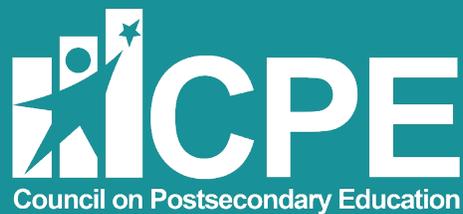


COMPREHENSIVE DATABASE GUIDELINES

for Kentucky Higher Education Institutions



2020-21



About the Council on Postsecondary Education

The Council on Postsecondary Education is Kentucky's higher education coordinating agency committed to strengthening our workforce, economy, and quality of life. We do this by guiding the continuous improvement and efficient operation of a high-quality, diverse, and accessible system of postsecondary education.

Key responsibilities include:

- developing and implementing a strategic agenda for postsecondary education that includes measures of progress.
- producing and submitting a biennial budget request for adequate public funding of postsecondary education.
- determining tuition rates and admission criteria at public postsecondary institutions.
- collecting and distributing data about postsecondary education performance.
- ensuring the coordination and connectivity of technology among public institutions.
- licensing non-public postsecondary institutions to operate in the Commonwealth.



Kentucky Council on Postsecondary Education

Andy Beshear
Governor

100 Airport Road, 2nd Floor
Frankfort, Kentucky 40601
Phone: 502-573-1555
<http://www.cpe.ky.gov>

Aaron Thompson, Ph.D.
President

MEMORANDUM

TO: Comprehensive Data Base Guidelines Users

FROM: Travis Muncie, Director, Data and Advanced Analytics

DATE: May 21, 2020

SUBJECT: Summary of Changes to 2020-21 Reporting Guidelines

For the 2020-21 Comprehensive Database Guidelines, we are happy to report there are no new field additions or changes to existing fields. Based on feedback that we received throughout the previous reporting year, a few clarifications have been made to instructions, but these are also very limited. What has changed is the overall structure of the document. We have now integrated the Comprehensive Data Reporting Guidelines for Independent Institutions into this document. In an effort to increase usability and reduce clutter, definitions have been moved to the appendices and policies have been hyperlinked to their corresponding webpages.

Other additions include the Strategic Agenda Metric Validation Schedule and the Diversity Quantitative Review Schedule. Each section now includes a list of metrics that will be validated during that collection period along with the metric's technical definition in the collection instructions. Technical definitions have also been added for the Performance Funding Student Credit Hour metric and the Outcome Measure Graduation Rates. Strategic Agenda Metric operational definitions have been added to the appendices. The Diversity Schedule contains a list of metrics that are used during the Diversity Policy quantitative review process, along with collection information and year of data. Last, hyperlinks have been added to the document for quick navigation to pertinent information.

We are hopeful that these changes to the Comprehensive Database Guidelines will make the reporting process more efficient, and we look forward to working with you in academic year 2020-21.

If you have questions or concerns, please feel free to contact Travis Muncie at travis.muncie@ky.gov or Carrie Hodge at carrie.hodge@ky.gov.

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Guidelines

General Information



Statewide Directory: Institutional Research Contacts at CPE

Name	Title/Area of Responsibility	Telephone Number	Email Address
Council on Postsecondary Education			
David Mahan	Associate Vice President, Data & Advanced Analytics	502-892-3102	david.mahan@ky.gov
Travis Muncie	Director, Data & Advanced Analytics	502-892-3044	travis.muncie@ky.gov
Carrie Hodge	Senior Associate, Data & Advanced Analytics	502-892-4357	carrie.hodge@ky.gov
Wayne Fielder	Program Management, Data and Advanced Analytics	502-892-3010	wayne.fielder@ky.gov
Lee Nimocks	Vice President for Strategy & Chief of Staff	502-892-3047	lee.nimocks@ky.gov

Statewide Directory: Institutional Research Contacts at Public Institutions

Name	Title/Area of Responsibility	Telephone Number	Email Address
Eastern Kentucky University			
Chad (Bobby) Adkins	Director, IR & Data Analytics	859-622-6682	chad.adkins@eku.edu
Abby Horn	IT Programmer Analyst	859-622-1686	abby.horn@eku.edu
Adam White	IT Senior Programmer Analyst	859-622-6193	adam.white@eku.edu
Tanlee Wasson	VP Student Success & Institutional Effectiveness	859-622-8664	tanlee.wasson@eku.edu
Jeffrey Whitaker	Chief Information Officer	859-622-1968	jeff.whitaker@eku.edu
Kentucky Community & Technical College System (KCTCS)			
Alyse Bergman	Data Warehouse Research Manager	859-256-3212	alyse.bergman@kctcs.edu
Alicia Crouch	Vice Chancellor of Research and Policy Analysis	859-256-3365	alicia.crouch@kctcs.edu
Kentucky State University			
Delandual Conwell	Compliance Coordinator and Operations Database Specialist	502-597-6609	delandual.conwell@kysu.edu
Lauren Graves	Director of Institutional Effectiveness	502-597-6229	lauren.graves@kysu.edu
Shimar Keith	Research Analyst	502-597-6410	shimar.keith@kysu.edu
Tia J. Spence-Gigger	Research Analyst	502-597-6495	tia.gigger@kysu.edu
Yuliana Susanto-Ong	Director Institutional Research	502-597-7014	yuliana.susanto@kysu.edu
Morehead State University			
Courtney Andrews	Director, Institutional Research & Analysis	606-783-9507	c.andrews@moreheadstate.edu
Jill C. Ratliff	Chief Planning Officer	606-783-2256	ji.ratliff@moreheadstate.edu
Murray State University			
Renee Fister	Director, Institutional Effectiveness and Strategic Planning	270-809-2491	rfister@murraystate.edu
Tracy L. Roberts	Registrar	270-809-3380	troberts@murraystate.edu
Northern Kentucky University			
Cori Henderson	Associate Director, Planning and Institutional Research	859-572-6534	hendersonc5@nku.edu
Shawn Rainey	Executive Director, Planning and Institutional Research	859-572-1359	rainey1@nku.edu

Statewide Directory: Institutional Research Contacts at Public Institutions (continued)

Name	Title/Area of Responsibility	Telephone Number	Email Address
University of Kentucky			
Shelby Albers	Data Analyst	859-257-8394	shelby.albers@uky.edu
Todd Brann	Senior Assistant Provost & Executive Director	859-257-3935	todd.brann@uky.edu
Diane Skoll	Data Developer	859-257-2275	diane.skoll@uky.edu
Chris Thuringer	Interim Director of Institutional Research	859-323-8617	chris.thuringer@uky.edu
Mary Kathryn Starkey	Director of Enterprise Data Warehouse	859-257-3935	marykathryn.starkey@uky.edu
Kim Wielgus	Senior Business Analyst	859-218-4938	kimberly.wielgus@uky.edu
Carol Yu	Business Analytics Developer	859-257-4110	carol.yu@uky.edu
University of Louisville			
Stephen Fry	Senior Institutional Research Analyst	502-852-7997	stephen.fry@louisville.edu
Robert Goldstein	Vice President Provost	502-852-6169	robert.goldstein@louisville.edu
Linda Hou	Senior Institutional Research Analyst	502-852-2790	linda.hou@louisville.edu
Becky Patterson	Executive Director & Lead Statistician, Institutional Research and Planning	502-852-3385	becky.patterson@louisville.edu
Erika Ruffin	Associate Director & Statistician, Institutional Research and Planning	502-852-5423	erika.ruffin@louisville.edu
Western Kentucky University			
Tuesdi Helbig	Director, Institutional Research	270-745-3250	tuesdi.helbig@wku.edu
Irfan Mansur	Database Analyst, Institutional Research	270-745-3451	Irfan.mansur@wku.edu

Statewide Directory: Institutional Research Contacts at Independent Institutions

Name	Title/Area of Responsibility	Telephone Number	Email Address
AIKCU			
Mason Dyer	VP for External Relations & Information	502-695-5007	mason.dyer@aikcu.org
Alice Lloyd College			
Dana Dotson	Registrar	606-368-6041	danadotson@alc.edu
Amy Hendrickson	Assistant Registrar	606-363-6041A	amyhendrickson@alc.edu
Asbury University			
Brenda Weatherall	Director of Data Research and Insights	859-858-5170	brenda.weatherall@asbury.edu
Bellarmino University			
Jim Breslin, PhD	Asst. Provost for Assessment, Accreditation, and Institutional Effectiveness	502-272-7479	jbreslin@bellarmine.edu
Carlyn Nugent	IR Analyst	502-272-7479	cnugent@bellarmine.edu
Drew Thiemann	Director of Institutional Research & Effectiveness	502-272-7479	jthiemann@bellarmine.edu
Berea College			
Clara Chapman	Assistant Director, Institutional Research and Assessment	859-985-3000 X3790	clara_chapman@berea.edu
Judith Weckman	Director, Institutional Research and Assessment	859-985-3000 X3791	judith_weckman@berea.edu
Brescia University			
Stephanie Clary	Director of Institutional Research & Effectiveness	270-686-9550	stephanie.clary@brescia.edu
Sister Helena Fischer	Registrar	270-686-4248	helenaf@brescia.edu
Campbellsville University			
Dr. Donna Hedgepath	Provost and Vice President for Academic Affairs	270-789-5231	drhedgepath@campbellsville.edu
Anna Marie Pavy	Director of Institutional Research	270-789-5059	ampavy@campbellsville.edu

Statewide Directory: Institutional Research Contacts at Independent Institutions (continued)

Name	Title/Area of Responsibility	Telephone Number	Email Address
Centre College			
Kevin Lamb	Associate Dean of Admission/Financial Aid	859-238-5367	kevin.lamb@centre.edu
Thomas Manuel	Registrar	859-238-5361	thomas.manuel@centre.edu
University of the Cumberland			
Charles Dupier	Registrar	606-539-4316	chuck.dupier@ucumberland.edu
Georgetown College			
Rosemary Allen	Provost/Dean	502-863-8146	rosemary_allen@georgetowncollege.edu
Amber Austin	Director of Institutional Research	502-863-7008	amber_austin@georgetowncollege.edu
Kentucky Christian University			
John Dundon	CFO	859-494-5367	jdundon@kcu.edu
Emily Miller	Registrar	606-474-3260	emilyamiller@kcu.edu
Kentucky Wesleyan College			
Jenna Brashear	Director of Institutional Effectiveness and Research	270-852-3291	jbrashear@kwc.edu
Lindsey Crowe	Registrar	270-852-3118	lcrowe@kwc.edu
Dr. Paula Dehn	VP, Academic Dean	270-852-3117	pdehn@kwc.edu
Lindsey Wilson College			
Claudia Froedge	Registrar	270-384-8519	froedgec@lindsey.edu
Michael Seale	Assistant VP Academic Affairs	270-384-8030	sealem@lindsey.edu
Midway University			
Carrie Christensen	Director of Accreditation and Academic Initiatives	859-840-5779	cchristensen@midway.edu
Jeffery Summers	Director of Institutional Research	859-846-5358	jgsummers@midway.edu
University of Pikeville			
Gia Potter	University Registrar	606-218-5211	giapotter@upike.edu
Meg Wright Sidle	Director, Institutional Research & Effectiveness & Athletic Compliance Administrator	606-218-5290	msidle@upike.edu

Statewide Directory: Institutional Research Contacts at Independent Institutions (continued)

Name	Title/Area of Responsibility	Telephone Number	Email Address
Spalding University			
Shawna Anderson	Institutional Research	502-873-4364	sanderson07@spalding.edu
Robert Giesting	IT	502-873-4542	rgiesting@spalding.edu
Kay Vetter	Director, Institutional Effectiveness	502-873-4363	kvetter@spalding.edu
Thomas More College			
Kelly French	Director, Institutional Research, Planning & Effectiveness	859-344-3619	frenchk@thomasmore.edu
Transylvania University			
Rhyan Conyers	Vice President for Institutional Effectiveness	859-233-8898	rconyers@transy.edu
Michelle Rawlings	Registrar	859-23-8116	mrawlings@transy.edu
Union College			
Anisa James	Director of Educational Partnership	606-546-1746	ajames@unionky.edu

Collection Schedule

COLLECTION	OPEN DATE	DUE DATE	CPE STAFF
DEGREES (2019-2020 GUIDELINES)*	July 17, 2020	August 3, 2020	Carrie Hodge
SUMMER ENROLLMENT*	July 15, 2020	August 17, 2020	Carrie Hodge
RECONCILIATION FILE SUMMER 2020*		August 17, 2020	Carrie Hodge
END-OF-TERM CREDIT-SPRING (2019-2020 GUIDELINES)	August 17, 2020	August 31, 2020	Carrie Hodge
IPEDS FALL DATA COLLECTION*	September 2, 2020	October 14, 2020	Carrie Hodge
PRELIMINARY ENROLLMENT		September 15, 2020	Carrie Hodge
LICENSURE AND CERTIFICATION EXAMS REPORT	September 16, 2020	October 1, 2020	Carrie Hodge
SUMMER DEGREES- IPEDS GRS	October 1, 2020	October 15, 2020	Carrie Hodge
RECONCILIATION FILE FALL 2020*		November 2, 2020	Carrie Hodge
FALL ENROLLMENT*	October 2, 2020	November 2, 2020	Carrie Hodge
FINANCE INTERNAL OPERATING BUDGET	October 19, 2020	November 2, 2020	Shaun McKiernan
FINANCE- FD1B, FD2B, FD10	October 19, 2020	November 2, 2020	Shaun McKiernan
FINANCE-APPROPRIATION BUDGETED TO MANDATORY PROGRAMS	October 19, 2020	November 2, 2020	Shaun McKiernan
AUDITED FINANCIAL STATEMENT	October 19, 2020	November 2, 2020	Shaun McKiernan
HB 622 COMPLIANCE REPORT	October 19, 2020	November 2, 2020	Shaun McKiernan
FINANCE- FD1A, FD2A, FD20, FD21, FD22, FD23, FD24	October 19, 2020	November 2, 2020	Shaun McKiernan
FACILITIES BUILDING	November 2, 2020	November 16, 2020	Carrie Hodge
FACILITIES ROOM RECORD	November 2, 2020	November 16, 2020	Carrie Hodge
LAND HOLDINGS	November 2, 2020	November 16, 2020	Carrie Hodge
STUDENT FINANCIAL AID	November 2, 2020	November 16, 2020	Carrie Hodge
END-OF-TERM CREDIT- SUMMER	November 16, 2020	November 30, 2020	Carrie Hodge
FACILITIES UTILIZATION	December 1, 2020	December 15, 2020	Carrie Hodge
IPEDS WINTER COLLECTION*	December 9, 2020	February 10, 2021	Carrie Hodge
IPEDS SPRING COLLECTION*	December 9, 2020	April 7, 2021	Carrie Hodge
CUPA, OKLAHOMA STATE FACULTY SALARIES	December 15, 2020	February 10, 2021	Carrie Hodge
CUPA ADMINISTRATIVE SALARIES	December 15, 2020	February 10, 2021	Carrie Hodge
PRELIMINARY ENROLLMENT		February 22, 2021	Carrie Hodge
HIGHER EDUCATION RESEARCH AND DEVELOPMENT SURVEY (HERD)	February 15, 2021	March 1, 2021	Carrie Hodge
SPRING ENROLLMENT*	March 2, 2021	March 30, 2021	Carrie Hodge
RECONCILIATION FILE SPRING 2021*		March 30, 2021	Carrie Hodge
END-OF-TERM CREDIT- FALL	March 15, 2021	March 30, 2021	Carrie Hodge
ESTIMATED DEGREES CONFERRED*	April 23, 2021	May 7, 2021	Carrie Hodge
TRANSFER FILE*	June 16, 2021	July 1, 2021	Carrie Hodge
ENTRANCE EXAM	June 16, 2021	July 1, 2021	Carrie Hodge
DEGREES (2020-2021)*	July 18, 2021	August 2, 2021	Carrie Hodge
END-OF-TERM CREDIT- SPRING (2020-2021)	July 18, 2021	August 31, 2021	Carrie Hodge

*indicates collections that pertain to public and independent institutions

Collection Due Dates by Month

August 2020	September 2020	October 2020
3: Degrees (2019-20 Guidelines)* 17: Summer Enrollment* 17: Tuition Wavier 17: Reconciliation File Summer 2020* 31: End-of-Term Credit (Spring 2019-20 Guidelines)	15: Preliminary Enrollment	1: Licensure and Certification Exams Report 14: IPEDS Fall Data Collection 15: Summer Degrees-IPEDS GRS
November 2020	December 2020	January 2021
2: Reconciliation File Fall 2020* 2: Fall Enrollment* 2: Finance Internal Operating Budget 2: Finance – FD1B, FD2B, FD10 2: Finance – Appropriation Budgeted to Mandatory Programs 2: Audited Financial Statement 2: HB 622 Compliance Report 2: Finance – FD1A, FD2A, FD20, FD21, FD22, FD23, FD24 16: Facilities Building 16: Facilities Room Record 16: Land Holdings 16: Student Financial Aid 30: End-of-Term Credit – Summer	15: Facilities Utilization	
February 2021	March 2021	April 2021
10: IPEDS Winter Collection 10: CUPA, Oklahoma State Faculty Salaries 10: CUPA Administrative Salaries 22: Preliminary Enrollment	1: Higher Education Research and Development Survey (HERD) 20: Spring Enrollment* 30: Reconciliation File Spring 2021* 30: End-of-Term Credit – Fall	7: IPEDS Spring Collection
May 2021	June 2021	July 2021
7: Estimated Degrees Conferred*		1: Transfer File* 1: Entrance Exam
	August 2021	
	2: Degrees (2020-2021)* 31: End-of-Term Credit – Spring (2020-2021)	

*indicates collections that pertain to public and independent institutions

Kentucky Council on Postsecondary Education Comprehensive Guidelines Introduction

The Kentucky Council on Postsecondary Education (CPE) collects and maintains data containing confidential personal information, including student education records, in accordance with federal and state laws and regulations. Data is utilized for federal and state reporting, funding calculations, and research. The Kentucky Council on Postsecondary Education Comprehensive Guidelines is designed to help institutions navigate the data entry process as well as outlines the various metrics created through each collection.

To ensure that data collected through (KPEDS) is never misused or mishandled and to help ensure goal setting, CPE has instituted several policies:

- The Kentucky Council on Postsecondary Education Data Access outlines the security measures put into place and the data access tiers.
 - This policy can be accessed at <https://www.cpe.ky.gov/policies/data/dataaccessandsecuritypolicy.pdf>.
- CPE also assures that they maintain high data quality standards, which are outlined in the Kentucky Council on Postsecondary Education Data Quality Policy outlines how data quality standards are maintained.
 - This policy can be accessed at <https://www.cpe.ky.gov/policies/data/dataqualitypolicy.pdf>.
- Kentucky Public Postsecondary Education Policy for Diversity, Equity and Inclusion, adopted by the CPE in September 2016, outlines various performance goals for institutions to achieve.
 - This policy can be accessed at <http://cpe.ky.gov/policies/academicaffairs/diversitypolicy.pdf>.
- CPE College Readiness helps develop the curriculum, policies and support systems to increase student preparedness and success.
 - This policies for College Readiness can be accessed by clicking on the Policies button at <http://www.cpe.ky.gov/ourwork/collegereadiness.html>.

This Comprehensive Guidelines manual is divided into five main sections:

- **[Guidelines Changes](#)**
 - This section outlines the major changes in the collection process from the 2019-2020 Comprehensive Guidelines.
- **[Collections Overview](#)**
 - This section briefly outlines the collection categories and metrics validated as well as gives a brief overview of performance funding.
- **[Collection Instruction](#)**
 - This section is broken down by collection and outlines how to enter data into each collection's form.
- **[Appendices](#)**
 - This section houses the definitions and acronyms for various collection as well as general terms and definitions (**[Appendix A](#)**), Kentucky's 2016-21 Performance Metrics Technical Guide Operational Definitions (**[Appendix B](#)**), and KCTCS CIP Codes (**[Appendix C](#)**).
- **[Tables](#)**

Comprehensive Guidelines Changes Overview

For the 2020-21 Comprehensive Guidelines, no changes occurred to CIP codes. Overall, the main changes for the 2020-21 Comprehensive Guidelines were in document's format:

- The Comprehensive Database Reporting Guidelines for Independent Institutions was integrated into this document.
- Policies were removed and instead hyperlinked in the new Comprehensive Guidelines Introduction.
- Collection Definitions were moved to [Appendix A: Terms and Definitions](#).
- The 2020-21 Comprehensive Guidelines includes hyperlinks to definitions and tables imbedded into the document.
- The Michael Minger Act Report has been removed.

2020-21 KPEDS Unit-Level Collections Changes

All changes apply to Sectors 1 & 2; changes that also apply to Section 3 (AIKCU) are noted below with an asterisk next to the File/Table Field name.

File/ Table	Field	Type of Change	Description	Data Submission App Change	Edits Programming Change	Look-up Table/ Codes Change	File Layout	Definition/ Instruction Change
Type E	General Instructions	Note added to the SAT Scores section of the instructions	The following was added, "Note: For Evidence-Based Reading and Writing scores, please put the score in both the SAT Critical Reading and SAT Critical Writing Score fields."	No	No	No	No	Yes
Table 15	Level of Degree	I and C removed; replaced with IA, IB, CA, and CB	Diploma < 1 and Certificate < 1 were divided into less than 9 semester credit hours and 9-29 semester credit hours	Yes	Yes	Yes	No	Yes

Comprehensive Guidelines Collections Overview

The Comprehensive Guidelines outlines how to fill out forms related to various collections; those collections can be broken down into five major categories:

Major Category	Collections
Students	<ul style="list-style-type: none"> • Enrollments <ul style="list-style-type: none"> Preliminary Enrollment Reconciliation File End-of-Term Credit Grades Crosswalk Transfer File Entrance Exam File Student Financial Aid Licensure and Certifications • Degrees <ul style="list-style-type: none"> Estimated Degrees and Other Formal Award Conferred Degrees and Other Formal Awards Conferred
Programs and Courses	<ul style="list-style-type: none"> • Degree Program Inventory
Facilities	<ul style="list-style-type: none"> • Building and Room Updates • Land Holdings Updates • Facilities Utilization
Faculty and Staff Information	<ul style="list-style-type: none"> • CUPA
Finance	<ul style="list-style-type: none"> • Higher Education Research and Development Survey (HERD)

Specific collections are used to validate various metrics as show in the table below.

KPEDS NG College Validation Schedule

Collection	Metrics Validated	Collection Period
Entrance Exam (Type E)	2.a College Readiness of College Entrants.	July
Degrees (Type 5)	6.d Average credit hours to degree. 9.b Degrees and credentials conferred.	July-August
Summer Degrees (Type 5R)	6.a Three-year Graduation Rate. (KCTCS) 6.b Six-year Graduation Rate. (4 Year Public) OM Outcome Measures	October
Fall Enrollment (Type 1)	1.a Enrollment Diversity. 6.c First-to Second-year Retention.	October-November
Student Financial Aid	9.b Degrees and credentials conferred. Low Income	November
End-of-Term Credit-Fall (Type G)	2.b Progress of Underprepared (English) 2.c Progress of Underprepared (Mathematics)	March

Diversity Plan Metric Outline

The below chart outlines the metrics used for the quantitative portion of the Diversity Policy.

