

## CDR EDITING CRITERIA – MAAD

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<b>5010</b>	<b>STUDENT SOCIAL SECURITY NUMBER</b>	
<b>EDITS:</b>	5010-11	<i>Must be coded numeric -- NO blanks (bs), alphabetic characters, special characters, or all zeros.</i>
<b>NOTES:</b>	<i>Refer to edit 59M1-41.</i>	

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<b>5012</b>	<b>CAMPUS STUDENT ID</b>	
<b>EDITS:</b>	5012-11	The ID must be present for each student in the submission – no blanks or special characters allowed. +Sp/04
<b>NOTES:</b>	<i>The campus student ID allows UW campuses to link MAAD data to the campus database. It may be used by UW System Administration as an alternate means of linking campus records.</i> Sp/04	

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<b>5020</b>	<b>GENDER</b>	
<b>EDITS:</b>	5020-11	<i>Must be coded 'M' or 'F'.</i>

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<b>5030</b>	<b>RACE/ETHNICITY</b>	-Sp/07
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<b>5035</b>	<b><del>RACE/ETHNIC SUB-CATEGORY</del></b>	-Sp/07
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<b>5040</b>	<b>BIRTHDATE</b>	
<b>EDITS:</b>	5040-11	<i>a) If present, must be coded numeric. b) Birth month must equal 01 through 12, inclusive. c) The student's age (calculated using the Birth Year and current year) must be at least 8.</i>
	5040-12	<i>Birthdate should not be blank (b).</i>
	5040-21	<i>If the applicant is applying as a new undergraduate (Entrance Status (DE 5240) = 'N'), this element should not be blank (b).</i>

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<b>5050</b>	<b>CITIZENSHIP, STATUS OF</b>	
<b>EDITS:</b>	5050-11	<i>Must be coded 'A', 'C', 'P', or 'R'.</i>

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<b>5090</b>	<b>HIGH SCHOOL CLASS SIZE</b>	
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<b>5100</b>	<b>HIGH SCHOOL CLASS RANK</b>	
<b>EDITS:</b>	5100-21	<i>If this element is greater than zero, it must be less than or equal to High School Class Size (DE 5090). If High School Class Size (DE 5090) is greater than zero, then this element must be greater than zero.</i> +A/03
	5100-22	<i>If High School Class Rank (DE 5100) and High School Class Size (DE 5090) are both greater than zero, High School Class Rank (DE 5100) should not equal High School Class Size (DE 5090).</i> +A/03

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<b>5105</b>	<b>HIGH SCHOOL CLASS RANK PERCENTILE</b>	
<b>EDITS:</b>	5105-22	<i>If the student is applying as a new undergraduate (Entrance Status (DE 5240) = 'N'), this element should not be blank (b).</i>

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<b>5120</b>	<b>HIGH SCHOOL, DATE OF GRADUATION</b>	
<b>EDITS:</b>	5120-12 <i>This data element must be blank (b) or contain a numeric code not greater than the academic year for which the student is applying. For example, if a student is applying for Fall 2000, the High School Graduation Year should not be greater than 2000.</i>	
	5120-22 <i>If the student is applying as a new undergraduate (Entrance Status (DE 5240) = 'N'), this element should not be blank (b).</i>	

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<b>5134</b>	<b>APPLICATION STATUS</b>	
<b>EDITS:</b>	5134-11 <i>Must be coded '1', '2', or '3'.</i>	
<b>NOTES:</b>	<i>Late applications that are returned unprocessed should be reported using one of the following methods: (1) Applications are tallied and totals are reported in the Tally of Late Applications (DE 5900); or (2) Applicant records are submitted with Application Status = '3'. These applications will not be included in any analysis, but the information will be used as an indicator of activity after admissions are closed.</i>	

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<b>5135</b>	<b>ADMISSION CATEGORY</b>	-Sp/07
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<b>5136</b>	<b>ADMISSION ACTION</b>	
<b>EDITS:</b>	5136-11 <i>Must be coded '00', '01', '10', '11', '12', '13', '14', '15', '20', '21', '22', or '23'.</i>	
<b>NOTES:</b>		-A/07

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<b>5138</b>	<b>DEFERRED STATUS</b>	
<b>EDITS:</b>	5138-11 <i>Must be coded 'D' or blank (b).</i>	
<b>NOTES:</b>	<i>When Deferred Status = 'D', the type of deferral will be indicated as an Admission Action (DE 5136). For example, the applicant may have been denied for the current term due to an enrollment ceiling but was deferred to a later term (Admission Action (DE 5136) = '20' or '21'); or the applicant was admitted for the current term but requested a change to the subsequent term, thus canceling for the current term (Admission Action (DE 5136) = '11').</i>  <i>Deferred Status should be blank (b) for all records where the application has <u>not</u> been deferred to a later admissions cycle.</i>	

