



## Student Success Outcomes Data Service – Data Collection Codebook

Prepared by [Ithaka S+R](#): Contact person – Daniel Rossman ([daniel.rossman@ithaka.org](mailto:daniel.rossman@ithaka.org))

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If you are planning to submit data on students seeking a bachelor's degree, please refer to the data collection codebook for four-year institutions, starting on page 2 and ending on page 9. If you are planning to submit data on students seeking an associate degree, please refer to the codebook for two-year institutions, starting on page 11 and ending on page 18.

## Student Success Outcomes Data Service – Data Collection Codebook for Four-Year Institutions Data File

**Student Sample:** Identify students who are eligible for the analysis and exclude non-eligible students. Students are eligible for the analysis if they meet all of the criteria listed below:

- Enrolled according to your institution’s census in at least one of the following terms: Fall 2016 through 2020, and Spring 2017 through 2021 (in addition to Winter 2017 through 2021 if your institution follows the quarter system).
  - Exclude mini-mester terms and month-long terms, like J terms. If students earn a significant number of credits or a significant number of students graduate during such terms, please reach out to us.
- Entered your institution as a bachelor’s degree-seeking undergraduate student.

Assuming they meet the above criteria, the following students are also eligible for the analysis:

- Students who are part of an accelerated adult undergraduate program.
- Students who previously earned dual enrollment credits; however, dual enrollment students in the given term should be excluded.
- Students who either remain enrolled at your institution or return after a hiatus to your institution after graduating to earn another bachelor’s degree (i.e. second bachelor’s degree-seeking undergraduate students).
- Students who graduated from another institution and enrolled at your institution to earn a second bachelor’s degree.

**Data Format and Structure:** Please send one file, either as a CSV or XLSX, to Ithaka S+R, through a secure FTP data sharing system, consisting of all students who meet the eligibility criteria detailed above. The data should be in long format, meaning that each row is one time point (i.e. academic term) per student. For each eligible student, please provide data on all fall and spring terms (and winter terms if applicable) between Fall 2016 and Spring 2021 in which the student was enrolled according to your institution’s census in the given term, and exclude all combinations of student and term in cases where the student was not enrolled in the given term or meets the following criteria in the given term:

- Is a graduate student.
- Is not seeking a bachelor’s degree.

For example, if student 123 was enrolled at an institution (that follows the semester system) from Fall 2016 to Spring 2020, but was not enrolled in the Spring 2018 and Fall 2019 terms, student 123 should have the following rows of data:

**student\_id term**

123	Fall 2016
123	Spring 2017
123	Fall 2017
123	Fall 2018
123	Spring 2019
123	Spring 2020

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The codebook includes a list of variables that we encourage but don't require your institution to submit starting on page 8. Your institution can include any from that list, as long as you're confident in their accuracy. Any encouraged variables that you choose not to report should be **excluded entirely** from the data submission (as opposed to coding all values as missing).

Where possible, variables are aligned with the definitions recommended in the Institute for Higher Education Policy's (IHEP) Postsecondary Metrics Framework. Additional details can be found [here](#).

### Status Variables

Variable	Format	Definition	Notes
<b>student_id</b>	<u>Alphanumeric</u>	Student's unique identification number that remains constant over the course of the entire study. <b>Do not use SSN.</b>	This can be the student's administrative ID or a project ID, as long as it allows the student to be adequately tracked.
<b>term</b>	<u>Categorical</u> <ul style="list-style-type: none"> <li>• 1 = Fall</li> <li>• 2 = Winter (quarter system institutions only)</li> <li>• 3 = Spring</li> </ul>	Academic term for which data is reported.	
<b>year</b>	<u>Numerical</u> <ul style="list-style-type: none"> <li>• YYYY</li> </ul>	Year for which data is reported.	
<b>standing</b>	<u>Categorical</u> <ul style="list-style-type: none"> <li>• 1 = First-year standing (freshman)</li> <li>• 2 = Second-year standing (sophomore)</li> <li>• 3 = Third-year standing (junior)</li> <li>• 4 = Fourth-year standing (senior)</li> <li>• -1 = Missing</li> </ul>	Student's standing as defined by your institution, typically based on the number of credits a student has accumulated entering the given term.	