Diversity Plan Metric Outline (March 2021)		
Diversity Metric	Collections	Period Used
Enrollment (URM, African American, Hispanic)	Type 1 (Enrollment) (Percent of population UG & G URM)	Fall 2019
Degrees & Credentials Conferred (URM, LI)	Type 5 (Degrees Conferred) Type A (Student Financial Aid)	Academic Year 2019-20
Graduation Rates (URM, LI)	Type 1 (Initial Cohort) Type 5 (Degrees Conferred) Type A (Student Financial Aid) Type 5R (Summer Degrees)	Academic Year 2019-20 (Fall 2014 Cohort; Fall 2017 KCTCS Cohort)
Retention Rates (URM, LI)	Type 1 (Enrollment) Type A (Student Financial Aid)	Fall 2019 to Fall 2020

Performance Funding

The Performance Funding collection is opened on January 24, 2021 and closes February 26, 2021. Performance Funding validates student credit hours by level and CIP; student progression (6.e in the Kentucky's 2016-21 Performance Metrics Technical Guide); degrees and credentials awarded (9.b in the Kentucky's 2016-21 Performance Metrics Technical Guide); and FTE (fulltime equivalent). More details on Performance Funding metrics can be found in the Kentucky's 2016-21 Performance Metrics Technical Guide, located in Appendix B of this document.

Performance Funding Technical Definitions are:

Full-Time Equivalent (FTE)

- A single value providing a meaningful combination of full-time and part-time students. Full-time equivalent enrollments are calculated using the following formula.
 - (Undergraduate student credit hours/15) + (headcount of medical, dental, and pharmacy students) + (headcount of doctoral dissertation students, post-doctoral students, and house staff) + (all other graduate SCH/12)
 - Formula with coding details (Student Classification Codes are found on [Table 7](#)):
 $\{(Student\ credit\ hours\ of\ classification\ 1,\ 2,\ 3,\ 4,\ 5,\ 13,\ 14,\ 19,\ 20\ and\ 30)/15\} + \{headcount\ of\ classification\ 12\ IF\ first\ major\ is\ equal\ to\ 51.1201,\ 51.0401,\ or\ 51.2001\} + \{headcount\ of\ classification\ 9,\ 10,\ 11\ and\ 36\} + \{(SCH\ of\ classification\ 6,\ 7,\ 8,\ 16,\ 18,\ 25,\ 31,\ 32,\ 34,\ and\ 35)/12\} + \{(SCH\ of\ classification\ 12\ IF$

Student Progression

- For four-year Institutions, student progression is the number of full- and part-time undergraduate students reaching or surpassing 30, 60, or 90 cumulative earned credit hours in a given academic year as defined by student classification. For KCTCS, student progression is the number of full- and part-time undergraduate students reaching or surpassing 15, 30, or 45 cumulative earned credit hours in a given academic year.

Student Credit Hours 4-year Public

- Sum of undergraduate and graduated earned student credit hours (excluding high school) disaggregated by class level, class CIP code and residency for entire academic year (summer, fall, spring).
 - Course standard letter grad in (A, DA, B, DB, C, DC, D, DD, P, DP).
 - Enrollment classification not in (19, 20).
- Class CIP clusters:
 - Liberal Arts, Math, Social Sciences, Languages, Other Cluster:
 - Class CIP in (05, 09, 16, 23, 24, 25, 30, 33, 35, 38, 39, 42, 45, 54, 99)
 - Basic Skills Cluster
 - Class CIP in (32, 37)
 - Business Cluster
 - Class CIP in (44, 52)
 - Education Cluster
 - Class CIP in (13)
 - Service Cluster
 - Class CIP in (12, 19, 31, 36, 43)
 - Visual and Performing Arts Cluster
 - Class CIP in (50)

- Trades and Tech Cluster
 - Class CIP in (10, 29, 46, 47, 48, 49)
 - Sciences Cluster
 - Class CIP in (01, 03, 11, 26, 27, 40, 41)
 - Law Cluster
 - Class CIP in (22)
 - Engineering/Architecture Cluster
 - Class CIP in (04, 14, 15)
 - Health Cluster
 - Class CIP in (34, 60, 51)
 - Nursing Cluster
 - Class CIP in (70) Or
 - Class CIP in (51) and Enrollment major in (5138)
 - Other Cluster
 - Any Class CIP not in previous clusters.
- Class Level groupings:
 - Doctor's Professional
 - Class level in (06) or
 - Class level in (07) and Enrollment classification in (12)
 - Master's
 - Class level in (07) and Enrollment classification in (06).
 - Doctor's Research
 - Class level in (07) and Enrollment classification in (08, 09)
 - Lower Division
 - Class level in (01)
 - Upper Division
 - Class level in (02)
 - Other Graduate
 - Class level in (07) and Enrollment classification not in (06, 08, 09, 12)
 - Technical
 - Class level in (08)
 - Residency groupings
 - Resident SCH Earned
 - Enrollment residency code in (A)
 - Reciprocity SCH Earned
 - Enrollment residency code in (B)
 - Nonresident SCH Earned
 - Enrollment residency code not in (A, B)

COLLECTIONS

General Instructions





ENROLLMENT

Preliminary Enrollment

Due Dates

- Fall Enrollment – September 10 or the end of census day if it is earlier than the 10th. If the 10th is a Saturday or Sunday, please use the end of business on the next business day.
 - Submit to CPE by close of business September 15 or next business day if the 15th is a Saturday or Sunday
- Spring Enrollment – February 15 or the end of census day if it is earlier than the 15th. If the 15th is a Saturday or Sunday please use the end of business on the next business day.
 - Submit to CPE by close of business February 20th or next business day if the 20th is a Saturday or Sunday.

Metrics Validated

- None

Applies to Independent Colleges

- Yes

Preliminary Enrollment Form

KY CPE Preliminary Enrollment	*Full-time undergraduate	*Part-time undergraduate	Full-time Graduate	Part-time Graduate
Total				
First-time			NA	NA
URM				
Adult			NA	NA

Technical Definitions

Unduplicated student enrollment count:

- Total undergraduate enrollment determined by [Table 7](#) classification in (01, 02, 03, 04, 05, 13, 14, 19, 20, 30);
 - KCTCS counts will be for credential seeking students only.
 - Full-time undergraduate is equal or greater to 12 enrolled semester credit hours.
 - First-time definition: First Time Student in (Y, S), Classification in (01, 02, 03, 04), and full/part-time in (F, P).
- Adult undergraduate enrollment includes those students 25-64 years of age;
- Graduate Enrollment determined by [Table 7](#) classification in (06, 07, 08, 09, 10, 11, 12, 16, 18, 25, 31, 32, 34, 35, 36); and
 - Full-time graduate is equal or greater to 9 enrolled semester credit hours.

- Underrepresented minority (URM) includes Black, American Indian or Alaskan Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and two or more races from [Table 2](#) ethnic category.
 - The categories are 1) Nonresident Alien; 2) Black, Non-Hispanic Only; 3) American Indian or Alaskan Native, Non-Hispanic Only; 4) Asian, Non-Hispanic Only; 5) Hispanic or Latino, regardless of race; 6) White, Non-Hispanic Only; 7) Race and Ethnicity Unknown; 8) Two or More Races; and 9) Native Hawaiian or Other Pacific Islander, Non-Hispanic Only.

Enrollment Summer 2020/Fall 2020/Spring 2021

Due Dates

- Summer 2020 – August 17, 2020
- Fall 2020 – November 2, 2020
- Spring 2021 – March 30, 2021

Metrics Validated from Collection

- Fall Enrollment – 1.a Enrollment Diversity
6.c First-to-Second Year Retention

Applies to Independent Colleges

- Only Type 1

General Instructions

The fall/spring enrollment files and the summer (the academic period between the close of the spring semester and the beginning of the fall semester) files should include enrollment in all courses (day, evening, off-campus, and distance education) for which semester hour credit is granted or regular academic courses carrying zero hours credit except for zero credit hour laboratories associated with lectures if laboratory and lecture are assigned identical course IDs.

- For each summer term, fall term, and spring term, Type One (student), Type Two (course), and Type Three (class) records should be included for each of these courses.
 - All summer terms must be combined into one submission, which, as with fall and spring submissions, is to include one Type One record per student with appropriate Type Two and Type Three records.
- For all full-term courses, the data are to be the net enrollment as of the last date of the reporting period which students may add a course for credit (census date).
 - This date must agree with the official university calendar. All enrollment transactions initiated on or before the census date should be processed and reflected on the file.
- Exclude students who have withdrawn on or before the census date, have not paid, or have not made formal arrangements with the business office for payment of tuition and fees.

Include short-term courses beginning after the effective cut-off date. For each short-term course, an individual cut-off date should be established. These dates, based on length of course, should be prorated consistent with the institution's policy for full-term courses. Report winter term enrollments with the spring enrollment.

Do not include enrollment in zero credit hour laboratories associated with lectures if laboratory and lecture are assigned identical course IDs, noncredit courses, noncredit workshops, continuing education unit courses, or other courses for which regular semester hour credit is not granted. Do not include enrollment in classes that did not materialize, were canceled, or otherwise not in fact offered. Do not report enrollments from previous semesters, with the exception of special winter terms reported with the spring collection as mentioned above.

Report a unique section number for each course within a term. This number could be a totally different section number or could be a character or number added to the section number (for example, ACC 601 01 and ACC 601 01A).

The Type One enrollment record will be considered the master enrollment record for students. If a student does not appear on at least one Type One record during the relevant academic year, records for that student will not be accepted on the Entrance Exam, Transfer, or Financial Aid files.

All definitions pertaining to enrollment collections can be found under the [Enrollment Terms and Definitions section](#) of Appendix A.

The enrollment files must be finalized (all errors resolved) by each close date or the institutions enrollment files will not be used for reporting purposes.

Type One, Type Two, and Type Three are detailed as follows:

Type One (Student) Record

1. *Birth Date* – Report the student’s full date of birth (MMDDYYYY).
2. *County/State of Origin* – Use the FIPS codes found in [Table 4-A](#) and [Table 5-A](#) for reporting state and county of origin. If the student’s state of origin is Kentucky, report the county of origin using the FIPS codes from [Table 5-A](#). If the student’s state of origin is something other than Kentucky, report the county of origin (if available) using the FIPS codes found at <https://www.census.gov/geographies/reference-files/2017/demo/popest/2017-fips.html>.
3. If the out-of-state county is not available, report 000 and the county will be determined based on the zip code reported (see item #26). For students from another country, the county should be coded 000. For reciprocity students (see item #17), report their state and county of origin in columns 71-75 as well as the reciprocity state and county in columns 76-80, even though they may be the same. Do not leave the state and county of origin fields blank.
4. *Declared Major or Program Prefix* – For all students, report the appropriate declared major or program prefix code from [Table 15](#).
 - Post-doctoral students and students with a nondegree major are to be reported with an "N" in the major prefix code.
 - An undergraduate major prefix code should be reported for the not designated, undecided, undeclared student. If a specific level is not known, report "U" for major prefix code.
 - Report program prefix "F" for KCTCS nondegree students enrolled in workforce training programs (enrollment only).
5. *Declared Major* – The declared major or program must be consistent with the institution's degree program inventory. Use only those codes listed in the program inventory. Report the student declared major or program for all students except those who are not permitted, by official institutional policy, to declare a major. Students who are not permitted, by official institutional policy, to declare a major shall be coded as baccalaureate degree students with an undeclared major prefix (code U). Students who have declared intent to major in a program with selective admissions or limited enrollment are to be reported with their declared major or program.
 - Undergraduate nondegree, graduate nondegree, and high school students enrolled in postsecondary level courses should be assigned the 90.0000 nondegree code. Post-doctoral students may also be reported with the nondegree code 90.0000.

- For students declaring a double major, report the first major in columns 111-118 and the second major in columns 120-127.
 - Students without an RN who intend to complete a baccalaureate nursing (generic) program should be reported with the declared major 51.3801- Nursing (RN Training). Students with an RN who intend to complete a baccalaureate nursing (completion) program should be reported with the declared major 51.3801 - Nursing, General (Post - RN).
6. *First-Time Student* – A student is to be identified as a first-time student if they have graduated from high school and who has no prior postsecondary experience attending any institution for the first-time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits or postsecondary formal award earned before graduation from high school).
- **Do not** report current high school students who are, for the first time, enrolled for postsecondary credit.
 - Report first-time students for each degree level: undergraduate (freshman, sophomore, junior, undergraduate nondegree) and graduate (master's, specialist's, doctoral, and graduate nondegree). Students in Ed.D. leadership programs who have done previous graduate-level work toward master's degrees, rank 1 and 2 certification, etc., including nondegree coursework, should not be reported as first-time graduate students.
 - Report "S" in the first-time student field in the fall semester for students who were first-time in the summer semester.
7. *First-Time Transfer Student* – For KCTCS students, a student is to be counted as a transfer from the 'home' institution attended prior to acceptance by the receiving four-year institution. The 'home' institution is the first KCTCS institution that the student attended, determined by the student's transcript. Count each hour transferred from each KCTCS institution.
- For students who transfer from institutions other than KCTCS, a student is to be counted as a transfer from the last institution attended prior to acceptance by the receiving institution.
 - A first-time graduate student is not to be reported as a transfer from their undergraduate institution.
 - Include the first-time transfer student whose transfer credits are being held pending validation of coursework. The student should be listed as they will be classified upon the validation of their coursework.
 - Report first-time transfers for each degree level (undergraduate, graduate). The student may transfer with or without credit. A student should be reported as first-time transfer only once. If the student was a first-time transfer in the summer, do not report them as a first-time transfer again in the fall.
 - Report 'S' in the first-time transfer field in the fall semester for students who were first-time transfer in the summer.
8. *GRS Cohort* – In column 81, for the fall enrollment report only, indicate "Y" if the student is full-time and eligible to be included in the Integrated Postsecondary Education Data System (IPEDS) Graduation Rate Survey (GRS) Cohort, "P" if the student meets the criteria and is enrolled part-time, or "N" if the student is not eligible. The following criteria determine whether an undergraduate student is included in the cohort:
- Full-time First-time: Include students who attended college for the first time (either part-time or full-time) in the prior summer term whether at the same college, another college in

Kentucky, in another state, or another country. Summer semester will be counted whether the student enrolled as degree-seeking or not. Also include students who have entered with advanced standing (college credits earned before graduation from high school).

- Degree/certificate seeking: Students must be enrolled in courses creditable toward a degree, diploma, certificate, or other formal award. Include students in occupational and vocational programs. Students at four-year institutions whose intent is not known are to be reported in the bachelor's cohort.
9. *High School Code, First-Time Degree Seeking Students* – Report students graduated from a Kentucky high school by specific high school code. If the high school does not appear in the ACT list (<http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/high-school-codes-lookup.html>), report by county as shown in **Table 13**. **Also, report the high school code for high school students who are dually enrolled or are enrolled in dual credit courses and for students in the Gatton/Craft Academy (student classifications 19 and 20).**
- For a student with a GED certificate, use the code B121.
 - For a student graduating from an out-of-state high school, use the code B200.
 - For a student with no high school diploma or GED certificate, use the code B122. For a student who has been home schooled, use the code B123.
 - For a student who has been home schooled, but who also received the GED, report the home schooled code B123.
10. *High School GPA* – Report the weighted high school grade point average for all first-time undergraduate degree-seeking students. It should be right justified and show two decimal places (decimal is implied).
11. *ID Type* – Report “1” if the student ID is a valid Social Security Number or “2” if it is some other ID number (institutional ID, SEVIS, etc.).
12. *Institutional ID* – Report in columns 138-147 the student’s institutional ID number. This field is mandatory.
13. *Intent to Transfer* – For KCTCS only, report “Y” (Yes) or “N” (No) in column 176 to indicate a student’s intent to transfer to a four-year institution.
14. *International Exchange Student* – Report all Type One information for each student currently enrolled in an institution in another country under a formal international student exchange program between that institution and the Kentucky institution.
- Report each of these students as full-time.
 - For each exchange student attending a foreign institution, report the appropriate residency code of “A,” “B,” or “C.”
 - Report residency code “E” for each international exchange student from a foreign country attending a Kentucky institution.

15. *KDE ID* – Report, in columns 148-157, the ten-digit ID number supplied by the Kentucky Department of Education and found on the student’s high school transcript. This applies to all first-time students who graduated from a public high school in 2008 and later and for high school students (students enrolled in dual credit courses or dually enrolled).
16. *Military Relationship* – Report a student’s military status using the appropriate military code. Report a Code A for a military active student, Code V for military veteran student, or report a Code R for a military connected student. Otherwise the field should be left blank.
- Code A – Military active student
 - Student currently serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, or is on Active Duty in any branch of the U.S. military.
 - Code V – Military veteran student
 - Student formerly served in the U.S. National Guard, in the Reserve unit of any branch of the U.S. military, or on Active Duty in any branch of the U.S. military and was released under conditions other than dishonorable.
 - Code R – Military connected student
 - Student’s spouse, parent or guardian serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, is on Active Duty in any branch of the U.S. military or student is otherwise eligible for any military education benefits via the spouse, parent or guardian.
17. *Multi-Institution Program* – If the student is enrolled in a joint, collaborative, or other multi-institution program, report “X” in column 128 for the first major or in column 129 for the second major. The student classification should reflect their status at the home institution.
18. *National Exchange Student* – Report all Type One information for each student enrolled in your institution but currently attending another institution under a formal agreement with the National Student Exchange.
- Report each of the students as full-time.
 - For each exchange student attending another institution under this agreement, report the appropriate residency code of “A” or “C.”
 - Report the residency code “E” for each exchange student from another state attending a Kentucky institution.
19. *Outcome Measures* – Per IPEDS is a full-year cohort (July 1 to June 30)
<https://surveys.nces.ed.gov/ipeds/VisInstructions.aspx?survey=13&id=30101&show=all#chunk1740>, which includes all new undergraduate credential seeking students:
- First-time, full-time entering with cohort year FTFTXXXX (For example FTFT2021 for SU20,FA20,SP21).
 - Note for summer term, May/June starts please code as FTFT1920 and after July 1 you would code FTFT2021.
 - First-time, part-time entering FTPTXXXX (For example, FTPT2021 for SU20,FA20,SP21).
 - Non-first-time, full-time entering NFTFTXXXX For example NFTFT2021 for SU20,FA20,SP21).
 - Non-first-time, part-time entering NFTPTXXXX For example NFTPT2021 for SU20,FA20,SP21).

20. *Program ID* – The program ID number for the declared major or program must be consistent with the institution's degree program inventory. Use only those program IDs listed in the program inventory. Report the program ID for the declared major or program for all students except those who are not permitted, by official institutional policy, to declare a major. Students who are not permitted, by official institutional policy, to declare a major shall be coded as baccalaureate degree students with an undeclared major prefix (code U) and program ID fields will be left blank. Students who have declared intent to major in a program with selective admissions or limited enrollment are to be reported with the program ID of their declared major or program.
21. *Race* – In column 69, report the race code from [Table 2](#) using the descriptions in [Table 2](#). In columns 158-165, report “Y” (Yes) or “N” (No) using the descriptions below. Records may contain a “Y” in more than one category, EXCEPT for nonresident aliens. If a student is a nonresident alien, no other race or ethnic information is to be reported on this file.
- *Hispanic or Latino* – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
 - *American Indian or Alaska Native* – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
 - *Asian* – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 - *Black or African American* – A person having origins in any of the black racial groups of Africa.
 - *Native Hawaiian or Other Pacific Islander* – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - *White* – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
 - *Nonresident alien* – A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. Note: Nonresident aliens are to be reported separately, in the field provided, rather than included in any of the six racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
 - *Race and ethnicity unknown* – This category is used only if the person did not select either a racial or ethnic designation.
22. *Reciprocity State and County* – For a student with residency code B (reciprocity), report the reciprocity state and county in columns 76-77 and 78-810.

23. *Residency Status* –The student's official residency status, as determined by the Council on Postsecondary Education's "Policy on Classification of Residency for Admission and Tuition Assessment Purposes." (See [Table 3.](#))

- *In-state student* – Code A is to be reported for a student who is determined to be a legal resident of Kentucky.
- *Out-of-state reciprocity student (with tuition waiver)* – Code B residency status is to be reported for a student under the reciprocity agreements approved by the Council on Postsecondary Education at Morehead State University, Murray State University, Northern Kentucky University, University of Louisville, Western Kentucky University, Ashland Community and Technical College, Big Sandy Community and Technical College, Gateway Community and Technical College, Henderson Community College, Hopkinsville Community College, Jefferson Community and Technical College, Maysville Community and Technical College, Owensboro Community and Technical College, Somerset Community College, Southcentral Kentucky Community and Technical College, Southeast Kentucky Community and Technical College, West Kentucky Community and Technical College. Code B is also to be reported for KYVC students from any state-supported institutions if they have been granted tuition reciprocity by their “home” school of enrollment.
- *Out-of-state (without tuition waiver)* – Code C is to be reported for a student who is determined not to be a legal resident of Kentucky.
- *Out-of-state (SREB Academic Common Market)* – Code D residency status is to be reported for a student from outside Kentucky enrolled in one of the approved Academic Common Market degree programs.
- *Out-of-state international and national exchange students* – Code E residency status is to be reported for a foreign student enrolled in a formal international student exchange program and for an out-of-state student enrolled in the National Student Exchange Program.
- *Undetermined Residency* – Code F residency status is to be reported for post-doctoral students and house staff at the University of Kentucky and the University of Louisville if they are not enrolled in any course for credit and a residency determination has not been made.

24. *Semester* – Report the semester and year for the file being submitted. Each semester has been assigned a number code which is added to the end of the reporting year:

- 1=summer,
- 2=fall, or
- 3=spring.
 - Example – 20202 = Fall 2020.

25. *Student Classification* –

- An undergraduate student is to be classified based on total semester credit hours earned, except in the following cases:
 - A transient student should be classified as "undergraduate nondegree."
 - Special students are listed in the definitions: "audit student," "post- baccalaureate undergraduate degree-seeking," "undergraduate nondegree," or "high school."
- A graduate transient student should be classified as "graduate nondegree."
- A post-master's student, not officially admitted to a certificate, master's, specialist's or doctoral program, should be classified as "graduate nondegree."
- A regular degree-seeking student who, for a semester, enrolls as an audit student only may be reported with his regular classification and declared major. This applies only to degree-seeking students.

