Field of Study Concentration IDs.

Comments:

Last Updated: Nov. 19, 2025

Data Element: Field of Study Degree/Certificate Name

ID: PSD-0800

Definition: Name of the degree or certificate associated with a field of study offered by a reporting institution.

Data Type: Text

Example: Bachelor of Arts

Collection Files Containing Data Element:

Collection File
Field of Study

Valid Values:

Official names for the degrees or certificates associated with fields of study at an institution for the reporting term.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Provide 'Undeclared' if, and only if, the value provided for PSD-0780 (Field of Study ID) equals '9998' ('Undeclared').
3. Provide 'Not Applicable' if, and only if, the value provided for PSD-0780 (Field of Study ID) equals '9999' ('Not Applicable.')

Comments:

Last Updated: Nov. 19, 2025

Data Element: Field of Study Degree/Certificate Level

ID:	PSD-0810
Definition:	A two-digit code designating the level of the degree or certificate associated with a Field of Study offered by an institution. Available codes are those used in the U.S. Department of Education's Integrated Post-Secondary Education Data System (IPEDS).
Data Type:	Text
Example:	05

Collection Files Containing Data Element:

Collection File
Field of Study

Valid Values:

01	Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours) received by student
02	Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours) received by student
03	Associate's degree received by student
04	Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 contact or clock hours) received by student
05	Bachelor's degree
06	Post-baccalaureate certificate
07	Master's degree
08	Post-master's certificate
17	Doctor's Degrees (Research/Scholarship)
18	Doctor's Degrees (Professional Practice)
19	Doctor's Degrees (Other)
98	No degree or certificate

One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Provide '98' if, and only if, the value provided for PSD-0780 Field of Study ID equals '9998' ('Undeclared') or '9999' ('Not Applicable').
3. Values should match the ones listed above, which are also the values for 'degree_certificate_level' in the lookup table.

Comments:

Last Updated: Nov. 19, 2025

Data Element: Field of Study Completion Credits/Clock Hours Required

ID: PSD-0820

Definition: The total number of credits or clock hours required for receipt of a degree/certificate by students completing the Field of Study during the reporting term, based on the paradigmatic case where a student is pursuing the degree/certificate as a first degree/certificate of that kind with only one major, no minors, and no endorsements.

Data Type: Decimal

Example: 180.00

Collection Files Containing Data Element:

Collection File
Field of Study

Valid Values:

Any six-digit decimal numeric string, expressed in 'XXX.XX' format, between '001.00' and '999.99.'

Data Submission Rules:

1. Leave blank if
    a. The value provided for PSD-0780 Field of Study ID equals '9998' ('Undeclared') or '9999' ('Not Applicable'); or
    b. The Field of Study is one in which the total number of credits required for receipt of a degree/certificate varies from student to student.

Comments:

Last Updated: Nov. 19, 2025

Data Element: Field of Study Description

ID: PSD-0830

Definition: Institutional description of the field of study associated with a degree or certificate program of study offered by an institution.

Data Type: Text

Example: Creative Writing

Collection Files Containing Data Element:

Collection File
Field of Study

Valid Values:

Institutional descriptions for fields of study associated with degree or certificate programs of study offered by a reporting institution during a reporting term. (A description provided by the institution need not match the NCES Classification of Instructional Programs (CIP) description for the field of study.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Provide 'Undeclared'' if, and only if, the value provided for PSD-0780 (Field of Study ID) equals '9998' ('Undeclared.')
3. Provide 'Not Applicable' if, and only if, the value provided for PSD-0780 (Field of Study ID) equals '9999' ('Not Applicable.')

Comments:

Last Updated: Nov. 19, 2025

Data Element: Field of Study CIP Code

ID:	PSD-0840
Definition:	Six digit NCES Classification of Instructional Programs (CIP) code for the field of study associated with a degree or certificate program offered by a reporting institution
Data Type:	Text
Example:	470604

Collection Files Containing Data Element:

Collection File
Field of Study

Valid Values:

Any valid six-digit NCES Classification of Instructional Programs (CIP) code in 'XXXXXX' format.

See a list of valid values under 'cip' in the PSDC lookup tables.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. CIP codes are frequently represented as 'XX.XXXX,' where the first two digits denote a broad area of instruction, and the latter four digits represent a sub-area of instruction. Do not provide CIP codes in this format. Instead, provide the six numbers without the period.
3. Provide '999998' if the value provided for PSD-0780 (Field of Study ID) equals '9998' ('Undeclared') or '9999' ('Not Applicable.')