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<b>5160</b>	<b>UNIT</b>	
<b>EDITS:</b>	5160-11 <i>The valid code for the reporting unit must be present.</i>	
<b>NOTES:</b>	<i>Refer to edit 59M1-41.</i>	

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<b>5170</b>	<b>DIVISION (UW COLLEGES ONLY)</b>	
<b>EDITS:</b>	5170-21 <i>If Unit (DE 5160) = 'R', this data element must contain a valid UW Colleges Division Code. For all other Unit codes, this element must be blank (b).</i>	
<b>NOTES:</b>	<i>Refer to edit 59M1-41.</i>	

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<b>5175</b>	<b>MONTH (REPORTING)</b>	
<b>EDITS:</b>	5175-11 <i>Must be coded '01' through '08', '10' through '12', or 'XX'.</i>	

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<b>5180</b>	<b>TERM (DESIRED TERM OF ENROLLMENT)</b>	
<b>EDITS:</b>	5180-11 <i>Must be coded '1', '2', or 'S'.</i>	
<b>NOTES:</b>	<i>Refer to edit 59M1-41.</i>	

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<b>5190</b>	<b>NUMBER OF COMPETENCY BASED PROFICIENCIES</b>	
<b>EDITS:</b>	5190-11 <i>Must be coded '0' through '5' or blank '(b)'.</i>	
<b>NOTES:</b>	<i>This element should be '0' for "New Freshmen" submitting only traditional high school transcripts. This element should be blank (b) for Transfer and Re-entry applicants.</i>	

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<b>5195</b>	<b>COMPETENCY BASED ADMISSION DECISION INDICATOR</b>	
<b>EDITS:</b>	5195-11 <i>Must be coded 'Y', 'N', or blank (b).</i>	
<b>NOTES:</b>	<i>This element should be 'N' for "New Freshmen" submitting only traditional high school transcripts. This element should be blank (b) for Transfer and Re-entry applicants.</i>	

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<b>5220</b>	<b>RESIDENT STATUS – BASED ON PERMANENT HOME ADDRESS</b>	
<b>EDITS:</b>	5220-11 <i>Must be coded 'A', 'R', 'N', 'W', 'I', or 'E'.</i>	Sp/06
	5220-21 a) <i>If this element contains a 'W', the Unit (DE 5160) must contain a 'C', 'D', 'E', 'F', 'G', 'J', 'K', or 'N'.</i>	+Sp/04
	b) <i>If this element contains an 'I', the Unit (DE 5160) must contain an 'H'.</i>	+Sp/04
	c) <i>If this element contains an 'E', the Unit (DE 5160) must contain a 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', 'N', or 'R'.</i>	+Sp/06

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<b>5240</b>	<b>ENTRANCE STATUS</b>	
<b>EDITS:</b>	5240-11 <i>Must be coded 'N', 'R', 'S', or 'T'.</i>	
<b>NOTES:</b>	1) <i>Applicants for Transfer status who have no transferable credits should be coded as "New Freshmen".</i> 2) <i>Applicants seeking an additional baccalaureate degree, major, minor, and/or certification should be coded as Transfer if they are new to your institution. Applicants seeking an additional baccalaureate degree, major, minor, and/or certification should be coded as Re-entry if they previously enrolled at your institution and have no transferable credits (other than credits earned during Summer Session or while enrolled in high school).</i>	

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<b>5275</b>	<b>POST-BACCALAUREATE UNDERGRADUATE</b>	
<b>EDITS:</b>	5275-11 <i>Must be coded 'PD', 'PM', or blank '(b)'.</i>	
<b>NOTES:</b>	<i>This element should be blank for all New applicants (Entrance Status (DE 5240) = 'N') and for Transfer (Entrance Status (DE 5240) = 'T') and Re-entry (Entrance Status (DE 5240) = 'R') applicants who have <u>not</u> earned a baccalaureate degree.</i>	

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<b>5600</b>	<b>RACE/ETHNICITY: CUBAN INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5600-11 <i>This element must contain a 'Y' or 'N'.</i>	

