

CDR Liaisons

The CDR liaisons are institutional representatives responsible for the coordination of all activities at their institutions which relate to the preparation and submission of CDR data. As a part of these coordination responsibilities, liaisons will work with functional area staff (such as in Admissions, Financial Aid, and Registrar’s Offices) and with information technology staff to ensure the accuracy and completeness of CDR data submissions for their institution. For “PeopleSoft campuses,” liaisons will represent their institution on CDR issues related to the CDR/MAAD/TIS interface programs, ensuring involvement from functional and technical staff so that informed and timely decisions can be made.

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CURRICULAR DATA AREA

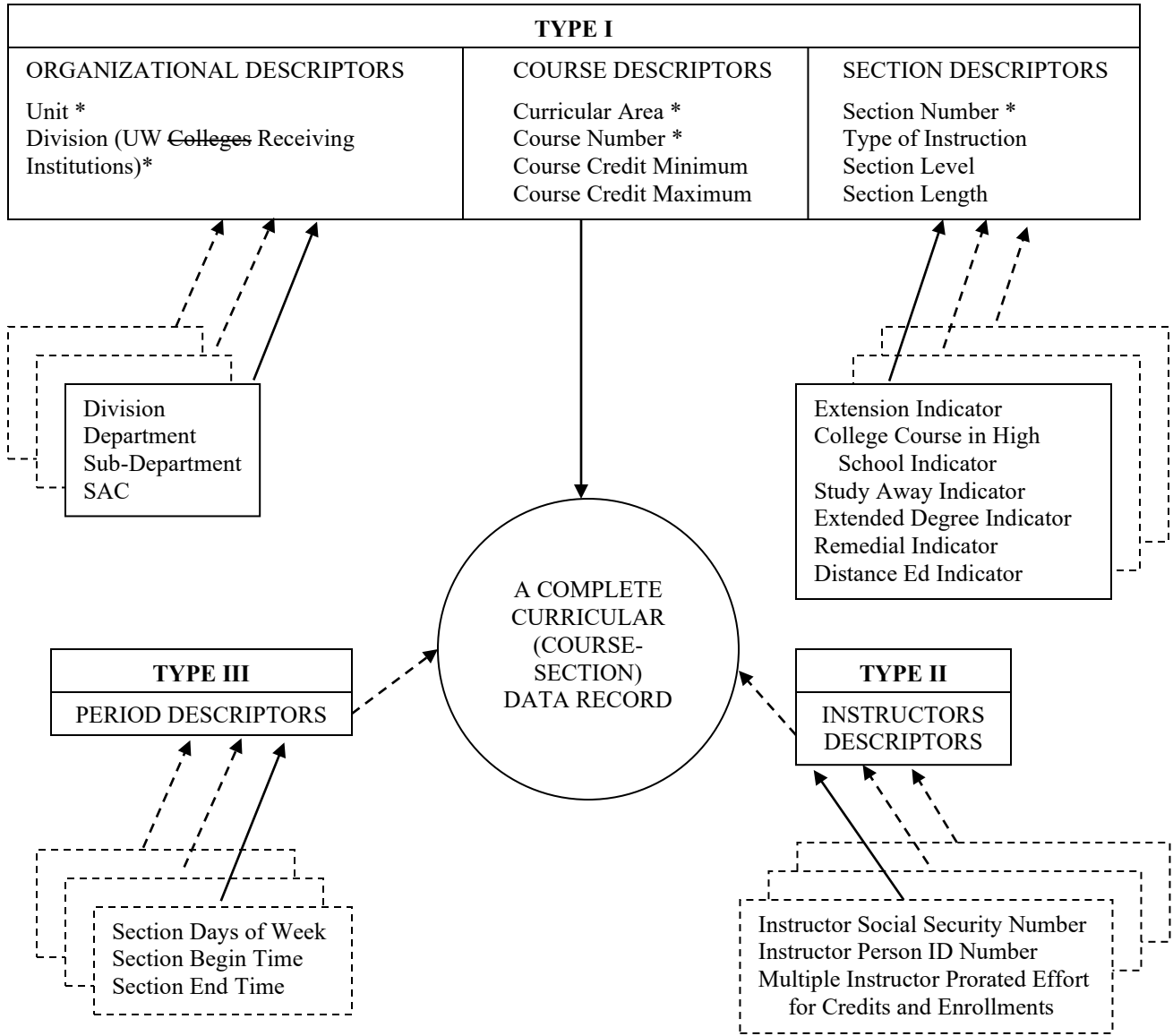
Overview

The Curricular Data Area identifies and describes elements of data which pertain to course-sections taught within the University of Wisconsin System. Several combinations of these data elements may be used to develop a complete curricular (course-section) data record. Therefore, the data elements have been grouped according to their use into four primary types, i.e., Type I, Type II, and Type III. Page II.B.2 illustrates the way in which these three types can be combined to produce a complete record. Dotted lines on this diagram are to be interpreted as meaning that the elements being referred to are not required for logical record completion. Elements for which multiple occurrences are possible are depicted on the diagram in recurring blocks. Neither the diagram nor the logical listing of data elements is to be construed to imply a physical record layout.

Each complete record identifies and describes a unique course-section. Uniqueness is established by a single combination of four data elements contained within the Type I descriptors, i.e., Unit (including Division for UW Colleges Receiving Institutions), Curricular Area, Course Number and Section Number. These four elements are referred to as the entity key. Whenever one of these descriptors changes, another unique course-section is identified. These, along with the remaining Type I descriptors, form the nucleus of a course-section description. The Type I descriptors as a set must be present once within each unique record. Within the Type I descriptors, the combination of Division, Department, and Sub-Department identifies the budgetary unit to which the instructional activities of a course section are credited. A single budgetary unit is usually credited with the instructional activities of all course-sections within a Curricular Area. However, more than one budgetary unit may contribute resources to some or all of the course sections within a Curricular Area. When this situation occurs, the instructional activities of each course-section should be prorated to the contributing budgetary units, i.e., each budgetary unit and the percentage of course-section activity attributable to it should be identified.

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Each unique course-section should be further described by the addition of at least one set of Type II descriptors. When two or more instructors share the instructional responsibilities of a unique course-section, the Type II descriptor set must be repeated for each instructor. The Type II descriptors should include at least the instructor social security number/instructor person ID number of the individual(s) who is teaching the course-section. In addition to the Type I and Type II descriptors, selected unique course-sections may require one or more sets of Type III descriptors to produce a complete curricular data record. The Type III descriptors describe the duration of the instructional activities. Type III descriptors are necessary only for course-sections which provide scheduled group instruction and are not identified as fully distance education [group instruction is defined by DE 1100 with values other than Independent Study(I), Field Experience(F), and Extended Degree(E); see DE 1100; fully distance education course sections are identified by DE 1450, with a value of 'T'].



* Collectively, these elements establish the unique identity KEY

DATA ELEMENT DESCRIPTION

NUMBER: 1010
NAME: UNIT
DEFINITION: A one-character code indicating one of the thirteen University of Wisconsin institutions.

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CODING REQUIREMENTS

LENGTH: 1 position
DECIMAL POSITION: N/A
SPECIFICATIONS:

<u>CODE</u>	<u>UNIT ABBR.</u>	<u>INSTITUTION</u>
A	MSN	Madison
B	MIL	Milwaukee
C	EAU	Eau Claire
D	GBY	Green Bay
E	LAC	La Crosse
F	OSH	Oshkosh
G	PKS	Parkside
H	PLT	Platteville
J	RVF	River Falls
K	STP	Stevens Point
L	STO	Stout
M	SUP	Superior
N	WTW	Whitewater
R	UWC	UW Colleges

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EXAMPLE: For UW-Green Bay, the element code is 'D'.

DEFAULTS:

EDITS: 1010-11 A code 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', or 'N', ~~or 'R'~~ must be present.

x

NOTES: Refer to edit 1981-21, 1981-31, 1981-32, 1986-32, 1987-71, 1990-21, and 1991-11 in the Curricular Editing Criteria beginning on page III.D.1.

APPLICABILITY

UNITS: All
POPULATION: All course-sections
DATE OF RECORD: Tenth day of instruction
SUBMISSION DATE: Sixth week of term
DATE ISSUED: Spring 2020

NUMBER: 1020
NAME: DIVISION
DEFINITION: The level of organization immediately under that of Unit.

CODING REQUIREMENTS

LENGTH: 2 positions
DECIMAL POSITION: N/A
SPECIFICATIONS: Must be one of an institution's valid division codes per the UDDS table. The following divisions are valid:

UW Receiving Institutions Division

<u>CODE</u>	<u>ABBR.</u>	<u>DIVISION NAME</u>
15	BRB	Baraboo/Sauk County
18	BRN	Barron County
60	FDL	Fond du Lac
61	FOX	Fox Valley
71	MAN	Manitowoc
72	MNT	Marinette
25	MSF	Marshfield
34	RLN	Richland
28	RCK	Rock County
73	SHB	Sheboygan
20	WAU	Wausau
B1	WSH	Washington County
B2	WAK	Waukesha
75	PLO	Platteville-Online

EXAMPLE: Division is UW-Milwaukee Waukesha campus; this element is 'B2'.

DEFAULTS: During the build process, the record is bypassed if non-KEY DDS (Division (DE 1020), Department (DE 1030), and Sub-Department (DE 1040)) is equal to spaces and SAC (Section Allocation Coefficient (DE 1045)) is equal to zeroes, or if there are no occurrences of non-KEY DDS. Greater than five occurrences of non-KEY DDS are dropped and printed on error report.

EDITS: 1020-21 a) *If Unit (DE 1010) is 'B', 'C', 'D', 'F', 'H', 'K', or 'N', the KEY Division (DE 1020) must be a valid Division per the unit as described below or be blank (b). For all other valid unit codes, the KEY Division (DE 1020) must be blank (b).*

<u>Unit</u>	<u>Divisions</u>
B	B1, B2
C	18
D	71, 72, 73
F	60, 61
H	15, 34, 75
K	20, 25
N	28

APPLICABILITY

UNITS: All
POPULATION: All course-sections, Primary Key
DATE OF RECORD: Tenth day of instruction, All submissions
SUBMISSION DATE: Sixth week of term, All submissions
DATE ISSUED: Spring 2020

DATA ELEMENT DESCRIPTION

NUMBER: 1020 – cont.

b) If KEY Division (DE 1020) is not blank (b), it must match the non-KEY Division (DE 1020).

NOTES: *Refer to edits 1981-21, 1981-31, 1981-32, 1986-32, 1987-71, 1990-21, and 1991-11 in the Curricular Editing Criteria beginning on page III.D.1.*

DATA ELEMENT DESCRIPTION

NUMBER: 1130
NAME: SECTION LENGTH
DEFINITION: The number of weeks that this section meets (including final exam period).

CODING REQUIREMENTS

LENGTH: 2 positions
DECIMAL POSITION: N/A
SPECIFICATIONS: Must be numeric and less than 19.

Following is UW System Administration's understanding of each institution's total number of rounded weeks of instruction for each term of academic year 2017-18. The weeks of instruction are calculated as follows. First, the total days of instruction are arrived at by adding up the total number of days in a term (Monday-Friday) minus legal holidays (e.g., Labor Day) and the spring break period in Term 2. Final exam period is included as part of the total days of instruction. After the total days of instruction are derived, this figure is divided by five (and rounded to the nearest whole number) to arrive at weeks of instruction. If the length of term is other than stated, please notify the Office of Policy Analysis and Research of the correct length of the term in whole weeks.

2020-21		
<u>Term Weeks</u>		
<u>Institution</u>	<u>Term 1</u>	<u>Term 2</u>
Eau Claire	15	16
Green Bay	15	15
La Crosse	15	16
Madison	15	15
Milwaukee	15	16
Oshkosh*	17	17
Parkside	14	14
Platteville	15	15
River Falls	15	15
Stevens Point	15	16
Stout	15	15
Superior	15	15
Whitewater	15	16
UW Colleges	15	15

*Includes 14-week, 7-week, and 3-week terms.

EXAMPLE: Section meets for 9 weeks; element is '09'.
DEFAULTS: During the build process, Extended Degree Program course sections, which continue beyond the maximum number of weeks in a term, will default to the maximum number.
EDITS: *1130-11 A number which is greater than zero but which does not exceed the maximum number of weeks in the term for the Unit (DE 1010) must be present.*
NOTES: *Refer to edit 1988-71 in the Curricular Editing Criteria beginning on page III.D.1.*

APPLICABILITY

UNITS: All
POPULATION: All course-sections
DATE OF RECORD: Tenth day of instruction
SUBMISSION DATE: Sixth week of term
DATE ISSUED: Spring 2020

STUDENT DATA AREA

Overview

The Student Data Area identifies and describes elements of data which pertain to students within the University of Wisconsin System. In order to more easily conceptualize these data, they have been somewhat artificially grouped into four primary types, i.e., Types I, II, III and IV. Page II.C.2 illustrates these groupings with dotted lines referring to elements which are not always required for logical record completion (solid lines referring to elements which are always required), and recurring blocks depicting elements for which multiple occurrence is possible. Neither the diagram nor the logical listing of data elements is to be construed to imply a physical record layout; rather, a logical structure is being described.

Each complete record identifies and describes a unique student. Uniqueness is established by a single combination of two data elements: one within the Type III descriptors, i.e., Unit (includes Division for UW Colleges Receiving Institutions) and one within the Type I descriptors, i.e., Student Social Security Number. These two elements are referred to as the entity key. Whenever either of these descriptors changes, another unique student is identified.

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The data elements are grouped into four types on the basis of their relationship to an educational institution. Not all elements in each type are required for the completion of each student's term-record. Type I (referred to as Personal) descriptors are educationally (or institutionally) independent. Further, it seems reasonable to assume that exactly one set of these (Type I) elements is required for the completion of each student's term-record. The Type II (Pre-University) descriptors are divided into two forms (Form A and Form B) and, in both cases, contain information about the educational institution previously attended by the student. Neither Form A (pertinent to new undergraduates) nor Form B (pertinent to other students as appropriate) would always be relevant to each student's term-record. The Type III (University) descriptors are also divided into two forms (Form A and Form B), both of which contain student information which is directly related to his (her) current university experience; Form A containing information of relevance at the beginning of the term, and Form B containing information of relevance at the end of the term. Finally, the Type IV (Post-University) descriptors name certain variables which have meaning when a student completes a university experience, by obtaining a degree or certificate.

DATA ELEMENT DESCRIPTION

NUMBER: 2012
NAME: CAMPUS STUDENT ID
DEFINITION: An identification number assigned by the UW campus.

CODING REQUIREMENTS

LENGTH: 16 positions
DECIMAL POSITION: N/A
SPECIFICATIONS: Data element may include up to sixteen alphanumeric characters.
EXAMPLE: If the campus ID number for a student at UW-Green Bay is 6017200-596-240-783, this data element would be '6017200596240783'.
DEFAULTS:
EDITS: 2012-11 a) *The ID must be present for each student in the submission – no blanks or special characters allowed.*
b) *The ID must be uniquely associated with an SSN (DE 2010) for any given year, term, and unit (and division at UW ~~Colleges~~ Receiving Institutions).*
NOTES: *The campus student ID allows UW campuses to link CDR data to the campus database. It may be used by UW System Administration as an alternate means of linking campus records.*

x

APPLICABILITY

UNITS: All
POPULATION: All students as specified in the CDR Reporting Guidelines
DATE OF RECORD: Tenth day of instruction; end of term (Financial Aid: end of reporting period) +
SUBMISSION DATE: Sixth week of term, post-term (Financial Aid: first Monday of July) +
DATE ISSUED: Spring 2020

DATA ELEMENT DESCRIPTION

NUMBER: 2110
NAME: HIGH SCHOOL GRADUATED FROM
DEFINITION: Code from the CDR high school code table (see CDR Manual, Vol. II) indicating the high school from which a resident new freshman student was graduated. (See DE 2220 for residency definition, and DE 2210 and 2240 to define a new freshman student.)

CODING REQUIREMENTS

LENGTH: 6 positions

DECIMAL POSITION: N/A

SPECIFICATIONS: NOTE: The CDR high school code table contains a few codes which are not specifically associated with a Wisconsin high school. These codes should be used when a resident new freshman did not graduate from a Wisconsin high school or the high school no longer exists. These codes are as follows.