26. *Students in Classes Taught by One Institution on Another Campus* – Enrollment (Types 1, 2, and 3) is to be reported by the institution offering the instruction.

27. *Teach out Programs* – For programs which will no longer be offered by the institution. Use 1 for teach out or leave the column blank.

28. *Teacher Preparation* – Report a "Y" (Yes) or "N" (No) for classes that meet EPSB standards for certification. <http://www.epsb.ky.gov/course/view.php?id=3>

29. *Total Credit Hours* – Total semester hours taken for credit, excluding audit hours.

30. *Transfer Credit* – For each undergraduate first-time transfer student, report in columns 82-84 the total number of semester credit hours recorded on the student's academic permanent record as accepted by your institution as transfer credit from all previously attended Kentucky and out-of-state institutions.

- If hours cannot be determined at the time of reporting, please report "XXX" in columns 82-84.
 - At a later date, institutions will report actual transfer hours for all reported XXX's.
- For students who have previously earned a degree and are pursuing a second degree at the same level (undergraduate), report "TBD" (transfer baccalaureate degree) or "TAD" (transfer associate degree) in columns 82-84.
- If decimals, round to the nearest whole number (less than .50 round down).
- If no credit hours are accepted for a first-time transfer student, report 000 in columns 82-84.
- Columns 82-84 should be blank for first-time and continuing students.

31. *Transfer FICE Code of Sending Institution* – For KCTCS students, the FICE code should reflect the home institution attended. The home institution is the first KCTCS institution attended. Report all transfer credit from each of the KCTCS institutions.

- For students who transfer from institutions other than KCTCS, report the FICE code of the sending institution for each first-time transfer student from a Kentucky institution.
- The FICE code should reflect the most recent institution attended.
- Credit transferred in from multiple institutions is to be reported by FICE on the annual transfer file.
- For each first-time transfer student from an out-of-state institution, report the code of the state (FIPS code), territory, or foreign country of the sending institution. Institution and state codes are listed in [Table 9](#).

32. *Tuition Waiver for Foster and Adopted Children* – Institutions must identify enrolled students who received tuition waivers because they were adopted or foster children. The information from this survey will be used to determine the number of recipients enrolled and the number who received a degree.

This information will be reported annually on November 30 to the Legislative Research Commission as mandated in KRS 164.2847.

33. *Year of High School Graduation, First-Time Degree-Seeking Students* – Report the year the student graduated from high school or received the GED certificate in columns 102-105.
34. *Zip Code: Permanent* – Report the zip code of the student’s permanent, parental, or other address which best captures the zip code of origin when the student entered your institution. If this zip code changes after the student enters, continue to report the permanent zip code at entry, not the new code. Report for all students in columns 130-134, except international students which should be reported with blanks.
35. *Zip Code: Current* – Report the zip code of the local, mailing, or other address which best identifies the student’s place of residence during the current semester, such as an on-campus zip code if living in campus housing. Report for all students in columns 171-175.
36. *Location of High School Graduation, First-Time Degree Seeking* – Report students graduated from a Kentucky high school by specific high school code. If the high school does not appear in the ACT list (<http://www.actstudent.org/regist/looksups/>), report by county as shown in [Table 13](#).
 - For a student with a GED certification, use the code B121.
 - For a student graduating from an out-of-state high school, use the code B200.
 - For a student with no high school diploma or GED certificate, use the code B122.
 - For a student who is home schooled, use the code B123.
 - For the student who has been home schooled, but who also received a GED certificate, report the home schooled code as B123.**Also, report the high school code for high school students who are dually enrolled or are enrolled in dual credit courses and for students in Gatton/Craft Academy (student classification 19 and 20).**
37. *Off-Campus Site Code (Independent Only)* – Report the appropriate off-campus site from [Table 29](#). For each new site not contained in Table 29, assign the next available numeric code and submit all required descriptive fields to CPE. If students are taking courses at more than one site, report the 50% program if applicable. Otherwise report the main site.
38. *Dual Credit (Independent Only)* – In column 203, indicate “Y” (Yes) or “N” (No) whether the student is enrolled in a course for which they will receive both high school and college credit.
39. *Dual Credit Hours (Independent Only)* – In column 204-207, report the number of dual credit course hours in which the student is enrolled.

Type Two (Course) Record

1. *Audit* – Code "Y" (Yes) for audit courses and "N" (No) for courses taken for credit.
2. *Co-Requisite* – A co-requisite course is a course that includes enhanced academic supports, such as additional hours of instruction, tutoring, mentoring, or advising that awards credit toward a credential or degree.
3. *Course Reference Number* – Report in columns 54-68 the institutionally-assigned number identifying a specific course, section, and semester.
4. *Credit Hours* – Number of semester hours for which a student is receiving credit. For audit courses, code number of hours for which the student was charged.
5. *Dual Credit* – In column 69, for each student reported with classification 20 (High School) indicate "Y" (Yes) or "N" (No) if the student is enrolled in a course for which they will receive both high school and college credit.
6. *International Exchange Course* – For each student currently enrolled in an institution in another country under a formal international exchange program, report a Type Two Record with the Course Prefix and Number of IES 333 (universities) or 235 (KCTCS colleges), and report the code for the foreign country in which the student is enrolled in the course section field, right justified. Report course with one credit hour. For foreign students attending a Kentucky institution, report a Type Two Record for each course in which the student is enrolled.
7. *National Student Exchange Course* – For each student enrolled in your institution but currently attending an institution in another state under the National Student Exchange Program, report a Type Two Record with the Course Prefix and Number of NES 333 (universities) or 235 (KCTCS colleges), and report the code for the state in which the student is enrolled in the course section field, right justified.
 - Report the course with one credit hour.
 - For students from institutions in another state who are attending a Kentucky institution, report a Type Two Record for each course in which the student is enrolled.
8. *Semester* – Report the year and the appropriate semester for the file being submitted. Each semester has been assigned a number code which is added to the end of the reporting year:
 - 1=summer,
 - 2=fall, or
 - 3=spring.
 - Example – 20202 = Fall 2020.

Type Three (Class) Record

1. *CIP Code* – Enter the 2-digit CIP code as it should appear on the course inventory file.
2. *CIP 32 Course Categories* – To be used only for courses coded CIP 32; leave blank if not a CIP 32 course. For each course coded CIP 32, assign a code from [Table 26](#). The developmental course field on the Type 3 enrollment file will be edited against this field for consistency of developmental/remedial course reporting.
3. *Course Level* – Each course should be assigned only one course level. The course level should be assigned relative to the intended degree of complexity or expected level of student comprehension rather than the student level (or classification) of those enrolled in the course. The course level should be coded based on the following, using the appropriate code from [Table 10](#):
 - *Technical Level* – Courses designed primarily for the instruction of students in technical programs at technical colleges.
 - *Lower Division* – Courses designed primarily for the instruction of freshman or sophomore students.
 - *Upper Division* – Courses designed primarily for the instruction of junior or senior students.
 - *Graduate* – Courses designed primarily for the instruction of graduate students.

Courses designed to jointly serve two student levels should be assigned the lower of the appropriate codes.

4. *Course Reference Number* – Report in columns 58-72 the institutionally-assigned number identifying a specific course, section, and semester.
5. *Courses Taught in Multiple Counties, States, or Countries* – For courses taught in more than one county, state, country, or any combination, use the codes from [Tables 4-A](#), [Table 4-B1](#), [Table 4-B2](#), and [Table 5-A](#) as follows:
 - Multiple States - B99;
 - Multiple Foreign Countries - BZZ;
 - Multiple Counties - B18; or
 - Other Multiple Sites - BMS.
6. *Course Section Number* – **Do not report courses with duplicate section numbers.** Every section number should be unique for a specific term.
 - This could be a totally different section number, or could be a character or number added to the section number.
 - For example, ACC 601 01 and ACC 601 01A.
 - Courses taught simultaneously but at two locations, such as a course taught face-to-face on campus and broadcast to another off-site location, should be treated as two courses with separate section numbers and descriptive information on the Type Three (class) file.
7. *Course Title* – Enter the course title currently used for each course offered. Use all capital letters.
8. *Credit Hours: Minimum and Maximum* – For a course offered for a fixed number of credit hours, report that number in Columns 27-29. If the course is offered for different hours credit (e.g., 1 hour, 2 hours, or 3 hours), report the minimum hours for which it is offered in columns 27-29 and the maximum hours in columns 30-32.

9. *Developmental Course* – Report 1, 2, 3, 4, or 0 from [Table 26](#) in column 49 for developmental courses. Leave blank if course is not developmental.
10. *Distance Learning Provider* – Report distance learning course providers on the Type 3 record by entering “I” for institutionally provided courses, “K” for KYVC courses, and “O” if other organizations are providing the reported distance learning course in column 40.
 - To be counted as KYVC, (a) a course, module, or other program must be housed on a course management platform or other software licensed by the KYVC or (b) the registration for the course, module, or other program occurred through KYVC regardless of where the course is housed electronically.
 - In column 41, report the code from [Table 6](#) for the primary mode of delivery for these courses.
 - The off-campus site in columns 46-48 can be left blank for distance learning courses.
11. *Dual Credit* – In column 25 indicate whether course is for dual credit; in column 26 indicate whether teacher of record is a high school teacher.
12. *Faculty Employment Status* – Full-time, Part-time, Graduate Student.
 - Part-time status is defined as faculty who are less than full time (employed under thirty hours per week on average) and teach on a per-course-section basis (AAUP).
 - Report FT (Full-Time), PT (Part –Time), or GS (Graduate Student).
 - Leave field blank if High School teacher of Record (column 26) is reported.
13. *Faculty Tenure Status* – Report Tenured = T, Tenure-Track = TT, or Non-Tenure Track=NT. Leave field blank if High School teacher of Record (column 26) is reported.
14. *Faculty Title* – Report Professor, Associate Professor, Assistant Professor, Lecturer, Instructor, Clinical Supervisor (e.g., supervisor of nurses, student teachers, etc.), Visiting Faculty, or Teaching/Graduate Assistant. Leave field blank if High School Teacher of Record (column 26) is reported.
15. *General Education Courses* – For each lower and upper division course that can be used to meet the institution’s general education requirements as defined for the General Education Transfer Policy, enter in columns 131-132 the appropriate code from [Table 35](#) (Gen. Ed. 1). For a course meeting the general education requirement in two disciplines, report the additional code in columns 133-134 (Gen. Ed. 2). Leave blank if not a general education course.
16. *High School Teacher of Record* – If this field is “Y”, then Faculty Employment, Graduate Student, Faculty Tenure Status, Faculty Tenure Status, and Faculty Title will be blank in columns 146-150.
17. *International Exchange Class* – Report a Type Three Record to include all students enrolled in an institution in another country during the current semester in a formal international student exchange program.
 - Report class with Course Prefix and Number of IES 333 (universities) or 235 (KCTCS colleges).
 - Report the code for the foreign country in which the student is enrolled in the course section field, right justified.
 - Report a separate Type Three Record for each foreign country in which students are enrolled.
 - Report each class with one credit hour.
 - Report course level code of 00 for each IES class.
 - Report as off-campus according to their location of enrollment.

18. *KYVC* – Report “Y” (Yes) or “N” (No) in column 57 to indicate use of KYVC services.
19. *National Student Exchange Class* – Report a Type Three Record to include all students who are enrolled in your institution, but who are attending an institution in another state during the current semester as a participant in the National Student Exchange Program.
- Reported class with the Course Prefix and Number of NES 333 (universities) or NES 235 (KCTCS colleges).
 - Report the code for the state in which the student is enrolled in the course section field, right justified.
 - Report a separate Type Three Record for each state in which students are enrolled. Report each class with one credit hour.
 - Report the course level code of 00 for each NES class.
 - Report as off-campus according to their location of enrollment.
20. *Off-Campus Site* – For each off-campus course, report the site in which the class is located. In columns 46-48 report the appropriate off-campus site from [Table 29](#). For each new site not contained in [Table 29](#), assign the next available numeric code and submit all required descriptive fields to CPE.
21. *On/Off-Campus Classification* – On-campus courses include courses taught on the institution’s main campus. Off-campus courses include all courses taught at a site other than the main campus of the institution, including courses taught at an extended campus.
- Distance learning courses should be classified according to the location of the in-person component of the class.
 - 100 percent distance learning courses should be reported with a code of 3.
 - A course taught partially at a location classified as on-campus and partially at a location classified as off-campus is to be counted as on-campus only if at least 50 percent of the instruction takes place on-campus.
 - IES 333 (International Exchange Student) and NES 333 (National Exchange Student) are to be reported according to their location of enrollment as above.
22. *Previous Course Prefix* – If the course was previously offered with a different course prefix, enter the previous course prefix. Leave blank if no change was made.
23. *Previous Course Number* – If the course was previously offered with a different course number, enter the previous course number. Leave blank if no change was made.
24. *Regional Postsecondary Education Center* – If a course is taught at one of the six official regional postsecondary education centers or the University Center of the Mountains, report in columns 44-45 the code from [Table 28](#) that corresponds to its location. If not, leave blank.
25. *Semester* – Report the year and the appropriate semester for the file being submitted. Each semester has been assigned a number code which is added to the end of the reporting year:
- 1=summer,
 - 2=fall, or
 - 3=spring.
 - Example – 20202 = Fall 2020.

26. *Student Teaching Course* – Course must be coded in CIP 13 and be used to fulfill the student teaching requirement for initial certification at either the undergraduate or graduate level. For courses coded CIP 13, enter “Y” (Yes) in column 130 if course is student teaching, otherwise enter “N” (No). If course is not coded CIP 13, leave blank.
27. *Supplemental/Enrichment Course* – Report the type of supplemental instruction provided from [Table 26](#) in column 50, using the code between 0 and 9 which corresponds to the college readiness need being addressed. Leave the field blank if no supplemental instruction is offered.

FORMAT OF TYPE 1 (STUDENT) RECORD (One Record Per Student)

1	Form - 1 - char(1)	60	Birth Date - mmddyyyy - zero fill - char(8)	119	Teach Outs - 1 or blank - 2-yr REQUIRED and 4- yr Recommended - char(1) (Public Only)	176	Intent to Transfer (KCTCS only) - Y/N - char(1)
2	Institution Number(FICE Code) - see Table 1 - char(8)	61		120	Declared Second Major - see Table 17 - left justify, blank fill, do not include decimal points - char(8)	177	Semester - char(5) - 1=summer, 2=fall, 3=spring. Example - 20202 = Fall 2020.
3		62		121		178	
4		63		122		179	
5		64		123		180	
6		65		124		181	
7		66		125		182	Middle Name - left justify - char(15)
8		67		126		183	
9		68	Gender - (M/F) - char(1)	127		184	
10		Social Security Number - must be nonblank - char(9)	69	Race - See Table 2 - char(1)		128	
11	70		Residency (A,B,C,D,E,F) - see Table 3 - char (1)	129	Multi-Institutional Program Second Major - blank or X - char (1)	186	
12	71		State/Country of Origin - FIPS for states - right justify, zero fill - see Tables 4-A and Table 4-B - char(2)	130	Permanent ZIP Code - char(5)	187	
13	72			131		188	
14	73		County of Origin - FIPS - right justify, zero fill - see Table 5-A - char(3)	132	High School GPA - numeric (two decimal places, right justified, zero fill) - char(3)	189	
15	74			133		190	
16	75		76	134		191	
17	76		Reciprocity State - FIPS for states - right justify, zero fill - see Table 4-A - char(2) (Public Only)	135		192	
18	77		78	136		193	
19	ID Type - 1=Valid SSN, 2=Other ID - char(1)	78	Reciprocity County - FIPS - right justify, zero fill - see Table 5-B - char(3)	137	Institutional ID - Student's Internal ID - char(10) MANDATORY	194	
20	Last Name - left justify - char(25)	79		138		195	
21		80		139		196	
22		81	GRS (Y,N,P) - char(1)	140		197	Name Suffix - left justify - char(5) (Ex. Jr., Sr., II, III)
23		82	Number of hours accepted in transfer (right justify, zero fill, no decimal) - numeric(3)	141		198	
24		83		142		199	
25		84		143		200	
26		85	Full/Part-Time (F/P) - char(1)	144		201	
27		86	Student Classification - see Table 7 - right justify, zero fill- char(2)	145		202	Military Relationship - char(1) (A,V,R,) Blank if Null (Required)
28		87		146			
29	88	Blank - char(1)	147	203			
30	89	First-Time Student (Y/N/S) - char(1)	148	204	Blank - char(4)		
31	90	First-Time Transfer (Y/N/S) - char(1)	149	205			
32	91	Transfer FICE - FICE code of institution from which student transferred (must be coded if column 90 = Y) see Table 9 - char(8)	150	206			
33	92		151	207			
34	93		152	208			
35	94		153	209			
36	95		154	210			
37			155				
38			156				
39			157				

40	
41	
42	
43	
44	
45	First Name - expanded from 10 to 15 positions - left justify - char (15)
46	
47	
48	
49	
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	

95	
96	
97	
98	
99	Total Credit Hours - Numeric, Two decimal point, right justified, zero filled - char (4)
100	
101	
102	
103	Year of High School Graduation - yyyy - blank fill - char(4)
104	
105	
106	
107	High School Code - see Table 13 - char(4)
108	
109	
110	
111	Declared First Major - see Tables 16-B and Table 17 - left justify, blank fill, do not include decimal points - char(8)
112	
113	
114	
115	
116	
117	
118	

158	Hispanic or Latino (Y/N) - char(1)
159	American Indian or Alaskan Native (Y/N) - char(1)
160	Asian (Y/N) - char(1)
161	Black or African American (Y/N) - char(1)
161	Native Hawaiian or Other Pacific Islander (Y/N) - char(1)
163	White (Y/N) - char(1)
164	Non-Resident Alien (Y/N) - char(1)
165	Race and Ethnicity Unknown (Y/N) - char(1)
166	Project Graduate (Y/N) - char (1)
167	Declared First Major Prefix - see Table 15 - left justify, blank fill - char(2)
168	
169	Declared Second Major Prefix - see Table 15 - left justify, blank fill - char(2)
170	
171	Current ZIP Code - char(5)
172	
173	
174	
175	

211	Tuition Waiver - char(1) Y/N (Public Only)
212	First Major Program ID - see Program Inventory - right justified - char (6) (REQUIRED)
213	
214	
215	
216	
217	
218	Second Major Program ID - see Program Inventory - right justified - char (6)
219	
220	
221	
222	
223	
224	Teacher Prep char (1) (Recommended)
225	Outcome Measures char (9) (REQUIRED)
226	
227	
228	
229	
230	
231	
232	
233	

**FORMAT OF TYPE 2 (COURSE) RECORD
(One Record Per Student Per Course)**

1	Form - 2 - char (1)
2	Institution Number(FICE Code) - see Table 1 - char(8)
3	
4	
5	
6	
7	
8	
9	
10	Social Security Number - must be nonblank - char(9)
11	
12	
13	
14	
15	
16	
17	
18	
19	Course Prefix - expanded from 4 to 5 positions - left justify - char(5)
20	
21	
22	
23	
24	Course Number - expanded from 4 to 5 positions - left justify - char(5)
25	
26	
27	
28	
29	Section Number - expanded from 4 to 5 positions - right justify - char(5)
30	
31	
32	
33	
34	Credit Hours - Numeric, two decimal point, right justify, zero fill - numeric (4).
35	
36	
37	
38	Audit (Y/N) - char (1)
39	Blank - char (6)
40	
41	
42	
43	
44	
45	Institutional ID - Student's Internal ID - char (10)
46	
47	
48	
49	
50	
51	
52	
53	
54	

55	Institutional Course Reference Number - char(15)
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	Dual Credit Student - Y/N - char (1)
71	Semester - char(5) - 1=summer, 2=fall, 3=spring. Example -
72	20202 = Fall 2020.
73	
74	
75	
76	Co-requisite- Y/N Char (1)

FORMAT OF TYPE 3 (CLASS) RECORD

1	Form - 3 - char(1)
2	Institution Number(FICE Code) - see Table 1 - char(8)
3	
4	
5	
6	
7	
8	
9	
10	Course Prefix - expanded from 4 to 5 positions - left justify - char(5)
11	
12	
13	
14	
15	Course Number - expanded from 4 to 5 positions - left justify - char(5)
16	
17	
18	
19	
20	Section Number - expanded from 4 to 5 positions - right justify - char(5)
21	
22	
23	
24	
25	Dual Credit Course (Y/N) - char(1)
26	High School Teacher of Record (Y/N) - char(1)
27	Credit Hours - Minimum or fixed - Numeric, two decimal place, right justify, zero fill - numeric (4).
28	
29	
30	
31	Credit Hours - Maximum - Numeric, one decimal place, right justify, zero fill, leave blank if same as minimum - numeric(3)
32	
33	
34	1=On-Campus, 2=Off-Campus, 3=100% Distance Learning - char(1)
35	Blank - char (3)
36	
37	
38	Number of Students - right justify, zero fill - numeric(3)
39	
40	

74	Semester - char(5) - 1=summer, 2=fall, 3=spring. Example - 20202 = Fall 2020.
75	
76	
77	
78	
79	2-digit CIP Code - Table 16-A - char(2)
80	
81	Course Title (All caps) - left justify - char(50)
82	
83	
84	
85	
86	
87	
88	
89	
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94	
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113	

146	Faculty Employment Status: Full-time, Part-time, Graduate Student. (FT/PT/GS) - char(2) - <u>Required</u>
147	
148	Faculty Tenure Status: Tenured (T), Tenure-Track(TT), Non-Tenure Track (NT) - char(2) - <u>Required</u>
149	
150	Faculty Title - left justify - refer to Table 44 char(2) - <u>Required</u>
151	

41	Distance Learning Provider - I=Institutional, K=KYVC, N=No, O=Other - char(1)
42	Primary Dist Learn Mode of Delivery (see Table 6) -char(1)
43	Course Level - see Table 10 - right justify, zero fill - char(2)
44	
45	Regional Postsecondary Education Centers - see Table 28 - char(2)
46	
47	Off-Campus Sites - see Table 29 - zero fill - char(3)
48	
49	
50	Developmental - 1,2,3,4, or 0 - blank fill - Table 26 - char(1)
51	Supplemented Course - 0-9 - Table 26 - char(1)
52	College or Department - char(5) OPTIONAL
53	
54	
55	
56	
57	Blank - char (1)
58	KYVC (Y/N) - char (1)
59	Institutional Course Reference Number - char (15) - MANDATORY
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	
71	
72	
73	

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117	
118	
119	
120	
121	
122	
123	
124	
125	
126	
127	
128	
129	
130	
131	Student Teaching Course Yes/No (Y/N) - CIP 13 only; if CIP in cols. 50-51 is not 13, then leave blank. char(1)
132	General Education Course - Code 1 - see Table 35 - char(2)
133	
134	General Education Course - Code 2 - see Table 35 - char(2)
135	
136	Previous Course Prefix - left justify; fill with blanks to the right - char(5)
137	
138	
139	
140	
141	Previous Course Number - left justify; fill with blanks to the right - char(5)
142	
143	
144	
145	

Reconciliation File

Due Dates

- Summer 2020 – August 17, 2020
- Fall 2020 – November 2, 2020
- Spring 2021 – March 30, 2021

Metrics Validated

- None

Applies to Independent Colleges

- Yes

General Instructions

Report any record changes using the template below. Please highlight changes. These changes should be uploaded as an Excel file into KPEDSNG Generic File Submission. Once a file is uploaded, please email Carrie Hodge at carrie.hodge@ky.gov for notification of submission. Do not email the form.