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**Demographic Variables**

<b>dob_my</b>	<u>Numerical</u> <ul style="list-style-type: none"> <li>• MMY</li> <li>• -1 = Missing</li> </ul>	Student's month and year of birth. Do not include day.	
<b>gender</b>	<u>Categorical</u> <ul style="list-style-type: none"> <li>• 1 = Female</li> <li>• 2 = Male</li> <li>• 3 = Other</li> <li>• -1 = Missing</li> </ul>	Student's gender.	
<b>race_ethnicity</b>	<u>Categorical</u> <ul style="list-style-type: none"> <li>• 1 = Non-Resident Alien</li> <li>• 2 = Race and Ethnicity Unknown</li> <li>• 3 = Hispanics of Any Race</li> <li>• 4 = American Indian or Alaska Native</li> <li>• 5 = Asian</li> <li>• 6 = Black or African American</li> <li>• 7 = Native Hawaiian or Other Pacific Islander</li> <li>• 8 = White</li> <li>• 9 = Two or More Races</li> </ul>	Student's race/ethnicity as defined by IPEDS reporting categories.	There is no "-1 =Missing" for this variable because it is already included in the IPEDS category "2=Race and Ethnicity Unknown".
<b>pell_receipt</b>	<u>Binary</u> <ul style="list-style-type: none"> <li>• 1 = Yes</li> <li>• 0 = No</li> <li>• -1 = Missing</li> </ul>	Student received a Pell Grant for the given financial award year.	If student did not file a FAFSA and/or student is not eligible to apply for federal student aid, e.g. non-resident aliens, enter "0".

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**Outcome Variables**

<b>credits_attempted</b>	<u>Numerical</u> • -1 = Missing	Number of non-remedial credits attempted by the student in the given term.	<p>Exclude Advanced Placement (AP), International Baccalaureate (IB), dual enrollment, transfer, and remedial credits. Credit is earned based on institutional standards. <b>If student was enrolled as of census but left soon after and did not attempt or earn any credits in the given term, enter “0”.</b> If transcript data is missing because information has not yet been entered into your SIS, e.g. due to study abroad program or courses taken in partnership with another institution, enter “-1”.</p> <p>The addition of credits_earned, credits_earned_pf, and credits_withdrawn should equal credits_attempted, unless the student failed at least one course, in which case the difference between credits_attempted and the addition of credits_earned, credits_earned_pf, and credits_withdrawn should equal the number of credits the student failed in the given term.</p>
<b>credits_earned</b>	<u>Numerical</u> • -1 = Missing	Number of non-remedial credits earned by the student in the given term that received a passing letter grade of A, B, and C, in addition to D if recognized by the institution.	
<b>credits_earned_pf</b>	<u>Numerical</u> • -1 = Missing	Number of non-remedial credits earned by the student in the given term that received a passing grade of P under the pass/fail option.	
<b>credits_withdrawn</b>	<u>Numerical</u> • -1 = Missing	Number of non-remedial credits the student withdrew from in the given term.	