Comments:

Last Updated: Nov. 19, 2025

Data Element: Field of Study Concentration Description

ID: PSD-0850

Definition: Institutional description of an area of concentration (or no or unknown concentration) within a degree or certificate Field of Study offered by an institution during the reporting term.

Data Type: Text

Example: Nonfiction Writing

Collection Files Containing Data Element:

Collection File
Field of Study

Valid Values:

Institutional descriptions for areas of concentration within programs of study offered by a reporting institution during a reporting term (note that a description provided by the institution need not match the NCES Classification of Instructional Programs (CIP) description for the area of concentration.)

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Provide 'None' if the value provided for Field of Study Concentration ID (PSD-0790) equals '0000' ('None').
3. Provide 'Undeclared' if the value provided for Field of Study Concentration ID (PSD-0790) equals '9998' ('Undeclared.')
4. Provide 'Not Applicable' if the value provided for Field of Study Concentration ID (PSD-0790) equals '9999' ('Not Applicable.')

Comments:

Last Updated: Nov. 19, 2025

Data Element: Field of Study Concentration CIP Code

ID:	PSD-0860
Definition:	Six-digit NCES Classification of Instructional Program (CIP) code for an area of concentration within the field of study associated with a degree or certificate Field of Study offered by an institution.
Data Type:	Text
Example:	470604

Collection Files Containing Data Element:

Collection File
Field of Study

Valid Values:

Any valid six-digit NCES Classification of Instructional Programs (CIP) code in 'XXXXXX' format.

See a list of valid values under 'cip' in the PSDC lookup tables.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. CIP codes are frequently represented as 'XX.XXXX,' where the first two digits denote a broad area of instruction, and the latter four digits represent a sub-area of instruction. Do not provide CIP codes in this format. Instead, provide the six numbers without the period.
3. Provide '999998' if the value provided for PSD-0790 (Field of Study ID) equals '0000' (None), '9998' ('Undeclared') or '9999' ('Not Applicable.')

Comments:

Last Updated: Nov. 19, 2025

Data Element: Course ID

ID:	PSD-0870
Definition:	An alphanumeric code that uniquely identifies a distinct (single- or multiple-section) for credit course offered by a reporting institution during a reporting term.
Data Type:	Text
Example:	PHIL 114

Collection Files Containing Data Element:

Collection File
Course
Registration

Valid Values:

Any alphanumeric string that uniquely identifies a distinct (single- or multiple-section) course offered by a reporting institution during a reporting term. Typically, this value (e.g., 'PHIL114') will be constructed by appending together:

1. An alphanumeric string containing the course acronym (e.g., 'PHIL') and
2. An alphanumeric string containing the course number ('114').

Do not include Course Section ID (PSD-0880) values in this string, since it is supposed to be a unique identifier for a distinct course offered singly or multiply during a reporting term, not for any one particular offering of the course during the term. Individual course sections are to be uniquely identified by the combination of the Course ID and Course Section ID values provided by the reporting institution.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Each value provided must be unique (i.e., it must represent one and only one for-credit course offered singly or multiply by an institution during a reporting term).

Comments:

Last Updated: Oct. 9, 2025

Data Element: Course Section ID

ID: PSD-0880

Definition: An alphanumeric string that individuates multiple sections of the same course offered by a reporting institution during a reporting term.

Data Type: Text

Example: 1

Collection Files Containing Data Element:

Collection File
Course
Registration

Valid Values:

Any string that distinguishes multiple sections of the same course offered by a reporting institution during a reporting term.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Each value provided must be unique (i.e., it must represent one and only one section of a course).
3. If the course only has one section, please fill in "1" for this field.

Comments:

Last Updated: Oct. 9, 2025

Data Element: Course Number

ID:	PSD-0890
Definition:	A standardized course catalog number for a course section offered by a reporting institution, where the first digit typically indicates the course level for the course section.
Data Type:	Text
Example:	114

Collection Files Containing Data Element:

Collection File
Course

Valid Values:

Any standardized course catalog number for a course section offered by a reporting campus/institution, where the first digit indicates the course level for the course section. 0 indicates a pre-undergraduate level course, 1 to 2 indicates a lower-level undergraduate course, 3 to 4 indicates an upper-level undergraduate course, and 5 or higher indicates a graduate/professional level course.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Please include leading zeroes in this field.
3. All digits in the value must be numeric.

Comments:	Added note about leading zeroes. Changed the structure of this to accommodate institutions with 4- and 5- digit course numbers.
Last Updated:	May 20, 2026

Data Element: Course Title

ID: PSD-0900

Definition: The course title for a course section offered by a reporting institution during a reporting term, as listed in the course catalog for the institution.