Reconciliation File Form

Institution Name: _____

FICE Code: _____

Academic Year Change	Term Changed	Institution ID	SSN	DOB	First Name	Last Name	Middle Name	Corrected Institution ID	Corrected SSN	Corrected DOB	Corrected First Name	Corrected Last Name	Corrected Middle Name



END-OF-TERM CREDIT

End-of-Term Credit Summer 2020/Fall 2020/Spring 2021

Due Dates

- Summer 2020 – November 30, 2020
- Fall 2020 – March 30, 2021
- Spring 2021 – August 31, 2021

Metrics Validated from Collection

- Fall – 2.b Progress of Underprepared (English)
2.c Progress of Underprepared (Mathematics)

Applies to Independent Colleges

- No

General Instructions

The summer/fall/spring end-of-term enrollment files should include end-of-term enrollment in all attempted credit reported in the Type 2 record on the census date. For each fall term, spring term, and summer term, the Type 2 file will be sent back to the institutions immediately after the data has been finalized so that the Final Letter Grade and Final Numeric Grade can be added for each course record submitted earlier as part of the enrollment report for the corresponding term. All grades awarded up to 90 days after the last day of final exams should be processed and reflected on the file. This date must agree with the official university calendar.

Records cannot be added or removed from the original Type 2 file.

The following information is needed for this collection:

- *Final Letter Grade* – For each attempted credit hour field in the Type 2 record submitted for the corresponding term, enter in columns 38-40 a letter grade reflecting the recorded grade 90 days after the end of the term. Single-letter grades such as “A” or “B” should be left justified.
- *Final Numeric Grade* – For each attempted credit hour field in the Type 2 record submitted for the corresponding term, enter in columns 41-43 a numeric grade reflecting the recorded grade 90 days after the end of the term. The decimal will be implied. For example, for most people a grade of “B” would be represented numerically as “300.”
- *Semester* – Report the year and the appropriate semester for the file being submitted. Each semester has been assigned a number code which is added to the end of the reporting year:
 - 1=summer,
 - 2=fall, or
 - 3=spring.
 - Example: 20202 = Fall 2020

**Council on Postsecondary Education
KPEDS Grades Crosswalk**

Attempted indicates that the student was enrolled in the course at the beginning of the term. Attempted credit hours are used to determine full and part time status, financial aid eligibility, etc.

Completed indicates that the student finished the course or otherwise completed a sufficient amount of work for the instructor to evaluate and assign a grade.

Earned indicates that the course credits may be used to fulfill curricular requirements. Developmental courses are not included.

Developmental courses meet one of the following criteria:

- 1) on the Type 3 file CIP code = '32' and/or a remedial_code of 1, 2, 3, 4, or 0.

Procedure indicates institution assigned grades are standardized as indicated in the following chart. First, courses are identified as developmental or non-developmental as defined above; then, institutional grades are associated with the standard letter grade of the category to which they are assigned. For example, the grades 'A', 'A+' and 'A-' are each standardized as 'DA' if the course is developmental or 'A' if it is non-developmental. (Programming specifications are available on request.)

Performance	Non-Developmental Courses	Developmental Courses	EKU	KSU	MoSU	MuSU	NKU	UK	UofL	WKU	KCTCS
	A	DA									
Excellent	Attempted: Yes	Attempted: Yes		A	A	A	A+	A+	A+	A	A
	Completed: Yes	Completed: Yes	A				A	A	A	A*	
	Earned: Yes	Earned: No					A-	A-	A-		
	Value: 4.0	Value: Null	A*								
	In pseudo-GPA: Yes	In pseudo-GPA: No									
	B	DB									
Good	Attempted: Yes	Attempted: Yes		B	B	B	B+	B+	B+	B	B
	Completed: Yes	Completed: Yes	B				B	B	B	B*	
	Earned: Yes	Earned: No					B-	B-	B-		
	Value: 4.0	Value: Null	B*								
	In pseudo-GPA: Yes	In pseudo-GPA: No									
	C	DC									
Average	Attempted: Yes	Attempted: Yes		C	C	C	C+	C+	C+	C	C
	Completed: Yes	Completed: Yes	C				C	C	C	C*	
	Earned: Yes	Earned: No					C-	C-	C-		
	Value: 4.0	Value: Null	C*								
	In pseudo-GPA: Yes	In pseudo-GPA: No									

Performance	Non-Developmental Courses	Developmental Courses	EKU	KSU	MoSU	MuSU	NKU	UK	UofL	WKU	KCTCS
	D	DD									
Poor	Attempted: Yes	Attempted: Yes	D	D	D	D	D+	D+	D+	D	D
	Completed: Yes	Completed: Yes					D	D	D	D*	
	Earned: Yes	Earned: No					D-	D-	D-		
	Value: 4.0	Value: Null									
	In pseudo-GPA: Yes	In pseudo-GPA: No									
	F	DF									
Unacceptable	Attempted: Yes	Attempted: Yes	F	F	E	E	F	E	F	F	E
	Completed: Yes	Completed: Yes		FX	F	WE		F	U	FN	F
	Earned: Yes	Earned: No	FN		N			U		F*	
	Value: 4.0	Value: Null	FX		U			XE			
	In pseudo-GPA: Yes	In pseudo-GPA: No	U					XF			
			UN								
		F*									
		FN*									
	P	DP									
Satisfactory in pass/no-pass course	Attempted: Yes	Attempted: Yes	P	P	K	P	P	CR	P	P	P
	Completed: Yes	Completed: Yes	S			CR	HP	P	S	NG	
	Earned: Yes	Earned: No	CR					S			
	Value: Null	Value: Null									
	In pseudo-GPA: Yes	In pseudo-GPA: No						PH			
	I	DI									
Coursework, unfinished extension granted	Attempted: Yes	Attempted: Yes	I	I	I	I	I	I	I	X	I
	Completed: Yes	Completed: Yes	I*		X			Z	X		
	Earned: Yes	Earned: No	*I								
	Value: Null	Value: Null									
	In pseudo-GPA: Yes	In pseudo-GPA: No									
			IM								
			IM*								
			I^								
		I^A									
		*I^									
		IX									
	O	DO									
Multi-semester course, still in progress	Attempted: Yes	Attempted: Yes	IP	N	R	R			CR	IP	IP
	Completed: Yes	Completed: Yes	IP*	MP	RA	NR	X	IP	H	I	MP
	Earned: Yes	Earned: No	*IP		RB	IP	K	SI	NR	O	
	Value: Null	Value: Null	NC*		RC			UN			
	In pseudo-GPA: Yes	In pseudo-GPA: No			RD						
					RE						
					RI						
				RU							

Performance	Non-Developmental Courses	Developmental Courses	EKU	KSU	MoSU	MuSU	NKU	UK	UofL	WKU	KCTCS
	M	DM									
Missing, null, not reported	Attempted: Yes	Attempted: Yes	[null]								
	Completed: Yes	Completed: Yes	NR	X	X	N	NR	--		ER	DRN
	Earned: Yes	Earned: No		NA				NG		NR	
	Value: Null	Value: Null									
	In pseudo-GPA: Yes	In pseudo-GPA: No									
	W	DW									
Withdrew passing	Attempted: Yes	Attempted: Yes	W	W	P	W	W	DRP	W	W	W
	Completed: Yes	Completed: Yes	WM		W	WP	CW	W			DRP
	Earned: Yes	Earned: No			WY						
	Value: Null	Value: Null	W*								
	In pseudo-GPA: Yes	In pseudo-GPA: No	WM*								
	AU	DU									
Audit	Attempted: Yes	Attempted: Yes	AU	AU	Y	AU	T	AU	AU	AU	AU
	Completed: Yes	Completed: Yes	NC				N	N	NC		
	Earned: Yes	Earned: No	AU*								
	Value: Null	Value: Null									
	In pseudo-GPA: Yes	In pseudo-GPA: No									

**FORMAT OF TYPE 2 (COURSE) RECORD
END-OF-TERM CREDIT
(One Record Per Student Per Course)**

1	Form - 2 - char(1)
2	Institution Number(FICE Code) - see Table 1 - char(8)
3	
4	
5	
6	
7	
8	
9	
10	Social Security Number - must be nonblank - char(9)
11	
12	
13	
14	
15	
16	
17	
18	
19	Course Prefix - expanded from 4 to 5 positions - left justify - char(5)
20	
21	
22	
23	
24	Course Number - expanded from 4 to 5 positions - left justify - char(5)
25	
26	
27	
28	
29	Section Number - expanded from 4 to 5 positions - right justify - char(5)
30	
31	
32	
33	
34	Credit Hours - Numeric, two decimal point, right justify, zero fill - numeric (4)
35	
36	
37	
38	Audit (Y/N) - char (1)
39	Final Letter Grade (Ex., A, B, C, etc.) left justified - char(3)
40	
41	
42	Final Numeric Grade - two decimal places (Ex., 300) - numeric(3)
43	
44	
45	Institutional ID - Student's Internal ID - char (10)
46	MANDATORY
47	
48	
49	
50	
51	
52	
53	
54	

55	Institutional Course Reference Number - char(15)
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	Dual Credit Student - Y/N - char (1)
71	Semester - char(5) - 1=summer, 2=fall, 3=spring. Example -
72	20202 = Fall 2020.
73	
74	
75	
76	Co-requisite- Y/N Char (1)



TRANSFER FILE

Transfer File Type T

Due Date

- July 1, 2021

Metrics Validated from Collection

- None

Applies to Independent Colleges

- Yes

General Instructions

The purpose of this file is to capture all transfer credits accepted for enrolled students, not just the credits of first-time transfer students that were accepted in their first semester of enrollment as reported on the Type 1 file. Report all transfer credits accepted for undergraduate students who were enrolled during the academic year and for whom a Type 1 enrollment record was submitted during the summer – spring academic year. Report this information once a year and include data from all three reporting semesters (summer, fall, and spring). Do not include graduate students.

If transfer credits are accepted in a semester in which a student is not enrolled, report these credits in the student's next semester of enrollment. For instance, if an applicant is awarded transfer credit but does not enroll in the expected semester, do not report this credit until the semester in which the student enrolls, regardless of academic year, or if a student takes an online course at another university and the transfer credits are awarded during the summer or when the student is stopped-out, do not report these credits until the student's next semester of enrollment, regardless of academic year. This prevents transfer credits from being included in the file that are not actually used toward some academic objective by the student. No transfer credits should be reported for students who never enroll in your institution.

Relationship between semester of credit acceptance and semester of enrollment

	Enrolled during semester	Not enrolled during semester
Credit accepted during semester	Report in semester.	Report once in next semester of enrollment, regardless of academic year.
Credit accepted during any previous semester	Report in semester if record was not previously submitted to CPE. Do not report again in future semesters.	Do not report in semester. If student never enrolls, do not report transfer credits accepted.

Only report transfer credits once. If a transfer record has been reported to CPE in a previous year's transfer file, do not include it again, regardless of semester of enrollment. Report previously-accepted credits in the next semester of enrollment regardless of when the credits were accepted, as long as the credits are still valid.

Submit one record for each institution from which credit is accepted for each student. Report the semester the credit is accepted in columns 31-35. Report all transfer credits accepted regardless of whether the student is considered a first-time transfer or not. For example, a first-time transfer student may enter with coursework accepted from three institutions. That student will have three records for that term. A continuing student could take a summer or online class from another institution. When the student brings that transcript to your institution and you accept the credit, they would have one record of those credits reported on this file. If a student transfers in credit from one institution at two or more points in time, include one record for each instance. If a student transfers in credit from two or more institutions in the same state, include one record for each instance. Do not include records for students who were reported as first-time transfer, but without any transfer hours.

For the Transfer File, the following information is needed:

- *Transfer FICE* – Report the FICE code of the sending institution for each student from a Kentucky institution. For each transfer from an out-of-state institution, report the code of the state (FIPS code), territory, or foreign country of the sending institution. Institution and state codes are listed in [Table 9](#). If the sending institution is not listed and the coursework was taken online, report the transfer FICE according to the geographic location of the sending institution as listed in [Table 9](#), regardless of the student's residency at the time.
- *General Education Certification Code (Public Only)* – In columns 36 and 37, provide the appropriate code from [Table 36](#) for each first-time undergraduate transfer with a general education certification. Codes should be **left justified**. Report the code "X" in Column 36 for each student with no certification.
- *Category Certification (Public Only)* – If the General Education Certification Code is "C" (Category Certified), identify the categories in which the student is certified by placing a "Y" or "N" in each category option (columns 38-42). The formal certification is listed and defined in [Table 36](#).
- *Academic Year* – Report the academic year for the file that is being submitted.
 - Example: Academic Year 2020-21 should be reported as 202021.
- *Term* – Term refers to the academic reporting term when your institution accepts the credit and not the term the student took the course. Term is the year plus the semester coded as follows:
 - 1= summer,
 - 2=fall, or
 - 3=spring.
 - Example – 20202 = Fall 2020.

FORMAT OF TRANSFER RECORD TYPE T

1	Form - T - char(1)
2	Institution Number(FICE Code) - see Table 1 - char(8)
3	
4	
5	
6	
7	
8	
9	
10	Social Security Number - must be nonblank - char(9)
11	
12	
13	
14	
15	
16	
17	
18	
19	Blank - char(1)
20	Number of hours accepted in transfer - right justify, zero fill, no decimal - numeric(3)
21	
22	
23	Transfer FICE Code - FICE code of institution from which student transferred - see Table 9
24	- char(8)
25	
26	
27	
28	
29	
30	
31	Term e.g. 20201 (summer 2020), 20202 (fall 2020), 20213 (spring 2021) - char(5)
32	
33	
34	
35	
36	General Education Certification Code - see Table 36 - char(2) (Public Only)
37	
38	Communications - Y/N - char(1) (Public Only)
39	Humanities - Y/N - char(1) (Public Only)
40	Quantitative Reasoning - Y/N - char(1) (Public Only)
41	Natural Science - Y/N - char(1) (Public Only)
42	Social and Behavioral Sciences - Y/N - char(1) (Public Only)
43	Blank - char(3)
44	
45	
46	Blank - char(8)
47	
48	
49	
50	
51	
52	
53	
54	Institutional Student ID # (MANDATORY) - char(10)
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	Academic Year - char(6) Ex., 202021
65	
66	
67	
68	
69	



ENTRANCE EXAM FILE

Entrance Exam Type E

Due Date

- July 1, 2021

Metrics Validated from Collection

- 2.a College Readiness of College Entrants

Applies to Independent Colleges

- No

General Instructions

The Entrance Exam file is designed to inform policies regarding the preparation and college-going experience of students entering an institution. The data reported on this file are used to determine the college readiness of entering students as defined in 13 KAR 2.020 (Guidelines for Admission to the State-supported Postsecondary Institutions in Kentucky) and the Unified Strategy for College and Career Readiness (Senate Bill 1) enacted in 2009. The procedures used to determine college-readiness are described in [Table 43](#).

Nothing in this description of data reporting requirements is intended to imply or require that any student should be placement tested or placed into developmental coursework.

All exam scores should be entered by June 30th.

Cohort

Type E file contains one record for each undergraduate degree-seeking student who enrolled for the first time at an institution during the academic year. Both first-time in college students and first-time transfer students are included. This annual file is expected to include all students so defined on the previous summer, fall and spring semester Type 1 files. Include a record for each student in the cohort, even if all placement data is blank.

Undergraduate degree and credential-seeking students are identified on the Type 1 enrollment file with a student classification of Freshman (01), Sophomore (02), Junior (03), Senior (04), or Fifth-Year at UK only (14), and may be pursuing a bachelor's or associate degree, a certificate, or diploma. Nondegree students (classification 05), Post-Baccalaureate Undergraduate Degree-Seeking (30) and dually-enrolled students (classifications 19 and 20) are NOT included.

Exemptions from Testing Requirement Based on Prior Courses Taken

Transfer students and first-time students entering with college-level coursework taken in high school may not be required to undergo placement testing under [13 KAR 2:020](#) if the student meets one of the following criteria:

- The student has successfully completed one of the supplemental/corequisite or developmental courses at a Kentucky public institution, meeting the learning outcomes for readiness.

- The student has successfully completed, at any institution, supplemental/corequisite or developmental course which the reporting institution has determined meets the system-wide learning outcomes for that.
- The student has successfully completed, at any institution, a college-level course which the reporting institution has determined is equivalent to a college-level course at their own institution that demonstrates college-level proficiency in a given subject (math, English, or reading).

The Data

The data to be reported on the Entrance Exam file include:

- ACT subject and composite scores;
- SAT scores;
- Scores on the test(s) for which statewide standards for college readiness have been established;
- An indication of whether or not another commercial or institutionally-developed exam was administered by the institution for purposes of placement;
- For cases in which another test (referenced in #4) was administered, an indication of the resulting course-level placement; and
- Each student's exemption from a placement testing requirement, if applicable.

All scores should be reported as superscores. A superscore is the highest score on an exam or subsection of an exam achieved on multiple attempts. Superscores may come from a single administration of an exam or from a combination of administrations. If your institution recalculates a composite or total score based on superscores drawn from a combination of administrations, the recalculated total score should be reported to CPE.

All students included in the Entrance Exam file cohort are expected to have at least one field reported in each subject area (math, writing, and reading), whether a test score, an institutional placement assessment result, or an exemption flag.

General Instructions

1. *Placement* – The assignment of a student to a course appropriate to the student's assessed level of readiness in that subject. Courses are defined primarily as developmental or college-level although math has two advanced levels: college algebra and calculus. Course placement is directed by results on one or more entrance exams, a placement exam, or prior college-level coursework completed.
2. *ACT Scores* –The mathematics, English, reading, science reasoning, and composite scores on the ACT assessment that the institution used for placement purposes. Test dates are included for each subscore to indicate when that subsection of the test was taken. ACT scores are reported as superscores.
3. *SAT Scores* –The Evidence-Based Reading and Writing, mathematics and total scores on the SAT Assessment administered March 2016 or later that the institution used for placement purposes **or** the Critical Reading, Mathematics, Writing and total scores on the SAT Assessment prior to March 2016 that the institution used for placement purposes. Test dates are included for each subscore to indicate when that subsection of the test was taken. Note: For Evidence-Based Reading and Writing scores, please put the score in both the SAT Critical Reading and SAT Critical Writing Score fields.

4. *Statewide Placement Exams* – Standardized, subject-specific exams with statewide minimum readiness standards. These exams are administered on campus to supplement or in lieu of ACT or SAT scores, and the results are used to refine the level of placement suggested by the ACT or SAT alone.
5. *Institutional Placement Assessment* – Includes all instruments administered on-campus which:
 - Are institutionally-developed, or if standardized, do not have a statewide standard for college readiness (see [Table 39](#));
 - Supplement or are given in lieu of ACT, SAT, statewide benchmarked exams, or by transcript evaluation of prior coursework, including AP, IB and CLEP; and
 - Are used to refine the level of placement suggested by the ACT, SAT or statewide benchmarked exams alone.

Students administered assessments conforming to these criteria are to be reported as “Y”, and students who were not given an institutional placement assessment should be reported as “N”.

No blanks permitted.

6. *Institutional Placement Decision* – The course level to which a student is assigned based on assessed readiness in a subject.

Institutional placement assignment of students whose institutional placement assessment code is “Y” are to be reported by subject as follows:

<u>Code</u>	<u>Description</u>
1	Student placed in college-level course without supplemental/corequisite instruction. (College-ready)
2	Student placed in a credit-bearing course with required supplemental/corequisite instruction (using CPE’s narrow definition of supplemental instruction). (Not college-ready)
3	Student placed in a non-credit-bearing developmental course. (Not college-ready)

Institutional placement decision of students whose institutional placement assessment code is “N” are to be reported by subject as follows:

4	Not Applicable – Student not tested with institutional placement assessment and reported as N in #5 above. Placement based upon standardized assessment.
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7. *Exemption Status* – Whether or not an entering student is exempted from the state placement testing requirement based on standards established by [13 KAR 2:020](#). Exemption status is to be reported by subject with an “E” if exempt and “N” if not exempt.
8. *Academic Year* – Report the academic year for the file that is being submitted.
 - Example: Academic Year 2020-21 should be reported as 202021.