<u>CODE</u>	<u>DEFINITION</u>
50*991	No high school diploma
50*992	Equivalent certification or diploma
50*993	Non Resident
50*994	Non-Wisconsin high school
50*995	Home School
50*999	High school no longer exists

EXAMPLE:

DEFAULTS: During the build process, if Student Classification (DE 2210) is equal to 'N' or 'O', this element is defaulted to spaces. +

EDITS:

2110-11 *This element must contain a valid code per the CDR Wisconsin High School code table, CDR Manual Vol. II, or be blank (b).*

2110-22 *If the student meets all of the following conditions, this element should contain a valid code (non-blank).*

- a) *The student is a new freshman, Entrance Status (DE 2240) is an 'N' and Student Classification (DE 2210) is an 'A', 'B', 'C', or 'D'.*
- b) *The student is a Wisconsin resident (Resident Status-Fee Basis (DE 2220) = 'R').*
- c) *The student is from a Wisconsin county (Address-Permanent (Address at Time of Application) (DE 2080) contains a Wisconsin county code of b01 thru b72 in the first three positions).*

NOTES:

APPLICABILITY

UNITS: All
POPULATION: Wisconsin resident new freshman students
DATE OF RECORD: Tenth day of instruction
SUBMISSION DATE: Sixth week of term
DATE ISSUED: Spring 2020

DATA ELEMENT DESCRIPTION

NUMBER: 2120
NAME: HIGH SCHOOL, DATE OF GRADUATION
DEFINITION: The 4 digits of the year of graduation from a high school. For a new freshman. This data element can be obtained from the student and should be available unless the student did not graduate from high school or, in some cases, received a GED.

CODING REQUIREMENTS

LENGTH: 4 positions
DECIMAL POSITION: N/A
SPECIFICATIONS:
EXAMPLE: Date of high school graduation is 1951; this element is '1951'.
DEFAULTS: During the build process, if Student Classification (DE 2210) is equal to 'N' or 'O', this element is defaulted to spaces. +
EDITS:
2120-11 *This element must be blank (b) or contain a numeric code that is greater than zero but not greater than the first year of the current academic year for Summer Term and Term 1 enrollment, e.g., 1991 in academic year 1991-92. Or, contain a numeric code that is greater than zero but not greater than the second year of the current academic year for Winter Term and Term 2, e.g., 1992 in academic year 1991-92.*
2120-22 *If the student is a new freshman (Entrance Status, Current (DE 2240) is equal to 'N' and Student Classification (DE 2210) is equal to 'A', 'B', 'C' or 'D') this element should contain a numeric code (not zeros).*

NOTES:

APPLICABILITY

UNITS: All
POPULATION: All new freshman
DATE OF RECORD: Tenth day of instruction
SUBMISSION DATE: Sixth week of term
DATE ISSUED: Spring 2020

DATA ELEMENT DESCRIPTION

NUMBER: 2160
NAME: UNIT
DEFINITION: A one-character code indicating one of the ~~fourteen~~ thirteen possible institutions.

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CODING REQUIREMENTS

LENGTH: 1 position
DECIMAL POSITION: N/A
SPECIFICATIONS:

	UNIT	
<u>CODE</u>	<u>ABBR.</u>	<u>INSTITUTION</u>
A	MSN	Madison
B	MIL	Milwaukee
C	EAU	Eau Claire
D	GBY	Green Bay
E	LAC	La Crosse
F	OSH	Oshkosh
G	PKS	Parkside
H	PLT	Platteville
J	RVF	River Falls
K	STP	Stevens Point
L	STO	Stout
M	SUP	Superior
N	WTW	Whitewater
R	UWC	UW Colleges

EXAMPLE: Unit is Green Bay; this element is 'D'.

DEFAULTS:

EDITS: 2160-11 The valid code for the reporting unit must be present.

NOTES: Refer to edits 2981-41, 2982-21, 2983-31, 2984-22, 29P1-41, 29F1-42, 29F2-21, and 29F3-21 in the Student Editing Criteria beginning on page III.D.1

APPLICABILITY

UNITS: All
POPULATION: All students as specified in the CDR Reporting Guidelines
DATE OF RECORD: Tenth day of instruction; end of term (Financial Aid: end of reporting period)
SUBMISSION DATE: Sixth week of term; post term (Financial Aid: first Monday of July)
DATE ISSUED: Spring 2020

DATA ELEMENT DESCRIPTION

NUMBER: 2170
NAME: DIVISION
DEFINITION: The level of organization immediately under that of Unit.

CODING REQUIREMENTS

LENGTH: 2 positions
DECIMAL POSITION: N/A
SPECIFICATIONS: Must be one of an institution's valid division codes per the UDDS table. The following divisions are valid:

UW Receiving Institutions Division

<u>CODE</u>	<u>ABBR.</u>	<u>DIVISION NAME</u>
15	BRB	Baraboo/Sauk County
18	BRN	Barron County
60	FDL	Fond du Lac
61	FOX	Fox Valley
71	MAN	Manitowoc
72	MNT	Marinette
25	MSF	Marshfield
34	RLN	Richland
28	RCK	Rock County
73	SHB	Sheboygan
20	WAU	Wausau
B1	WSH	Washington County
B2	WAK	Waukesha
75	PLO	Platteville-Online

EXAMPLE: Division is UW-Milwaukee, Waukesha campus; this element is 'B2'.

DEFAULTS:

EDITS: 2170-21 *If Unit (DE 2160) = 'B', 'C', 'D', 'F', 'H', 'K', or 'N', this data element must contain a valid Division Code as described below or be blank (b). For all other Unit codes, this element must be blank (b).*

<u>Unit</u>	<u>Divisions</u>
B	B1, B2
C	18
D	71, 72, 73
F	60, 61
H	15, 34, 75
K	20, 25
N	28

NOTES: Refer to edits 2981-41, 2982-21, 2983-31, 2984-22, 29P1-41, 29F1-42, 29F2-21, and 29F3-21 in the Student Editing Criteria beginning on page III.D.1.

APPLICABILITY

UNITS: All
POPULATION: All students as specified in the CDR Reporting Guidelines
DATE OF RECORD: Tenth day of instruction; end of term
SUBMISSION DATE: Sixth week of term; post term
DATE ISSUED: Spring 2020

DATA ELEMENT DESCRIPTION

NUMBER: 2175
NAME: HOME INSTITUTION DIVISION
DEFINITION: The level of organization immediately under that of Unit for the UW Receiving Institutions with branch campuses.

CODING REQUIREMENTS

LENGTH: 2 positions
DECIMAL POSITION: N/A
SPECIFICATIONS: Must be one of an institution's valid division codes per the UDDS table. The following divisions are valid values:

UW Receiving Institutions Division

<u>CODE</u>	<u>ABBR.</u>	<u>DIVISION NAME</u>	
15	BRB	Baraboo/Sauk County	
18	BRN	Barron County	
60	FDL	Fond du Lac	
61	FOX	Fox Valley	
71	MAN	Manitowoc	
72	MNT	Marinette	
25	MSF	Marshfield	
34	RLN	Richland	
28	RCK	Rock County	
73	SHB	Sheboygan	
20	WAU	Wausau	
B1	WSH	Washington County	
B2	WAK	Waukesha	
75	PLO	Platteville-Online	+

EXAMPLE: Division is UW-Milwaukee Waukesha campus; this element is 'B2'.

DEFAULTS:

EDITS: 2175-21 *If Unit (DE 2160) = 'B', 'C', 'D', 'F', 'H', 'K', or 'N', this data element must contain a valid Division Code as described below or be blank (b). For all other Unit codes, this element must be blank (b).*

<u>Unit</u>	<u>Divisions</u>	
B	B1, B2	
C	18	
D	71, 72, 73	
F	60, 61	
H	15, 34, 75	x
K	20, 25	
N	28	

NOTES:

APPLICABILITY

UNITS: All
POPULATION: All students as specified in the CDR Reporting Guidelines
DATE OF RECORD: Tenth day of instruction; end of term
SUBMISSION DATE: Sixth week of term; post term
DATE ISSUED: Spring 2020

DATA ELEMENT DESCRIPTION

NUMBER: 2210
NAME: STUDENT CLASSIFICATION
DEFINITION: A code indicating the current class level or year of a student (based upon institutionally defined credit levels and/or institution, school, or college acceptance actions).

CODING REQUIREMENTS

LENGTH: 1 position
DECIMAL POSITION: N/A
SPECIFICATIONS: The acceptable codes are as follows:

<u>CODE</u>	<u>DEFINITION</u>
A	Freshman
B	Sophomore
C	Junior
D	Senior
E	Masters
F	Education Specialist
G	PhD (Pre-prelim)
H	PhD (Post-prelim)
I	Special (non-matriculated student assessed undergraduate fees, UW COLLEGES use only)
J	Special (non-matriculated student assessed undergraduate fees, COMPREHENSIVE and DOCTORAL CLUSTER use only)
K	Special (non-matriculated student assessed graduate fees)
L	Law
M	Medical
N	High School (if not enrolled through Early College Credit Program (ECCP))
O	High School – Early College Credit Program (ECCP)
P	Pharmacy Professional
S	Wisconsin Resident Age 60 and over, audit only
T	Wisconsin Resident receiving federal old age survivors and disability insurance benefits (OASDI), audit only
V	Veterinary Medicine
Y	Clinical/Professional Practice Doctorate

EXAMPLE:

DEFAULTS:

EDITS:

2210-11	<i>This element must contain a valid code: 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'S', 'T', 'V', or 'Y'.</i>	X
2210-12	<i>For Extended Degree Students, this element should contain 'A', 'B', 'C', 'D', or 'J'.</i>	

APPLICABILITY

UNITS: All
POPULATION: All students as specified in the CDR Reporting Guidelines
DATE OF RECORD: Tenth day of instruction
SUBMISSION DATE: Sixth week of term
DATE ISSUED: Spring 2020

DATA ELEMENT DESCRIPTION

NUMBER: 2220
NAME: RESIDENT STATUS - FEE BASIS, CURRENT
DEFINITION: Resident status based upon determination by the Office of the Registrar.

CODING REQUIREMENTS

LENGTH: 1 position
DECIMAL POSITION: N/A
SPECIFICATIONS:

<u>CODE</u>	<u>DEFINITION</u>
R	resident
A	resident, Alumni Discount
B	nonresident, Alumni Discount
V	nonresident, Veterans' Choice Act
M	nonresident, Michigan Reciprocity
S	nonresident, Minnesota Reciprocity
W	nonresident, Return to Wisconsin tuition discount program participant
I	nonresident, participant in UW Platteville's Tri-State regional workforce initiative
E	nonresident, Midwest Student Exchange Program participant
N	nonresident, other

EXAMPLE: Student is nonresident, other; this element is 'N'.

DEFAULTS:

EDITS:

- 2220-11 *This element must contain an 'A', 'B', 'M', 'N', 'R', 'S', 'E', 'T', 'W', or 'V'.*
- 2220-21
- a) *If this element contains a 'W', the Unit (DE 2160) must contain a 'C', 'D', 'E', 'F', 'G', 'L', 'J', 'K', or 'N'.*
 - b) *If this element contains an 'I', the Unit (DE 2160) must contain an 'H'.*
 - c) *If this element contains an 'E', the Unit (DE 2160) must contain a 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', or 'N', ~~or 'R'.~~*
 - d) *If this element contains an 'E', then the two digit state code for Address-Permanent (DE 2080) must contain a 'KS', 'IL', 'IN', 'MI', 'MO', 'NB', or 'ND' (does not apply to post-term add records).*
 - e) *If this element contains an 'A' or 'B' then the unit (DE 2160) must contain a 'C'.*
- 2220-22 *If the student is a nonresident alien (Citizenship, Status of (DE 2050) = 'A'), then this element should not contain an 'R'.*

NOTES:

APPLICABILITY

UNITS: All
POPULATION: All students as specified in the CDR Reporting Guidelines
DATE OF RECORD: Tenth day of instruction; end of term
SUBMISSION DATE: Sixth week of term; post-term
DATE ISSUED: Spring 2020

DATA ELEMENT DESCRIPTION

NUMBER: 2210 – cont.

EDITS:

- 2210-21 ~~a) If Unit (DE 2160) is not 'R' (UW Colleges), then this element cannot contain an 'I' (undergraduate special, UW Colleges only). If Unit (DE 2160) is 'R', then this element must contain an 'A', 'B', 'C', 'D', 'I', 'N', 'O', 'S', or 'T'.~~
- a) If Unit (DE 2160) is not an 'A' (Madison), then this element cannot contain an 'L', 'M', 'P', or 'V'.
- b) If this element contains a 'G' (PhD, pre-prelim) or 'H' (PhD, post-prelim), Unit (DE 2160) must be 'A' or 'B', and the student cannot be new or transfer, i.e., Entrance Status, Current (DE 2240) cannot contain an 'N' or 'T'.
- c) If the CAPP Indicator (DE 1410) on the curricular file contains a 'Y', then this element must contain an 'N' or 'O'.
- d) If Resident Status-Fee Basis, Current (DE 2220) is not an 'R' (WI Resident), then this element cannot contain an 'S' or 'T'.
- e) If Entrance Status (DE 2240) contains a 'T' or 'S', then this element must contain an 'A', 'B', 'C', or 'D'.
- f) If Resident Status-Fee Basis, Current (DE 2220) is a 'W' (Return to Wisconsin participant), then this element must contain an 'A', 'B', 'C', 'D', 'J', 'N', 'O', 'S', or 'T' (does not apply to post-term add records).
- 2210-22 If this element contains a 'D', then the student cannot be a new student, i.e., Entrance Status, Current (DE 2240) cannot contain an 'N'.

NOTES:

DATA ELEMENT DESCRIPTION

NUMBER: 2240
NAME: ENTRANCE STATUS, CURRENT
DEFINITION: The entrance, or continuing, status of the student when he/she entered the institution this term.

CODING REQUIREMENTS

LENGTH: 1 position
DECIMAL POSITION: N/A
SPECIFICATIONS: For campus degree credit students, including students in UW-Extension credit/Interinstitutional Agreement courses:

<u>CODE</u>	<u>DEFINITION</u>	
N	New, Undergraduate-student: has had no creditable (i.e., acceptable for transfer) course work in higher education (other than credits earned during Summer Session or while enrolled in high school). Graduate-student: New if not coded as re-entry or continuing.* Special student: New if not coded as re-entry or continuing.*	
R	Re-entry, applies to undergraduate, graduate and specials. Student was enrolled at your institution, left for one or more terms (other than Summer Session), and returned. In the case of an undergraduate--the student did <u>not</u> earn transferable credits from another institution (other than Summer Session), and has reenrolled at your institution.	
C	Continuing, applies to undergraduate, graduate and specials. Student is continuing from previous term at same program level. (Summer Session absence not relevant.) Students changing between UW Receiving Institutions and their affiliated campuses (DE 2170) are considered continuing.	x
T	Transfer, does <u>not</u> apply to graduate or special students. Student is transferring credits from another institution of higher education (other than credits earned during Summer Session or while enrolled in high school) and has not previously enrolled at your institution. This does not apply to students transferring between UW Receiving Institutions and their affiliated campuses (DE 2170).	x
S	Combination Re-entry/transfer; does <u>not</u> apply to graduate or special students. An undergraduate who previously enrolled at your institution, left for one or more terms (other than Summer Session), earned transferable credits from another institution of higher education, and has reenrolled at your institution.	

NOTES:

- 1) Undergraduates, who attended another institution of higher education but who have no transferable credits should be coded as "New" ('N').
- 2) Undergraduates seeking an additional baccalaureate degree, major, minor, and/or certification should be coded as Transfer if they are new to your institution and are transferring credits from another institution. Undergraduates 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).
- 3) This does not apply to students transferring between UW Receiving Institutions and their affiliated campuses (DE 2170). +

* If special or graduate students are transferring credits from another institution of higher education, Institution Last Attended (DE 2130) should be submitted.

DATA ELEMENT DESCRIPTION

NUMBER: 2240 – cont.