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<b>5605</b>	<b>RACE/ETHNICITY: MEXICAN, MEXICAN-AMERICAN, OR CHICANO/A INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5605-11 <i>This element must contain a 'Y' or 'N'.</i>	

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<b>5610</b>	<b>RACE/ETHNICITY: PUERTO RICAN INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5610-11 <i>This element must contain a 'Y' or 'N'.</i>	
<b>5615</b>	<b>RACE/ETHNICITY: OTHER HISPANIC/LATINO INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5615-11 <i>This element must contain a 'Y' or 'N'.</i>	
<b>5617</b>	<b>RACE/ETHNICITY: HISPANIC/LATINO INDICATOR (Subgroup Unknown)</b>	+A/07
<b>EDITS:</b>	5617-11 <i>This element must contain a 'Y' or 'N'.</i>	
<b>5620</b>	<b>RACE/ETHNICITY: AFRICAN-AMERICAN/BLACK INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5620-11 <i>This element must contain a 'Y' or 'N'.</i>	
<b>5625</b>	<b>RACE/ETHNICITY: AMERICAN INDIAN/ALASKAN NATIVE INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5625-11 <i>This element must contain a 'Y' or 'N'.</i>	
<b>5630</b>	<b>RACE/ETHNICITY: HAWAIIAN/PACIFIC ISLANDER INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5630-11 <i>This element must contain a 'Y' or 'N'.</i>	
<b>5635</b>	<b>RACE/ETHNICITY: CAMBODIAN INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5635-11 <i>This element must contain a 'Y' or 'N'.</i>	
<b>5640</b>	<b>RACE/ETHNICITY: HMONG INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5640-11 <i>This element must contain a 'Y' or 'N'.</i>	
<b>5645</b>	<b>RACE/ETHNICITY: LAOTIAN INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5645-11 <i>This element must contain a 'Y' or 'N'.</i>	
<b>5650</b>	<b>RACE/ETHNICITY: VIETNAMESE INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5650-11 <i>This element must contain a 'Y' or 'N'.</i>	
<b>5652</b>	<b>RACE/ETHNICITY: SOUTHEAST ASIAN INDICATOR (Subgroup Unknown)</b>	+A/07
<b>EDITS</b>	5652-11 <i>This element must contain a 'Y' or 'N'.</i>	
<b>5655</b>	<b>RACE/ETHNICITY: OTHER ASIAN INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5655-11 <i>This element must contain a 'Y' or 'N'.</i>	
<b>5660</b>	<b>RACE/ETHNICITY: WHITE/CAUCASIAN INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5660-11 <i>This element must contain a 'Y' or 'N'.</i>	
<b>5665</b>	<b>RACE/ETHNICITY: OTHER RACE INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5665-11 <i>This element must contain a 'Y' or 'N'.</i>	

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<b>5670</b>	<b>RACE/ETHNICITY: RACE UNKNOWN INDICATOR</b>	+Sp/07
<b>EDITS:</b>	5670-11 <i>This element must contain a ‘Y’ or ‘N’.</i>	
	5670-21 <i>If the Race Unknown Indicator contains ‘Y’, then the specific race/ethnicity indicators (DE 5600, 5605, 5610, 5615, 5620, 5625, 5630, 5635, 5640, 5645, 5650, 5655, 5660, and 5665) must contain ‘N’.</i>	

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<b>5675</b>	<b>RACE/ETHNICITY: OTHER RACE TEXT</b>	+Sp/07
<b>EDITS:</b>	5675-21    a) <i>If Other Race Indicator (DE 5665) is ‘N’, then Other Race Text must be blank.</i>	
	b) <i>If Race Unknown Indicator (DE 5670) is ‘Y’, then Other Race Text must be blank.</i>	

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<b>5900</b>	<b>TALLY OF LATE APPLICATIONS</b>	
<b>NOTES:</b>	<i>Late applications that are returned unprocessed should be reported using one of the following methods: (1) Applications are tallied and totals are reported in the Tally of Late Applications (DE 5900); or (2) Applicant records are submitted with Application Status = ‘3’. These applications will not be included in any analysis, but the information will be used as an indicator of activity after admissions are closed.</i>	

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<b>5160</b>	<b>UNIT</b>	
<b>5170</b>	<b>DIVISION</b>	
<b>5180</b>	<b>TERM</b>	
<b>5010</b>	<b>APPLICANT SOCIAL SECURITY NUMBER</b>	
<b>EDITS:</b>	59M1-41 <i>Each combination of these data elements must be unique.</i>	

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