Data Type: Text

Example: Philosophical Issues in the Law

Collection Files Containing Data Element:

Collection File
Course

Valid Values:

Any alphanumeric string that provides the title for a course offered by an institution.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.

Comments:

Last Updated: Oct. 9, 2025

Data Element: Course Subject

ID: PSD-0910

Definition: A description of the course subject of a course section offered by a reporting institution during a reporting term.

Data Type: Text

Example: Philosophy

Collection Files Containing Data Element:

Collection File
Course

Valid Values:

Any alphanumeric string providing an institutional description of a course subject area associated with a course section offered by a reporting institution during a reporting term. (A description provided by the institution need not match the NCES Classification of Instructional Programs (CIP) description for the course subject.)

NOTE: Course acronyms (e.g., 'PHIL') may be used for this data element if subject descriptions are not available.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.

Comments:

Last Updated: Oct. 9, 2025

Data Element: Course Subject CIP Code

ID: PSD-0920

Definition: The six-digit NCES Classification of Instructional Programs (CIP) code for the course subject of a course section offered by a reporting institution during a reporting term.

Data Type: Text

Example: 230501

Collection Files Containing Data Element:

Collection File
Course

Valid Values:

Any valid six-digit NCES Classification of Instructional Programs (CIP) code in 'XXXXXX' format.

See a list of valid values under 'cip' in the PSDC lookup tables.

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. CIP codes are frequently represented as 'XX.XXXX,' where the first two digits denote a broad area of instruction, and the latter four digits represent a sub-area of instruction. Do not provide CIP codes in this format. Instead, provide the six numbers without the period.
3. If your institution does not record course subject CIP codes, please provide '999999' ('Unknown') in this field.

Comments:

Last Updated: Jan 22nd, 2026

Data Element: Course Section Instructional Type

ID: PSD-0930

Definition: A two-digit code indicating the instructional type of a course section offered by a reporting institution during a reporting term.

Data Type: Text

Example: 10

Collection Files Containing Data Element:

Collection File
Course

Valid Values:

10	Organized Class Section: Lecture/Seminar
11	Organized Class Section: Lab/Studio/Discussion/Recitation
12	Organized Class Section: Lecture/Seminar + Lab/Studio/Discussion/Recitation
20	Individualized Instruction: Directed/Independent Study/Research
99	Unknown

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Data submitted must be one of the values listed above, which are in the lookup table under "course_section_instruction_type."
3. For field experience courses, such as student teaching and internships, please use code '20.'

Comments: Added guidance for internships

Last Updated: May 27, 2026

Data Element: Course Section Duration

ID: PSD-0940

Definition: A two-digit code indicating the instructional type of a course section offered by a reporting institution during a reporting term.

Data Type: Text

Example: 10

Collection Files Containing Data Element:

Collection File
Course

Valid Values:

10	Single-term course section
20	Multiple-term course section

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Data submitted must be one of the valid values listed above.

Comments: Added in late – accidentally left out from earlier version sent out.

Last Updated: Dec. 17, 2025

Data Element: Course Section Instruction Delivery Type

ID:	PSD-0950
Definition:	A three-digit code indicating the primary mode of delivery for the instruction in a course section offered by a reporting institution during a reporting term.
Data Type:	Text
Example:	100

Collection Files Containing Data Element:

Collection File
Course

Valid Values:

000	Face-to-face instruction
100	Distance instruction: asynchronous
200	Distance instruction: synchronous
300	Hybrid
400	Unknown

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Data submitted must be one of the values listed above, which are also in the lookup table for 'section_instruction_delivery.'
3. Please use code '100' ('Distance instruction: asynchronous') when the course is offered on demand.
4. Please use code '200' ('Distance instruction: synchronous') when the course offers structured live sections.
5. Please use code '300' ('Hybrid') when the course includes both in-person and distance education.
6. Please use code '400' ('Unknown') for field experience courses, such as student teaching and internships.

Comments: Added instructions for field experience courses.

Last Updated: May 27 2026

Data Element: Course Section Instruction Delivery Site

ID:	PSD-0960
Definition:	A four-digit code indicating the primary site in which students receive instruction in a course section offered by a reporting institution during a reporting term.
Data Type:	Text
Example:	1000

Collection Files Containing Data Element:

Collection File
Course

Valid Values:

1000	On-site
2000	Off-site
3000	No Site (distance learning)

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Data submitted must be one of the three valid values listed above.
3. Please use '3000' (No Site) for field experience courses, such as internships and student teaching.