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<b>remedial_credits_attempted</b>	<u>Numerical</u> <ul style="list-style-type: none"> <li>-1 = Missing</li> </ul>	Number of remedial credits attempted by the student in the given term.	<u>Exclude</u> Advanced Placement (AP), International Baccalaureate (IB), dual enrollment, and transfer credits. Credit is earned based on institutional standards. <b>If student was enrolled as of census but left soon after and did not attempt or earn any credits in the given term, enter “0”.</b> If transcript data is missing because information has not yet been entered into your SIS, e.g. due to study abroad program or courses taken in partnership with another institution, enter “-1”.
<b>remedial_credits_earned</b>	<u>Numerical</u> <ul style="list-style-type: none"> <li>-1 = Missing</li> </ul>	Number of remedial credits earned by the student in the given term that received a passing letter grade of A, B, and C, in addition to D if recognized by the institution, or a passing grade of P under the pass/fail option.	<u>Exclude</u> Advanced Placement (AP), International Baccalaureate (IB), dual enrollment, transfer, and remedial credits. Credit is earned based on institutional standards. If student has not accumulated any credits, enter “0”. If cumulative credits are missing from your SIS in the given term for students who took a leave of absence or officially withdrew from your institution, enter “-1”. If transcript data is missing because information has not yet been entered into your SIS, e.g. due to study abroad program or courses taken in partnership with another institution, enter “-1”.
<b>credit_accumulation</b>	<u>Numerical</u> <ul style="list-style-type: none"> <li>-1 = Missing</li> </ul>	Cumulative number of credits ever earned by the student at your institution, up to and including the given term.	<u>Exclude</u> Advanced Placement (AP), International Baccalaureate (IB), dual enrollment, transfer, and remedial credits. Credit is earned based on institutional standards. If student has not accumulated any credits, enter “0”. If cumulative credits are missing from your SIS in the given term for students who took a leave of absence or officially withdrew from your institution, enter “-1”. If transcript data is missing because information has not yet been entered into your SIS, e.g. due to study abroad program or courses taken in partnership with another institution, enter “-1”.

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<b>term_gpa</b>	<p><i>Numerical</i></p> <ul style="list-style-type: none"> <li>• -1 = Missing</li> </ul>	GPA earned by the student in the given term.	<p><b>If student did not attempt any GPA-bearing credits in the given term, enter “-1”, not “0”.</b> For example, if all courses student took in the given term were under the pass/fail option and they do not impact GPA, enter “-1”. If transcript data is missing because information has not yet been entered into your SIS, e.g. due to study abroad program or courses taken in partnership with another institution, enter “-1”.</p>
<b>graduated</b>	<p><i>Binary</i></p> <ul style="list-style-type: none"> <li>• 1 = Yes</li> <li>• 0 = No</li> </ul>	Student graduated with a bachelor’s degree from your institution between the Fall 2016 and Spring 2021 terms.	<p>This variable is a static one, which means it should be coded the same irrespective of the term associated with that row of data. For example, if a student graduated in Fall 2017, ‘graduated’ should be coded as “1” for Yes, ‘graduated_year’ should be coded as “2017”, and ‘graduated_term’ should be coded as “1” in all rows of data for that student. Include graduation information for degrees earned at your institution only. If student earned multiple degrees from your institution, report on the earliest one earned. If student has not graduated, enter “-1” for the latter two variables.</p>
<b>graduated_year</b>	<p><i>Numerical</i></p> <ul style="list-style-type: none"> <li>• YYYY</li> <li>• -1 = Not applicable</li> </ul>	Calendar year during which the student graduated from your institution.	
<b>graduated_term</b>	<p><i>Categorical</i></p> <ul style="list-style-type: none"> <li>• 1= Fall</li> <li>• 2 = Winter (quarter system institutions only)</li> <li>• 3 = Spring</li> <li>• 4 = Summer</li> <li>• -1 = Not applicable</li> </ul>	Academic term during which the student graduated from your institution.	

