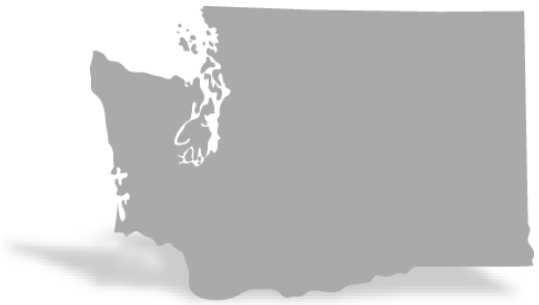
Term Dates and Student Term Files



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Agenda

- Staff Introductions
- Term Dates File
- Student Term File

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Webinar Schedule

- Monday, May 4 – Overview of Changes
- Wednesday, May 6 – Demographics Files
- ★ Monday, May 11 – Student Term and Term Dates
- Wednesday, May 13 – Field of Study Files
- Monday, May 18 – Completion Files
- Wednesday, May 20 – Course and Registration Files
- Wednesday, May 27 – Admissions File

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Staff Introductions

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Term Dates

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General Instructions

Question	Answer
What to include?	Institution-level records specifying the term start and end dates for all campuses of an institution.
What is the unique record grain?	Record Number, Enrollment Year, Enrollment Term, Institution ID, Course Provider Campus ID

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File Structure

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

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Course Provider Campus ID

- Definition – a unique three-digit code indicating the campus of a reporting institution that offers course sections for credit.
- If you submitted data in 2025, please use the lookup table values.
- If you did not submit data in 2025, please contact PSDC staff so we can create lookup table values.
- You do not need to report on students who are enrolled at international campuses
- Campus locations and delivery types are disaggregated.

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Enrollment Term System

- Academic term system for a campus at an institution
- Valid values are listed below, and are in the lookup table for “term system”
  - 9 Unknown
  - A Annual
  - F Four-one-four
  - Q Quarter system
  - S Semester system
  - C Continuous

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Enrollment Term Start Date and End Date

- Start Date
  - The official date an academic term began on a campus at an institution
  - MM/DD/YYYY format
  - Rolling/continuous institutions – use July 1 of the academic year you're reporting on
  - Multiple summer terms – use the start date of the first summer term
- End Date
  - The official end date an academic term ended on a campus at an institution
  - MM/DD/YYYY format
  - Rolling/continuous institutions – use June 30 of the academic year you're reporting on
  - Multiple summer terms – use the end date of the last session

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Enrollment Term Census Date

The date you pulled and compiled the data

MM/DD/YYYY format

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Credits/Clock Hours Flag

- How the institution tracks recognition of attendance or performance in an instructional activity that can be applied by a recipient towards a postsecondary credential
- Two possible values
  - Credits
  - Clock hours

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Student Term

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General Instructions

Question	Answer
Who to include?	All students enrolled at your institution in the academic year and term represented in the file
What is the unique record grain?	Record Number, Enrollment Year, Enrollment Term, Institution ID, Student ID

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File Structure

Field ID	Field Name
PSD-0010	Record Number
PSD-0020	Enrollment Year
PSD-0030	Enrollment Term
PSD-0040	Institution ID
PSD-0050	Student ID (Institution)
PSD-0190	Student Primary Enrollment Campus ID
PSD-0200	Student Primary Enrollment Site
PSD-0210	Class Standing
PSD-0220	Student Term GPA

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File Structure (2)

Field ID	Field Name
PSD-0230	Student Cumulative Institutional GPA
PSD-0240	Student Cumulative Overall GPA
PSD-0250	Student Pell Grant Status
PSD-0260	Student Washington College Grant Status
PSD-0290	Student College Bound Scholarship Status

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Student Primary Enrollment Campus ID and Student Primary Enrollment Site

- Student Primary Enrollment Campus ID
  - 3-digit code indicating the primary campus providing courses at which the student is enrolled
  - Must match a value provided for Course Provider Campus ID in the Term Dates file
  - Use ‘campus’ lookup table values
  - When a completing student is not enrolled, provide the campus that awarded the completion
- Student Primary Enrollment Site
  - Unique six-digit code indicating the primary site at which students enrolled at a reporting institution receive instruction
  - See lookup table values for ‘site’
  - Instructional site used for
    - College in the HS
    - Dual enrollment
    - Online learning
    - Department of Corrections programs

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Class Standing

Valid Value	Definition
01	Freshman/First Year
02	Sophomore/Second Year
03	Junior/Third Year
04	Senior/Fourth Year
88	Not a Baccalaureate Student
99	Unknown

Student Term GPA

- The grade point average (GPA) for a student's coursework during an enrollment term at an institution
- You may leave this field blank if your institution does not record GPAs
- Please round to two decimal places
- Use 9.98 ('Not Applicable') if term GPA calculations are not applicable to a student's program of student
- Use 9.99 ('Unknown') if term GPA is unknown

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Student Cumulative Institutional GPA

- A student's cumulative GPA for courses taken at a reporting institution upon the completion of an enrollment term
- Do not include transfer coursework in this GPA value
- You may leave this field blank if your institution does not record GPAs
- You may leave this field blank if your institution does not record GPAs in a way that you can separate out transfer coursework

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Student Cumulative Overall GPA

- A student's cumulative GPA combining transfer coursework as well as courses taken at a reporting institution upon the completion of an enrollment term
- You may leave this field blank if your institution does not record GPAs
- You may leave this field blank if your institution does not record GPAs in a way that includes transfer coursework

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Student Pell Grant Status

- A one-character alphanumeric code indicating whether a student received a Pell Grant during the term
  - Y – student received a Pell Grant
  - N – student did not receive a Pell Grant
  - 9 – student's Pell Grant status is unknown

- Value should be 'N' when PSD-0440 (Student Type) is equal to '41', '42', '43', '44', '50'

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Student Washington College Grant Status

- A one-character alphanumeric code indicating whether a student received a WA College Grant during the term
  - Y – student received a WA College Grant
  - N – student did not receive a WA College Grant
  - 9 – student's WA College Grant status is unknown

- Value should be 'N' when PSD-0440 (Student Type) is equal to '41', '42', '43', '44', '50'

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Student College Bound Scholarship Status

- A one-character alphanumeric code indicating whether a student received a College Bound Scholarship during the term
  - Y – student received a College Bound Scholarship
  - N – student did not receive a College Bound Scholarship
  - 9 – student's College Bound Scholarship status is unknown

- Value should be 'N' when PSD-0440 (Student Type) is equal to '41', '42', '43', '44', '50'

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Questions?

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