SPECIFICATIONS (cont.): For Extended Degree students:

<u>CODE</u>	<u>DEFINITION</u>	
N	New. Student has no creditable (i.e., acceptable for transfer) course work in higher education (other than credits earned during Summer Session or while enrolled in high school). The student is considered a new student if he/she is new to higher education, not just new to the Extended Degree Program (EDP). Prior Learning Credits do not qualify as acceptable for transfer course work and therefore do not alter a student's entrance status, i.e., a student can have Prior Learning Credits and can still be considered a new student.	
R	Re-entry. Student was not on the previous term's CDR (not including Summer Session) but was previously enrolled at your institution, either as part of the regular on-campus degree credit program or the EDP. However, if the student has been on another campus, (other than Summer Session) during the time away from your institution <u>and</u> is transferring credits, the student should be reported as a Combination Re-entry/transfer student (Entrance Status 'S').	
C	Continuing. Student is continuing course work from the previous term at your institution and was reported on the previous term's CDR, either as part of the regular on-campus degree credit program or the EDP. (Summer Session absence not relevant.) Students changing between UW Receiving Institutions and their affiliated campuses (DE 2170) are considered continuing.	X
T	Transfer. Student is transferring credits from another institution of higher education (other than credits earned during Summer Session or while enrolled in high school) and has not previously enrolled at your institution. Prior Learning Credits and EDP credits do not qualify as transferable credits within the same campus. This does not apply to students transferring between UW Receiving Institutions and their affiliated campuses (DE 2170).	X
S	Combination Re-entry/transfer. A student in EDP who previously enrolled at your institution, left for one or more terms (other than Summer Session), earned transferable credits from another institution of higher education, and has reenrolled at your institution. This does not apply to students transferring between UW Receiving Institutions and their affiliated campuses (DE 2170).	X

EXAMPLE:

DEFAULTS: If Student Classification (DE 2210) contains an 'E', 'F', 'G', ~~'P'~~, 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'S', 'T', 'V', or 'Y' and Entrance Status, Current (DE 2240) contains a 'T', then this element is defaulted to 'N'. If Student Classification (DE 2210) contains an 'E', 'F', 'G', ~~'P'~~, 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'S', 'T', 'V', or 'Y' and Entrance Status, Current (DE 2240) contains an 'S', then this element is defaulted to 'R'. X

EDITS: 2240-11 *This element must contain a 'C', 'N', 'R', 'S', or 'T'.*
2240-51 *If student is enrolled in the summer as a new freshman (Student Classification (DE 2210) equal to 'A', 'B', 'C', or 'D' and Entrance Status, Current (DE 2240) equal to 'N') and is also enrolled in the fall, the Entrance Status must remain the same.*

NOTES:

APPLICABILITY

UNITS: All
POPULATION: All students as specified in the CDR Reporting Guidelines (see pages I.8-I.16)
DATE OF RECORD: Tenth day of instruction
SUBMISSION DATE: Sixth week of term
DATE ISSUED: Spring 2020

DATA ELEMENT DESCRIPTION

NUMBER: 2270
NAME: MAJOR, CURRENT
DEFINITION: A code indicating the intended major program of a student at this institution.

CODING REQUIREMENTS

LENGTH: 5 positions

DECIMAL POSITION: N/A

SPECIFICATIONS: See Major table in Vol. II. Double majors can be reported by using both occurrences of this element, minor fields of study should not be reported. Students seeking only teacher certification should be coded '99992'. If a student is not enrolled in a degree program, the element should be coded '99992'.

EXAMPLE:

DEFAULTS: If Major, Current 1 (DE 2270(1)) is invalid and the student is a special (Student Classification (DE 2210) is an ~~an~~ 'I', 'J', or 'K'), then Major, Current 1 (DE 2270(1)) is defaulted to '99992', see Major Codes table in CDR Manual Vol. II. If Major, Current 2 (DE 2270(2)) is invalid and the student is a special (Student Classification (DE 2210) is an ~~an~~ 'I', 'J' or 'K'), then Major, Current (DE 2270(2)) is defaulted to spaces. If Major, Current 2 (DE 2270(2)) is equal to zeros or '99992', then Major, Current 2 (DE 2270(2)) is defaulted to spaces. If Major, Current 1 (DE 2270(1)) is equal to Major, Current 2 (DE 2270(2)), then Major, Current 2 (DE 2270(2)) is defaulted to spaces. If Major, Current 2 (DE 2270(2)) is valid and Major, Current 1 (DE 2270(1)) is equal to '99992', then move Major, Current 2 (DE 2270(2)) to Major, Current 1 (DE 2270(1)) and default Major, Current 2 (DE 2270(2)) to spaces. If Student Classification is equal to 'S', 'N', 'O' or 'T', then Major, Current 1 (DE 2270(1)) and Major, Current 2 (DE 2270(2)) are defaulted to spaces. X

EDITS: 2270-21 *Except for students with Student Classification (DE 2210) of 'N', 'O', 'S', or 'T', a major valid for that term, and Unit (DE 2160) must be present in the first occurrence of this element. If the second occurrence of this element contains a code, not blanks (b s), it must also meet the above criteria.* X

2270-22 a) *Except for students with Student Classification (DE 2210) = 'N', 'O', 'S', or 'T', a major valid for the student's classification should be present.* X

b) *For students participating in the Midwest Student Exchange Program (Resident Status-Fee Basis (DE 2220) = 'E'), this data element must contain a valid major other than the code for undeclared majors ('99992') except at UW Colleges (Unit (DE 2160) = 'R').* X

NOTES:

APPLICABILITY

UNITS: All
POPULATION: All students as specified in the CDR Reporting Guidelines
DATE OF RECORD: Tenth day of instruction
SUBMISSION DATE: Sixth week of term
DATE ISSUED: Spring 2020

DATA ELEMENT DESCRIPTION

NUMBER: 2340
NAME: STUDENT CREDITS BY SECTION (PRORATED)
DEFINITION: The number of credits in each course section for which a student is registered.

CODING REQUIREMENTS

LENGTH: 4 positions

DECIMAL POSITION: 99V99

Implied decimal between second and third positions (from left).

SPECIFICATIONS: The number of credits in each course section for which a student is registered. If an institution records credits at the course level only, the credits must be prorated to the appropriate sections in accordance with the Unit's method for prorating course credits to sections.

EXAMPLE: Number of prorated credits for section is 1-1/4; this element is '0125'.

DEFAULTS:

EDITS:

- 2340-21 a) *A number between 00.00 and 18.00 must be present.*
Note: Types of Instruction (DE 1100) 'I' and 'F' will be ignored for this edit. If the Study Away Course Section Indicator (DE 1420) is equal to 'A', 'E', 'X', or 'S', then this edit is bypassed. This edit is also bypassed for UW-Madison's UDDS codes related to Medical or Veterinary Medicine Schools ('A53' or 'A87').
- b) *If the Study Away Course Section Indicator (DE 1420) is equal to 'O' or 'D', then this element must be zero.*
- c) *The total of these elements for a given student must be less than 35 credits (for editing purposes only).*
- 2340-22 a) *If the Study Away Course Section Indicator (DE 1420) is equal to 'A', 'E', 'X', or 'S', then this element should be greater than zero.*
- b) *The total of these elements (which must be numeric) for a given student should:*
- i) *not be greater than 21 credits for an undergraduate or undergraduate special (Student Classification (DE 2210) = 'A', 'B', 'C', 'D', 'F', 'J', 'S', or 'T');*
- ii) *not be greater than 18 credits for a graduate or graduate special (Student Classification (DE 2210) = 'E', 'F', 'G', 'H', 'K', or 'Y');*
- iii) *not be greater than 6 credits for a high school special (Student Classification (DE 2210) = 'N' or 'O').*
- Note: This edit does not apply to Law, Veterinary, Medical or Pharmacy Professional Students, (Student Classification (DE 2210) = 'L', 'M', 'P', or 'V') or to the Extended Degree Program students.*

DATA ELEMENT DESCRIPTION

NUMBER: 2340 – cont.

EDITS (cont.): 2340-32 *The sum of this element for each course taken by the student should be within the Course Credit Minimum (DE 1070) and Course Credit Maximum (DE 1080) range for the course.*

NOTES: *Refer to edit 2984-22 in Student Editing Criteria beginning on page III.D.1.*

APPLICABILITY

UNITS: All
POPULATION: All students as specified in the CDR Reporting Guidelines
DATE OF RECORD: Tenth day of instruction
SUBMISSION DATE: Sixth week of term
DATE ISSUED: Spring 2020

DATA ELEMENT DESCRIPTION

NUMBER: 2410
NAME: FINANCIAL AID AMOUNT
DEFINITION: The dollar value of each type of financial aid disbursed (minus refunds) to the student during the academic year, (summer, fall, spring). Aid disbursed for the Summer Session is reported separately from aid disbursed for the fall and spring terms year.

CODING REQUIREMENTS

LENGTH: 5 positions
DECIMAL POSITION: 99999V
SPECIFICATIONS: Expressed in whole dollars.
EXAMPLE: Student received \$525.00 of this type of aid; this element is '00525'.
DEFAULTS: If value is non-numeric, this element is defaulted to zeros.
EDITS:

2410-11 *A numeric value greater than zero and less than \$55,000 (for editing purposes only) must be present, except for Aid Type 99 where the amount must be zero.*

2410-12 a) *Amounts for individual aid types should not exceed the maximum amounts listed for an aid type (see Financial Aid Type (DE 2400)).*
b) *The total aid a student received in the reporting period should not be greater than \$30,000 for resident undergraduates and \$65,000 for nonresident undergraduates and for graduate and professional students. Note: These amounts are for editing purposes only. The dollar amounts do not necessarily reflect program guidelines.*

2410-21 a) *If the student received aid types '56', '57', or '67' (see Financial Aid Type (DE 2400)) the aid amount must be zero. (FFELP loans were discontinued 7/1/2010).*
b) *If the student received aid types '91', '92', or '93' (see Financial Aid Type (DE 2400)) and the aid amount is greater than zero, then Unit (DE 2160) should be 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', or 'N' ~~or 'R'~~ (Direct Loan participants).*

2410-22 a) *If the student received need based aid (see Financial Aid Type (DE 2400)), then the sum of the need based aid amounts should not exceed the Student Budget (DE 2360) minus the Family Contribution/Student Expectation (DE 2380) by more than \$300.00.*
b) *If the student received aid type '47' or '48' (Lawton), then Race/Ethnicity must be 'African-American', 'Hispanic/Latino(a)', 'Southeast-Asian American', or 'American Indian/Alaskan Native', either alone or in combination with another race/ethnicity.*

x

NOTES: *This element and corresponding edit(s) pertain only to the financial aid CDR.*

APPLICABILITY

UNITS: All
POPULATION: All enrolled students who: a) received financial aid, or
b) had computed financial need
DATE OF RECORD: End of reporting period
SUBMISSION DATE: First Monday of July
DATE ISSUED: Spring 2020

DATA EDIT DESCRIPTION

NUMBER: 2984

2160 UNIT

2170 DIVISION

2300 CURRICULAR AREA

2310 COURSE NUMBER

2330 SECTION NUMBER

EDITS: 2984-22 *If the student is a freshman, sophomore, junior, senior, graduate, clinical doctorate, education specialist, or undergraduate or graduate special (DE 2210 = 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', ~~F~~, 'J', 'K', 'S', or 'Y'), no two or more course sections for that student should have the same curricular codes (DE 2300), the same course numbers (DE 2310), and identical section credits (DE 2340) of '0300' (3.00) or more, regardless of the section numbers.*

Note: For UW-Madison (DE 2160) = 'A', this edit is bypassed when the course section number (DE 2330) is less than '300bb'.

Sp20

APPLICABILITY

UNITS: All
POPULATION: All students as specified in CDR Reporting Guidelines
DATE OF RECORD: Tenth day of instruction
SUBMISSION DATE: Sixth week of term
DATE ISSUED: Spring 2020

MULTIPLE APPLICATIONS AND ADMISSIONS DATA (MAAD)

Overview

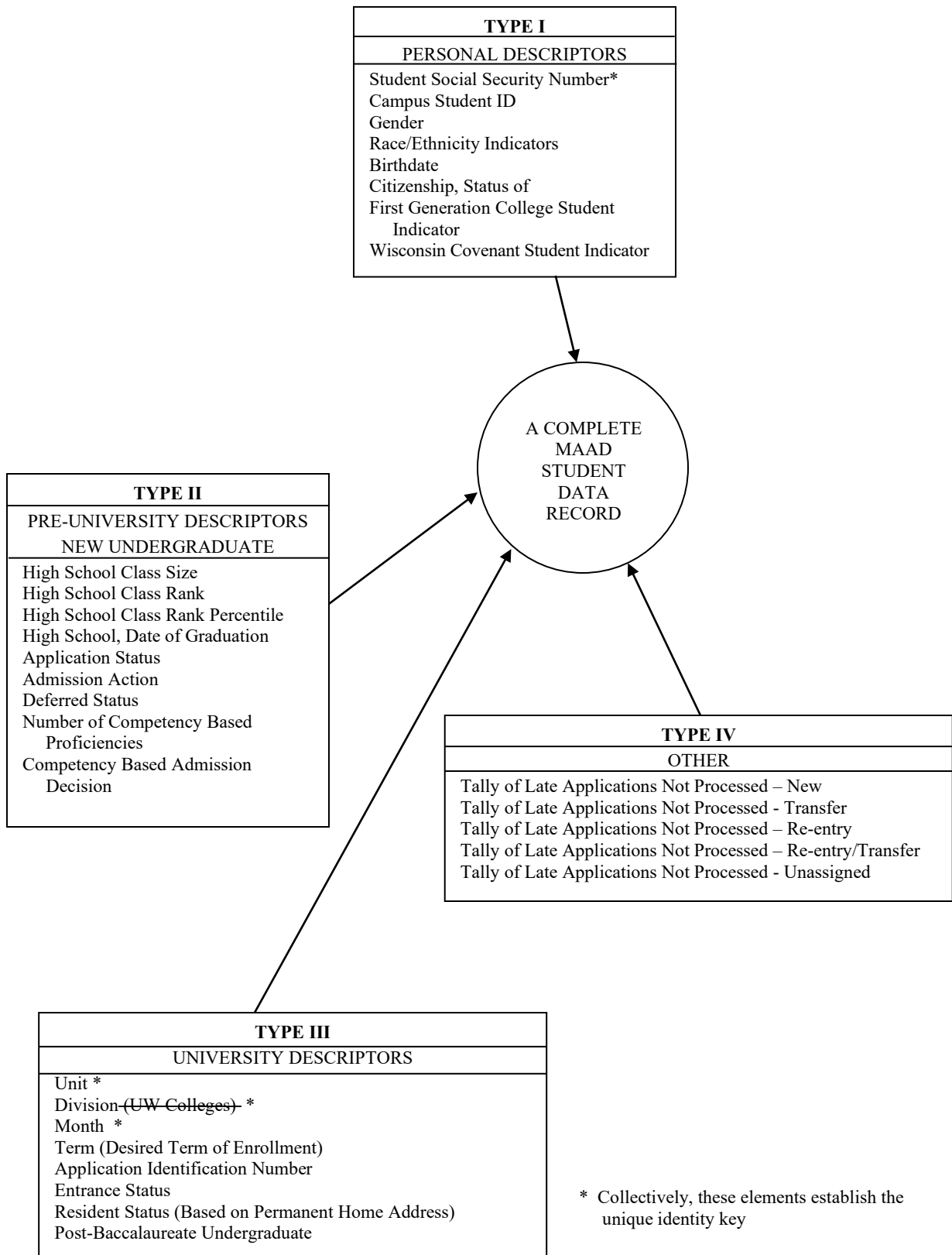
Multiple Applications and Admissions Data (MAAD) includes data that identify and describe students who have applied for undergraduate enrollment at one of the University of Wisconsin System institutions. It records data, on a monthly basis, about the applicants and the admission action taken on each application.

The monthly MAAD submissions are cumulative from the time an application for the reporting year/term is initially recorded until the final MAAD submission of the cycle. Thus, records of applicants who withdraw or cancel their application remain on each MAAD submission for the cycle. The monthly MAAD submissions should include records for all new, transfer, and re-entry degree-seeking undergraduate applicants who are applying for the upcoming summer or fall terms. The cycle culminates with the “end of cycle” submission in September. In addition, there is a single “end of cycle” March submission for spring and winter term applicants.

Each MAAD record identifies and describes a unique student application. Uniqueness is established by a combination of data elements: Student Social Security Number, Unit (and Division for UW Colleges Receiving Institutions), Desired Term of Enrollment, and the reporting Month. These elements comprise the entity key.

Sp/20

MAAD data can be grouped into four types as illustrated in the diagram on the following page. Many of the MAAD elements are the same or similar to those collected in the CDR Student Data area. Type I (Personal) descriptors provide basic identifying and demographic information about the applicant. The Type II (Pre-University) descriptors contain information about the educational institution previously attended by the student and information related to the student’s application and admission status. Type III (University) descriptors include student information specific to the desired UW campus and term of enrollment. Type IV (Other) provides information on late applications that were received after admissions were closed and for which individual applicant records were not submitted.