Statewide Benchmarked Placement Exams: Reported in the Entrance Exam File

Math	Reading	Writing
ACT Mathematics Score	ACT Reading Score	ACT English Score
SAT Mathematics Score	SAT Evidence-Based Reading and Writing Score	SAT Evidence-Based Reading and Writing Score
KYOTE College Readiness Mathematics Score	KYOTE Reading Score	KYOTE Writing Score
GED Mathematical Reasoning Score	GED Reasoning through the Language Arts Score	GED Reasoning through the Language Arts Score
ALEKS PPL	ALEKS PPL	ALEKS PPL

FORMAT OF ENTRANCE EXAM RECORD

(One record per student)

1	Form - E - char(1)								
2	Institution Number(FICE Code) - see Table 1 - char(8)	59	ACT Math Score - char(2) zero fill	111	Test Date of SAT	163	COMPASS E-Write (12 point scale) Score - char(3) right justify, zero fill	203	Middle Name - left justify - char(15)
3		60		112		164			
4		61	Test Date of ACT Math Score (MMYYYY) - char(6)	113	Reading Statewide Placement Exams	204			
5		62		114		165	205		
6		63		115		KYOTE Reading Score - char(3) right justify, zero fill	206		
7		64		116	167		207		
8		65	SAT Writing Score - char(3)	117	168	208			
9		66		118	169	209			
10		Social Security Number - must be nonblank - char(9)	67	ACT English Score - char(2) zero fill	119	COMPASS Reading Score - char(3) right justify, zero fill	170	COMPASS ESL Reading Score - char(3) right justify, zero fill	
11	68		120		171		211		
12	69		Test Date of ACT English Score (MMYYYY) - char(6)	121	Asset Reading Skills Score - char(3) right justify, zero fill		172		Institutional Placement Exams
13	70			122		173	213		
14	71			123		MATH Institutional Placement Assessment - char(1) - Y/N	174	214	
15	72			124	175		215		
16	73		SAT Total Score - char(4) zero fill	125	Report Institutional MATH Placement Decision- char(1) - 1/2/3/4	176	WRITING Institutional Placement Assessment - char(1) - Y/N	216	
17	74			126		177		217	
18	75		ACT Reading Score - char(2) zero fill	127	Report Institutional WRITING Placement - char(1) - 1/2/3/4	Institutional Placement Exams		218	
19	76	128		178		GED Math Score - char(3)	219		
20	Last Name - left justify - char(25)	77	Test Date of ACT Reading Score (MMYYYY) - char(6)	129	Test Date of SAT Total Score (MMYYYY) - char(6)		MATH Institutional Placement Assessment - char(1) - Y/N	220	
21		78		130		179		221	
22		79	ACT Science Score - char(2) zero fill	131	Math Statewide Placement Exams	WRITING Institutional Placement Assessment - char(1) - Y/N	Report Institutional WRITING Placement - char(1) - 1/2/3/4	222	
23		80		132				READING Placement Assessment Administered by Institution - char(1) - Y/N	GED Language Arts Score - char(3)
24		81		133		Report Institutional WRITING Placement - char(1) - 1/2/3/4	PARCC Math Level - char(1)		
25		82		134				180	225
26		83	Test Date of ACT Science Score (MMYYYY) - char(6)	135	KYOTE College Readiness Math - char(3) right justify, zero fill	Report Institutional WRITING Placement - char(1) - 1/2/3/4	PARCC Language Arts Level - char(1)	226	
27		84		136				Smarter Balanced Math Level - char(1)	227
28		85	Test Date of ACT Science Score (MMYYYY) - char(6)	137	KYOTE College Algebra Domain Score - char(3) right justify, zero fill	READING Placement Assessment Administered by Institution - char(1) - Y/N	Smarter Balanced Language Arts Level - char(1)		228
29	86	138		SAT - Writing and Language Test char(2)				229	
30	87	139						SAT - Reading Test char(2)	230
31	88	140		SAT2 - Math char(2)					231
32	89	141	181		232				
33	90	142	182	233					
34	91		183	234					
			184	235					
				236					
				237					
				238					

35		92	ACT Composite Score - char(2) zero fill	143	COMPASS College Algebra - char(3) right justify, zero fill	185							
36		93	Test Date of ACT Composite Score (MMYYYY) - char(6)	144	COMPASS Algebra - char(3) right justify, zero fill	186							
37		94		145		187							
38		95		146		188	Institutional Student ID# - char(10)						
39		96		147		189							
40		97		148		190							
41		98		149	191								
42		99	SAT Critical Reading Score - char(3)	150	Asset Elementary Algebra - char(3) right justify, zero fill	192							
43		100		151		193							
44	First Name - left justify - char(15)	101				152	Asset Intermediate Algebra Score - char(3) right justify, zero fill	194					
45			Test Date of SAT Critical Reading Score (MMYYYY) - char(6)	English Statewide Placement Exams	153	Math Exemption Flag ("E"/"N")							
46								102	195	Writing Exemption Flag ("E"/"N")			
47							103	196			Reading Exemption Flag ("E"/"N")		
48							104					197	Academic Year - char(6)
49							105						
50			106	199									
51			107		200								
52			108			201							
53			109				202						
54			110					SAT Mathematics Score - char(3)	154	KYOTE Writing Score - char(3) right justify, zero fill			
55				155							COMPASS Writing Skills Score - char(3) right justify, zero fill		
56					156							COMPASS E-Write (8 point scale) Score - char(3) right justify, zero fill	
57						157							
58			158										
							159						
				160									
					161								
						162							
			-										



STUDENT FINANCIAL AID

Student Financial Aid File

Due Date

- November 16, 2020

Metrics Validated from Collection

- 9.b Degrees and credentials conferred (low-income)

Applies to Independent Colleges

- No

General Instructions

This file will include records for all undergraduate students who received financial aid from any source during the 2019-20 academic year, whether or not a FAFSA was filed. This includes students who received tuition waivers as their only form of financial aid. The amounts reported should be the cumulative total of all aid given to a student within a single category at any time within the 2019-20 academic year, including Fall 2019, Spring 2020, and Summer 2020 semesters. Undergraduate students are defined by student classification in [Table 7](#) of the database guidelines and the records submitted will be edited to match an institution's Type 1 enrollment records for the academic year.

All aid amounts should reflect student financial aid that has been disbursed, not awarded. Funds include those that the financial aid office awards to a student through the Bursar's Office.

- Funds that are based upon a third party billing are considered disbursed aid and should be included in the data.
- Likewise, private aid, such as employer reimbursements or outside scholarships that are paid directly to the students and do not go through the financial aid office should be reported to the extent that the financial aid office is aware of the aid awarded.

Dollar amounts for the aid fields are five digits long to capture amounts up to \$99,999.49 rounded to the nearest dollar, without commas or decimals.

- For example, an aid amount of "\$12,345.78" should be submitted as "12346." The income fields are eight digits long to capture amounts up to \$9,999,999.49 rounded to the nearest dollar, with a negative sign but without commas or decimals.
- Negative numbers should be reported in these fields with a negative sign.

For the financial aid file the following information is needed:

1. *Employer Paid Tuition* – This field includes tuition paid by third-party employers only, to the extent that the student financial aid office is aware of tuition paid by third party employers. Tuition waivers given to faculty/staff and their families should not be included here, but should be included in the Tuition Waivers field.
2. *FAFSA/ISIR Cost of Attendance (COA)* – This field should reflect the student's most updated amount that was used for calculating student aid during the academic year, including the FAFSA/ISIR COA or one that has been adjusted by your institution.

3. *FAFSA/ISIR Dependency Status* – This field should reflect the student’s most updated status during the academic year and should be reported using ISIR codes:
 - “D” = Dependent, calculated EFC provided
 - “I” = Independent, calculated EFC provided
 - “X” = Dependent rejected, no EFC calculated
 - “Y” = Independent rejected, no EFC calculated
 - Blank = Missing

4. *FAFSA/ISIR Expected Family Contribution (EFC)* – This field is for the student’s primary EFC and should reflect the student’s most updated amount that was used for calculating student aid during the academic year including the FAFSA/ISIR EFC or one that has been adjusted by your institution.
 - If a student’s EFC is “None Calculated,” report this under the dependency code, as on the ISIR.
 - Because zero (0) is a valid value in this field, do not use zero (0) for missing values. Leave missing values blank.

5. *FAFSA/ISIR Dependents Other than Children/Spouse* – This field should reflect the student’s most updated status during the academic year and should be reported using ISIR codes:
 - “1” = Yes
 - “2” = No
 - Blank = Missing

6. *FAFSA/ISIR Father’s Educational Level* – The father’s highest grade level completed should reflect the student’s most updated status during the academic year and should be reported using ISIR codes:
 - “1” = Middle School/Jr. High
 - “2” = High School
 - “3” = College or beyond
 - “4” = Other/Unknown
 - Blank = Missing

7. *FAFSA/ISIR Grade Level in College* – This field should reflect the student’s most updated status during the academic year and should be reported using ISIR codes (listed below). Because zero (0) is a valid value in this field, do not use zero (0) for missing values. Leave missing values blank.
 - “0” = 1st year, never attended college before
 - “1” = 1st year, attended college before
 - “2” = 2nd year/sophomore
 - “3” = 3rd year/junior
 - “4” = 4th year/senior
 - “5” = 5th year/other undergrad
 - Blank = Missing

8. *FAFSA/ISIR Have Children You Support* – This field should reflect the student’s most updated status during the academic year and should be reported using ISIR codes:
 - “1” = Yes
 - “2” = No
 - Blank = Missing

9. *FAFSA/ISIR Marital Status (Student’s)* – This field should reflect the student’s most updated status during the academic year and should be reported using ISIR codes:
 - “1” = Single
 - “2” = Married/Remarried
 - “3” = Separated
 - “4” = Divorced or Widowed
 - Blank = Missing

10. *FAFSA/ISIR Mother’s Educational Level* – The mother’s highest grade level completed should reflect the student’s most updated status during the academic year and should be reported using ISIR codes:
 - “1” = Middle School/Jr. High
 - “2” = High School
 - “3” = College or beyond
 - “4” = Other/Unknown
 - Blank = Missing

11. *FAFSA/ISIR Parent’s Adjusted Gross Income from IRS Form* – This field should reflect the most updated amount that was used for calculating student aid during the academic year, including the FAFSA/ISIR amount or adjustments made by your institution.
 - Because zero (0) is a valid value in this field, do not use zero (0) for missing values.
 - Leave missing values blank.

12. *FAFSA/ISIR Student Adjusted Gross Income from IRS Form* – This field should reflect the most updated amount that was used for calculating student aid during the academic year, including the FAFSA/ISIR amount or adjustments made by your institution.
 - Because zero (0) is a valid value in this field, do not use zero (0) for missing values.
 - Leave missing values blank.

13. *FAFSA/ISIR Total Income (TI: Family Income)* – This field should reflect the most updated amount that was used for calculating student aid during the academic year, including the FAFSA/ISIR amount or adjustments made by your institution.
 - Because zero (0) is a valid value in this field, do not use zero (0) for missing values.
 - Leave missing values blank.

14. *Federal Financial Aid Fields* – These fields should include the cumulative amount of financial aid disbursed to each student from a particular federal program throughout the academic year, including the fall, spring, and summer semesters.
15. *Institutional Grants and Scholarships* – These fields include institutional grants, scholarships, fellowships, and other aid which the student does not need to pay back and which does not include a work expectation. Following IPEDS, “These awards do not require the performance of services by the recipient while a student (such as teaching) or subsequently. The term does not include loans to students (subject to repayment), College Work-Study Program (CWS), or awards granted because of faculty or staff status. Also not included are awards to students where the selection of the student recipient is not made by the institution. Examples of this would include Lions Club scholarships where the club selects the recipient and Wal-Mart scholarships where the company names the recipient.” If a third party selects the student recipient, this award should be included under “Scholarships/Grants from Third Parties.”
16. *Institutional Need-Based Grants/Scholarships, Loans, or Work-Study* – The cumulative academic year amount of institutional aid of that particular type (scholarships, loans, or work-study) disbursed to a student based solely on financial need as determined by the Federal Methodology (federal Cost of Attendance (COA) minus federal Expected Family Contribution (EFC)). If any factor other than need is used to determine eligibility for a portion of a student’s aid, report that portion as non-need or mixed need/non-need-based aid as appropriate.
17. *Institutional Need/Non-Need-Based Grants/Scholarships, Loans, or Work-Study* – The cumulative academic year amount of institutional aid of that particular type (scholarships, loans, or work-study) disbursed to a student based on any combination of financial need as determined by the Federal Methodology (federal Cost of Attendance (COA) minus federal Expected Family Contribution (EFC)) and characteristics other than financial need, including academic achievement, geography, demographics or special skills, talents, etc. Leave these fields blank if your institution does not have programs which combine need and non-need factors (as these terms are defined in this document) in the disbursing of aid.
18. *Institutional Non-Need-Based Grants/Scholarships, Loans, or Work-Study* – The cumulative academic year amount of institutional aid of that particular type (scholarships, loans, or work-study) disbursed to a student based solely on characteristics other than financial need, including academic achievement, geography, demographics, or special skills, talents, etc. If need is used to determine eligibility for a portion of a student’s aid, report that portion as need or mixed need/non-need-based aid as appropriate.
19. *Kentucky’s Affordable Pre-Paid Tuition (KAPT)* – The Council is aware that some institutions do not have the ability to report this item. In that case, leave this field blank.
20. *Scholarships/Grants from Third Parties* – This category includes awards to students where the selection of the student recipient is not made by the institution.
 - Examples of this would include Lions Club scholarships where the club selects the recipient and Wal-Mart scholarships where the company names the recipient.
 - A standing scholarship program funded by a third party for which the institution chooses the student recipients should be recorded under “Institutional Grants and Scholarships.”

21. *Tuition Waivers and Discounts* – This field includes any tuition waiver or discount given to faculty/staff and their families, as well as statutory tuition waivers such as those granted to former foster children or veterans. A tuition waiver is tuition not charged to the student’s account or a waiver of all or part of the tuition due; a waiver includes no funding from internal or external sources. Regardless of accounting procedures at your particular institution, it is the intent of this data element to capture the value of tuition that is not charged, whether a discount or a waiver.
22. *Kentucky Coal County College Completion Scholarship* – Total aid disbursed to student through this targeted scholarship program for juniors and seniors from a nine-county region in eastern Kentucky.
- *Only students at a limited number of institutions and locations are eligible for this scholarship; only institutions listed below should report in this field:
 - Alice Lloyd College
 - University of Pikeville
 - Morehead State University (Prestonsburg campus only)
 - Lincoln Memorial University (Southeast Kentucky Community and Technical College site only)
 - Lindsey Wilson College (Big Sandy and Southeast Kentucky Community and Technical College sites only).
- *For those institutions accepting the scholarship for students pursuing a major not offered by the six listed Kentucky institutions, please populate this field.**
23. *Student Housing* – This field reports whether a student is living in housing provided by the institution. Report “Y” for Yes if a student is charged (to live in an institution’s housing program) for any term during the aid year.
24. *Student Campus Housing Annual Charge* – Student campus housing annual charge for Academic Year.
25. *Annual Lab and Course Fees* – Annual lab and course fees for Academic Year
26. *Meal Charges* – Annual meal charges for Academic Year.
27. *Annual Tuition Charged* – Annual tuition charged for Academic Year.
28. *Annual Comprehensive Fees* – Fees not charged per course (ex. technology, student activities, orientation, etc.).
29. *Academic Year* – Report the academic year for the file that is being submitted.
- Example: Academic Year 2020-21 should be reported as 202021.

STUDENT FINANCIAL AID FILE
(One Record Per Student)

1	Form Number - A - char(1)	93	FAFSA/ISIR - Dep. Status - char(1)	182	Early Childhood Development Scholarships - char(5)	272	JTPA, Job Training, Vocational Rehabilitation - char(5)	358	Annual Lab and Course Fees - char(5)	
2	Institution Number (FICE Code) - see Table 1 - char(8)	94	FAFSA/ISIR - Stud. Marital Status - (1)	183	Kentucky National Guard Tuition Award Program - char(5)	273	Bureau of Indian Affairs Grants - char(5)	359	Annual Meal Charges- char(5)	
3		95	FAFSA/ISIR - State of Legal Res. - char(2)	184		185		274		360
4		96	FAFSA/ISIR - Grade Level in College - (1)	186		187		275		361
5		97	FAFSA/ISIR - Father's Educ. Level - (1)	188		188		276		362
6		98	FAFSA/ISIR - Mother's Educ. Level - (1)	189		189		277		363
7		99	FAFSA/ISIR - Children (1,2,blank) - char(1)	190		190		278		364
8		100	FAFSA/ISIR - Other Dependents (1,2,blank)	191		191		279		365
9		101	Pell Grants - char(5)	192		192		280		366
10		Social Security Number - must be nonblank - char(9)	102	Subsidized Stafford Loans (FFEL or Direct) - char(5)		193		Kentucky Minority Educator Recruitment and Retention Scholarships - char(5)		281
11	103		194		194	282	368			
12	104		195		195	283	369			
13	105		196		196	284	370			
14	106		197		197	285	371			
15	107		198		198	286	372			
16	108		199		199	287	373			
17	109		200		200	288	374			
18	110		201		201	289	375			
19	Last Name - expanded from 15 to 25 positions - left justify - char(25)	111	Unsubsidized Stafford Loans (FFEL or Direct) - char(5)	202	Other State Grants - char(5)	290	Other Loans (Private, Commercial, etc.) - char(5)	376	Annual Comprehensive Fees - char(5)	
20		112		203		203		291		377
21		113		204		204		292		378
22		114		205		205		293		379
23		115		206		206		294		380
24		116		207		207		295		381
25		117		208		208		296		382
26		118		209		209		297		383
27		119		210		210		298		384
28		120		211		211		299		385
29		121		212		212		300		386
30		122		213		213		301		387
31		123		214		214		302		388
32		124		215		215		303		389
33		125		216		216		304		390
34	126	217	217	305	391					
35	127	218	218	306	392					
36	128	219	219	307	393					
37	129	220	220	308	394					
38	130	221	221	309	395					
39	131	222	222	310	396					
40	132	223	223	311	397					
41	133	224	224	312	398					
42	134	225	225	313	399					
43	135			314	400					
44	First Name - expanded	136		315	401					
45		137		316	402					

46	from 10 to 15 positions - left justify - char(15)	138	Robert Byrd	227	Institutional	317	
47		139	Honors	228	Need/Non-Need-	318	
48		140	Scholarships -	229	Based Loans -	319	
49		141	char(5)	230	char(5)	320	
50		142	Federal Health	231		321	
51		143	Professions	232	Institutional Non-	322	
52		144	Loans (Nursing,	233	Need-Based Loans	323	
53		145	HPSL, Primary	234	- char(5)	324	
54		146	Care, Disadvantaged) - char(5)	235	325		
55		147	Federal Health	236	326		
56		148	Professional	237	327		
57		149	Disadvantaged	238	328	Name Suffix - left	
58		150	Students	239	329	justify - char(5)	
59	FAFSA/ISIR Cost of Attendance (COA) - char(5)	151	Scholarships -	240	330		
60		152	char(5)	241	331		
61		153	The National	242	332		
62		154	Science and	243	333	Institutional ID -	
63		155	Mathematics	244	334	Student's Internal	
64	FAFSA/ISIR - Expected Family Contribution (EFC) - char(5)	156	Access to	245	335	ID - char(10)	
65		157	Retain Talent	246	336		
66		158	Grant (National	247	337		
67		159	SMART Grant) -	248	338		
68		160	char(5)	249	339		
69	FAFSA/ISIR - Total Income (TI: Family Income) - char(8)	161	Federal	250	340		
70		162	Academic	251	341		
71		163	Competitiveness	252	342		
72		164	Grant (ACG) -	253	343	Dual credit	
73		165	char(5)	254	344	scholarship -	
74		166		255	345	char(5)	
75		167	College Access	256	346		
76		168	Program (CAP)	257	347		
77	FAFSA/ISIR - Student Adjusted Gross Income (from IRS form) - char(8)	169	Grants - char(5)	258	348	KY Work Ready	
78		170	Kentucky	259	349	Scholarship -	
79		171	Educational	260	350	char(5)	
80		172	Excellence	261	351		
81		173	Scholarships	262	352		
82		174	(KEES) - char(5)	263	353	Student Housing	
83		175	Kentucky Tuition	264	354	(Y/N) - char(1)	
84		176	Grants - char(5)	265	355	Student Campus	
85	FAFSA/ISIR - Parents' Adjusted Gross Income (from IRS form) - char(8)	177		266	356	Housing Annual	
86		178	Kentucky	267	357	Charge - char(5)	
87		179	Teacher Awards	268			
88		180	- char(5)	269			
89		181		270			
90				271			
91							
92							



LICENSURE & CERTIFICATION EXAMS

Licensure and Certification Exams

Due Date

- October 1, 2020

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

Each fall, institutions will report, as appropriate, pass rates for licensure/certification exams for the indicated professions:

- Attorney
- Dentist
- Pharmacist
- Physician
- Radiologic Technologist
- Respiratory Therapist

Reports will include:

- The test dates,
- Number of first-time takers, and
- The number of first-time takers passing for the previous twelve-month period.

Multiple administrations of an exam within the reporting year should be reported as separate records. Reports should be submitted by email to Carrie Hodge (carrie.hodge@ky.gov) via Excel spreadsheet. Council staff will continue to collect results directly from licensing boards for engineers, nurses, and physical therapists.

LICENSURE AND CERTIFICATION EXAMS 2019-20
Due Date: October 1, 2020

Profession/Exam	Test Date	Number of First-Time Takers	Number Passing	Pass Rate
Attorney Kentucky Bar Exam Ohio Bar Exam (NKU) Indiana Bar Exam (UL)				
Dentist National Dental Board Exam, Part 2				
Pharmacist North American Pharmacists Licensure Exam				
Physician US Medical Licensure Exam, Part 2				
Radiologic Technologist American Registry of Radiologic Technologists				
Respiratory Therapist National Board for Respiratory Care Exam				

RETURN TO:
Carrie Hodge, Council on Postsecondary Education
Email: carrie.hodge@ky.gov



ESTIMATED CREDENTIALS CONFERRED

Estimated Degrees and Other Formal Awards Conferred

Due Date

- May 7, 2021

Metrics Validated from Collection

- None

Applies to Independent Colleges

- Yes

General Instructions

Report the number of degrees and formal awards that were conferred in 2020-21. This number should be an estimate of those that will be reported on the official degrees conferred file that will be submitted in August.

Estimated Degrees and Other Formal Awards Conferred Form

Institution _____

Preliminary Degrees/Formal Awards Conferred

Summer 2020

Undergraduate Diploma	Undergraduate Certificate	Associate	Bachelor's	Master's/ Spec.	Doctor – Research/ Scholarship	Doctor – Professional Practice	Doctor - Other	Graduate Certificate	Total

Fall 2020

Undergraduate Diploma	Undergraduate Certificate	Associate	Bachelor's	Master's/ Spec.	Doctor – Research/ Scholarship	Doctor – Professional Practice	Doctor - Other	Graduate Certificate	Total

Spring 2021

Undergraduate Diploma	Undergraduate Certificate	Associate	Bachelor's	Master's/ Spec.	Doctor – Research/ Scholarship	Doctor – Professional Practice	Doctor - Other	Graduate Certificate	Total

Name of Respondent _____

Telephone Number _____

Please email this completed form to Carrie Hodge (carrie.hodge@ky.gov).



FORMAL CREDENTIALS CONFERRED

Degrees and Other Formal Awards Conferred July 1- June 30

Due Date

- August 2, 2021

Metrics Validated from Collection

- 6.d Average Credit Hours to Degree
- 9.b Degrees and Credentials Conferred

Applies to Independent Colleges

- Yes

General Instructions

The degrees and formal awards file should reflect the academic period between July 1, 2020, and June 30, 2021. One record for each degree or award conferred should be included in this submission. If a student is conferred two separate degrees (not a double major) in the same reporting period at the same level (for instance, a BA in chemistry and a BS in computer science) or at two different levels (for instance, an associate degree and a baccalaureate degree), this student would have two separate records in the file. The date for each degree or award conferred should be reported by term – fall, spring, or summer. Do not report any degrees or awards conferred in previous academic years or not yet completed based on institutional academic policy. Reporting of multi-institution (joint, collaborative) degrees should reflect the degree-granting status of the participating institutions.

All definitions pertaining to the degrees and other formal awards conferred collection can be found under the [Degrees and Other Formal Awards Conferred Terms and Definitions](#) section of Appendix A.