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**Encouraged Variables**

<p><b>first_gen</b></p>	<p><u>Binary</u></p> <ul style="list-style-type: none"> <li>• 1 = Yes</li> <li>• 0 = No</li> <li>• -1 = Missing</li> </ul>	<p>Student is a first-generation student, as determined by your institution, based on their parents' levels of completed education.</p> <p>If your institution uses the FAFSA to determine first-generation status, use the following guidelines:</p> <p><u>The student is considered first-generation if:</u></p> <ul style="list-style-type: none"> <li>• parent 1 AND parent 2 both completed "middle school/junior high school" or "high school"</li> <li>• parent 1 completed "middle school/junior high school" or "high school" AND parent 2 completed "other/unknown" or their education data is missing</li> <li>• parent 1 complete "other/unknown" or their education data is missing AND parent 2 completed "middle school/junior high school" or "high school"</li> </ul> <p><u>The student is considered NOT first-generation if:</u></p> <ul style="list-style-type: none"> <li>• parent 1 OR parent 2 completed "college or beyond"</li> </ul> <p><u>The student is considered to have unknown/missing first-generation status if:</u></p> <ul style="list-style-type: none"> <li>• parent 1 AND parent 2 education data is missing</li> <li>• parent 1 AND parent 2 both completed "other/unknown"</li> <li>• parent 1 completed "other/unknown" AND parent 2 education data is missing</li> <li>• parent 1 education data is missing AND parent 2 completed "other/unknown"</li> </ul>	<p>If your institution uses the FAFSA to determine first-generation status and student did not file a FAFSA for the given financial award year, or if the data is missing for any other reasons, enter "-1". If your institution uses something other than the FAFSA to determine first-generation status, it is acceptable to use that data.</p>
<p><b>major1_cip</b></p>	<p><u>Numerical</u></p> <ul style="list-style-type: none"> <li>• ##.####</li> <li>• -1 = Missing</li> </ul>	<p>CIP code for the student's first or primary major.</p>	<p>If student's major is undeclared, enter appropriate generic CIP code or manually code and apply one.</p>
<p><b>school</b></p>	<p><u>String</u></p> <ul style="list-style-type: none"> <li>• -1 = Missing</li> </ul>	<p>Student's primary school or college in the given term (e.g. School of Liberal Arts and Sciences, School of Business).</p>	<p>Do not submit acronyms for school names.</p>



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<p><b>cumulative_gpa</b></p>	<p><i>Numerical</i></p> <ul style="list-style-type: none"> <li>• -1 = Missing</li> </ul>	<p>Cumulative GPA earned by the student entering the given term.</p>	<p>This variable is meant to serve as a proxy for prior academic preparedness or achievement.</p> <p>If student was not enrolled at your institution prior to the given term, enter “-1”. If student has not attempted any GPA-bearing credits, enter “-1”.</p>
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## Student Success Outcomes Data Service – Data Collection Codebook for Two-Year Institutions Data File

**Student Sample:** Identify students who are eligible for the analysis and exclude non-eligible students. Students are eligible for the analysis if they meet all of the criteria listed below:

- Enrolled according to your institution’s census in at least one of the following terms: Fall 2016 through 2020, and Spring 2017 through 2021 (in addition to Winter 2017 through 2021 if your institution follows the quarter system).
  - Exclude mini-mester terms and month-long terms, like J terms. If students earn a significant number of credits or a significant number of students graduate during such terms, please reach out to us.
- Entered your institution as an associate degree-seeking undergraduate student.

Assuming they meet the above criteria, the following students are also eligible for the analysis:

- Students who are part of an accelerated adult undergraduate program.
- Students who previously earned dual enrollment credits; however, dual enrollment students in the given term should be excluded.
- Students who either remain enrolled at your institution or return after a hiatus to your institution after graduating to earn another associate degree.
- Students who graduated from another institution and enrolled at your institution to earn a second associate degree.

**Data Format and Structure:** Please send one file, either as a CSV or XLSX, to Ithaka S+R, through a secure FTP data sharing system, consisting of all students who meet the eligibility criteria detailed above. The data should be in long format, meaning that each row is one time point (i.e. academic term) per student. For each eligible student, please provide data on all fall and spring terms (and winter terms if applicable) between Fall 2016 and Spring 2021 in which the student was enrolled according to your institution’s census in the given term, and exclude all combinations of student and term in cases where the student was not enrolled in the given term or meets the following criteria in the given term:

- Is a graduate student.
- Is not seeking an associate degree.