Sp/19

+Sp/18

Logical Listing of Student Data Elements

Number

Descriptors

TYPE I: PERSONAL

5010	Student Social Security Number
5012	Campus Student ID
5020	Gender
5040	Birthdate
5050	Citizenship, Status of
5065	First Generation College Student Indicator
5068	Wisconsin Covenant Student Indicator
5600	Race/Ethnicity: Cuban Indicator
5605	Race/Ethnicity: Mexican, Mexican-American, or Chicano/a Indicator
5610	Race/Ethnicity: Puerto Rican Indicator
5615	Race/Ethnicity: Other Hispanic/Latino Indicator
5617	Race/Ethnicity: Hispanic/Latino Indicator (Subgroup Unknown)
5620	Race/Ethnicity: African-American/Black Indicator
5625	Race/Ethnicity: American Indian/Alaskan Native Indicator
5630	Race/Ethnicity: Hawaiian/Pacific Islander Indicator
5635	Race/Ethnicity: Cambodian Indicator
5640	Race/Ethnicity: Hmong Indicator
5645	Race/Ethnicity: Laotian Indicator
5650	Race/Ethnicity: Vietnamese Indicator
5652	Race/Ethnicity: Southeast Asian Indicator (Subgroup Unknown)
5655	Race/Ethnicity: Other Asian Indicator
5660	Race/Ethnicity: White/Caucasian Indicator
5670	Race/Ethnicity: Race Unknown Indicator

TYPE II: PRE-UNIVERSITY

5090	High School Class Size
5100	High School Class Rank
5105	High School Class Rank Percentile
5120	High School, Year of Graduation
5134	Application Status
5136	Admission Action
5138	Deferred Status
5190	Number of Competency Based Proficiencies
5195	Competency Based Admission Decision Indicator

TYPE III: UNIVERSITY

5005	Application Identification Number	+Sp/18
5160	Unit	
5170	Division (UW Colleges Receiving Institutions Only)	Sp/20
5175	Month (Reporting)	
5180	Term (Desired Term of Enrollment)	
5220	Resident Status (Based on Permanent Home Address)	
5240	Entrance Status	
5275	Post-Baccalaureate Undergraduate	

TYPE III: OTHER

5900	Tally of Late Applicants
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Alphabetical Listing of Student Data Elements

<u>Descriptors</u>	<u>Number</u>	
Admission Action	5136	
Application Identification Number.....	5005	+Sp/18
Application Status.....	5134	
Birthdate	5040	
Campus Student ID.....	5012	
Citizenship, Status of.....	5050	
Competency Based Admission Decision Indicator.....	5195	
Deferred Status.....	5138	
Division (UW Colleges Receiving Institutions Only).....	5170	Sp/20
Entrance Status.....	5240	
First Generation College Student Indicator.....	5065	
Gender	5020	
High School Class Rank	5100	
High School Class Rank Percentile.....	5105	
High School Class Size.....	5090	
High School, Year of Graduation.....	5120	
Month (Reporting)	5175	
Number of Competency Based Proficiencies	5190	
Post-Baccalaureate Undergraduate.....	5275	
Race/Ethnicity: African-American/Black Indicator.....	5620	
Race/Ethnicity: American Indian/Alaskan Native Indicator	5625	
Race/Ethnicity: Cambodian Indicator	5635	
Race/Ethnicity: Cuban Indicator	5600	
Race/Ethnicity: Hawaiian/Pacific Islander Indicator.....	5630	
Race/Ethnicity: Hispanic/Latino Indicator (Subgroup Unknown).....	5617	
Race/Ethnicity: Hmong Indicator.....	5640	
Race/Ethnicity: Laotian Indicator.....	5645	
Race/Ethnicity: Mexican, Mexican-American, or Chicano/a Indicator	5605	
Race/Ethnicity: Other Asian Indicator	5655	
Race/Ethnicity: Other Hispanic/Latino Indicator.....	5615	
Race/Ethnicity: Puerto Rican Indicator	5610	
Race/Ethnicity: Race Unknown Indicator.....	5670	
Race/Ethnicity: Southeast Asian Indicator (Subgroup Unknown).....	5652	
Race/Ethnicity: Vietnamese Indicator.....	5650	
Race/Ethnicity: White/Caucasian Indicator	5660	
Resident Status (Based on Permanent Home Address)	5220	
Student Social Security Number.....	5010	
Tally of Late Applications	5900	
Term (Desired Term of Enrollment)	5180	
Unit.....	5160	
Wisconsin Covenant Student Indicator	5068	

DATA ELEMENT DESCRIPTION

NUMBER: 5160
NAME: UNIT
DEFINITION: A one-character code identifying the UW System institution to which the applicant applied.

CODING REQUIREMENTS

LENGTH: 1 position
DECIMAL POSITION: N/A
SPECIFICATIONS:

<u>CODE</u>	<u>UNIT ABBR.</u>	<u>INSTITUTION</u>
A	MSN	Madison
B	MIL	Milwaukee
C	EAU	Eau Claire
D	GBY	Green Bay
E	LAC	La Crosse
F	OSH	Oshkosh
G	PKS	Parkside
H	PLT	Platteville
J	RVF	River Falls
K	STP	Stevens Point
L	STO	Stout
M	SUP	Superior
N	WTW	Whitewater
R	UWC	UW Colleges

EXAMPLE: For UW-Green Bay; this element is 'D'.

DEFAULTS:

EDITS: 5160-11 The valid code for the reporting unit must be present.

NOTES: Refer to edit 59M1-41*.

*59M1-41 Unit
 Division
 Term
 Social Security Number

Each combination of these elements must be unique.

APPLICABILITY

UNITS: All
POPULATION: All undergraduate applicants as specified in the MAAD Reporting Guidelines
DATE OF RECORD: End of each reporting period
SUBMISSION DATE: Monthly
DATE ISSUED: Spring 2020

THE UNIVERSITY OF WISCONSIN

**CDR DATES TABLE
FALL TERM 2020-21**

UNIT	WEEKS OF INSTRUCTIONS	INSTRUCTION BEGINS	DATE OF RECORD	SUBMISSION DATE 6-WK	6TH-WK DATA FINALIZED	SUBMISSION POST-TERM	POST-TERM DATA FINALIZED
MSN	15	9/2/20	9/16/20	10/22/20	11/23/20	2/9/21	3/9/21
MIL	15	9/2/20	9/16/20	10/22/20	11/23/20	2/9/21	3/9/21
EAU	15	9/2/20	9/16/20	10/22/20	11/23/20	2/9/21	3/9/21
GBY	15	9/2/20	9/16/20	10/22/20	11/23/20	2/9/21	3/9/21
LAC	15	9/8/20	9/21/20	10/22/20	11/23/20	2/9/21	3/9/21
OSH	17	9/9/20	9/22/20	10/22/20	11/23/20	2/9/21	3/9/21
	14	9/9/20	9/22/20	10/22/20	11/23/20	2/9/21	3/9/21
	7	9/9/20	9/22/20	10/22/20	11/23/20	2/9/21	3/9/21
	8	10/28/20	11/3/20	1/15/21	1/20/21	2/9/21	3/9/21
	3	1/4/21	1/8/21	1/15/21	1/20/21	2/9/21	3/9/21
PKS	14	9/2/20	9/16/20	10/22/20	11/23/20	2/9/21	3/9/21
PLT	15	9/2/20	9/16/20	10/22/20	11/23/20	2/9/21	3/9/21
RVF	15	9/2/20	9/16/20	10/22/20	11/23/20	2/9/21	3/9/21
STP	15	9/2/20	9/16/20	10/22/20	11/23/20	2/9/21	3/9/21
STO	13	9/9/20	9/22/20	10/22/20	11/23/20	2/9/21	3/9/21
SUP	15	9/2/20	9/16/20	10/22/20	11/23/20	2/9/21	3/9/21
WTW	15	9/2/20	9/16/20	10/22/20	11/23/20	2/9/21	3/9/21

6TH WEEK NOTE:

- PROFILES OF CROSS-LISTED COURSE-SECTIONS ARE ALSO DUE AT THIS TIME.

THE UNIVERSITY OF WISCONSIN

**CDR DATES TABLE
SPRING TERM 2020-21**

UNIT	WEEKS OF INSTRUCTIONS	INSTRUCTION BEGINS	DATE OF RECORD	SUBMISSION DATE 6-WK	6TH-WK DATA FINALIZED	SUBMISSION POST-TERM	POST-TERM DATA FINALIZED
MSN	15	1/19/21	2/1/21	3/25/21	4/23/21	7/1/21	8/1/21
MIL	16	1/25/21	2/5/21	3/25/21	4/23/21	7/1/21	8/1/21
EAU	15	2/1/21	2/12/21	3/25/21	4/23/21	7/1/21	8/1/21
GBY	15	1/25/21	2/5/21	3/25/21	4/23/21	7/1/21	8/1/21
LAC	15	1/25/21	2/5/21	3/25/21	4/23/21	7/1/21	8/1/21
OSH	17	2/1/21	2/12/21	3/25/21	4/23/21	7/1/21	8/1/21
	14	2/1/21	2/12/21	3/25/21	4/23/21	7/1/21	8/1/21
	7	2/1/21	2/12/21	3/25/21	4/23/21	7/1/21	8/1/21
	7	3/29/21	4/2/21	5/28/21	6/2/21	7/1/21	8/1/21
	3	5/17/21	5/21/21	5/28/21	6/2/21	7/1/21	8/1/21
PKS	14	2/1/21	2/12/21	3/25/21	4/23/21	7/1/21	8/1/21
PLT	16	1/25/21	2/5/21	3/25/21	4/23/21	7/1/21	8/1/21
RVF	15	1/25/21	2/5/21	3/25/21	4/23/21	7/1/21	8/1/21
STP	16	1/25/21	2/5/21	3/25/21	4/23/21	7/1/21	8/1/21
STO	15	1/25/21	2/5/21	3/25/21	4/23/21	7/1/21	8/1/21
SUP	15	1/20/21	2/2/21	3/25/21	4/23/21	7/1/21	8/1/21
WTW	16	1/19/21	2/1/21	3/25/21	4/23/21	7/1/21	8/1/21

6TH WEEK NOTE:

- - PROFILES OF CROSS-LISTED COURSE-SECTIONS ARE ALSO DUE AT THIS TIME.

UNIVERSITY OF WISCONSIN

**DATA SUBMISSION SCHEDULE
ANNUAL SUBMISSIONS 2020-21**

1. FINANCIAL AID (Student)												
a. Date of Record				b. Submission Date				c. Finalize Date				
End of Reporting Period				July 15, 2020				August 31, 2020				
MSN	MIL	EAU	GBY	LAC	OSH	PKS	PLT	RVF	STP	STO	SUP	WTW
X	X	X	X	X	X	X	X	X	X	X	X	X

2. WINTER TERM (Student and Curricular)												
a. Date of Record			b. Submission Date			c. Finalize Date			d. Submission Date		e. Finalize Date	
Varying*			February 1, 2021			February 19, 2021			March 9, 2021		March 31, 2021	
(6 th -Week)			(6 th -Week)			(Post-term)			(Post-term)			
MSN	MIL	EAU	GBY	LAC	OSH	PKS	PLT	RVF	STP	STO	SUP	WTW
X	X	X	X	X	X	X	X	X	X	X	X	X

3. SUMMER TERM of Calendar Year 2020 (Student and Curricular)												
a. Date of Record			b. Submission Date			c. Finalize Date			d. Submission Date		e. Finalize Date	
Varying**			August 31, 2020			September 22, 2020			October 2, 2020		October 27, 2020	
(6 th -Week)			(6 th -Week)			(Post-term)			(Post-term)			
MSN	MIL	EAU	GBY	LAC	OSH	PKS	PLT	RVF	STP	STO	SUP	WTW
X	X	X	X	X	X	X	X	X	X	X	X	X

* See Winter Term Data Submission Section – Reporting Guidelines (III.C.23)

** See Summer Term Data Submission Section – Reporting Guidelines (III.C.21)

NOTE: Each “X” on this Data Submission Schedule represents a unique data submission cycle which will include one or more data files.

MAAD SUBMISSION SCHEDULE

**SUMMER/FALL 2021-22 APPLICANTS
ALL UNITS**

<u>MONTH</u>	<u>MONTH DESIGNATION</u>	<u>SUBMISSION DUE DATE</u>
October	10	October 1, 2020
November	11	November 2, 2020
December	12	December 1, 2020
January	01	January 4, 2021
February	02	February 1, 2021
March	03	March 1, 2021
April	04	April 1, 2021
May	05	May 3, 2021
June	06	June 1, 2021
July	07	July 1, 2021
August	08	August 2, 2021
End-of-Cycle	XX	September 24, 2021

**SPRING 2020-21 APPLICANTS
ALL UNITS**

<u>MONTH</u>	<u>MONTH DESIGNATION</u>	<u>SUBMISSION DUE DATE</u>
End-of-Cycle	XX	March 1, 2021

DATA SUBMISSION FORMATS

Sixth-Week Submission: Curricular Data

The Curricular data identifies and describes each course section taught as of the date of record for the term being reported. Each course section is identified by a unique key which consists of UNIT CODE, DIVISION CODE (UW Colleges Receiving Institutions only), CURRICULAR AREA CODE, COURSE NUMBER and SECTION NUMBER.

Sp20

The budgetary unit which is to be credited with the instructional activity associated with the course section is identified. The budgetary unit is usually the same for all course sections of a single Curricular Area, i.e., all the instructional activities of a Curricular Area are usually credited to a single budgetary unit. The relationships between Curricular Area codes and the budgetary units are specified in Section I: Curricular Area Codes, CDR Code Book (Volume II). However, for UW-Green Bay, more than one budgetary unit may contribute resources to the instructional activities of a Curricular Area. Each budgetary unit which contributes resources should be credited with a portion of the instructional activities of the Curricular Area, i.e., the instructional activities of a single Curricular Area should be prorated to more than one budgetary unit. When such a situation exists, each course section reported must have associated with it one or more budgetary units (i.e., combination of Division, Department, and Sub-Department) and the corresponding Section Allocation Coefficient(s).

Most course sections have a single budgetary unit, a single instructor, and a single meeting schedule (i.e., time and location); these sections are reported with one record. Some course sections, however, have multiple instructors, multiple meeting schedules, multiple budgetary units, or multiple instructors and multiple meeting schedules; such course sections require multiple records. A SUB-SECTION NUMBER (note the definition that follows this discussion) has been added as a means of uniquely identifying the multiple records for a course section.

While a course-section entity is identified by the previously mentioned key, a course-section record is identified by the course-section key--UNIT CODE, DIVISION CODE (UW Colleges Receiving Institutions only), CURRICULAR AREA CODE, COURSE NUMBER, and SECTION NUMBER--plus a SUB-SECTION NUMBER. The first (or only) record for a course section has a Sub-Section Number of 01 and any additional records for the same course section must be numbered in ascending order (i.e., 02, 03, etc.).

Sp20

When more than one record is required to describe a course section, the first record of the set must be complete, i.e., it must include the data required for all elements that are shown in the record format. Additional records for the course section must contain only the required entity key and the additional budgetary unit, instructor, and/or meeting schedule data that necessitated the additional record; remaining elements are blank or zero filled, as appropriate. For example: when both multiple instructor and meeting schedules occur for the same section, do not create a separate record for each additional set of instructor data, and another record for each additional meeting schedule--record both in the same additional record leaving the additional UDDS elements blank. UW-Green Bay is the only institution to which multiple budgetary units apply.

The instructor social security number/instructor person ID number is reported for every instructor associated with a course section. An allocation option percent effort for multiple instructors, is available if the course section is taught by more than one instructor. Faculty survey data may be required when planned analysis dictates the need and the institutions will be advised of this one semester in advance.

If a course-section is cross-listed, a course-section record must be reported for each curricular area that lists the course section.* The instructor social security number(s)/instructor person ID number(s) are recorded with each of the cross-listed course sections: i.e., all instructor social security numbers/instructor person ID numbers are recorded within each curricular area that lists the course section.

*See III.C.5 Sixth-Week Data Submission: Cross-Listed Course-Sections for an explanation of cross-listed course-sections.

Each course section recorded in the Curricular file must have at least one student enrolled, i.e., the sixth-week Student file must include each course section within at least one student's records.

The file sequence is as follows:

<u>Major</u>	Unit Code
	Division Code (UW Colleges Receiving Institutions Only)
	Curricular Area
	Course Number
	Section Number
<u>Minor</u>	Sub-section Number

Sp20

SUB-SECTION NUMBER

Definition: A two-digit numeric code which uniquely identifies each record within a group of records for a course section.

Coding Considerations: The first (or only) record for a course section must have a sub-section number of '01'. Additional records for the same course section must be numbered in ascending sequence, i.e., '02', '03', etc.

Edit Criteria: See Coding Considerations.

Sixth-Week Data Submission: Curricular Data

KEY	Element Number	Element Length	Element Name	
	1010	1	Unit	
	1020	2	Division (UW Colleges Receiving Institutions Only)	Sp20
	1050	4	Curricular Area	
	1060	4	Course Number	
	1090	5	Section Number	
		2	Sub-Section Number	
COURSE:				
	1070	3	* Course Credit Minimum	
	1080	3	* Course Credit Maximum	
ORGANIZATIONAL:				
	1020	2	Division Code	
	1030	2	Department Code	
	1040	2	Sub-Department Code	
	1045	3	* Section Allocation Coefficient (Optional)	
SECTION:				
	1100	1	Type of Instruction	
	1120	1	Section Level	
	1130	2	* Section Length	
	1500	3	Course-Section Primary Funding Source	
INSTRUCTOR:				
	1140	9	Instructor Social Security Number	
	1141	16	Instructor Person ID Number	
	1165	4	Multiple Faculty Prorated Effort for Credits and Enrollments	
PERIOD:				
	1170	7	Section Days of Week	
	1180	4	* Section Begin Time	
	1190	4	* Section End Time	
INDICATOR:				
	1400	1	Extension Indicator	
	1410	1	CAPP Indicator	
	1420	1	Study Away Indicator	
	1430	1	Extended Degree Indicator	
	1440	1	Remedial Indicator	
	1450	1	Distance Education Indicator	

*Denotes fields to be used in calculations; must be right-justified and zero-filled.