Degrees and Formal Awards Conferred Record

1. *Academic Year* – Report the academic year for the file that is being submitted.
 - Example: Academic Year 2020-21 should be reported as 202021.
2. *Birth Year* – Report the student's full date of birth (MMDDYYYY).
3. *Date Conferred* – Report the date of receipt of degree, certificate, or diploma for graduates whose date of completion of degree, certificate, or diploma requirements and date of receipt of degree, certificate, or diploma differ.
 - If a degree is awarded and backdated to a previous reporting period, report the degree in the next reporting period.
 - Report the year and semester conferred.
 - Each semester has been assigned a number code which is added to the end of the reporting year:
 - 1=summer,
 - 2=fall, or
 - 3=spring.
 - Example – 20202 = Fall 2020.

4. *Majors* – Majors must be consistent with each institution's program inventory. Use only those codes listed for your institution in the program inventory.
5. *Earned Credit Hours* – For each first-time associate and baccalaureate degree recipient, report in columns 120-122 the total number of credit hours earned at the time of degree or program completion. This total should include the number of hours accepted in transfer.
 - Do not report credit hours for persons earning a second degree at the same level. For these persons, report “TBD” (transfer baccalaureate degree) or “TAD” (transfer associate degree).
 - For each certificate or diploma recipient, report in columns 120-122 the total number of semester credit hours earned for that credential. For subsequent certificate or diploma completions within the same program area, report only the additional hours earned for the additional certificate or diploma.
6. *Honorary Degree* – Do not include honorary degrees in this report.
7. *Majors of Students Prepared to Teach* – Students receiving baccalaureate degrees that have prepared them to teach an academic subject such as English, biology, or French should be reported respectively in English (23.0101), biology (26.0101), and French (16.0901) and not in education.
8. *Military Relationship* –
 - Code A – Military active student
 - Student currently serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, or is on Active Duty in any branch of the U.S. military.
 - Code V – Military veteran student
 - Student formerly served in the U.S. National Guard, in the Reserve unit of any branch of the U.S. military, or on Active Duty in any branch of the U.S. military and was released under conditions other than dishonorable.
 - Code R – Military connected student
 - Student’s spouse, parent or guardian serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, is on Active Duty in any branch of the U.S. military or student is otherwise eligible for any military education benefits via the spouse, parent or guardian.

Report a Code A for a military active student, Code B for military veteran student, or report a Code R for a military connected student. Otherwise the field should be left blank.

9. *Multi-Institution Program* – If the student received a degree offered jointly by more than one institution, report “X” in column 119.
10. *Multiple Majors* – When a student graduates with a major in two or more discipline specialties, report each discipline specialty in which the student completed a major. The first reported major columns (103-110) should agree with the major reported to NCES in the IPEDS Completions Survey.
11. *State/County of Origin* – Use the FIPS codes found in [Table 4-A](#) and [Table 5-A](#) for reporting state and county of origin.

- If the student's state of origin is Kentucky, report the county of origin using the FIPSCodes from [Table 5-A](#).
 - If the student's state of origin is something other than Kentucky, report the county of origin using the FIPS codes found at <https://www.census.gov/geographies/reference-files/2017/demo/pepest/2017-fips.html>
12. *Reciprocity State/County* – For reciprocity students, report their state and county of origin in columns 76-80 as well as the reciprocity state and county in columns 81-85, even though they may be the same. Do not leave the state and county of origin fields blank.
13. *ID Type* – Report “1” if the student ID is a valid Social Security Number or “2” if it is some other ID number (institutional ID, SEVIS, other).
14. *Degree Conferred* – Report in columns 88-102 the specific degree being conferred; for example, BA, BS, AA, AAS. Degree codes must be consistent with degree designations in each institution's program inventory. Use only those codes listed in <http://dataportal.cpe.ky.gov/cpedegreedesignations.aspx>.
15. *Race* – In column 74, report the race code from [Table 2](#) using the descriptions in [Table 2](#). In columns 133-140, report “Y” (Yes) or “N” (No) using the following descriptions:
- *Hispanic or Latino* – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
 - *American Indian or Alaska Native* – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
 - *Asian* – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 - *Black or African American* – A person having origins in any of the black racial groups of Africa.
 - *Native Hawaiian or Other Pacific Islander* – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - *White* – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
 - *Nonresident alien* – A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the field provided, rather than included in any of the six racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
 - *Race and ethnicity unknown* – This category is used only if the person did not select either a racial or ethnic designation.

16. *Teacher Preparation* – A teacher preparation program is designed to prepare an undergraduate or graduate student to become a licensed teacher. Programs can offer students specialized coursework in the grade level and the subjects they are interested in teaching. All teacher preparation programs must be certified through EPSB. Report a “Y” (Yes) or “N” (No).
<http://www.epsb.ky.gov/course/view.php?id=3>.
17. *Tuition Waiver for Foster and Adopted Children* – Institutions must identify enrolled students who received tuition waivers because they were adopted or foster children. The information from this survey will be used to determine the number of recipients enrolled and the number who received a degree. This information will be reported annually on November 30 to the Legislative Research Commission as mandated in KRS 164.2847.
18. *Program ID* – The program ID number for the first or second major must be consistent with the institution's degree program inventory. Use only those program IDs listed in the program inventory. Report the program ID for first or second declared major for all students.

FORMAT OF DEGREES AND FORMAL AWARDS CONFERRED RECORD
(One Record Per Degree or Award Conferred)

1	Form - 5 - char(1)	
2	Date Conferred: Year Plus Term, e.g. 20202 = Fall 2020 1=Summer, 2=Fall, 3=Spring	
3		
4		
5		
6		
7		
8	Institution Number (FICE Code) - char(8) see Table 1	
9		
10		
11		
12		
13		
14		
15		Social Security Number - must be nonblank - char(9)
16		
17		
18		
19		
20		
21		
22		
23		
24	ID Type - 1=Valid SSN Number, 2=Institutional Number - char(1)	
25		
26		Last Name - expanded from 15 to 25 positions - left justify - char(25)
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50	First Name - expanded from 10 to 15 positions - left justify - char(15)	
51		
52		
53		
54		
55		

65	Birth Date - mmddyyyy - zero fill - char(8)	
66		
67		
68		
69		
70		
71		
72		
73		Gender - (M/F) - char(1)
74		Race - See Table 2 - char(1)
75	Residency (A,B,C,D,E,F) Table 3 - char (1) (Public Only)	
76	State/Country of Origin - FIPS - Tables 4-A and Table 4-B - right justify, zero fill - char(2)	
77	County of Origin - FIPS - see Table 5-A - right justify, zero fill - char(3)	
78	Reciprocity State - FIPS - right justify, zero fill - see Table 4-A - char(2) (Public Only)	
79		
80	Reciprocity County - FIPS - right justify, zero fill - see Table 5-B - char(3) (Public Only)	
81		
82	Level of Degree - left justify, blank fill - char(2) see Table 15	
83		
84		
85		
86		
87	Degree Conferred - e.g. BA, BS, AA, AAS - left justified char(15)	
88		
89		
90		
91		
92		
93		
94		
95		
96		
97		
98		
99		
100		
101		
102		
103	First Major Program - see Table 17 - left justify, blank fill, do not include decimal points - char(8)	
104		
105		
106		
107		
108		
109		
110		
111	Second Major Program - see Table 17 -left justify, blank fill, do not include decimal points - char(8)	
112		
113		
114		
115		
116		
117		
118		

119	Multi-Institutional Program - blank or X char(1)
120	Earned Credit Hours at Time of Degree - right justify, zero fill, no decimal - numeric(3)
121	
122	
123	
124	Institutional Student ID# MANDATORY - char(10)
125	
126	
127	
128	
129	
130	
131	
132	
133	
134	Amer Ind or Alask Native (Y or N) - char(1)
135	Asian (Y or N) - char(1)
136	Black or African American (Y or N) - char(1)
137	Native HA or Other Pac Isl (Y or N) - char(1)
138	White (Y or N) - char(1)
139	Non-Resident Alien (Y or N) - char(1)
140	Race and Ethnicity Unkn (Y or N) - char(1)
141	Project Graduate (Y/N) - char(1)
142	Academic Year - char(6) Ex., 202021.
143	
144	
145	
146	
147	
148	
149	
150	
151	
152	
153	
154	
155	
156	
157	
158	
159	
160	
161	
162	
163	Name Suffix - left justify - char(5)
164	
165	
166	
167	Military Relationship - char(1) (A, V, R,) - Blank if Null (REQUIRED)
168	
169	Tuition Waiver - char(1) Y/N
170	First Major Program ID - see Program Inventory - right justified - char (6) (REQUIRED)
171	
172	
173	

56
57
58
59
60
61
62
63
64

174	
175	
176	Second Major Program ID - see
177	Program Inventory - right justified - char
178	(6)
179	(REQUIRED)
180	
181	
182	Teacher Prep - char (1)



SUMMER DEGREES

Summer Degrees

Due Date

- October 15, 2020

Metrics Validated from Collection

- 6.a Three-year Graduate Rates (KCTCS)
- 6.b Six-year Graduate Rate (4-year public)
- OM Outcome Measures

Applies to Independent Colleges

- No

General Instructions

Council staff would like to include all Credentials at KCTCS and Bachelor's degrees at four-year universities conferred during the summer in CPE's graduation rate calculations for the preceding academic year. The late summer degrees file includes Credentials at KCTCS Bachelor's degrees at four-year universities conferred between July 1, 2020, and the beginning of the 2020 fall semester, information which would otherwise not be submitted until the annual degrees file is due on August 1, 2021. Degrees submitted on the late summer degrees file will be added to the degrees reported in the 2019-20 annual degrees file for purposes of graduation rate reporting only. These numbers will not be included in any annual degree counts. To be included in annual degree counts, all records submitted on the late summer degrees files should also be submitted on the annual degrees file for 2019-20 on August 1, 2021. Institutions may choose to only submit late summer degree records for students in previous years' GRS cohorts.

During this time, institutions should submit final GRS cohort exclusions to KPEDSNG OnDemand and notify CPE. Please review your cohort report in KPEDSNG by selecting the appropriate cohort year and degree level. Only submit the records that need correcting.

Late Summer Degrees

All Credentials at KCTCS and Bachelor's degrees at four-year universities awarded between July 1, 2020, and the beginning of the 2020 fall semester as defined by the institution's academic calendar.

Report summer data using the instructions and format specified for the annual degrees and formal awards found in the 2019-20 Reporting Guidelines. Do not incorporate changes made to the annual degrees file during the current year (2020-21) for this collection.

Outcome Measures Metric

Four-year, six-year and eight-year graduation rate of each cohort (FTFT, FTPT, NFTFT, NFTPT) disaggregated by low income and URM status.

- Cohort Code in (FTFT, FTPT, NFTFT, NFTPT) for cohort academic year (metric year – 707).
- Exclusions removed.
- Low Income determined as Pell recipient during first academic year (fall, spring, summer).
- URM based upon race/ethnicity reported in first semester of entry.
- The graduation rates are determined by the sum of students in each sub cohort who were awarded a credential within the given time frame (4, 6, 8 years) divided by the sum of the overall sub cohort.

DEGREE PROGRAM INVENTORY



Degree Program Inventory

Due Date

- Ongoing

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

Institutional degree program inventories are maintained by Council on Postsecondary Education staff and are updated as changes and additions are approved by an institution's governing board or by the Council on Postsecondary Education. Institutions are responsible for notifying Melissa Bell, Associate Vice President, Academic Affairs of all adjustments to their program inventories that are approved at the institutional level. Melissa Bell's contact information is:

- Phone: 502-892-3007
- Email: Melissa.Bell@ky.gov

Approved degree program inventories are listed online at <http://dataportal.cpe.ky.gov/KYAcademicProgInventory.aspx>.

Program Types

1. *Multi-Institution Programs* – A multi-institution program involves resource sharing among multiple institutions or organizations. Multi-institution programs are defined as collaborative, joint, or other multi-institution arrangements. All participating institutions and organizations share responsibility for some aspects of the program's delivery and quality. The appropriate faculty and staff of each participating institution will agree on the home institution for enrollment, degree conferral, financial aid, program delivery, the allocation of equipment and facilities, provision of student services, assessment criteria, and the general management of the program. A copy of the program agreement will be submitted to the Council on Postsecondary Education by each institution's chief academic officer prior to recognition of the arrangement on the Council's *Registry of Degree Programs*.
2. *Collaborative Programs* – An academic program under the sponsorship of more than one institution or organization and contains elements of resource sharing agreed upon by the partners. None of the participating institutions delivers the entire program alone, and the partnering institutions/organizations share responsibility for the program's delivery and quality. The credential awarded may indicate the collaborative nature of the program.
 - If only one institution (primary) offers the degree or credential but other institutions or organizations (secondary) provide some resources, the program at the secondary institution(s) should submit data in the "enrollment-only" reporting category for the Comprehensive Database.

- If the degree or credential is offered by all institutions participating in the resource-sharing arrangement but only one institution is listed on a graduate's diploma, each participating institution should submit data in an enrollment and degree-granting category for the Comprehensive Database
3. *Joint Programs* – An academic program sponsored by two or more institutions leading to a single credential or degree, which is conferred by all participating institutions. None of the participating institutions delivers the entire program alone, and all participating institutions and organizations share responsibility for all aspects of the program's delivery and quality.
 - Each participating institution should submit data in both an enrollment and degree-granting category for the Comprehensive Database.
 4. *Other Multi-Institutional Arrangements* – Multiple-institution program offerings - such as two-plus-two arrangements - not covered by the collaborative, and joint program definitions will be identified as appropriate on the Council's *Registry of Degree Programs* based on institutional agreements.



BUILDING & ROOM RECORD

Building and Room Record Fall

Due Date

- November 16, 2020

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

The building and room record files should reflect the status of the inventory as of the current fall semester. The complete building and room files are to be submitted once a year and should include any additions, deletions, or other changes since the previous submission.

An institution's building and room files of the Comprehensive Data Base should contain complete information for all buildings that house university activities, including leased facilities and space made available at little or no charge. Institutions should use the definitions included in [Table 18](#) to identify the appropriate reporting categories. Report all space used for any purpose, including leased space and space made available at no cost.

- *Building Record* – All numeric fields must be right justified and zero filled. Do not include any characters other than 0-9 for these fields. All other fields must be left justified.
- *Room Record* – All numeric fields must be right justified and zero filled. Do not include any characters other than 0-9 for these fields. All other fields must be left justified.

For this record, the following information is needed:

1. *Acquisition Year* – The four-digit year that the building came into the possession of the institution, regardless of where the title is vested or when the building was constructed.
2. *Actual Number of Student Stations* – A count of the number of desks or chairs for students in a room used for instruction. Report only if room used codes 110, 210, and 220; all others zero fill.
3. *Building Name* – The name identification by which the building is generally known.
4. *Building Number* – The unique up to ten-digit code that has been assigned to the building.
5. *Campus Number* – This number is 00 when an institution has only one campus. The campus number is used with the institution number to form the institution identification. Refer to [Table 8](#) for campus number. Use the KPEDS KATS system for updating Campus Codes.

6. *Construction Year* – The four-digit calendar year that the original building was completed regardless of any later date of acquisition.
7. *Date of Inventory* – Month and four-digit year that the inventory is taken.
8. *Date Record Updated* – Month and four-digit year record updated.
9. *Gross Square Feet* – The sum of the floor areas and floor surfaces.
 - Basis for measurement: Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. Refer to NCHEMS Technical Report 36, Appendix 6.5, item 1 NCES Facilities Inventory and Classification Manual, NCES 92-165, for a complete description.
10. *Institution Number* –The six-digit code number assigned to the institution by the Federal Interagency Committee on Education (FICE). Refer to [Table 9](#) for FICE Codes.
11. *Land Holdings* – The number of acres of property either owned or leased by a university or an affiliated or unaffiliated corporation. Refer to [Table 21](#) for land holdings ownership codes.
12. *Net Assignable Square Feet* – The sum of all areas on all floors of a building assigned to or available for assignment to an occupant, including every type of space functionally usable by an occupant. Custodial, circulation, mechanical, and structural areas are excluded. Refer to [NCES Facilities Inventory and Classification Manual, NCES 92-165](#), for a complete description.
13. *Original Cost* – The number of dollars of "actual capital investment" expended by the institution to acquire the building. Original cost does not include subsequent renovation and reconstruction costs.
14. *Building Ownership* – This code indicates the agency with which the title to the building rests. Refer to [Table 18](#) for complete descriptions of ownership codes.
15. *Reconstruction Cost* – The total dollar amount that has been spent by the institution to reconstruct the building during the reconstruction year. This cost applies when the building has sustained serious damage through some occurrence, such as fire, flood, or earthquake, and has been rebuilt and restored to its pre-damage usefulness.
16. *Reconstruction Year* – The year that reconstruction work was last done on the building.
17. *Renovation Cost* – The total dollar amount that has been spent by the institution to totally refurbish the building during the renovation year. This amount does not include normal maintenance or minor improvements to the building.
18. *Renovation Year* – The year that the total refurbishing was last made to the building.
19. *Room Number and Suffix* – The up to eleven-digit number with one-digit suffix that has been assigned to the room within the building being surveyed.

20. *Room Square Footage* – The sum of the floor area included within the inside faces of the interior walls which form the boundaries of each room. Deductions should not be made for necessary building columns and minor projections.
21. *Student Station Type* – Report "F" if fixed station, and "M" if movable station. Report only if room used codes 110, 210, and 220
22. *Use of Room (Room Use)* – The room use codes are listed in [Table 20](#). Refer to [NCES 92-165](#), "4.3.1 Space Use Codes: Definitions, Descriptions, and Limitations," for a complete description.
23. *Estimated Building Replacement Cost* – The estimated dollar expenditure to replace the building at the time of the inventory.
 - Basis for determination: Cost to replace the building's assignable floor area at current costs in accordance with current building codes, standard construction methods, and currently accepted practices. The replacement cost of fixed equipment in the building should be included.
24. *Building Condition Code (NCHEMS)* – The physical status and quality of the building at the time of the inventory, based on the best judgment of those responsible for campus development. Refer to [Table 30](#) for complete descriptions of the NCHEMS Condition Codes.
25. *Space Assignment Categories* – See [Table 38](#) for definitions of the space assignment categories. This reporting of space is intended to present a functional classification pattern of space use based on program areas.
26. *Academic Year* – Report the academic year of the file being submitted.
 - Example: Academic Year 2020-21 should be reported as 202021.

BUILDING RECORD LAYOUT

1	Institution Number(FICE Code) - see Table 8 - char(6)
2	
3	
4	
5	
6	
7	Campus Number - see Table 8 - char(2)
8	
9	Blank
10	
11	
12	
13	Building Name - left justify, blank fill - char(20)
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	Building Ownership Code - see Table 18 - char(1)
34	Construction Year - char(4)
35	
36	
37	
38	Acquisition Year - char(4)
39	
40	
41	
42	Original Cost - right justify, zero fill - numeric(9)
43	
44	
45	
46	
47	
48	
49	
50	
51	Estimated building replacement cost - right justify, zero fill - numeric(9)
52	
53	
54	
55	
56	
57	
58	
59	

60	Net Assignable Square Feet - right justify, zero fill - numeric(7)
61	
62	
63	
64	
65	
66	
67	Gross Square Feet - right justify, zero fill - numeric(7)
68	
69	
70	
71	
72	
73	
74	Blank
75	Major Renovation Year - char(4)
76	
77	
78	
79	Major Renovation Cost - right justify, zero fill - numeric(8)
80	
81	
82	
83	
84	
85	
86	
87	Blank - char(1)
88	Reconstruction Year - char(4)
89	
90	
91	
92	Reconstruction Cost - right justify, zero fill - numeric(8)
93	
94	
95	
96	
97	
98	
99	
100	Date of Inventory - mmyyyy
101	
102	
103	
104	
105	
106	Date Record Updated - mmyyyy
107	
108	
109	
110	
111	
112	Building Condition (NCHEMS) - Table 30 -char(1)
113	Academic Year - char(6) Ex., 202021
114	
115	
116	
117	
118	

119	Building Number - right justify, zero fill - char(10)
120	
121	
122	
123	
124	
125	
126	
127	
128	

ROOM RECORD LAYOUT

1	Institution Number(FICE Code) - see Table 8 - char(6)
2	
3	
4	
5	
6	
7	Campus Number - see Table 8 - char(2)
8	
9	Blank- char(4)
10	
11	
12	
13	Blank - char(6)
14	
15	
16	
17	
18	
19	Space Assignment Category - see Table 38 - char(2)
20	
21	Room Square Footage - right justify, zero fill - numeric(5)
22	
23	
24	
25	
26	Room Use - see Table 20 - char(3)
27	
28	
29	Student Station Type (F/M) - char(1)
30	Actual Number of Stations for rooms with fixed stations only -
31	right justify, zero fill - numeric(5)
32	
33	
34	
35	Date of Inventory - mmyyyy
36	
37	
38	
39	
40	
41	Date Record Updated - mmyyyy
42	
43	
44	
45	
46	
47	Blank - char(7)
48	
49	
50	
51	
52	
53	
54	Academic Year - char(6) Ex., 202021
55	
56	
57	
58	
59	

60	Building Number - right justify, zero fill - char(10)
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	Room Number and suffix - right justify, zero fill room number; if no
71	suffix, blank fill - char(12)
72	
73	
74	
75	
76	
77	
78	
79	
80	
81	



LAND HOLDING RECORD

Land Holding Updates

Due Date

- November 16, 2020

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

The land holdings record should reflect the status of the inventory as of the current fall semester. The complete land holdings record file is to be submitted once a year and should include any additions, deletions, or other changes since the previous submission.

In circumstances where land is owned by an affiliated corporation and leased to the university, the acres are to be reported as owned only.

LAND HOLDING RECORD LAYOUT

1	Institution Number(FICE Code) - see Table 8 - char(6)
2	
3	
4	
5	
6	
7	Campus Number - see Table 8 - char(2)
8	
9	Name of Property - char(20)
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	Number of Acres - two decimal places, right justify, zero fill - numeric(7)
30	
31	
32	
33	
34	
35	
36	City Property Located In - char(20)
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	
51	
52	
53	
54	
55	

56	County Property Located In - see Table 5-A - char(3)
57	
58	
59	Land Hldg Ownership Code - Table 21 - char(1)
60	
61	Date of Inventory - char(6) (mmyyyy)
62	
63	
64	
65	
66	
67	Date Record Updated - char(6) (mmyyyy)
68	
69	
70	
71	
72	Academic Year - char(6) Ex., 202021
73	
74	
75	
76	
77	



FACILITIES UTILIZATION

Facilities Utilization Fall

Due Date

- December 15, 2020

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

Report facilities utilization for fall semester only.

Utilization data should be coded only for each class appearing on the fall enrollment file that takes place in a 110 or 210 room use code. Columns 50-78 would be blank for any class with no scheduled room ("by arrangement" or "to be arranged"), as well as classes that meet in rooms not classified as use codes 110 or 210.

Utilization is also to be reported for zero credit hour laboratories meeting the above criteria but which are excluded from the enrollment file because they carry the same course identification as an associated lecture.