For example, if student 123 was enrolled at an institution (that follows the semester system) from Fall 2016 to Spring 2020, but was not enrolled in the Spring 2018 and Fall 2019 terms, student 123 should have the following rows of data:

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<b>student_id</b>	<b>term</b>
123	Fall 2016
123	Spring 2017
123	Fall 2017
123	Fall 2018
123	Spring 2019
123	Spring 2020

The codebook includes a list of variables that we encourage but don't require your institution to submit starting on page 18. Your institution can include any from that list, as long as you're confident in their accuracy. Any encouraged variables that you choose not to report should be **excluded entirely** from the data submission (as opposed to coding all values as missing).

Where possible, variables are aligned with the definitions recommended in the Institute for Higher Education Policy's (IHEP) Postsecondary Metrics Framework. Additional details can be found [here](#).

**Student Success Outcomes Data Service – Data Collection Codebook for Two-Year Institutions  
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**Status Variables**

<b>Variable</b>	<b>Format</b>	<b>Definition</b>	<b>Notes</b>
<b>student_id</b>	<u>Alphanumeric</u>	Student's unique identification number that remains constant over the course of the entire study. <b>Do not use SSN.</b>	This can be the student's administrative ID or a project ID, as long as it allows the student to be adequately tracked.
<b>term</b>	<u>Categorical</u> <ul style="list-style-type: none"> <li>• 1 = Fall</li> <li>• 2 = Winter (quarter system institutions only)</li> <li>• 3 = Spring</li> </ul>	Academic term for which data is reported.	
<b>year</b>	<u>Numerical</u> <ul style="list-style-type: none"> <li>• YYYY</li> </ul>	Year for which data is reported.	
<b>standing</b>	<u>Categorical</u> <ul style="list-style-type: none"> <li>• 1 = First-year standing (freshman)</li> <li>• 2 = Second-year standing</li> <li>• -1 = Missing</li> </ul>	Student's standing as defined by your institution, typically based on the number of credits a student has accumulated entering the given term.	

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**Demographic Variables**

<b>dob_my</b>	<p><u>Numerical</u></p> <ul style="list-style-type: none"> <li>• MMY</li> <li>• -1 = Missing</li> </ul>	Student's month and year of birth. Do not include day.	
<b>gender</b>	<p><u>Categorical</u></p> <ul style="list-style-type: none"> <li>• 1 = Female</li> <li>• 2 = Male</li> <li>• 3 = Other</li> <li>• -1 = Missing</li> </ul>	Student's gender.	
<b>race_ethnicity</b>	<p><u>Categorical</u></p> <ul style="list-style-type: none"> <li>• 1 = Non-Resident Alien</li> <li>• 2 = Race and Ethnicity Unknown</li> <li>• 3 = Hispanics of Any Race</li> <li>• 4 = American Indian or Alaska Native</li> <li>• 5 = Asian</li> <li>• 6 = Black or African American</li> <li>• 7 = Native Hawaiian or Other Pacific Islander</li> <li>• 8 = White</li> <li>• 9 = Two or More Races</li> </ul>	Student's race/ethnicity as defined by IPEDS reporting categories.	There is no "-1 =Missing" for this variable because it is already included in the IPEDS category "2=Race and Ethnicity Unknown".
<b>pell_receipt</b>	<p><u>Binary</u></p> <ul style="list-style-type: none"> <li>• 1 = Yes</li> <li>• 0 = No</li> <li>• -1 = Missing</li> </ul>	Student received a Pell Grant for the given financial award year.	If student did not file a FAFSA and/or student is not eligible to apply for federal student aid, e.g. non-resident aliens, enter "0".