Sixth-Week CDR Record Layout: Curricular Data

<u>Field Name (data element #)</u>	<u>Data Type</u>	<u>Field Length</u>	<u>Position</u>	<u>Notes</u>	
unit (1010)	CHAR	(1)	1-1		
division (1020)	CHAR	(2)	2-3	UW Colleges Receiving Institutions Only	Sp20
curricular area (1050)	CHAR	(4)	4-7		
course number (1060)	CHAR	(4)	8-11		
section number (1090)	CHAR	(5)	12-16		
sub-section number	NUMBER	(2)	17-18		
course credit minimum (1070)	NUMBER	(3)	19-21	99v9	
course credit maximum (1080)	NUMBER	(3)	22-24	99v9	
type of instruction (1100)	CHAR	(1)	25-25		
section level (1120)	NUMBER	(1)	26-26		
section length (1130)	NUMBER	(2)	27-28		
division (1020)	CHAR	(2)	29-30	DDS	
department (1030)	CHAR	(2)	31-32	DDS	
sub-department (1040)	CHAR	(2)	33-34	DDS	
section alloc. coefficient (1045)	NUMBER	(3)	35-37		
instructor ssn (1140)	NUMBER	(9)	38-46		
blank	CHAR	(6)	47-52	not used	
prorated effort credits (1165)	NUMBER	(4)	53-56	999v9	
blank	CHAR	(4)	57-60		
section, days of the week (1170)	CHAR	(7)	61-67		
section begin time (1180)	NUMBER	(4)	68-71		
section end time (1190)	NUMBER	(4)	72-75		
blank	CHAR	(46)	76-121	not used	
extension indicator (1400)	CHAR	(1)	122-122	section population indicator	
CAPP indicator (1410)	CHAR	(1)	123-123	section population indicator	
study away indicator (1420)	CHAR	(1)	124-124	section population indicator	
extended degree indicator (1430)	CHAR	(1)	125-125	section population indicator	
remedial indicator (1440)	CHAR	(1)	126-126	section population indicator	
distance education indicator (1450)	CHAR	(1)	127-127	section population indicator	
primary funding source (1500)	CHAR	(3)	128-130	section population indicator	
instructor person ID number (1141)	CHAR	(16)	131-146		

Total record length is 146 characters.

Data transmissions should be sent text mode via ftp.

Post-Term Data Submission: Curricular Data

Beginning in Fall 2015-16 with the addition of course completion student information on the student post-term submission, a curricular post-term submission was created to capture a sub-set of curricular information on course sections not included on the curricular 6th week submission. Post-term curricular data elements were limited to Type I descriptors (with the exception of DDS, section length, and cross-listed indicator) and exclude Type II and Type III descriptors. The sub-set of curricular data elements collected was intended to ease institutional burden and adhere to the principle of only collecting data on the CDR which is necessary for reporting, analysis, and management information. The omitted Type II and Type III data elements are used for instructional cost and workload analysis which is conducted only on the 6th week population.

The file sequence is as follows:

<u>Major</u>	Unit Code
	Division Code (UW Colleges Receiving Institutions Only)
	Curricular Area
	Course Number
	Section Number

Sp20

Post-Term Data Submission: Curricular Data

KEY	Element Number	Element Length	Element Name	
	1010	1	Unit	
	1020	2	Division (UW Colleges Receiving Institutions Only)	Sp20
	1050	4	Curricular Area	
	1060	4	Course Number	
	1090	5	Section Number	
COURSE:				
	1070	3	* Course Credit Minimum	
	1080	3	* Course Credit Maximum	
SECTION:				
	1100	1	Type of Instruction	
	1120	1	Section Level	
	1500	3	Course-Section Primary Funding Source	
INDICATOR:				
	1400	1	Extension Indicator	
	1410	1	CAPP Indicator	
	1420	1	Study Away Indicator	
	1430	1	Extended Degree Indicator	
	1440	1	Remedial Indicator	
	1450	1	Distance Education Indicator	

*Denotes fields to be used in calculations; must be right-justified and zero-filled.

Post-Term CDR Record Layout: Curricular Data

<u>Field Name (data element #)</u>	<u>Data Type</u>	<u>Field Length</u>	<u>Position</u>	<u>Notes</u>	
unit (1010)	CHAR	(1)	1-1		
division (1020)	CHAR	(2)	2-3	UW Colleges Receiving Institutions Only	Sp20
curricular area (1050)	CHAR	(4)	4-7		
course number (1060)	CHAR	(4)	8-11		
section number (1090)	CHAR	(5)	12-16		
course credit minimum (1070)	NUMBER	(3)	17-19	99v9	
course credit maximum (1080)	NUMBER	(3)	20-22	99v9	
type of instruction (1100)	CHAR	(1)	23-23		
section level (1120)	NUMBER	(1)	24-24		
primary funding source (1500)	CHAR	(3)	25-27	section population indicator	
extension indicator (1400)	CHAR	(1)	28-28	section population indicator	
CAPP indicator (1410)	CHAR	(1)	29-29	section population indicator	
study away indicator (1420)	CHAR	(1)	30-30	section population indicator	
extended degree indicator (1430)	CHAR	(1)	31-31	section population indicator	
remedial indicator (1440)	CHAR	(1)	32-32	section population indicator	
distance education indicator (1450)	CHAR	(1)	33-33	section population indicator	

Total record length is 33 characters.

Data transmissions should be sent text mode via ftp.

Sixth-Week Data Submission: Cross-Listed Course-Sections

Cross-listed course-sections are those course-sections that are taught in the same room, at the same time, to the same students, by the same faculty. The only difference between a cross-listed course-section and one which is not cross-listed is that students may register for the cross-listed course-section through more than one curricular area, i.e., Business 101 or Economics 101. The student enrollments and credits are recorded with the curricular area through which a student enrolled. However, for certain types of analyses, e.g., section size, it is necessary to combine all enrollments for a cross-listed course.

For dual enrollment courses ("slash" courses) where students can register under more than one course number, e.g., 350/550, all enrollments should be reported under the lower course number (e.g. 350). Dual enrollment ("slash") course-sections should not be reported as cross-listed courses.

Each cross-listed course-section must be referenced for System Administration within the sixth-week data submission. The index of each cross-listed course-section must list, in order by the enrollment-carrying course-section, each combination of Curricular Area Code, Course Number and Section Number which identifies the course-section.

For each cross-listed course-section, one of the curricular areas must be designated as enrollment-carrying. The unit determines which curricular area should be considered enrollment-carrying; generally, the enrollment-carrying curricular area is the one through which most of the students have enrolled for the course. The enrollment-carrying curricular area will serve as the mechanism for combining the enrollments for analyses, such as section size, and thus will be credited with the combined enrollments.

SAMPLE FORMAT

Cross-Listed Course-Sections

Unit: Any Unit

Year: 2011-12

Term: 1

General		Enrollment-Carrying Course-Sections					Cross-Listed Course-Sections				
<u>Year</u>	<u>Term</u>	<u>Unit</u>	<u>DIV*</u>	<u>CAC</u>	<u>Course #</u>	<u>Section #</u>	<u>Unit</u>	<u>DIV*</u>	<u>CAC</u>	<u>Course #</u>	<u>Section #</u>
12	1	A	bb	0906	251b	001bb	A	bb	0104	248b	001bb
12	1	A	bb	1101	100b	001bb	A	bb	1102	100b	001bb
12	1	A	bb	2101	250b	001bb	A	bb	2202	250b	002bb
									2203	250b	002bb

*DIV (Division) is required for UW Colleges Receiving Institutions only, but should be double spaced filled by all other institutions.

Sp20

Sixth-Week Data Submission: Student Data

The sixth-week Student data identifies and describes students enrolled as of the end of the second week of instruction. A student is uniquely identified by a key which consists of the combination of UNIT CODE, DIVISION CODE (UW Colleges Receiving Institutions only), and STUDENT SOCIAL SECURITY NUMBER.

Sp20

The sixth-week Student data transmission defines the official student population for a given term. Student populations are expressed in terms of headcount students and full-time equivalent (FTE) students. Headcount populations are simply a count of unique social security numbers at each Unit/Division. FTE populations are derived; the derivation algorithm requires the summation of student course credits by student level and division by the appropriate student-level FTE credit-definition.

In addition to defining the student population, data pertinent to the personal description and the curricular activities of each student are recorded.

The diversity of student information to be contained within the sixth-week submission file has contributed to the development of several different record formats within this file. The file design includes six record formats. The use of each format is not always required to complete the description of and about a student, while the need to employ a single format more than once may be necessary.

The student file must include one format 00 record, one format 01 record, one format 02 record, one format 20 record, and one or more format 04 records for each student enrolled as of the end of the second week of instruction. A format 03 record is required for new freshmen. The number of format 04 records per student depends upon the number of course sections in which the student is enrolled, i.e., the format of the student submission file provides for the recording of every course section for each student. Each student must be enrolled in at least one course section.

The file sequence is as follows:

<u>Major</u>	Unit Code
	Division Code (UW Colleges Receiving Institutions Only)
	Student Social Security Number
<u>Minor</u>	Student Record Format Identifier

Sp20

STUDENT RECORD FORMAT IDENTIFIER

Definition: A two-digit code to identify the record formats within the sixth-week and post-term student data submission files.

Coding Considerations: Prescribed on the record layouts.

Edit Criteria: Must be 00, 01, 02, 03, 04, and 20 in the sixth-week file. The post-term file contains 04, 05, and 20 record layout formats.

Sixth-Week Data Submission: Student

Element Number	Element Length	Element Name	
KEY:			
2160	1	Unit Code	
2170	2	Division Code (UW Colleges Receiving Institutions Only)	Sp20
2010	9	Student Social Security Number	
----	2	Student Record Format Identifier	
PERSONAL DATA:			
2012	16	Campus Student ID	
2017	30	First Name	
2018	30	Middle Initial/Name	
2019	40	Last Name	
2020	1	Gender	
2045	8	Birthdate	
2050	1	Citizenship, Status of	
2060	1	Veteran's Status	
2062	1	Child/Spouse of Veteran	
2065	1	First Generation College Student Indicator	
2068	1	Wisconsin Covenant Scholar Indicator	
2210	1	Student Classification	
2220	1	Resident Status-Fee Basis, Current	
2240	1	Entrance Status, Current	
2080	8	Address - Permanent	
2600	1	Cuban Indicator	
2605	1	Mexican American Indicator	
2610	1	Puerto Rican Indicator	
2615	1	Other Hispanic/Latino Indicator	
2617	1	Hispanic/Latino Indicator (subgroup unknown)	
2620	1	African American or Black Indicator	
2625	1	American Indian or Alaskan Native Indicator	
2630	1	Hawaiian or Pacific Islander Indicator	
2635	1	Cambodian Indicator	
2640	1	Hmong Indicator	
2645	1	Laotian Indicator	
2650	1	Vietnamese Indicator	
2652	1	Southeast Asian Indicator (subgroup unknown)	
2655	1	Other Asian Indicator	
2660	1	White or Caucasian Indicator	
2670	1	Race Unknown Indicator	

Post-Term Data Submission: Student Data

The population of the post-term Student data submission is equal to that of the sixth-week student file (each student who was enrolled for credit instruction and included in the sixth-week file must be included in the post-term submission) and in addition, must include that set of students who were not included in the sixth-week submission but who actually received a degree(s) this term, completed teacher certification requirements, or completed a remediation requirement.

Each student submitted has one format '04', '05' and '20' record.

The file sequence is as follows:

Major Unit code

Division Code (UW Colleges Receiving Institutions only)

Sp20

Student Social Security Number

Minor Student Record Format Identifier

Post-Term Data Submission: Student Data

Element Number	Element Length	Element Name	
KEY:			
2160	1	Unit Code	
2170	2	Division Code (UW Colleges Receiving Institutions only)	Sp20
2010	9	Student Social Security Number	
----	2	Student Record Format Identifier	
NON-KEY IDENTIFIER:			
2012	16	Campus Student ID	
UNIVERSITY COMPLETION DATA:			
2175	2	Home Institution Division	+F19
2250	3	Cumulative Grade Point Average	
2251	3	Cumulative Grade Point Credits	
2420	5	Degree Earned, this Term (This Institution) – First	
2420	5	Degree Earned, this Term (This Institution) – Second	
2430	5	Major Associated with Degree Earned this Term - First	
2430	5	Major Associated with Degree Earned this Term – Second	
2440	1	Teacher Education Completion	
2460	1	Math Remediation Completed this Term	
2465	1	English Remediation Completed this Term	
2300	4	Curricular Area Code	
2310	4	Course Number	
2320	1	Course Grade Basis	
2330	5	Section Number	
2350	4	Units Taken (course graded section)	
2351	1	Earn Credit Flag	
2352	3	Grade	
2425	1	Certificate Earned, this Term (This Institution) – First	
2425	1	Certificate Earned, this Term (This Institution) – Second	
2435	6	CIP Code Associated with Certif. Earned this Term – First	
2435	6	CIP Code Associated with Certif. Earned this Term – Second	
UNIVERSITY WITHDRAWAL DATA:			
2500	4	Withdrawal, Date of	
PERSONAL DATA (Include only for students who were not part of the sixth-week population):			
2017	30	First Name	
2018	30	Middle Initial/Name	
2019	40	Last Name	
2020	1	Gender	
2045	8	Birthdate	
2050	1	Citizenship, Status of	
2220	1	Resident Status-Fee Basis, Current	
2225	1	Relationship to Alumnus	
2600	1	Cuban Indicator	
2605	1	Mexican American Indicator	
2610	1	Puerto Rican Indicator	
2615	1	Other Hispanic/Latino Indicator	
2617	1	Hispanic/Latino Indicator (subgroup unknown)	
2620	1	African American or Black Indicator	

Post-Term CDR Record Type '05' Layout: Student Data

<u>Field Name (data element #)</u>	<u>Data Type</u>	<u>Field Length</u>	<u>Position</u>	<u>Notes</u>	
unit (2160)	CHAR	(1)	1-1		
division (2170)	CHAR	(2)	2-3	UW Colleges Receiving Institutions only	Sp20
social security number (2010)	NUMBER	(9)	4-12		
record type	NUMBER	(2)	13-14	always -05-	
Blank	NUMBER	(6)	15-20		
blank	CHAR	(2)	21-22	not used	
degree earned 1 (2420)	CHAR	(5)	23-27		
degree earned 2 (2420)	CHAR	(5)	28-32		
teacher ed. completed (2440)	CHAR	(1)	33-33		
blank	CHAR	(10)	34-43	not used	
withdrawal date (2500)	NUMBER	(4)	44-47	-MMDD-	
major assoc. with degree 1 (2430)	CHAR	(5)	48-52		
major assoc. with degree 2 (2430)	CHAR	(5)	53-57		
gender (2020)	CHAR	(1)	58-58		
blank	CHAR	(1)	59-59	not used	
resident status (2220)	CHAR	(1)	60-60		
blank	CHAR	(4)	61-64	not used	
citizenship status (2050)	CHAR	(1)	65-65		
math remediation comp. (2460)	CHAR	(1)	66-66		
English remediation comp. (2465)	CHAR	(1)	67-67		
blank	CHAR	(1)	68-68	not used	
campus student ID (2012)	CHAR	(16)	69-84		
cumulative GPA (2250)	NUMBER	(3)	85-87	9v99	
cumulative GPC (2251)	NUMBER	(3)	88-90	9v99	
Relationship to Alumnus (2225)	CHAR	(1)	91-91		
Birthdate (2045)	NUMBER	(8)	92-99	-YYYYMMDD-	
First Name (2017)	CHAR	(30)	100-129		
Middle Initial/Name (2018)	CHAR	(30)	130-159		
Last Name (2019)	CHAR	(40)	160-199		
certificate earned 1 (2425)	CHAR	(1)	200		
certificate earned 2 (2425)	CHAR	(1)	201		
CIP assoc. with certif. 1 (2435)	CHAR	(6)	202-207		
CIP assoc. with certif. 2 (2435)	CHAR	(6)	208-213		
home institution division (2175)	CHAR	(2)	214-215		+F/19

Total record length is 215 characters.