The following information is needed for this collection:

1. *Course Location (Campus, Building Number, and Room Number)* – Codes used in these fields must reconcile with the physical facilities inventory maintained by the Council. It may be necessary to update this inventory before completing this report. The course location fields should be coded only for those classes which meet in instructional classrooms or instructional laboratories (room use codes 110 or 210).
2. *Course Schedule (Days Met)* – For each class that meets on the same day(s) every week, code the appropriate column to indicate day(s) met.
 - If a class meets each week on Monday, Wednesday, and Friday, columns 62 through 68 would be coded "bMbWbFb" with "b" = blank.
 - For each class that requires a "two-week cycle," e.g., MWF at 9:00 a.m. one week, and MW at 9:00 a.m. the next week, code the appropriate columns to indicate days met.
 - In coding these types of records, a "1" shows that a class meets on that day only during the first week; a "2" signifies the second week only; and a "3" is used to show classes which meet on the same day both weeks. For example, the class mentioned above is to be coded "b3b3b1b" in columns 62-68.
 - The course schedule field should be coded only for those classes which meet in instructional classrooms or instructional laboratories (room use codes 110 or 210).
 - Two or more utilization records will be necessary for classes which meet in different rooms that are coded 110 or 210 and/or at different times.
 - No additional utilization records are needed for classes that are not held in rooms with 110 or 210 codes.

- If more than one utilization record is required for a class, the first record should include all required information in columns 1-76 and "01" in columns 77-78.
 - Each additional utilization record should have only columns 1 through 24, 37 through 40, and 50 through 78 coded with the appropriate sequence number in columns 77-78. For example, columns 77-78 will be coded "02" for the second utilization record; "03" for the third, etc. Columns 25 through 36 and 79 through 100 should be blank on the continuation records.
 - If classes are reported as extending beyond one semester: (a) for the first semester, report all requested information, indicating full-semester duration; and (b) for the second semester, again report all requested information, reporting "000" in the number of students field (columns 37-39) and "***" in the continuation field (columns 77-78).
3. *Host Institution* – The institution whose classroom or laboratory facilities are used for instruction by another institution. As a separate utilization submission, using the utilization record layout, report the utilization for each class taught on the campus by another (e.g., the instructing) institution. Do not report enrollment on the Type One, Two, and Three Records. For each class taught on the campus by another institution report, in Columns 79 to 86 on Utilization Record (Type U), the FICE Code for the instructing institution offering the class.
 4. *Instructing Institution* – The institution offering instruction on the campus of another institution. Report enrollment on the Type One, Two, and Three Records for each student enrolled in a class taught by your institution on another campus. Do not report utilization for these classes.
 5. *Room Number* – Column 107 is used for room letter designation as in 101A. If there is no letter designation, leave column 107 blank. When there is no letter, right justify the room number using column 106 for the right most number.
 6. *Academic Year* – Report the academic year of the file being submitted.
 - Example: Academic Year 2020-21 should be reported as 202021.

UTILIZATION RECORD LAYOUT

1	Form - U - char(1)
2	Institution Number(FICE Code) - see Table 1 - char(8)
3	
4	
5	
6	
7	
8	
9	
10	Course Prefix - expanded from 4 to 5 positions - left justify - char(5)
11	
12	
13	
14	
15	Course Number - expanded from 4 to 5 positions - left justify - char(5)
16	
17	
18	
19	
20	Section Number - expanded from 4 to 5 positions - right justify - char(5)
21	
22	
23	
24	
25	Blank - char(12)
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	Number of Students in Class - right justify, zero fill - numeric(3)
38	
39	
40	Class Duration Code - Table 11 - char(1)
41	Blank - char(9)
42	
43	
44	
45	
46	
47	

62	Days Met: U,M,T,W,R,F,S if one week cycle; 1,2,3 if two week cycle - char(7)
63	
64	
65	
66	
67	
68	
69	
70	Begin Time - Military Time - char(4)
71	
72	
73	End Time - Military Time - char(4)
74	
75	
76	
77	
78	Continuation - Blank if one card only; card number (01, 02, 03, ...) if more than one card. - char(2)
79	
80	Instructing Institution FICE Code - see Table 9 - char(8)
81	
82	
83	
84	
85	
86	
87	Blank - char(14)
88	
89	
90	
91	
92	
93	
94	
95	
96	
97	
98	
99	
100	
101	Room Number and suffix - right justify, zero fill room number; if no suffix, blank fill - char(7)
102	
103	
104	
105	
106	
107	
108	

124	Room Number and suffix - right justify, zero fill room number; if no suffix, blank fill - char(12)
125	
126	
127	
128	
129	
130	
131	
132	
133	
134	
135	

48	
49	
50	Campus Number - Table 8 - char(2)
51	
52	Blank - char(4)
53	
54	
55	
56	Blank - char(6)
57	
58	
59	
60	
61	

109	
110	
111	Academic Year - char(6) Ex., 202021
112	
113	
114	Building Number - right justify, zero fill - char(10)
115	
116	
117	
118	
119	
120	
121	
122	
123	

FACULTY & STAFF INFORMATION



Faculty and Staff Information

Due Date

- CUPA Administrative Salaries: November 2, 2020
- CUPA, Oklahoma State Faculty Salaries: November 2, 2020
- IPEDS Human Resources: TBD

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

The fall institutional reports of faculty and staff (including faculty salaries and administrative compensation) consist of the following completed survey forms:

- College and University Personnel Association's (CUPA) [National Faculty Survey/Two-Year Faculty Survey](#), or Oklahoma State University's [Faculty Salary Survey by Discipline](#) (collected from members of Association of Public Universities and Land-Grant Universities –APLU).
- CUPA's [Administrative Compensation Survey](#)
- IPEDS' [Human Resources Survey](#)



FINANCE

Finance

Due Date

- FD-1A Consolidated Current Funds Revenue (Actual): November 2, 2020
- FD-1B Consolidated Current Funds Revenue (Budgeted): November 2, 2020
- FD-2A Consolidated Current Funds Expenditures: November 2, 2020
- FD-2B Consolidated Current Funds Expenditures: November 2, 2020
- FD-10 Worksheet for Interstate Comparison Reporting: November 2, 2020
- FD-19 Consolidated Revenues and Expenditures (GASA Format): November 2, 2020
- FD-20 State Mandated Tuition Waiver Programs: November 2, 2020
- FD-21 Endowment Match Program Outcome Measures Report: November 2, 2020
- FD-22 Presidential Compensation Package: November 2, 2020
- FD-23 Endowment Match Program Accounts State Report: November 2, 2020
- FD-24 Gross Tuition and Fee Revenue and Institutional: November 2, 2020
- Internal Operating Budgets: November 2, 2020
- Audited Financial Statements (University and ALL Affiliated and Unaffiliated Corporations): November 2, 2020
- HB 622 Compliance Report: November 2, 2020
- Higher Education Research and Development Survey (HERD): November 2, 2020

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

Data are to be presented in conformity with generally accepted accounting principles. Data are to be submitted through KPEDS NG. Round all amounts to the nearest hundred dollars.

Do NOT add or change categories (e.g., revenues, expenditures) on a form without prior approval by council staff.

Forms are to include all affiliated corporations. (See instructions for individual forms.) [Table 25](#) provides a list of all currently recognized affiliated corporations. This list will be updated on an annual basis by council staff.

The reporting period is the twelve-month year for which financial activities are accumulated. The reporting period for public postsecondary education institutions in Kentucky is a fiscal year beginning on July 1 and ending on June 30.

All definitions pertaining to these collections (General, Revenue, Expenditures and Transfers, and Endowment Match Program) can be found under the [Finance Terms and Definitions](#) section of Appendix A. The Finance Terms and Definitions section will contain individual headers ([General](#), [Revenue](#), [Expenditures and Transfers](#), and [Endowment Match Program](#)) to indicate what field the terms and definitions corresponds to.

Finance Forms

1. *FD-1A (Actual) and FD-1B (Budgeted) Consolidated Current Funds Revenue* – Institutions are to submit consolidated data on the council form.

- "Consolidated data" refers to data for the institution and all affiliated corporations.

Round all amounts to the nearest hundred dollars.

For an institution which does not prepare an annual restricted budget, a statement that "restricted revenue is budgeted as received" will be accepted. Council reports will use prior year actual restricted receipts as an estimate of budgeted restricted funds. Reports will be footnoted accordingly for these institutions.

2. *FD-2A (Actual) and FD-2B (Budgeted) Consolidated Current Funds Expenditures and Transfers by Functional and Natural Object* – Institutions are to submit consolidated data on the council form.

- "Consolidated data" refers to data for the institution and all affiliated corporations.

Round all amounts to the nearest hundred dollars.

For an institution which does not prepare an annual restricted budget, a statement that "restricted revenue is budgeted as received" will be accepted. Council reports will use prior year actual restricted receipts as an estimate of budgeted restricted funds. Reports will be footnoted accordingly for these institutions.

3. *FD-10 Worksheet for Interstate Comparison Reporting, State Appropriations* – Council staff will supply a template including mandated programs for each institution and programs that have been reported in past years. The institution is to review the template and request changes, if needed. These data will be used by council staff for interstate comparison reporting (e.g., SREB State Data Exchange) and to assist in determining funding levels for mandated programs.

Actual and budgeted expenditure of General Fund appropriations for the previous fiscal year and current fiscal year, respectively, for every mandated program that has been requested by an institution and approved by Council staff for inclusion in the Performance Funding Model must be reported on the FD-10 form.

Mandated program appropriations deducted from an institution's total General Fund for the purposes of calculating adjusted net General Fund in the funding model may differ from the budgeted amounts reported by an institution on the FD-10 form.

Additional research and public service programs, each with a minimum budgeted direct State General Fund support of \$100,000, may be submitted by an institution with council staff approval. Each new separately identified program should be submitted with a narrative explaining why the program warrants being reported separately.

For each identified program, report direct and indirect state support (definitions for direct and indirect support are included in the general definitions). Round all amounts to the nearest hundred dollars.

4. *FD-19 Consolidated Revenues and Expenses (GASB Format)* – Institutions are to submit consolidated data on the council form.
- “Consolidated data” refers to unrestricted and restricted data for the institution and all affiliated corporations or foundations.

The definitions for the reporting categories are the same as those used for FD-1 and FD-2 forms.

Round all numbers to the nearest hundred dollars.

5. *FD-20 State Mandated Tuition Waiver Programs* – Institutions are to report the number of participants and actual expenditure data for the fiscal year ending June 30 of the same year that the report is due and budgeted data for the current fiscal year.

One form per institution is to be completed. The Kentucky Community and Technical College System should report aggregate system data. Round all amounts to the nearest hundred dollars.

6. *FD-21 Endowment Match Program Outcome Measures Report* – Institutions are to submit consolidated data on the council form.
- “Consolidated data” refers to data for the institution and all affiliated corporations or foundations.

Data should be provided for the most recent completed fiscal year and the prior fiscal year. **Do not round numbers submitted on this form.**

Where applicable, institutions should report the same figures on the FD-21 form that they report to national-level data collection organizations, such as the Council for Aid to Education (CAE Voluntary Support of Education Survey), the National Association of College and University Business Officers (NACUBO Endowment Study), the National Science Foundation (NSF Survey of Research and Development Expenditures at Universities and Colleges), and the Association of University Technology Managers (AUTM Licensing Survey).

7. *FD-22 Presidential Compensation* – Each institution is to report its board-approved presidential salary and benefits information for the fiscal year indicated.

Report:

- Annual base salary.
- All fringe benefits which exceed the standard benefits provided to institution employees (may include additional health, life, and disability insurance, and retirement, etc.).
- Housing – indicate if housing is provided or a housing allowance is included in the compensation package.
 - Sample responses: “Housing provided,” “Housing Allowance of \$___ per year provided,” “no housing or housing allowance provided.”
- Automobile – indicate if an automobile is provided or allowance for an automobile is included in the compensation package. See housing samples above.
- Travel and Entertainment – report the policy for payment or reimbursement for travel and entertainment expenses.
- Other – report any other benefits provided in the compensation package such as bonuses, club memberships, sabbaticals, etc.

- Term of contract – report the beginning and ending date of the current contract.
8. *FD-23 Endowment Match Program Accounts Status Report* – Institutions are to report the historic dollar value, market value, and underwater status of all university and foundation endowment accounts containing state appropriated Bucks for Brains program distributions, private matching funds, or both for the most recently completed fiscal year and the prior fiscal year.

In addition, institutions are to report cash gifts added, earnings, and expenditures for the most recently completed fiscal year and unexpended earnings from prior years. These data will be used to calculate and report cumulative earnings minus expenditures and estimated depletion of endowment principal.

Numbers should be rounded to the nearest whole dollar on this form.

9. *FD-24 Gross Tuition and Fee Revenue and Institutional Financial Aid by Residency Status* –Institutions are to report gross tuition and fee revenue and institutional financial aid by student level (undergraduate, graduate) and student residency status (resident, nonresident, reciprocity). Institutional financial aid is to include institutional aid from all unrestricted sources. Institutional aid from restricted sources is to be excluded.

Round all amounts to the nearest hundred dollars.



HIGHER EDUCATION RESEARCH & DEVELOPMENT SURVEY

Higher Education Research & Development Survey (HERD)

Due Date

- March 1, 2021

Metrics Validated from Collection

- None

Applies to Independent Colleges

- No

General Instructions

The Higher Education Research and Development Survey (HERD) is distributed annually by the National Science Foundation (NSF). The survey provides data that pertains to research and development (R&D) activities at higher education institutions. Please report R&D activities and expenditures for your institution's **2018 fiscal year**.

Collection Logistics

In order to submit the HERD survey data to CPE, please email it to Carrie Hodge, carrie.hodge@ky.gov.

Collection Reasoning

Your responses to the HERD survey include the segmentation of funding based on discipline and sector, which are breakouts that inform our understanding of the focus area, *Research, Economic, and Community Development*. Specifically, the survey is used to calculate the performance metric, *Externally Funded Research and Development*, which is defined as the amount of R&D expenditures in Science and Engineering from federal, state, local, corporate, and foundation funding, but excluding institutionally-funded research.



APPENDICES

Appendix A: Terms and Definitions

General Definitions and Acronyms

1. *AIKCU (Association of Independent Kentucky Colleges and Universities)* – Association of Independent Kentucky Colleges and Universities represents Kentucky's 19 nonprofit, non-tax supported, four-year colleges and universities accredited by the Southern Association of Colleges and Schools (SACS).
2. *CIP (Classification of Instructional Programs)* – A taxonomic scheme that supports the accurate tracking, assessment, and reporting of fields of study and program completion activity.
3. *CPE (Kentucky Council on Postsecondary Education)* – The Council on Postsecondary Education coordinates change and improvement in Kentucky's postsecondary education system as directed by the *Kentucky Postsecondary Education Improvement Act of 1997*.
4. *CPE standardized grade* – A letter (category) into which similarly valued, institutionally assigned end-of-term grades are grouped by CPE for reporting purposes. They simplify communication and ensure fair use and interpretation. Details are available in the CDB Guidelines Book.
5. *GED®* – GED® Testing Service, a program of the American Council on Education, develops, delivers and safeguards the GED® (General Education Development) tests. It provides adults who did not complete a formal high school program the opportunity to certify their attainment of high school-level academic knowledge and skills.
6. *IPEDS (Integrated Postsecondary Education Data System)* – A system of interrelated surveys conducted annually by the U.S. Department of Education's National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs.
7. *KYSTATS (Kentucky Center for Statistics)* – A state agency that collects and links data to evaluate education and workforce efforts in the Commonwealth. This includes developing reports and providing statistical data about these efforts so policy makers, agencies, and the general public can make better informed decisions. This includes maintaining the Kentucky Longitudinal Data System (KLDS), a statewide longitudinal data system, as well as responding to requests for data and information, and providing reports on a number of topical areas including feedback about the performance of high school graduates after they go to college, developing the Kentucky County Profiles, and information about the outcome of teacher preparation, college, adult education, and other programs.
8. *KPEDS (Kentucky Postsecondary Education Data System)* – The central repository for data about Kentucky's postsecondary institutions and their students. Data are provided by each public and participating not-for-profit institution on a scheduled basis with consistent definitions and in a prescribed format.

9. *KYAE* (Kentucky Adult Education) – Kentucky’s statewide initiative to improve the educational status of adult Kentuckians who lack a high school diploma, function at low levels of literacy or want to learn English.
10. *NCHEMS* (National Center for Higher Education Management System) – A private nonprofit organization whose mission is to improve strategic decision making in higher education for states and institutions in the United States and abroad.
11. *Operationalization* – Detailed guidelines for creating or replicating a metric.
12. *Performance metric* – Used to measure achievement of or progress toward a policy objective.

Enrollment Terms and Definitions

1. *Academic Common Market* – SREB cooperative agreement whereby an out-of-state student from an SREB state is charged in-state rate when enrolled in an eligible degree program. Program eligibility is based on program unavailability in the student's home state along with the approval of the institution, the Council on Postsecondary Education, and the coordinating board of the student's home state.
2. *Audit Course* – A credit course will be defined as "audit" for a student who takes the course for zero hours’ credit.
3. *Audit Student* – Student who is not enrolled in a certificate, diploma, or degree program but is enrolled only in one or more "audit course." (See instruction 21.d for information on degree-seeking students auditing courses.)
4. *Campus* – All property owned, leased, managed, or controlled by an institution of postsecondary education or one of its affiliated corporations, including but not limited to academic buildings; student housing and recreational facilities; residential facilities operated by any officially recognized student organization; and all sections of public property such as streets, sidewalks, and parking facilities immediately contiguous to campus buildings.
5. *CIP Code* – Classification of instructional programs as listed in [Table 16-A](#).
6. *CIP 32 Course Categories* – To be used only for courses coded CIP 32; leave blank if not a CIP 32 course. For each course coded CIP 32, assign a code from [Table 26](#). The developmental course field on the Type 3 enrollment file will be edited against this field for consistency of developmental/remedial course reporting.
7. *Co-Requisite* – A co-requisite course is a course that includes enhanced academic supports, such as additional hours of instruction, tutoring, mentoring, or advising that awards credit toward a credential or degree. Report ‘Y’ or ‘N’ in the Co-Requisite field.
8. *County, State, Territory, or Foreign Country of Origin* – County, state, territory, or country of legal residence at time of first admission to the institution.
9. *Course Level* – The level of offering for instructional courses. Course levels are assigned relative to the intended degree of complexity or expected level of student comprehension rather than the student level

of those enrolled in the course. The course levels included within each discipline category are technical, lower division, upper division, and graduate.

10. *Course Title* – The full title of the course.
11. *Course Reference Number* – The institutionally-assigned number identifying a specific course, section, and semester.
12. *Declared Major* – The major program and degree level objective, according to the student's stated intent.
 - *First Major* – For the student who has declared intent to earn a certificate, diploma, or degree with more than one program of study (double major), the field of greater specialization and/or primary interest.
 - *Second Major* – For a student who has declared intent to earn a certificate, diploma, or degree with more than one program of study (double major), the field of secondary interest.
 - *Undecided, Undeclared Major (00.0000)* – The major field for a certificate-, diploma-, or degree-seeking student who has not declared a major or who, because of official institutional policy, is not permitted to declare a major.
13. *Declared Major or Program Prefix Code* – The alpha code indicating the level of a student's declared degree or program as listed in [Table 15](#).
14. *Developmental/Remedial Course* – A course developed for and required of students who do not meet statewide college readiness benchmarks in mathematics, writing, or reading. The successful completion of one or more developmental courses in a given subject is required before a student can attempt college-level work in that subject. Students may receive credit for work in developmental courses (primarily for the purpose of student financial aid eligibility); but such credit does not meet the curricular requirements of a degree, certificate or other formal award. CPE USE: Developmental courses will not count as earned credit toward a degree and will not be included in the calculation of hours earned and the pseudo-GPA.
15. *Distance Learning* – Any for-credit instruction where more than 50 percent of the delivery of instruction may utilize any or all of the following: print material, e-mail, telephone, audio tape, video tape, television/VCR, satellite, or computer for access to CD ROM, interactive video, Internet, or the Web. The instructor must be physically separated from the students for the majority of the term. This criterion excludes sessions that may be scheduled individually, such as advising, labs, or testing. KTLN sections that originate from campus are considered distance learning courses.
16. *Doctor's Degree – Research/Scholarship* – A Ph.D. or other doctor's degree that requires advanced work beyond the master's level including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Doctoral programs at the comprehensive universities should be reported as professional practice (student classification 12) or other (student classification 35), not research/scholarship, in accordance with Senate Bill 130 (2011), amending KRS 164.295.
17. *Doctor's Degree – Research/Scholarship Dissertation Student* – Doctoral student who has completed all required coursework and is working on a research project or dissertation.
18. *Doctor's Degree–Other* – A doctor's degree that does not meet the definition of a doctor's degree-research/scholarship or a doctor's degree-professional practice. Doctoral programs at the

comprehensive universities should be reported as professional practice (student classification 12) or other (student classification 35), not research/scholarship, in accordance with Senate Bill 130 (2011), amending KRS 164.295.

19. *Doctor's Degree – Professional Practice* – A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Doctoral programs at the comprehensive universities should be reported as professional practice (student classification 12) or other (student classification 35), not research/scholarship, in accordance with Senate Bill 130 (2011), amending KRS 164.295.
20. *Dual Credit Course* – Dual credit is defined as a college-level course of study offered to high school students. This definition is consistent with KRS 164.002(4). Dual credit is enrollment in high school and college coursework with credit awarded by the college or university and the high school. A high school student may earn both high school and college credit (dual credit) for the same course upon completion of course requirements. A secondary student must apply to the public postsecondary institution and be accepted to participate in dual credit programs. The public postsecondary institution is responsible for the academic integrity of the courses for which postsecondary credit will be awarded.
21. *Enrichment* – Courses that support the transition to college via orientation to the institution and support of academic and social development.
22. *Ethnicity* – As noted in the Integrated Postsecondary Education Data System (IPEDS) Enrollment Survey instructions, a nonresident alien is a person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. As noted in the Council on Postsecondary Education Administrative Regulation 13 KAR 2:045 for determination of residency status for admission and tuition assessment purposes, the following nonimmigrant visa designations are not eligible to establish domicile or residency: B, C, D, F, H-2, H-3, H-4 if accompanying a person with an H-2 or H-3 visa, J, M, O, P, Q, S, TD, or TN. Students holding these visas should be reported as nonresident aliens.
 - Alternatively, resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status are to be reported in the appropriate racial/ethnic categories along with United States citizens. These students hold an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status (such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian). Also, students with visa designations A, E, G, H-1, H-4 if accompanying a person with an H-1 visa, I, K, L, N, and R are permitted to establish domicile in the United States and should be reported in the appropriate racial/ethnic categories along with United States citizens.
 - A foreign student who lives outside the United States and who is taking only online courses should be reported as a nonresident alien.
23. *Extended Campus – Instructional* – A campus which is not geographically contiguous with the main campus and which has as its primary purpose the provision of courses and programs to the local community.
24. *Extended Campus – Other* – A campus which is not geographically contiguous with the main campus and which does not have as its primary purpose the provision of course enrollment and student

services. These campuses can include research facilities, land grant/extension offices, or other facilities owned or controlled by the institution. These campuses may host an occasional class or class activity, but their primary purpose is not the provision of courses and programs to the local community.