Comments:	Added instructions for field experience courses and student teaching.
Last Updated:	May 27, 2026

Data Element: Course Section Online Learning Type

ID:	PSD-0970
Definition:	A two-digit code indicating the primary way in which web tools are used (if at all) in a course section at a reporting institution during a reporting term.
Data Type:	Text
Example:	10

Collection Files Containing Data Element:

Collection File
Course

Valid Values:

10 **Complete Online Learning** – A course section in which 75% or more of instruction is delivered online rather than face-to-face contact between students and an instructor.

20 **Hybrid Online Learning** – A course section in which some, but less than 75% of instruction is delivered online rather than face-to-face contact between students and an instructor.

30 **Enhanced Online Learning** – A course section that requires access to web-based tools, but where use of these tools does not displace any face-to-face seat time.

40 **Optional Online Learning** – A course section in which each student can choose either to attend class sessions or to receive instruction online.

98 **No Online Learning** – A course section that does not require access to web tools either as a substitute for, or as a supplement to, face-to-face seat time.

99 **Unknown**

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Data submitted must be one of the valid values listed above, which are the values for 'online_learning_type' in the PSD lookup tables.

Comments:

Last Updated: Oct. 9, 2025

Data Element: Course Section Pre-Collegiate Learning Indicator

ID: PSD-0980

Definition: A one-alpha character code indicating whether a course section at a reporting institution is designed to bring the student up to the collegiate level so that students can subsequently take for-credit academic courses.

Data Type: Text

Example: Y

Collection Files Containing Data Element:

Collection File
Course

Valid Values:

Y	Yes
N	No
9	Unknown

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Data submitted must be one of the three valid values listed above.

Comments:

Last Updated: Oct. 9, 2025

Data Element: Course Section Start Date

ID:	PSD-0990
Definition:	The start date for a course section offered by an institution.
Data Type:	Date
Example:	09/15/2025

Collection Files Containing Data Element:

Collection File
Course

Valid Values:

Any date expressed in the format 'MM/DD/YYYY,' where 'MM' is the number for the month (e.g., '08' for August), 'DD' is the number for a day in the month (e.g., '26'), and 'YYYY' is the year (e.g., '2025').

Data Submission Rules:

1. The date must not be later than the course section end date provided (PSD-1000).

Comments:	Removed restrictions on NULL values.
Last Updated:	February 4, 2026

Data Element: Course Section End Date

ID: PSD-1000

Definition: The end date for a course section offered by an institution.

Data Type: Date

Example: 12/15/2025

Collection Files Containing Data Element:

Collection File
Course

Valid Values:

Any date expressed in the format 'MM/DD/YYYY,' where 'MM' is the number for the month (e.g., '08' for August), 'DD' is the number for a day in the month (e.g., '26'), and 'YYYY' is the year (e.g., '2025').

Data Submission Rules:

1. The date must not be earlier than the course section start date provided (PSD-990).

Comments: Removed restrictions on NULL values.

Last Updated: Oct. 9, 2025

Data Element: Course Section Credit Hours Attempted

ID: PSD-1010

Definition: Credit hours attempted by a student in a (registration for a) course section offered by a reporting institution.

Data Type: Decimal

Example: 03.00

Collection Files Containing Data Element:

Collection File
Registration

Valid Values:

A decimal, expressed in 'XX.XX' format, greater than '0.00' and less than or equal to '99.99'

Data Submission Rules:

1. This is a required field. NULL values are not allowed.

Comments:

Last Updated: January 29, 2026

Data Element: Course Section Credit Hours Earned

ID:	PSD-1020
Definition:	Credit hours earned by a student in a (registration for a) course section offered by a reporting institution.
Data Type:	Decimal
Example:	03.00

Collection Files Containing Data Element:

Collection File
Registration

Valid Values:

A decimal, expressed in 'XX.XX' format, greater than '0.00' and less than or equal to '99.99'

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. The value provided must not exceed that provided for PSD-1010 (Course Section Credit Hours Attempted) when the value provided for PSD-0940 (Course Section Duration) equals '10' ('Single-Term Course Section').
3. The value provided must not exceed the sum of values provided for PSD-1010 (Course Section Credit Hours Attempted) in the current term and earlier terms when the value provided for PSD-0940 (Course Section Duration) equals '20' ('Multiple-Term Course Section').