F/19

Post-Term CDR Record Type '20' Layout: Student Data

<u>Field Name (data element #)</u>	<u>Data Type</u>	<u>Field Length</u>	<u>Position</u>	<u>Notes</u>
unit (2160)	CHAR	(1)	1-1	
division (2170)	CHAR	(2)	2-3	UW Colleges Receiving Institutions only
social security number (2010)	CHAR	(9)	4-12	
record type blank	NUMBER	(2)	13-14	always -20-
Cuban indicator (2600)	CHAR	(2)	15-16	not used
Mexican American indicator (2605)	CHAR	(1)	17-17	
Puerto Rican indicator (2610)	CHAR	(1)	18-18	
other Hispanic or Latino indicator (2615)	CHAR	(1)	19-19	
Hispanic/Latino indicator (subgroup unknown) (2617)	CHAR	(1)	20-20	
African American or Black indicator (2620)	CHAR	(1)	21-21	
American Indian or Alaskan Native indicator (2625)	CHAR	(1)	22-22	
Hawaiian or Pacific Islander indicator (2630)	CHAR	(1)	23-23	
Cambodian indicator (2635)	CHAR	(1)	24-24	
Hmong indicator (2640)	CHAR	(1)	25-25	
Laotian indicator (2645)	CHAR	(1)	26-26	
Vietnamese indicator (2650)	CHAR	(1)	27-27	
Southeast Asian indicator (subgroup unknown) (2652)	CHAR	(1)	28-28	
other Asian indicator (2655)	CHAR	(1)	29-29	
White or Caucasian indicator (2660)	CHAR	(1)	30-30	
Blank	CHAR	(1)	31-31	
race unknown indicator (2670)	CHAR	(1)	32-32	not used
	CHAR	(1)	33-33	

Sp20

Total record length is 33 characters.

Data transmissions should be sent txt mode via ftp.

Student CDR Key Change File

Universities may send a transaction file to update student keys. Listed below is a record layout to be used when changing the key of a student record. The record layout begins with the original student key. Following the key is a record type ('KEYS'). The remainder of the record should contain the new key. The entire new key should appear, including Unit and Division.

<u>Field Name (data element #)</u>	<u>Data Type</u>	<u>Field Length</u>	<u>Position</u>	<u>Notes</u>	
unit (2160)	CHAR	(1)	1-1		
division (2170)	CHAR	(2)	2-3	UW Colleges Receiving Institutions only	Sp20
social security number (2010)	NUMBER	(9)	4-12		
blank	CHAR	(2)	13-14		
record type	CHAR	(4)	15-18	always -KEYS-	
unit (2160)	CHAR	(1)	19-19	new key	
division (2170)	CHAR	(2)	20-21	new key	
social security number (2010)	NUMBER	(9)	22-30	new key	

Total record length is 30 characters.

Financial Aid Data Submission: Student Data

The primary use of financial aid data is to describe the aggregate student need for financial assistance and the mix of aid used by students to meet the needs. These data are used to develop a variety of need and aid analyses, including reports to the Board of Regents and the Legislature.

Beyond the need and aid analyses, the resulting financial aid database is used by the Legislative Audit Bureau. Federal law requires that federal student financial aid programs be audited annually. The Legislative Audit Bureau has been delegated the responsibility for the conduct of the audits, following prescribed federal audit procedures.

The Financial Aid Data Submission is to include a record for each enrolled student who a) demonstrated financial need as determined by the prevailing standard needs analysis or b) received one of the need or non-need based aid types included in the definition of Financial Aid Type (DE 2400). Students for whom the needs analysis showed no need and who did not receive aid should not be included.

The financial aid reporting period is an academic year that includes a complete academic year and the summer term which precedes the academic year. Note: The preceding summer is the summer term in the same calendar year as the fall term, e.g., summer 1989 is associated with the 1989-90 academic year submission.

The objective is to capture a 12 month aid period. In some cases, the actual data will be from two fiscal year periods. A case in point is aid awarded in the form of work-study. Work-study is paid from the fiscal year during which it is earned, not awarded. And, since actual work-study earnings are to be reported for all terms as derived from payroll records, it is understood that the amounts will be drawn from two fiscal years. These and other exceptions to a fiscal year reporting will result in the CDR file not reconciling to the fiscal year accounting records; though the two sources should be reasonably close as summer aid is a small portion of total year aid.

The contents of the records will vary with the aid program--or package--for the student. Three program variables control record content.

1. Students with need who are granted one or more types of aid. All data elements must be provided for the regular academic year and summer session as appropriate.
2. Students with computed need who are not aid recipients due to aid rejection by the student or other unique circumstances. All data elements are to be provided for the regular academic year and summer session as appropriate. Aid Type (DE 2400) must be coded '99', and the Aid Amount (DE 2410) must be zero.
3. Students who received only non-need based aid should be included in the CDR if the aid type is listed in the definition of Financial Aid Type (DE 2400). Information pertaining to Student Budget (DE 2360), Financial Dependency (DE 2370), Family Contribution/Student Expectation (DE 2380), Total Family Income (DE 2390), or Housing Arrangements (DE 2395) elements is not required if only non-need based aid has been given.

With only a few exceptions, the population of students in the financial aid CDR submission will be a subset of the student CDR submissions for the same reporting period. The exceptions will be: a) students who completed registration subsequent to the two week date of record for the student CDR submission, and who received financial aid or demonstrated financial need, and b) students who were full-time work-study students in the summer session.

As in other student data submissions, each student is identified with the unique key--UNIT CODE, DIVISION CODE (UW Colleges Receiving Institutions only), and STUDENT SOCIAL SECURITY NUMBER. The format design includes three record types.

1. Type 08
 - a. At least one 08 record must be included for each student.
 - b. One 08 record must be included if the student received aid during the combined traditional year (fall + spring), (a 'T' in Term Indicator; column 13) and a second 08 record included if the student received aid during summer session (an 'S' in Term Indicator; column 13).
 - c. If a student attends only summer session, only a summer session 08 is to be included.
 - d. Each 08 record must be properly identified through the use of the Term Indicator (DE 2180).
2. Type 10
 - a. At least one type 10 record must be included for each type 08 record.
 - b. There are to be included as many 10 records as necessary to account for each type of aid disbursed to the student.
 - c. If the student attends only summer session, only summer session type 10 records are to be included, i.e., all type 10 records have an 'S' in the Term Indicator (column 13).
 - d. Each type 10 record must be properly identified through the use of the Term Indicator (DE 2180).
3. Type 09
 - a. One 09 record must be included for each student who has received financial aid.
 - b. If the student attended both the traditional year and summer session, only one type 09 record should be included, i.e., the traditional 09 record 'T' in the Term Indicator (column 13).

The submission of student financial aid CDR data does not change in any way the other student CDR submissions. The financial aid submission is to be submitted independent of other student CDR submissions.

The file sequence is as follows:

<u>Major</u>	Unit Code
	Division Code (UW Colleges Receiving Institutions Only)
	Social Security Number
<u>Minor</u>	Term Indicator

Sp20

STUDENT RECORD FORMAT IDENTIFIER

Definition: A two-digit numeric code to identify the record formats within the annual financial aid data submission file.

Coding Considerations: Prescribed on record layouts.

Edit Criteria: Must be one 08 record for each student receiving aid during the traditional academic year (fall + spring), and one 08 record for each student receiving aid for the summer session. At least one 10 record must accompany each 08 record.

FINANCIAL AID CDR RECORD LAYOUTS

Financial Aid CDR Record Type '08' Layout:

<u>Field Name (data element #)</u>	<u>Data Type</u>	<u>Field Length</u>	<u>Position</u>	<u>Notes</u>	
unit (2160)	CHAR	(1)	1-1		
division (2170)	CHAR	(2)	2-3	UW Colleges Receiving Institutions only	Sp20
social security number (2010)	NUMBER	(9)	4-12		
term (2180)	CHAR	(1)	13-13		
record type	NUMBER	(2)	14-15	always -08-	
budget individual (2360)	NUMBER	(5)	16-20		
dependency status (2370)	CHAR	(1)	21-21		
family contribution (2380)	NUMBER	(5)	22-26		
gross family income (2390)	NUMBER	(6)	27-32		
blank	CHAR	(30)	33-62		
campus student ID (2012)	CHAR	(16)	63-78		
housing arrangements (2395)	CHAR	(1)	79-79		
first name (2017)	CHAR	(30)	80-109		
middle (initial or name) (2018)	CHAR	(30)	110-139		
last name (2019)	CHAR	(40)	140-179		

Total record length is 179 characters.

Financial Aid CDR Record Type '09' Layout:

<u>Field Name (data element #)</u>	<u>Data Type</u>	<u>Field Length</u>	<u>Position</u>	<u>Notes</u>	
unit (2160)	CHAR	(1)	1-1		
division (2170)	CHAR	(2)	2-3	UW Colleges Receiving Institutions only	Sp20
social security number (2010)	NUMBER	(9)	4-12		
term (2180)	CHAR	(1)	13-13		
record type	NUMBER	(2)	14-15	always -09-	
blank	CHAR	(30)	16-45		
blank	CHAR	(25)	46-70		
blank	NUMBER	(5)	71-75		

Total record length is 179 characters.

Financial Aid CDR Record Type '10' Layout:

<u>Field Name (data element #)</u>	<u>Data Type</u>	<u>Field Length</u>	<u>Position</u>	<u>Notes</u>	
unit (2160)	CHAR	(1)	1-1		
division (2170)	CHAR	(2)	2-3	UW Colleges Receiving Institutions only	Sp20
social security number (2010)	NUMBER	(9)	4-12		
term (2180)	CHAR	(1)	13-13		
record type	NUMBER	(2)	14-15	always -10-	
aid type (2400)	NUMBER	(2)	16-17		
aid amount (2410)	NUMBER	(5)	18-22		

Total record length is 22 characters.

Data transmissions should be sent via text mode ftp.

Field Station Reporting Guidelines

These guidelines apply ONLY to courses offered by the consortium. If a course is offered at the Field Station by an institution, rather than the Consortium, the “regular” Summer Term guidelines and procedures apply

1. Credits and enrollments for team taught courses should be split evenly between institutions if faculty come from more than one institution. Should more than two instructors be involved, the split would be three-way, or four-way, etc.
2. The institution registrar will report Unit and Division UW Colleges Receiving Institutions) and the appropriate CAC. Sp20
3. Registrars are cautioned not to duplicate enrollments. Only the institution providing the instruction is allowed to report the enrollments and credits on the CDR. Registrars receiving transcripts from students for the purpose of degree credit transfer must not report those credits on the CDR.
4. Section numbers will be added by the institution registrar. Course numbers may be changed by the registrar if the field station is inappropriate.
5. The date of record is to be the fifth (calendar) day of each class, unless the class is offered for less than five days, in which case the date of record is the last day of class.
6. All credits for which the student has paid or has made appropriate financial commitment by the date of record are to be reported. Any credits associated with withdrawals if the student has received or will receive a 100% refund of tuition (excluding a withdrawal fee, if charged) may not be reported. Since the summer session is short, there are not a sufficient number of late registrants to offset the fully reimbursed withdrawals.
7. If the institution registrar has the student’s major, it may be reported instead of 99992.
8. Data Elements 2330 (Section Number) and 2340 (Student Credits by Section (Prorated)) can be provided in one of two ways. First, the data for each student can be provided in complete, prorated detail--as in the academic-year submissions. Or, second, all course-credits for a given student can be reported with just one section of the course. This may be done in one of two ways: submit all the section numbers for a given course, but associate the total course credits with just one of the section; or, report only one section with the total credits for each course taken by a student.

Technical Guidelines

1. The data submission formats for the Summer Term CDR are the same as those used for the succeeding academic year CDR student data submissions (i.e., three files are submitted -- a sixth-week student file, a sixth-week curricular file, and a post-term student file).
2. The definitions and codes for the student data elements reported in the Summer Term CDR are those that are in effect for the succeeding academic year submission (e.g., for Summer Term 1979, the definitions and codes for the 1979-80 academic year data submissions are used; for Summer Term 1980, the definitions and codes for the 1980-81 academic year submissions are used).

Please refer to the pages which describe the sixth-week student, sixth-week curricular and post-term student submissions in section III.C for detailed information on file layouts, etc.

MAAD Submission Record Layout

MAAD Record Type '00' Layout: Header

<u>Field Name (data element #)</u>	<u>Data Type</u>	<u>Field Length</u>	<u>Position</u>	<u>Notes</u>
record type	NUMBER	(2)	1-2	always -00-
unit (5160)	CHAR	(1)	3-3	
blank	CHAR	(2)	4-5	not used
month (5175)	CHAR	(2)	6-7	
tally of late apps-new (5900)	NUMBER	(4)	8-11	optional
tally of late apps-transfer (5900)	NUMBER	(4)	12-15	optional
tally of late apps-re-entry (5900)	NUMBER	(4)	16-19	optional
tally of late apps-transfers/re-entry (5900)	NUMBER	(4)	20-23	optional
tally of late apps-unassigned (5900)	NUMBER	(4)	24-27	optional
blank	CHAR	(53)	28-80	not used

Total record length is 80 characters.

MAAD Record Type '10' Layout: Header

<u>Field Name (data element #)</u>	<u>Data Type</u>	<u>Field Length</u>	<u>Position</u>	<u>Notes</u>
record type	NUMBER	(2)	1-2	always -10-
unit (5160)	CHAR	(1)	3-3	
division (5170)	CHAR	(2)	4-5	UW Colleges Receiving Institutions only
month (5175)	CHAR	(2)	6-7	
social security number (5010)	CHAR	(9)	8-16	
resident status (5220)	CHAR	(1)	17-17	
blank	CHAR	(8)	18-25	not used
citizenship status (5050)	CHAR	(1)	26-26	
gender (5020)	CHAR	(1)	27-27	
entrance status (5240)	CHAR	(1)	28-28	
post-baccalaureate undergrad (5275)	CHAR	(2)	29-30	
term (5180)	CHAR	(1)	31-31	
application status (5134)	CHAR	(1)	32-32	
deferred status (5138)	CHAR	(1)	33-33	
blank	CHAR	(1)	34-34	not used
admission action (5136)	CHAR	(2)	35-36	
high school class rank % (5105)	NUMBER	(2)	37-38	
high school class size (5090)	NUMBER	(4)	39-42	
high school class rank (5100)	NUMBER	(4)	43-46	
CBA proficiencies 5190)	NUMBER	(1)	47-47	
CBA indicator (5195)	CHAR	(1)	48-48	
birthdate (5040)	NUMBER	(6)	49-54	-YYYYMM-
high school graduation year (5120)	NUMBER	(4)	55-58	-YYYY-
campus student ID (5012)	CHAR	(16)	59-74	
first generation college student indicator (5065)	CHAR	(1)	75-75	
Wisconsin Covenant student indicator (5068)	CHAR	(1)	76	
blank	CHAR	(4)	77-80	not used

Total record length is 80 characters.

MAAD Record Type '20' Layout: Race/Ethnicity

<u>Field Name (data element #)</u>	<u>Data Type</u>	<u>Field Length</u>	<u>Position</u>	<u>Notes</u>	
record type	NUMBER	(2)	1-2	always -20-	
unit (5160)	CHAR	(1)	3-3		
division (5170)	CHAR	(2)	4-5	UW Colleges Receiving Institutions only	Sp20
month (5175)	CHAR	(2)	6-7		
social security number (5010)	CHAR	(9)	8-16		
Cuban indicator (5600)	CHAR	(1)	17-17		
Mexican American indicator (5605)	CHAR	(1)	18-18		
Puerto Rican indicator (5610)	CHAR	(1)	19-19		
other Hispanic or Latino indicator (5615)	CHAR	(1)	20-20		
Hispanic/Latino indicator (subgroup unknown) (5617)	CHAR	(1)	21-21		
African American or Black indicator (5620)	CHAR	(1)	22-22		
American Indian or Alaskan Native indicator (5625)	CHAR	(1)	23-23		
Hawaiian or Pacific Islander indicator (5630)	CHAR	(1)	24-24		
Cambodian indicator (5635)	CHAR	(1)	25-25		
Hmong indicator (5640)	CHAR	(1)	26-26		
Laotian indicator (5645)	CHAR	(1)	27-27		
Vietnamese indicator (5650)	CHAR	(1)	28-28		
Southeast Asian indicator (subgroup unknown) (5652)	CHAR	(1)	29-29		
other Asian indicator (5655)	CHAR	(1)	30-30		
White or Caucasian indicator (5660)	CHAR	(1)	31-31		
blank	CHAR	(1)	32-32		
race unknown indicator (5670)	CHAR	(1)	33-33		
blank	CHAR	(30)	34-63		

Total record length is 63 characters.

CDR EDITING CRITERIA – CURRICULAR

1010	UNIT		
EDITS:	1010-11	A code 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', or 'N', or 'R' must be present.	Sp/20
NOTES:	Refer to edit 1981-21, 1981-31, 1981-32, 1986-32, 1987-71, 1990-21, and 1991-11.		