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**Outcome Variables**

<b>credits_attempted</b>	<u>Numerical</u> ● -1 = Missing	Number of non-remedial credits attempted by the student in the given term.	<p><u>Exclude</u> Advanced Placement (AP), International Baccalaureate (IB), dual enrollment, transfer, and remedial credits. Credit is earned based on institutional standards. <b>If student was enrolled as of census but left soon after and did not attempt or earn any credits in the given term, enter “0”.</b> If transcript data is missing because information has not yet been entered into your SIS, e.g. due to study abroad program or courses taken in partnership with another institution, enter “-1”.</p> <p>The addition of credits_earned, credits_earned_pf, and credits_withdrawn should equal credits_attempted, unless the student failed at least one course, in which case the difference between credits_attempted and the addition of credits_earned, credits_earned_pf, and credits_withdrawn should equal the number of credits the student failed in the given term.</p>
<b>credits_earned</b>	<u>Numerical</u> ● -1 = Missing	Number of non-remedial credits earned by the student in the given term that received a passing letter grade of A, B, and C, in addition to D if recognized by the institution.	
<b>credits_earned_pf</b>	<u>Numerical</u> ● -1 = Missing	Number of non-remedial credits earned by the student in the given term that received a passing grade of P under the pass/fail option.	
<b>credits_withdrawn</b>	<u>Numerical</u> ● -1 = Missing	Number of non-remedial credits the student withdrew from in the given term.	

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<b>remedial_credits_attempted</b>	<u>Numerical</u> <ul style="list-style-type: none"> <li>-1 = Missing</li> </ul>	Number of remedial credits attempted by the student in the given term.	<u>Exclude</u> Advanced Placement (AP), International Baccalaureate (IB), dual enrollment, and transfer credits. Credit is earned based on institutional standards. <b>If student was enrolled as of census but left soon after and did not attempt or earn any credits in the given term, enter “0”.</b> If transcript data is missing because information has not yet been entered into your SIS, e.g. due to study abroad program or courses taken in partnership with another institution, enter “-1”.
<b>remedial_credits_earned</b>	<u>Numerical</u> <ul style="list-style-type: none"> <li>-1 = Missing</li> </ul>	Number of remedial credits earned by the student in the given term that received a passing letter grade of A, B, and C, in addition to D if recognized by the institution, or a passing grade of P under the pass/fail option.	<u>Exclude</u> Advanced Placement (AP), International Baccalaureate (IB), dual enrollment, transfer, and remedial credits. Credit is earned based on institutional standards. If student has not accumulated any credits, enter “0”. If cumulative credits are missing from your SIS in the given term for students who took a leave of absence or officially withdrew from your institution, enter “-1”. If transcript data is missing because information has not yet been entered into your SIS, e.g. due to study abroad program or courses taken in partnership with another institution, enter “-1”.
<b>credit_accumulation</b>	<u>Numerical</u> <ul style="list-style-type: none"> <li>-1 = Missing</li> </ul>	Cumulative number of credits ever earned by the student at your institution, up to and including the given term.	<u>Exclude</u> Advanced Placement (AP), International Baccalaureate (IB), dual enrollment, transfer, and remedial credits. Credit is earned based on institutional standards. If student has not accumulated any credits, enter “0”. If cumulative credits are missing from your SIS in the given term for students who took a leave of absence or officially withdrew from your institution, enter “-1”. If transcript data is missing because information has not yet been entered into your SIS, e.g. due to study abroad program or courses taken in partnership with another institution, enter “-1”.