Comments:

Last Updated: January 29, 2026

Data Element: Course Section Grade Letter

ID:	PSD-1030
Definition:	One-character alphanumeric code indicating the grade or posting status received by a student for their performance in a course section offered by an institution.
Data Type:	Text
Example:	B

Collection Files Containing Data Element:

Collection File
Registration

Valid Values:

A	Student received a letter grade in the A- to A range or its numeric equivalent.
B	Student received a letter grade in the B- to B+ range or its numeric equivalent.
C	Student received a letter grade in the C- to C+ range or its numeric equivalent.
D	Student received a letter grade in the D- to D+ range or its numeric equivalent.
F	Student received a letter grade of F or its numeric equivalent.
S	Student received a 'Satisfactory' grade.
U	Student received an 'Unsatisfactory' grade.
P	Student received a 'Pass' grade.
N	Student received a 'Not Pass' grade.
W	Withdrawn: Student withdrew from the course before the completion of the reporting term.
I	Incomplete: Student received an as-yet-unresolved incomplete status for the course.
X	No Posting: Student's grade or status for the course has yet to be posted.
7	Continuing course: grade not yet assigned.
8	Student dropped the course (not an official withdrawal assigned a 'W' grade).

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Data submitted must be one of the valid values listed above, which are the values for 'grade' in the PSD lookup tables.
3. Provide '7' only when:
    a. The value provided for PSD-0940 (Course Section Duration) equals '20' ('Multiple-Term Course Section') and
    b. The value provided for PSD-1020 ('Course Section Credit Hours Earned') = '0.00.'

Comments:

Last Updated: Jan 22, 2026

Data Element: Course Section Grade Number

ID:	PSD-1040
Definition:	The numeric equivalent of a letter grade received by a student for their performance in a course section offered by an institution.
Data Type:	Decimal
Example:	3.0

Collection Files Containing Data Element:

Collection File
Registration

Valid Values:

Any number in X.X format between 0.0 and 4.0, also 9.8 ('Not Applicable') and 9.9 ('Unknown').

Data Submission Rules:

1. This is a required field. NULL values are not allowed.
2. Provide 9.8 ('Not Applicable') if 'S' ('Satisfactory'), 'U' ('Unsatisfactory'), 'W' ('Withdrawn'), 'P' ('Pass'), 'N' ('Not Pass') or '8' ('Dropped') was provided for PSD-1030 ('Course Section Grade Letter').
3. Provide 9.9 ('Unknown') if 'I' ('Incomplete'), 'X' ('Not Posted'), or '7' ('Continuing') was provided for PSD-1030 (Course Section Grade Letter).
4. Please round decimals to two places.

Comments:

Last Updated: Jan 22, 2026

Frequently Asked Questions

"Long" versus "Wide" data

Data where there is more than one value per student can be represented in either "long" or "wide" format. For example, a single student can have zero or more self-reported race types or declared majors. In "wide" representation, tables are required to have a pre-defined set of columns to capture the data.

Using race as an example, suppose we have three students with the following races:

1. White (one race)
2. Korean, White (two races)
3. Makah, Tsimshian, Cherokee, Creek, Lower Elwha (five races)

In a wide data structure with only three race columns, this could be the way the data are represented:

student_id	race_1	race_2	race_3
001	White		
002	Korean	White	
003	Makah	Tsimshian	Cherokee

The third student can only have the first three races stored in the table.

In "long" data, there is no pre-defined set of columns for characteristics with zero or more values per student. The same data as above would be represented as:

student_id	race_1
001	White
002	Korean
002	White
003	Makah
003	Tsimshian
003	Cherokee
003	Creek
003	Lower Elwha

The long format allows all values to be represented in the data. A decision can be made at the time of data analysis or summarization for how to handle the multiple values. This could involve limiting the count of race values and widening the data, redefining into categories such as "single" or "multiple" races, or mapping to a different variable, such as a more generic race grouping.

Supporting Documentation

We'd like institutions to submit supporting documentation, to clarify how each institution records certain variables. This can be submitted as a Word document or an Excel file. You can include optional notes that help clarify the data. The table below summarizes references to supporting documentation in this guide, and what we would expect to see submitted.

Supporting Documentation Reference	Information Expected
Registration Table	How each institution defines enrollment status by credits, for each level of student (undergraduate, graduate)
Student High School GPA	Please provide supporting documentation to PSDC staff about the scale, and whether or not weighted and unweighted GPAs are combined in the same field. Some institutions record GPAs on a four-point scale and others use a five-point scale.
Baccalaureate Previous Credits Transferred: Total	If your institution is unable to separate accepted transfer credits from the reported total, please make provide a note in your supporting documentation.
Baccalaureate Previous Credits Transferred: AP	Leave blank if your institution cannot separate out Advanced Placement credits from the transfer credit total. Please provide a note in your supporting documentation about this.
Baccalaureate Previous Credits Transferred: IB	Leave blank if your institution cannot separate out International Baccalaureate credits from the transfer credit total. Please provide a note in your supporting documentation about this.