1020	DIVISION																										
DEFAULTS:	During the build process, the record is bypassed if non-KEY DDS (Division (DE 1020), Department (DE 1030), and Sub-Department (DE 1040)) is equal to spaces and SAC (Section Allocation Coefficient (DE 1045)) is equal to zeroes, or if there are no occurrences of non-KEY DDS. Greater than five occurrences of non-KEY DDS are dropped and printed on error report.																										
EDITS:	1020-21	a) If Unit (DE 1010) is 'B', 'C', 'D', 'F', 'H', 'K', or 'N', the KEY Division (DE 1020) must be a valid Division per the unit as described below or be blank (b). For all other valid unit codes, the KEY Division (DE 1020) must be blank (b).	F/19																								
		<table border="0" style="margin-left: 40px;"><thead><tr><th style="text-align: left;"><u>Unit</u></th><th style="text-align: left;"><u>Divisions</u></th><td></td></tr></thead><tbody><tr><td>B</td><td>B1, B2</td><td style="text-align: right;">+F/19</td></tr><tr><td>C</td><td>18</td><td></td></tr><tr><td>D</td><td>71, 72, 73</td><td></td></tr><tr><td>F</td><td>60, 61</td><td></td></tr><tr><td>H</td><td>15, 34 75</td><td style="text-align: right;">Sp/20</td></tr><tr><td>K</td><td>20, 25</td><td></td></tr><tr><td>N</td><td>28</td><td></td></tr></tbody></table>	<u>Unit</u>	<u>Divisions</u>		B	B1, B2	+F/19	C	18		D	71, 72, 73		F	60, 61		H	15, 34 75	Sp/20	K	20, 25		N	28		
<u>Unit</u>	<u>Divisions</u>																										
B	B1, B2	+F/19																									
C	18																										
D	71, 72, 73																										
F	60, 61																										
H	15, 34 75	Sp/20																									
K	20, 25																										
N	28																										
	1020-21	b) If KEY Division (DE 1020) is not blank (b), it must match the non-KEY Division (DE 1020).	+F/19																								
NOTES:	Refer to edits 1981-21, 1981-31, 1981-32, 1986-32, 1987-71, 1990-21, and 1991-11.																										

1030	DEPARTMENT		
DEFAULTS:	During the build process, the record is bypassed if non-KEY DDS (Division (DE 1020), Department (DE 1030), and Sub-Department (DE 1040)) is equal to spaces and SAC (Section Allocation Coefficient (DE 1045)) is equal to zeroes, or if there are no occurrences of non-KEY DDS. Greater than five occurrences of non-KEY DDS are dropped and printed on error report.		
NOTES:	Refer to edits 1990-21 and 1991-11.		

1040	SUB-DEPARTMENT		
DEFAULTS:	During the build process, the record is bypassed if non-KEY DDS (Division (DE 1020), Department (DE 1030), and Sub-Department (DE 1040)) is equal to spaces and SAC (Section Allocation Coefficient (DE 1045)) is equal to zeroes, or if there are no occurrences of non-KEY DDS.		
NOTES:	Refer to edit 1990-21 and 1991-11.		

CDR EDITING CRITERIA – STUDENT

2010	STUDENT SOCIAL SECURITY NUMBER
EDITS:	<i>2010-11 Must be coded numeric -- no blanks (bs), alphabetic characters, special characters, or all zeros.</i>
NOTES:	<i>Refer to edits 2981-41, 2982-21, 29P1-41, 29F1-42, 29F2-21 and 29F3-21.</i>

2012	CAMPUS STUDENT ID
EDITS:	<i>2012-11 a) The ID must be present for each student in the submission – no blanks or special characters allowed. b) The ID must be uniquely associated with an SSN (DE 2010) for any given year, term, and unit (and division at UW Colleges–Receiving Institutions).</i>
NOTES:	<i>The campus student ID allows UW campuses to link CDR data to the campus database. It may be used by UW System Administration as an alternate means of linking campus records.</i>

2017	FIRST NAME
NOTES:	<i>This data element may be blank if the student does not have a First Name.</i>

2018	MIDDLE (INITIAL OR NAME)
NOTES:	<i>This data element may be blank if the student does not have a Middle Initial/Name.</i>

2019	LAST NAME
EDITS:	<i>2019-11 Data must be present for each student.</i>

2020	GENDER
EDITS:	<i>2020-11 Must be coded 'M' or 'F'.</i>

2045	BIRTHDATE
EDITS:	<i>2045-11 a) Must be coded numeric or blank (b). b) The birth month must equal 01 thru 12, inclusive. c) The birth day must equal 01 thru 31, inclusive.</i>
	<i>2045-21 a) If this element is not blank (b) and Student Classification (DE 2210) is an 'S' (senior auditor), the student must be 60 years of age or older by the end of the current academic year. b) If High School, Date of Graduation (DE 2120) is not blank (b) and Student Classification (DE 2210) is not 'S' or 'T', Birthdate (DE 2040) must be prior to that date.</i>
	<i>2045-22 a) If Birthdate is not blank (b) and Student Classification (DE 2210) is not 'S', the student should be 90 years of age or younger as of the end of the current academic year. b) The student must be 13 years of age or older by the end of the current academic year.</i>
NOTES:	<i>Age comparison is based on the year of birth as it compares to the end of the current academic year. For example, a senior auditor born in 1951 would meet the 60 year requirement starting with the 2010-11 academic year.</i>

Sp/20

CDR EDITING CRITERIA – STUDENT

2100 HIGH SCHOOL CLASS RANK

DEFAULTS: If not numeric, then High School Class Rank (DE 2100) is defaulted to zeros.

- EDITS:**
- 2100-21 *If this element is greater than zero, it must be less than or equal to High School Class Size (DE 2090). If High School Class Size (DE 2090) is greater than zero, then this element must be greater than zero.*
 - 2100-22 *If High School Class Rank (DE 2100) and High School Class Size (DE 2090) are both greater than zero, High School Class Rank (DE 2100) should not equal High School Class Size (DE 2090).*

2105 HIGH SCHOOL CLASS RANK PERCENTILE

DEFAULTS: If not numeric, then High School Class Rank Percentile (DE 2105) is defaulted to zeros.

- EDITS:**
- 2105-22 *If the student meets all of the following conditions, then this element should contain a code which is numeric and greater than zero.*
 - a) *The student is a new freshman, Entrance Status (DE 2240) is an 'N' and Student Classification (DE 2210) is an 'A', 'B', 'C', or 'D'.*
 - b) *The student is from the United States, Address-Permanent (Address at Time of Application) (DE 2080) contains a U.S. address code.*
 - c) *The student graduated from a Wisconsin high school (High School codes of '50*991', '50*992', '50*993', '50*994', '50*995', '50*999', or spaces do not meet this criteria).*
 - d) *The student is 25 years of age or younger (the first year of the current academic year minus the birth year, from Birthdate (DE 2045), is less than 26) or no age can be determined (Birthdate (DE 2045) is blank (b)).*

2110 HIGH SCHOOL GRADUATED FROM

DEFAULTS: During the build process, if Student Classification (DE 2210) is equal to 'N' or 'O', this element is defaulted to spaces. **Sp20**

- EDITS:**
- 2110-11 *This element must contain a valid code per the CDR Wisconsin High School code table, CDR Manual Vol. II, or be blank (b).*
 - 2110-22 *If the student meets all of the following conditions, this element should contain a valid code (non-blank).*
 - a) *The student is a new freshman, Entrance Status (DE 2240) is an 'N' and Student Classification (DE 2210) is an 'A', 'B', 'C', or 'D'.*
 - b) *The student is a Wisconsin resident (Resident Status-Fee Basis (DE 2220) = 'R').*
 - c) *The student is from a Wisconsin county (Address-Permanent (Address at Time of Application) (DE 2080) contains a Wisconsin county code of b01 thru b72 in the first three positions).*

CDR EDITING CRITERIA – STUDENT

2120 HIGH SCHOOL, DATE OF GRADUATION

DEFAULTS: During the build process, if Student Classification (DE 2210) is equal to 'N' or 'O', this element is defaulted to spaces.

Sp20

EDITS: 2120-11 *This element must be blank (b) or contain a numeric code that is greater than zero but not greater than the first year of the current academic year for Summer Term and Term 1 enrollment, e.g., 1991 in academic year 1991-92. Or, contain a numeric code that is greater than zero but not greater than the second year of the current academic year for Winter Term and Term 2, e.g., 1992 in academic year 1991-92.*

2120-22 *If the student is a new freshman (Entrance Status, Current (DE 2240) is equal to 'N' and Student Classification (DE 2210) is equal to 'A', 'B', 'C', or 'D') this element should contain a numeric code (not zeros).*

2130 INSTITUTION LAST ATTENDED

DEFAULTS: For non-transfer students, this element is defaulted to blanks (bs).

EDITS: 2130-11 *This element must contain a valid code per the CDR College Code table, CDR Manual Vol. II, or be blank (b).*

2130-22 *If the student is an undergraduate transfer or Combination Re-entry/transfer student (Student Classification (DE 2210) is an 'A', 'B', 'C', or 'D' and Entrance Status (DE 2240) is an 'S' or 'T'), then this element must contain a valid code (non-blank) and not the code of the institution the student is currently attending.*

CDR EDITING CRITERIA – STUDENT

2159 SAT READING AND WRITING SCORE

DEFAULTS: If Entrance status, Current (DE 2240) is not equal to ‘N’, or Student Classification (DE 2210) is not equal to ‘A’, ‘B’, ‘C’, or ‘D’, then this element is defaulted to spaces.

EDITS: 2159-21 *If ACT/SAT Test Indicator (DE 2145) = ‘F’, or ‘U’, then this element must contain a three-digit value between 200 and 800, inclusive. If ACT/SAT Test Indicator (DE 2145) is not equal to ‘F’, or ‘U’, then this element must be space-filled.*

NOTES: *When a student submits multiple sets of SAT scores to an institution, a test from the most recent administration period should be used. If multiple test records are present for a student within the most recent administration period, then the single test administration with the highest sum of test components should be used to report each test component, as shown in the table below.*

<i>ACT/SAT Test Indicator (DE 2145)</i>	<i>SAT test administration period</i>	<i>Test components</i>
<i>‘F’, ‘U’</i>	<i>March 2016 or later</i>	<i>SAT Reading and Writing Score (DE 2159) SAT Math Score (DE 2157)</i>
<i>‘E’, ‘T’</i>	<i>March 2005 to January 2016</i>	<i>SAT Critical Reading Score (DE 2156) SAT Math Score (DE 2157) SAT Writing Score (DE 2158)</i>
<i>‘D’, ‘S’</i>	<i>Before March 2005</i>	<i>SAT Verbal Score reported as SAT Critical Reading Score (DE 2156) SAT Math Score (DE 2157)</i>

2160 UNIT

EDITS: 2160-11 *The valid code for the reporting unit must be present.*

NOTES: *Refer to edits 2981-41, 2982-21, 2983-31, 2984-22, 29P1-41, 29F1-42, 29F2-21, and 29F3-21.*

2170 DIVISION (~~UW COLLEGES CAMPUSES ONLY~~)

EDITS: 2170-21 *If Unit (DE 2160) = ‘B’, ‘C’, ‘D’, ‘F’, ‘H’, ‘K’, or ‘N’, this data element must contain a valid Division Code as described below or be blank (b). For all other Unit codes, this element must be blank (b).*

<u>Unit</u>	<u>Divisions</u>	
<i>B</i>	<i>B1, B2</i>	<i>+F/19</i>
<i>C</i>	<i>18</i>	<i>+F/19</i>
<i>D</i>	<i>71, 72, 73</i>	<i>+F/19</i>
<i>F</i>	<i>60, 61</i>	<i>+F/19</i>
<i>H</i>	<i>15, 34, 75</i>	Sp/20
<i>K</i>	<i>20, 25</i>	<i>+F/19</i>
<i>N</i>	<i>28</i>	<i>+F/19</i>

NOTES: *Refer to edits 2981-41, 2982-21, 2983-31, 2984-22, 29P1-41, 29F1-42, 29F2-21, and 29F3-21 in the Student Editing Criteria beginning on page III.D.1.*

CDR EDITING CRITERIA – STUDENT

2175 HOME INSTITUTION DIVISION

+F/19

EDITS: 2175-21 *If Unit (DE 2160) = 'B', 'C', 'D', 'F', 'H', 'K', or 'N', this data element must contain a valid Division Code as described below or be blank (b). For all other Unit codes, this element must be blank (b).*

<u>Unit</u>	<u>Divisions</u>
B	B1, B2
C	18
D	71, 72, 73
F	60, 61
H	15, 34, 75
K	20, 25
N	28

Sp/20

2180 TERM INDICATOR

EDITS: 2180-11 a) *Term Indicator for budget data must be coded 'A', 'S', or 'T'.*
b) *Term Indicator for aid data must be coded 'S', 'T', '1', or '2'.*

2180-21 *A student's term indicators for budget data and aid data must be compatible. Budget data for summer ('S') must correspond to aid data for summer ('S'). Budget data for traditional academic year ('T') must correspond to aid data for traditional academic year ('T'), fall ('1'), or spring ('2').*

NOTES: *This element pertains only to the financial aid CDR.*

2185 MATH FUNDAMENTALS SCORE

DEFAULTS: *If Entrance status, Current (DE 2240) is not equal to 'N', or Student Classification (DE 2210) is not equal to 'A', 'B', 'C', or 'D', then this element is defaulted to blank (b).*

EDITS: 2185-21 *If the student is a new freshman (Entrance Status, Current (DE 2240) is equal to 'N' and Student Classification (DE 2210) is equal to 'A', 'B', 'C' or 'D'), then this element must contain a three-digit value that ends in zero and is between 150 and 850, inclusive, or be blank (b).*

2185-22 *If the student is a new freshman (Entrance Status, Current (DE 2240) is equal to 'N' and Student Classification (DE 2210) is equal to 'A', 'B', 'C' or 'D'), then this element must not be blank (b).*

NOTES: *This data element is intended to be used to identify students who, on their first attempt, have a Math Fundamentals score that would place them into college-level math (i.e., above remedial math) per the systemwide math placement test common cut score. When multiple test score records exist for an individual student, the Math Fundamentals score should be taken from the earliest dated test record.*

CDR EDITING CRITERIA – STUDENT

2210	STUDENT CLASSIFICATION	
EDITS:	<p>2210-11 <i>This element must contain a valid code: ‘A’, ‘B’, ‘C’, ‘D’, ‘E’, ‘F’, ‘G’, ‘H’, ‘J’, ‘K’, ‘L’, ‘M’, ‘N’, ‘O’, ‘P’, ‘S’, ‘T’, ‘V’, or ‘Y’.</i></p> <p>2210-12 <i>For Extended Degree Students, this element should contain ‘A’, ‘B’, ‘C’, ‘D’, or ‘J’.</i></p> <p>2210-21 <i>a) If Unit (DE 2160) is <u>not</u> ‘R’ (UW Colleges), then this element cannot contain an ‘I’ (undergraduate special, UW Colleges only). If Unit (DE 2160) is ‘R’, then this element must contain an ‘A’, ‘B’, ‘C’, ‘D’, ‘I’, ‘N’, ‘S’, or ‘T’.</i></p> <p style="padding-left: 2em;"><i>a) If Unit (DE 2160) is <u>not</u> an ‘A’ (Madison), then this element cannot contain an ‘L’, ‘M’, ‘P’, or ‘V’.</i></p> <p style="padding-left: 2em;"><i>b) If this element contains a ‘G’ (PhD, pre-prelim) or ‘H’ (PhD, post-prelim), Unit (DE 2160) must be ‘A’ or ‘B’, and the student cannot be new or transfer, i.e., Entrance Status, Current (DE 2240) cannot contain an ‘N’ or ‘T’.</i></p> <p style="padding-left: 2em;"><i>c) If the CAPP Indicator (DE 1410) on the curricular file contains a ‘Y’, then this element must contain an ‘N’.</i></p> <p style="padding-left: 2em;"><i>d) If Resident Status-Fee Basis, Current (DE2220) is <u>not</u> an ‘R’ (WI Resident), then this element cannot contain an ‘S’ or ‘T’.</i></p> <p style="padding-left: 2em;"><i>d) If Entrance Status (DE 2240) contains a ‘T’ or ‘S’, then this element must contain an ‘A’, ‘B’, ‘C’, or ‘D’.</i></p> <p style="padding-left: 2em;"><i>f) If Resident Status-Fee Basis, Current (DE 2220) is a ‘W’ (Return to Wisconsin participant), then this element must contain an ‘A’, ‘B’, ‘C’, ‘D’, ‘I’, ‘J’, ‘N’, ‘S’, or ‘T’ (does not apply to post-term add records).</i></p> <p>2210-22 <i>If this element contains a ‘D’, then the student cannot be a new student, i.e., Entrance Status, Current (DE 2240) cannot contain an ‘N’.</i></p>	<p>Sp/20</p> <p>-Sp/20</p>
<hr/>		
2220	RESIDENT STATUS – FEE BASIS	
EDITS:	<p>2220-11 <i>This element must contain an ‘A’, ‘B’, ‘M’, ‘N’, ‘R’, ‘S’, ‘E’, ‘I’, ‘W’, or ‘V’.</i></p> <p>2220-21 <i>a) If this element contains a ‘W’, the Unit (DE 2160) must contain a ‘C’, ‘D’, ‘E’, ‘F’, ‘G’, ‘L’, ‘J’, ‘K’, or ‘N’.</i></p> <p style="padding-left: 2em;"><i>b) If this element contains an ‘I’, the Unit (DE 2160) must contain an ‘H’.</i></p> <p style="padding-left: 2em;"><i>c) If this element contains an ‘E’, the Unit (DE 2160) must contain a ‘B’, ‘C’, ‘D’, ‘E’, ‘F’, ‘G’, ‘H’, ‘J’, ‘K’, ‘L’, ‘M’, or ‘N’, or ‘R’.</i></p> <p style="padding-left: 2em;"><i>d) If this element contains an ‘E’, then the two digit state code for Address-Permanent (DE 2080) must contain a ‘KS’, ‘IL’, ‘IN’, ‘MI’, ‘MO’, ‘NB’, or ‘ND’ (does not apply to post-term add records).</i></p> <p style="padding-left: 2em;"><i>e) If this element contains an ‘A’ or ‘B’ then the unit (DE 2160) must contain a ‘C’.</i></p> <p>2220-22 <i>If the student is a nonresident alien (Citizenship Status (DE 2050) = ‘A’), then this element should not contain an ‘R’.</i></p>	<p>Sp20</p>
<hr/>		
2225	RELATIONSHIP TO ALUMNUS	
EDITS:	<p>2225-21 <i>If DE 2220 (Residency) is ‘W’, this element must contain a ‘1’, ‘2’, ‘3’, ‘4’, ‘5’, or ‘6’ (does not apply to post-term adds). If DE 2220 (Residency) is not ‘W’, this element must be blank.</i></p>	

CDR EDITING CRITERIA – STUDENT

2230 REMEDIAL MATH REQUIREMENT(S)

DEFAULTS: If Entrance status, Current (DE 2240) is not equal to 'N', or Student Classification (DE 2210) is not equal to 'A', 'B', 'C', or 'D', then this element is defaulted to blank (b).