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<b>term_gpa</b>	<p><i>Numerical</i></p> <ul style="list-style-type: none"> <li>• -1 = Missing</li> </ul>	GPA earned by the student in the given term.	<b>If student did not attempt any GPA-bearing credits in the given term, enter “-1”, not “0”.</b> For example, if all courses student took in the given term were under the pass/fail option and they do not impact GPA, enter “-1”. If transcript data is missing because information has not yet been entered into your SIS, e.g. due to study abroad program or courses taken in partnership with another institution, enter “-1”.
<b>graduated</b>	<p><i>Binary</i></p> <ul style="list-style-type: none"> <li>• 1 = Yes</li> <li>• 0 = No</li> </ul>	Student graduated with an associate degree from your institution between the Fall 2016 and Spring 2021 terms.	This variable is a static one, which means it should be coded the same irrespective of the term associated with that row of data. For example, if a student graduated in Fall 2017, ‘graduated’ should be coded as “1” for Yes, ‘graduated_year’ should be coded as “2017”, and ‘graduated_term’ should be coded as “1” in all rows of data for that student. Include graduation information for degrees earned at your institution only. If student earned multiple degrees from your institution, report on the earliest one earned. If student has not graduated, enter “-1” for the latter two variables.
<b>graduated_year</b>	<p><i>Numerical</i></p> <ul style="list-style-type: none"> <li>• YYYY</li> <li>• -1 = Not applicable</li> </ul>	Calendar year during which the student graduated from your institution.	
<b>graduated_term</b>	<p><i>Categorical</i></p> <ul style="list-style-type: none"> <li>• 1 = Fall</li> <li>• 2 = Winter (quarter system institutions only)</li> <li>• 3 = Spring</li> <li>• 4 = Summer</li> <li>• -1 = Not applicable</li> </ul>	Academic term during which the student graduated from your institution.	



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**Encouraged Variables**

<p><b>first_gen</b></p>	<p><u>Binary</u></p> <ul style="list-style-type: none"> <li>• 1 = Yes</li> <li>• 0 = No</li> <li>• -1 = Missing</li> </ul>	<p>Student is a first-generation student, as determined by your institution, based on their parents' levels of completed education.</p> <p>If your institution uses the FAFSA to determine first-generation status, use the following guidelines:</p> <p><u>The student is considered first-generation if:</u></p> <ul style="list-style-type: none"> <li>• parent 1 AND parent 2 both completed "middle school/junior high school" or "high school"</li> <li>• parent 1 completed "middle school/junior high school" or "high school" AND parent 2 completed "other/unknown" or their education data is missing</li> <li>• parent 1 complete "other/unknown" or their education data is missing AND parent 2 completed "middle school/junior high school" or "high school"</li> </ul> <p><u>The student is considered NOT first-generation if:</u></p> <ul style="list-style-type: none"> <li>• parent 1 OR parent 2 completed "college or beyond"</li> </ul> <p><u>The student is considered to have unknown/missing first-generation status if:</u></p> <ul style="list-style-type: none"> <li>• parent 1 AND parent 2 education data is missing</li> <li>• parent 1 AND parent 2 both completed "other/unknown"</li> <li>• parent 1 completed "other/unknown" AND parent 2 education data is missing</li> <li>• parent 1 education data is missing AND parent 2 completed "other/unknown"</li> </ul>	<p>If your institution uses the FAFSA to determine first-generation status and student did not file a FAFSA for the given financial award year, or if the data is missing for any other reasons, enter "-1". If your institution uses something other than the FAFSA to determine first-generation status, it is acceptable to use that data.</p>
<p><b>major1_cip</b></p>	<p><u>Numerical</u></p> <ul style="list-style-type: none"> <li>• ##.####</li> <li>• -1 = Missing</li> </ul>	<p>CIP code for the student's first or primary major.</p>	<p>If student's major is undeclared, enter appropriate generic CIP code or manually code and apply one.</p>
<p><b>school</b></p>	<p><u>String</u></p> <ul style="list-style-type: none"> <li>• -1 = Missing</li> </ul>	<p>Student's primary program or department.</p>	<p>Do not submit acronyms for program or department names.</p>

**Student Success Outcomes Data Service – Data Collection Codebook for Two-Year Institutions  
Data File**

<p><b>cumulative_gpa</b></p>	<p><i>Numerical</i></p> <ul style="list-style-type: none"> <li>• -1 = Missing</li> </ul>	<p>Cumulative GPA earned by the student entering the given term.</p>	<p>This variable is meant to serve as a proxy for prior academic preparedness or achievement.</p> <p>If student was not enrolled at your institution prior to the given term, enter “-1”. If student has not attempted any GPA-bearing credits, enter “-1”.</p>
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