EDITS: 2230-21 *If Entrance status, Current (DE 2240) is equal to 'N', and Student Classification (DE 2210) is equal to 'A', 'B', 'C', or 'D', this element must contain a 'Y' or 'N'.*

2235 REMEDIAL ENGLISH REQUIREMENT(S)

DEFAULTS: If Entrance status, Current (DE 2240) is not equal to 'N', or Student Classification (DE 2210) is not equal to 'A', 'B', 'C', or 'D', then this element is defaulted to blank (b).

EDITS: 2235-21 *If Entrance status, Current (DE 2240) is equal to 'N', and Student Classification (DE 2210) is equal to 'A', 'B', 'C', or 'D', this element must contain a 'Y' or 'N'.*

2240 ENTRANCE STATUS, CURRENT

DEFAULTS: If Student Classification (DE 2210) contains an 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'S', 'T', 'V', or 'Y' and Entrance Status, Current (DE 2240) contains a 'T', then this element is defaulted to 'N'. If Student Classification (DE 2210) contains an 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'S', 'T', 'V', or 'Y' and Entrance Status, Current (DE 2240) contains an 'S', then this element is defaulted to 'R'. -Sp/20

EDITS: 2240-11 *This element must contain a 'C', 'N', 'R', 'S', or 'T'.*
2240-51 *If student is enrolled in the summer as a new freshman (Student Classification (DE 2210) equal to 'A', 'B', 'C', or 'D' and Entrance Status, Current (DE 2240) equal to 'N') and is also enrolled in the fall, the Entrance Status must remain the same.* -Sp/20

2250 CUMULATIVE GRADE POINT AVERAGE

DEFAULTS: If Student Classification (DE 2210) is 'S', or 'T' and this element is not '999', then this element is defaulted to '999' (not available).

EDITS: 2250-11 *This element must be coded with a numeric value between '000' (0.00) and '400' (4.00) inclusive, or coded as '999' (not available). Blanks (bbb) and alphabetic characters are invalid.*

2250-21 a) *If Cumulative GPC (DE 2251) is coded '999', then this element must also be coded '999'.*
b) *If Cumulative GPC (DE 2251) is not coded '999', then this element must contain a numeric value between '000' and '400' inclusive.*

2250-32 *If Withdrawal Date (DE 2500) is greater than zero, Entrance Status (DE 2240) is 'N' or 'T', and student was not enrolled in the Summer term prior to a withdrawal during the Fall term, then this element should be coded '999'.*

CDR EDITING CRITERIA – STUDENT

2270 MAJOR, CURRENT

DEFAULTS: If Major, Current 1 (DE 2270(1)) is invalid and the student is a special (Student Classification (DE 2210) is an 'P', 'J', or 'K'), then Major, Current 1 (DE 2270(1)) is defaulted to '99992', see Major Codes table in CDR Manual Vol. II. If Major, Current 2 (DE 2270(2)) is invalid and the student is a special (Student Classification (DE 2210) is an 'P', 'J', or 'K'), then Major, Current (DE 2270(2)) is defaulted to spaces. If Major, Current 2 (DE 2270(2)) is equal to zeros or '99992', then Major, Current 2 (DE 2270(2)) is defaulted to spaces. If Major, Current 1 (DE 2270(1)) is equal to Major, Current 2 (DE 2270(2)), then Major, Current 2 (DE 2270(2)) is defaulted to spaces. If Major, Current 2 (DE 2270(2)) is valid and Major, Current 1 (DE 2270(1)) is equal to '99992', then move Major, Current 2 (DE 2270(2)) to Major, Current 1 (DE 2270(1)) and default Major, Current 2 (DE 2270(2)) to spaces. If Student Classification is equal to 'S', 'N', or 'T', then Major, Current 1 (DE 2270(1)) and Major, Current 2 (DE 2270(2)) are defaulted to spaces.

Sp/20

Sp/20

EDITS: 2270-21 *Except for students with Student Classification (DE 2210) of 'N', 'S', or 'T', a major valid for that term, and Unit (DE 2160) must be present in the first occurrence of this element. If the second occurrence of this element contains a code, not blanks (bs), it must also meet the above criteria.*

2270-22 a) *Except for students with Student Classification (DE 2210) = 'N', 'S', or 'T', a major valid for the student's classification should be present.*
b) *For students participating in the Midwest Student Exchange Program (Resident Status-Fee Basis (DE 2220) = 'E'), this data element must contain a valid major other than the code for undeclared majors ('99992') except at UW Colleges (Unit (DE 2160) = 'R').*

2290 DEGREE SOUGHT (GRADUATE DEGREES ONLY)

DEFAULTS: If a student has a graduate classification (Student Classification (DE 2210) is an 'E', 'F', 'G', 'H', or 'Y') and Major, Current 1 (DE 2270(1)) contains '99992', then this element is defaulted to spaces during the build process. If Student Classification (DE 2210) is other than 'E', 'F', 'G', 'H', or 'Y', then this element is defaulted to spaces. If Degree Sought 2 (DE 2290(2)) is not equal to spaces and Degree Sought 1 (DE 2290(1)) is equal to spaces, then move Degree Sought 2 (DE 2290(2)) to Degree Sought 1 (DE 2290(1)) and default Degree Sought 2 (DE 2290(2)) to spaces.

EDITS: 2290-21 *If the student is a graduate (Student Classification (DE 2210) = 'E', 'F', 'G', 'H', or 'Y') and Major, Current (DE 2270) does not contain '99992', then the following conditions must be met:*

a) *The first occurrence of this element must contain a masters, education specialist, or doctorate level code which is valid for the Unit (DE 2160).*
b) *If the second occurrence of this element contains a code (i.e., it is not blank (b)), it must also meet the above condition (a).*
c) *When one or both occurrences of this element is not blank (b), at least one of the degrees must be a valid degree for the Student Classification (DE 2210).*

2290-22 *If the student is a graduate student (Student Classification (DE 2210) = 'E', 'F', 'G', 'H', or 'Y') and both occurrences of this element are not blank (b), then the second occurrence should not equal the first.*

2300 CURRICULAR AREA

EDITS: 2300-11 a) *A valid code for the reporting Unit (DE 2160) must be present.*

NOTES: *Refer to edits 2982-21, 2983-31, and 2984-22.*

CDR EDITING CRITERIA – STUDENT

2310	COURSE NUMBER
EDITS:	2310-11 a) <i>Data must be present, i.e., all blank spaces are invalid.</i> b) <i>The first three positions of this element must be either numeric.</i> c) <i>The fourth position of this element must be an alpha character or blank.</i>
NOTES:	<i>Refer to edits 2982-21, 2983-31, and 2984-22.</i>

2320	COURSE, GRADE BASIS
EDITS:	2320-11 <i>This element must contain a valid code of 'A', 'C', 'G', 'O', or 'P'.</i> 2320-21 a) <i>If the Student Classification (DE 2210) = 'S' or 'T', then this element must contain an 'A'.</i> b) <i>For Extended Degree Program course-sections ((DE 1430) contains a 'Y'), this element must not be audit ('A').</i>

2330	SECTION NUMBER
NOTES:	<i>Refer to edits 2982-21 and 2983-31.</i>

2340	STUDENT CREDITS BY SECTION - PRORATED
EDITS:	2340-21 a) <i>A number between 00.00 and 18.00 must be present.</i> <i>Note: Types of Instruction (DE 1100) 'I' and 'F' will be ignored for this edit. If the Study Away Course Section Indicator (DE 1420) is equal to 'A', 'E', 'X', or 'S', then this edit is bypassed. This edit is also bypassed for UW-Madison's UDDS codes related to Medical or Veterinary Medicine Schools ('A53' or 'A87').</i> b) <i>If the Study Away Course Section Indicator (DE 1420) is equal to 'O' or 'D', then this element must be zero.</i> c) <i>The total of these elements for a given student must be less than 35 credits (for editing purposes only).</i> 2340-22 a) <i>If the Study Away Course Section Indicator (DE 1420) is equal to 'A', 'E', 'X', or 'S', then this element should be greater than zero.</i> b) <i>The total of these elements (which must be numeric) for a given student should:</i> i) <i>not be greater than 21 credits for an undergraduate or undergraduate special (Student Classification (DE 2210) = 'A', 'B', 'C', 'D', 'F', 'J', 'S', or 'T');</i> ii) <i>not be greater than 18 credits for a graduate or graduate special (Student Classification (DE 2210) = 'E', 'F', 'G', 'H', 'K', or 'Y');</i> iii) <i>not be greater than 6 credits for a high school special (Student Classification (DE 2210) = 'N' or 'O').</i> <i>Note: This edit does not apply to Law, Veterinary, Medical or Pharmacy Professional Students, (Student Classification (DE 2210) = 'L', 'M', 'P', or 'V') or to the Extended Degree Program students.</i> 2340-32 <i>The sum of this element for each course taken by the student should be within the Course Credit Minimum (DE 1070) and Course Credit Maximum (DE 1080) range for the course.</i>
NOTES:	<i>Refer to edit 2984-22.</i>

-Sp20

Sp20

CDR EDITING CRITERIA – STUDENT

2410 FINANCIAL AID AMOUNT

DEFAULTS: If value is non-numeric, this element is defaulted to zeros.

EDITS: 2410-11 *A numeric value greater than zero and less than \$55,000 (for editing purposes only) must be present, except for Aid Type 99 where the amount must be zero.*

- 2410-12
- a) *Amounts for individual aid types should not exceed the maximum amounts listed for an aid type (see Financial Aid Type (DE 2400)).*
 - b) *The total aid a student received in the reporting period should not be greater than \$30,000 for resident undergraduates and \$65,000 for nonresident undergraduates and for graduate and professional students.*

Note: These amounts are for editing purposes only. The dollar amounts do not necessarily reflect program guidelines.

- 2410-21
- a) *If the student received aid types '56', '57', or '67' (see Financial Aid Type (DE 2400)) the aid amount must be zero. (FFELP loans were discontinued 7/1/2010).*
 - b) *If the student received aid types '91', '92', or '93' (see Financial Aid Type (DE 2400)) and the aid amount is greater than zero, then Unit (DE 2160) should be 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', or 'N' ~~or 'R'~~ (Direct Loan participants)..*

- 2410-22
- a) *If the student received a need based aid (see Financial Aid Type (DE 2400)), then the sum of the need based aid amounts (excluding all non-need based aid) should not exceed the Student Budget (DE 2360) minus the Family Contribution/Student Expectation (DE 2380) by \$300.00.*
 - b) *If the student received aid type '47' or '48' (Lawton), then Race/Ethnicity must be 'African-American', 'Hispanic/ Latino(a)', 'Southeast-Asian American', or 'American Indian/ Alaskan Native', either alone or in combination with another race/ethnicity.*

NOTES: *This element and corresponding edit(s) pertain only to the financial aid CDR.*

Sp20

CDR EDITING CRITERIA – STUDENT

2160	UNIT
2170	DIVISION
2300	CURRICULAR AREA
2310	COURSE NUMBER
2330	SECTION NUMBER
EDITS:	<p>2984-22 <i>If the student is a freshman, sophomore, junior, senior, graduate, clinical doctorate, education specialist, or undergraduate or graduate special (DE 2210 = 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'S', or 'Y'), no two or more course sections for that student should have the same curricular codes (DE 2300), the same course numbers (DE 2310), and identical section credits (DE 2340) of '0300' (3.00) or more, regardless of the section numbers.</i></p> <p><i>Note: For UW-Madison (DE 2160) = 'A', this edit is bypassed when the course section number (DE 2330) is less than '300bb'.</i></p>

Sp20

2160	UNIT
2170	DIVISION
2010	STUDENT SOCIAL SECURITY NUMBER
EDITS:	<p>29P1-41 <i>Each combination of these elements in a post-term submission must be included in the associated sixth-week submission, except for those students who received degrees but were not included in the sixth-week population. The added students must have received a degree and/or completed teacher certification requirements in the term being reported. (Note the converse edit 2981-41).</i></p>
NOTES:	<p><i>This edit(s) pertains only to the post-term student CDR.</i></p>

2160	UNIT
2170	DIVISION
2010	STUDENT SOCIAL SECURITY NUMBER
EDITS:	<p>29F1-42 <i>Each combination of these elements in the financial aid submission should be included in at least one of the associated sixth-week student CDR submissions.</i></p> <p><i>Note: If the mismatch occurred for the summer term and the only aid the student received in the summer was Federal Work-Study (Aid Type 76) monies, then the mismatch is allowed and not printed in the error listing.</i></p>
NOTES:	<p><i>This edit(s) pertains only to the financial aid CDR.</i></p>

CDR EDITING CRITERIA – MAAD

5005	APPLICATION IDENTIFICATION NUMBER	+Sp18
EDITS:	5005-11 <i>Must be coded numeric or blanks (bs) – No alphabetic characters, special characters, or all zeros.</i>	
NOTES:	<i>Refer to edit 59M1-41.</i>	
5010	STUDENT SOCIAL SECURITY NUMBER	
EDITS:	5010-11 <i>Must be coded numeric -- NO blanks (bs), alphabetic characters, special characters, or all zeros.</i>	
NOTES:	<i>Refer to edit 59M1-41.</i>	
5012	CAMPUS STUDENT ID	
EDITS:	5012-11 a) <i>The ID must be present for each student in the submission – no blanks or special characters allowed.</i> b) <i>The ID must be uniquely associated with an SSN (DE 5010) for any given year, term, and unit (and division at UW Colleges Receiving Institutions).</i>	Sp20
NOTES:	<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>	
5020	GENDER	
EDITS:	5020-11 <i>Must be coded 'M' or 'F'.</i>	
5040	BIRTHDATE	
EDITS:	5040-11 a) <i>If present, must be coded numeric.</i> b) <i>Birth month must equal 01 through 12, inclusive.</i> c) <i>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 a) <i>If the applicant is applying as a new undergraduate (Entrance Status (DE 5240) = 'N'), this element should not be blank (b).</i> b) <i>If High School, Date of Graduation (DE 5120) is not blank (b), then Birthdate (DE 5040) must be prior to that date.</i>	
5050	CITIZENSHIP, STATUS OF	
EDITS:	5050-11 <i>Must be coded 'A', 'C', 'P', 'O', or 'R'.</i>	
5065	FIRST GENERATION COLLEGE STUDENT INDICATOR	
EDITS:	5065-11 <i>Must be coded 'Y', 'N', or blank (b).</i>	
5068	WISCONSIN COVENANT STUDENT INDICATOR	
EDITS	5068-11 <i>Must be coded 'Y', 'N', or blank (b).</i>	
5090	HIGH SCHOOL CLASS SIZE	