25. *Faculty Employment Status* – Full-time, Part-time, Graduate Student. Part-time status defined as faculty who are less than full time (employed under thirty hours per week on average) and teach on a per-course-section basis (AAUP). Leave field blank if High School teacher of Record (column 26) is reported.
26. *Faculty Tenure Status* – Tenured, Tenure-Track, Non-Tenure Track. Leave field blank if High School teacher of Record (column 26) is reported.
27. *Faculty Title* – Professor, Associate Professor, Assistant Professor, Lecturer, Instructor, Supervisor of Students (e.g., clinical supervisor of nurses, student teachers, etc.), Visiting Faculty, Teaching/Graduate Assistant, Other, Teaching Full-Time Administrator, and Medical School. Leave field blank if High School teacher of Record (column 26) is reported.
- UofL, UK: For Research Universities, please report all medical school faculty as 11=medical school, rather than title levels such as Associate Professor.

The following definition of instructional faculty is used by the American Association of University Professors (AAUP) in its annual Faculty Compensation Survey (the part-time definitions are not used by AAUP). Instructional Faculty is defined as those members of the instructional-research staff whose major regular assignment is instruction, including those with released time for research. Use the directions below to determine inclusions and exclusions:

	Full-time	Part-time
A. Instructional faculty in preclinical and clinical medicine, faculty who are not paid (e.g., those who donate their services or are in the military), or research-only faculty, post-doctoral fellows, or pre-doctoral fellows	Exclude	Include only if they teach one or more non-clinical credit courses
B. Administrative officers with titles such as dean of students, librarian, coach, and the like, even though they may devote part of their time to classroom instruction and may have faculty status	Exclude	Include if they teach one or more non-clinical credit courses
C. Other administrators/staff who teach one or more non-clinical credit courses even though they do not have faculty status	Exclude	Include
D. Undergraduate or graduate students who assist in the instruction of courses, but have titles such as teaching assistant, teaching fellow, and the like	Exclude	Exclude
E. Faculty on sabbatical or leave with pay	Include	Exclude
F. Faculty on leave without pay	Exclude	Exclude
G. Replacement faculty for faculty on sabbatical leave or leave with pay	Exclude	Include

Full-time instructional faculty

28. *Fifth-Year Student* – Student who has earned at least 120 semester credit hours and is enrolled in a program with a five-year curriculum.
29. *First-Time Student (Other than first-time transfer)* –
- *First-Time Undergraduate Student* – An undergraduate student who has not previously attended any postsecondary institution or who attended postsecondary level courses as a high school student and is currently enrolled for the first time since high school graduation. Include students who were first-time in the summer semester. DO NOT include students who are currently in high school taking postsecondary level courses. Includes first-time freshmen (01), first-time sophomore (02), first-time junior (03), and undergraduate nondegree students (05).
 - *First-Time Graduate Student* – A student who has, for the first time, been classified as one of the following: master's (06), specialist's (07), doctor's-research/scholarship (08), doctor's – professional practice (12), doctor's - other (35), or graduate nondegree (16).

30. *First-Time Transfer Student* – A certificate, diploma, or degree-seeking student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., technical, undergraduate, graduate). The student may transfer with or without credit.
31. *Freshman* – Student who has graduated from high school and earned fewer than 30 semester credit hours.
32. *Full-Time Equivalent (FTE)* – A single value providing a meaningful combination of full-time and part-time students. Full-time equivalent enrollments are calculated using the following formula.
- (Undergraduate student credit hours/15) + (headcount of medical, dental, and pharmacy students) + (headcount of doctoral dissertation students, post-doctoral students, and house staff) + (all other graduate SCH/12)
 - Formula with coding details (Student Classification Codes are found on [Table 7](#)):
 - $\{(Student\ credit\ hours\ of\ classification\ 1,\ 2,\ 3,\ 4,\ 5,\ 13,\ 14,\ 19,\ 20\ and\ 30)/15\} + \{headcount\ of\ classification\ 12\ IF\ first\ major\ is\ equal\ to\ 51.1201,\ 51.0401,\ or\ 51.2001\} + \{headcount\ of\ classification\ 9,\ 10,\ 11\ and\ 36\} + \{(SCH\ of\ classification\ 6,\ 7,\ 8,\ 16,\ 18,\ 25,\ 31,\ 32,\ 34,\ and\ 35)/12\} + \{(SCH\ of\ classification\ 12\ IF\ first\ major\ is\ NOT\ equal\ to\ 51.1201,\ 51.0401,\ or\ 51.2001)/12\}$
33. *Full-Time Student* – An undergraduate student enrolled for at least 12 credit hours, or a graduate student enrolled for at least nine credit hours. Hours in courses taken for audit are to be included in the calculation of full-time status.
34. *General Education Courses* – The lower and upper division course that can be used to meet the institution's general education requirements as defined for the General Education Transfer Policy.
35. *Graduate Nondegree Student* – Student with at least a baccalaureate degree enrolled in the graduate school but not in a degree program.
36. *High School Student* – Student currently in high school and enrolled in postsecondary level courses; should be reported with 90.0000 – nondegree program.
37. *House Staff (Residents and Interns)* – An individual with a recognized terminal professional degree in one of the health professions who is engaged in postgraduate training in a program in the individual field (conducted in the university hospital or one of its affiliated institutions).
38. *Intent to Transfer* – Indication on a student's application to a KCTCS institution stating plans for further education at a four-year institution.
39. *International Exchange Student* – A student enrolled in a formal international exchange program between a Kentucky institution and a participating institution in another country.
40. *Junior* – Student who has earned at least 60, but fewer than 90, semester credit hours.
41. *Main Campus* – The campus which includes the primary business address of the institution and which houses the offices of its senior administrators.
42. *Master's Degree Student* – Student with at least a baccalaureate degree enrolled in a graduate program that results in a master's degree.

43. *Military Relationship* –

- Military active student – Code A – student currently serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, or is on Active Duty in any branch of the U.S. military.
- Military veteran student – Code V – student formerly served in the U.S. National Guard, in the Reserve unit of any branch of the U.S. military, or on Active Duty in any branch of the U.S. military and was released under conditions other than dishonorable.
- Military connected student – Code R – student's spouse, parent or guardian serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, is on Active Duty in any branch of the U.S. military or student is otherwise eligible for any military education benefits via the spouse, parent or guardian.

44. *Multi-Institution Program* – A program that involves resource sharing among multiple institutions or organizations. All participating institutions share responsibility for some aspects of the program's delivery and quality. The appropriate faculty and staff of each participating institution will agree on the home school of enrollment for participating students, degree conferral, financial aid, program delivery, the allocation of equipment and facilities, provision of student services, assessment criteria, and the general management of the program. A copy of the program agreement will be submitted to the Council on Postsecondary Education prior to recognition of the arrangement on the CPE's *Registry of Degree Programs*. This definition applies to joint, collaborative programs and other multi-institution agreements.

45. *National Exchange Student* – A student attending a Kentucky institution or a Kentucky student attending an out-of-state institution as part of the National Student Exchange Program.

46. *Net Credit Hour Enrollment* – Total semester credit hours for which a student is enrolled as of the census date.

47. *Net Headcount Enrollment* – Total number of students who are enrolled as of the census date.

48. *Off-Campus Instruction* – All courses taught at any location other than "on-campus."

49. *Off-Campus Site Code (Independent Only)* – If students are taking courses at more than one site report the 50% program if applicable. Otherwise report the main site.

50. *On-Campus Instruction* –

- Universities – All courses taught within the boundaries of the main campus.
- KCTCS – All courses taught within the boundaries of a formally designated campus of a college.

51. *Outcome Measures* – Per IPEDS is a full-year cohort (July 1 to June 30)

https://surveys.nces.ed.gov/ipeds/VisInstructions.aspx?survey=13&id=30101&show=all#chunk_1740, which includes all new undergraduate credential seeking students:

- First-time, full-time entering with cohort year FTFTXXXX For example FTFT2021 for SU20,FA20,SP21).
Note for summer term, May/June starts please code as FTFT1920 and after July 1 you would code FTFT2021.

- First-time, part-time entering FTPTXXXX For example, FTPT2021 for SU20,FA20,SP21).
- Non-first-time, full-time entering NFTFTXXXX For example NFTFT2021 for SU20,FA20,SP21).
- Non-first-time, part-time entering NFTPTXXXX For example NFTPT2021 for SU20,FA20,SP21).

52. *Post-Baccalaureate Certificate Student* – A student enrolled in a CPE-approved post-baccalaureate certificate program. Report with classification code 31 - Post-Baccalaureate Certificate, degree program prefix code T, and the appropriate post-baccalaureate certificate program CIP code.

53. *Previous Course Prefix* – If the course was previously offered with a different course prefix, enter the previous course prefix. Leave blank if no change was made.

54. *Previous Course Number* – If the course was previously offered with a different course number, enter the previous course number. Leave blank if no change was made.

55. *Post-Baccalaureate Undergraduate Degree-Seeking Student* – A student with a baccalaureate degree who is working toward another baccalaureate degree, an associate degree, a certificate, or a diploma. Report with classification code 30 - Post-Baccalaureate Degree-Seeking - and with the appropriate degree prefix and program CIP code.

56. *Post-Doctoral Student* – A student pursuing work in a program of study who has earned a doctoral or equivalent degree in an appropriate field. A post-doctoral student may be reported with major code 90.0000.

57. *Post-Doctor's Degree Professional Practice Certificate* – A student enrolled in a certificate program that provides advanced training and enhances knowledge in important areas of clinical or research specialization and specialty practice for individuals who hold a professional degree (e.g., J.D., D.M.D., or M.D.).

58. *Post-Master's Certificate Student* – A student enrolled in a CPE-approved post-master's certificate program. Report with classification code 32 – Post-Master's Certificate, degree program prefix code V, and the appropriate post-master's certificate program CIP code.

59. *Primary Distance Learning Mode of Delivery* – For each distance learning course, indicate the method of instructional delivery:

- Internet/World Wide Web.
- Site-to-site, 2 way, audio/video. Includes compressed video via land lines (e.g., T1 lines).
- Open Broadcast/Community Cable Television – A telecourse that is transmitted by traditional television open broadcast signal and that can usually be viewed in one's home via antenna reception or local cable service.
- Print-Based, Audiotaped, Videotaped, Telephone, or CD.
- Satellite and Microwave Telecourse – Telecourse that requires students to report to a specific site to enroll in and view the course. Includes satellite and microwave delivery.
- Multiple modes – if the course uses more than one of the above modes.

60. *Project Graduate Student* – A Project Graduate student is one who:

Four-Year Public Institutions

- Does not already hold a bachelor's degree;
- Has accumulated 80 or more undergraduate credit hours at any institution(s);

- Is entering or returning as a bachelor's-degree-seeking student after not being enrolled at the institution where they are seeking admission or readmission for at least two years; and
- Was contacted by and/or received services or benefits from Project Graduate, including recruitment, advising, tuition or fee waivers, scholarships, or other institutional services or benefits, as long as said benefits or services are unique to Project Graduate participants.

Two-Year Public Institutions

- Does not already hold associate's degree;
- Has accumulated 30 or more undergraduate credit hours at any institution(s);
- Is entering or returning as an associate's-degree-seeking student after not being enrolled at the institution where they are seeking admission or readmission for at least two years; and
- Was contacted by and/or received services or benefits from Project Graduate, including recruitment, advising, tuition or fee waivers, scholarships, or other institutional services or benefits, as long as said benefits or services are unique to Project Graduate participants.

Project Graduate students should be flagged as such throughout their enrollment tenure, not just in the first semester of enrollment.

61. *Regional Postsecondary Education Center* – One of the six official regional postsecondary education centers and the University Center of the Mountains, listed in [Table 28](#).
62. *Senior* – Student who has earned at least 90 semester credit hours.
63. *Sophomore* – Student who has earned at least 30, but fewer than 60, semester credit hours.
64. *Specialist's Degree Student* – Student with at least a master's degree enrolled in a graduate program that result in a specialist's degree.
65. *Student Teaching Course* – Course must be coded in CIP 13 and be used to fulfill the student teaching requirement for initial certification at either the undergraduate or graduate level.
66. *Supplemental/Co-requisite Course* – An entry-level, credit-bearing course in an academic department that offers supplemental academic support for students. Supplemental/Co-requisite Courses provide an avenue for students not meeting benchmarks to pursue a college-level course while overcoming their readiness needs through extra class sessions, additional labs, tutoring or monitoring of students. For example, a social science course might include extra sessions designed to improve reading comprehension. For purposes of reporting to CPE, only report a course as supplemental in writing, mathematics, science, or reading (codes 1-4) if the course can be substituted for a developmental/remedial course in that subject or if the course is designed for students scoring below the minimum placement or entrance exam score needed for placement in a regular (non-supplemented), credit-bearing class. CPE USE: Supplemental/Co-requisite Courses will be counted as earned credit toward a degree and will be included in the calculation of hours earned and the pseudo-GPA.

67. *Teach out Programs* – For programs which will no longer be offered by the institution.
68. *Teacher Preparation* – A teacher preparation program is designed to prepare an undergraduate or graduate student to become a licensed teacher. Programs can offer students specialized coursework in the grade level and the subjects they are interested in teaching. All teacher preparation programs must be certified through EPSB.
<http://www.epsb.ky.gov/course/view.php?id=3>
69. *Transfer Credit* – The total semester credit hours recorded on the student's academic permanent record as accepted by the institution as transfer credit from all previously attended Kentucky or out-of-state institutions.
70. *Tuition Waiver for Foster and Adopted Children* – Institutions must identify enrolled students who received tuition waivers because they were adopted or foster children. The information from this survey will be used to determine the number of recipients enrolled and the number who received a degree. This information will be reported annually on November 30 to the Legislative Research Commission as mandated in KRS 164.2847.
71. *Transient Student* – A student in good standing in any recognized institution who enrolls at another institution for credit to be transferred back to the student's home institution where he is pursuing a credential. This includes distance learning students enrolled at another institution, summer students, etc.
72. *Undergraduate Nondegree Student* – Student who is enrolled for credit in technical or undergraduate courses but does not intend to receive a certificate, diploma, or degree from the institution. Should be reported with 90.0000 – nondegree program. (DO NOT include students who are currently in high school taking postsecondary level courses.)
73. *Undergraduate Student* – Student enrolled in a four- or five-year bachelor's degree program, an associate degree program, or in a vocational or technical program below the baccalaureate that is normally terminal and results in formal recognition.

Degrees and Other Formal Awards Conferred Terms and Definitions

1. *Associate's Degree* – An award that normally requires at least 60 semester credit hours or the equivalent.
2. *Bachelor's Degree* – An award that normally requires at least 120 semester credit hours or the equivalent. This includes all bachelor's degrees conferred in a five-year cooperative (work-study) program and degrees in which the normal four years of work are completed in three years.
3. *Date of Conferral* – The date of graduate's receipt of degree, certificate, or diploma:
 - Summer – Degrees, certificates, or diplomas awarded at close of summer semester;
 - Fall – Degrees, certificates, or diplomas awarded at close of fall semester; or
 - Spring – Degrees, certificates, or diplomas awarded at close of spring semester.
4. *Degree* – An award conferred by a postsecondary education institution as official recognition for the successful completion of an academic program.

5. *Diploma (less than 9 semester credit hours)* – A program of study that requires completion of an academic program below the baccalaureate degree in less than one academic year and designed for completion in less than 9 semester or trimester credit hours, or in less than 13 quarter credit hours, or in less than 300 contact or clock hours, by a student enrolled full time.
6. *Diploma (9-29 semester credit hours)* – A program of study that requires completion of an academic program below the baccalaureate degree in less than one academic year or designed for completion between 9-29 semester or trimester credit hours, or between 13-44 quarter credit hours, or between 300-899 contact or clock hours, by a student enrolled full time.
7. *Diploma (at least one but fewer than two academic years)* – A program of study that requires completion of an academic program below the baccalaureate degree in at least one but fewer than two full-time equivalent academic years, or is designed for completion in at least 30 but fewer than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 contact or clock hours, by a student enrolled full time.
8. *Diploma (at least two but fewer than four academic years)* – A program of study that requires completion of an academic program below the baccalaureate degree in at least two but fewer than four full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours, by a student enrolled full time.
9. *Doctor's Degree – Research/Scholarship* – A Ph.D. or other doctor's degree that requires advanced work beyond the master's level including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement.
10. *Doctor's Degree – Professional Practice* – A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional."
11. *Doctor's Degree – Other* – A doctor's degree that does not meet the definition of a doctor's degree-research/scholarship or a doctor's degree-professional practice.
12. *Kentucky County, State, Territory, or Foreign Country of Origin* – County, state, territory, or country of legal residence at time of first admission to the institution.
13. *Master's Degree* – An award that requires the successful completion of an academic program of at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level.
14. *Military Relationship* –
 - Military active student – Code A - student currently serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, or is on Active Duty in any branch of the U.S. military.
 - Military veteran student – Code V - student formerly served in the U.S. National Guard, in the Reserve unit of any branch of the U.S. military, or on Active Duty in any branch of the U.S. military and was released under conditions other than dishonorable.

- Military connected student – Code R - student’s spouse, parent or guardian serves in the U.S. National Guard, is in the Reserve unit of any branch of the U.S. military, is on Active Duty in any branch of the U.S. military or student is otherwise eligible for any military education benefits via the spouse, parent or guardian.
15. *Post-Baccalaureate Certificate* – A credential that requires completion of an academic program beyond the bachelor’s degree but does not meet the requirements of a master’s degree.
 16. *Post-Master’s Certificate* – A credential that requires completion of an academic program equivalent to 24 semester credit hours beyond the master’s degree but does not meet the requirements of academic degrees at the doctor’s level.
 17. *Post-Doctor’s Degree-Professional Practice Certificate* – A credential that provides advanced training and enhances knowledge in important areas of clinical or research specialization and specialty practice for individuals who hold a professional degree (e.g., J.D., D.M.D., or M.D.).
 18. *Project Graduate Student* – A Project Graduate student is one who:
 - Does not already hold a bachelor’s degree;
 - Has accumulated 80 or more undergraduate credit hours at any institution(s);
 - Is entering or returning as a bachelor’s-degree-seeking student after not being enrolled at the institution where they are seeking admission or readmission for at least two years; and
 - Was contacted by and/or received services or benefits from Project Graduate, including recruitment, advising, tuition or fee waivers, scholarships, or other institutional services or benefits, as long as said benefits or services are unique to Project Graduate participants.
 19. *Residency Status* – Current status used for tuition and fee payment purposes.
 20. *Specialist Degree* – An award that normally requires 60 semester hours of concentrated and approved graduate coursework beyond the bachelor’s degree. It is generally offered in the field of education to acknowledge completion of advanced graduate study designed to help individuals meet licensure requirements or develop additional knowledge and skill beyond the master’s degree but not at the doctoral level.
 21. *Undergraduate (pre-baccalaureate) Certificate* – A sub-baccalaureate credential granted upon satisfactory completion of a series of courses related to a specific topic or skill. It has the primary purpose of providing marketable, entry-level skills. These certificates qualify students to take external licensure, vendor-based, or skill standards examinations in the field. If standardized external exams are not available in the field of study, certificates prepare students at skill levels expected of employees in an occupation found in the local economy.
 22. *Undergraduate Certificate (less than 9 semester credit hours)* – A program of study that requires completion of an academic program below the baccalaureate degree in less than one academic year and designed for completion in less than 9 semester or trimester credit hours, or in less than 13 quarter credit hours, or in less than 300 contact or clock hours, by a student enrolled full time.
 23. *Undergraduate Certificate (9-29 semester credit hours)* – A program of study that requires completion of an academic program below the baccalaureate degree in less than one academic year or designed for completion between 9-29 semester or trimester credit hours, or between 13-44 quarter credit hours, or between 300-899 contact or clock hours, by a student enrolled full time.

24. *Undergraduate Certificate (at least one but fewer than two academic years)* – A credential that requires completion of an academic program below the baccalaureate degree in at least one but fewer than two full-time equivalent academic years, or is designed for completion in at least 30 but fewer than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 contact or clock hours, by a student enrolled full-time.
25. *Undergraduate Certificate (at least two but fewer than four academic years)* – A credential that requires completion of an academic program below the baccalaureate degree in at least two but fewer than four full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours, by a student enrolled full time.
26. *Tuition Waiver for Foster and Adopted Children* – Institutions must identify enrolled students who received tuition waivers because they were adopted or foster children. The information from this survey will be used to determine the number of recipients enrolled and the number who received a degree. This information will be reported annually on November 30 to the Legislative Research Commission as mandated in KRS 164.2847.

Finance Terms and Definitions

Finance Terms and Definitions - General

1. *Accrual Accounting* – Data are to be reported using the accrual basis of accounting. Revenues should be reported when earned and expenditures when materials or services are received. Included in expenditures are (1) all expenses incurred, in accordance with generally accepted accounting principles, (2) expenditures for the acquisition of capital assets, including library books, to the extent expended, and (3) expenditures for annual debt service requirements. Expenses incurred as of the balance sheet date should be accrued and expenses applicable to future periods should be deferred. Certain deferrals and accruals, such as investment income and interest on student loans, may be omitted if the omission does not have a material effect on the financial statements.
2. *Affiliated Corporation* – An affiliated corporation is a corporate entity which is not a public agency and which is organized pursuant to the provisions of KRS Chapter 273 over which an institution exercises effective control, by means of appointments to its board of directors, and which could not exist or effectively operate in the absence of substantial assistance from an institution. (See [Table 25](#) for a list of affiliated corporations.)
3. *Agency Funds* – Funds held by the institution acting as custodian or fiscal agent.
4. *Athletic Fee* – A separately identified fee that has been created by board action or by a vote by the student body. Revenue generated from this fee should be reported as revenue on form FD-11, Intercollegiate Athletics.
5. *Computer/Technology Fee* – A fee charged all students where the revenue from the fee is dedicated to the use, purchase, and upgrade of student accessible computers and technology.
6. *Current Funds* – The current funds group includes those economic resources of a college or university which are expendable for the purpose of performing the primary missions of the institution (instruction, research, and public service) and which are not restricted by external sources or designated by the governing board for other than operating purposes. The term "current" means that the resources will be expended in the near term and that they will be used for operating purposes.
7. *Direct Support* – Support that is specifically designated for a program and usually includes salaries and wages, fringe benefits, and operating expenses.
8. *Encumbrances* – An encumbrance represents an obligation incurred in the form of an order, contract, or similar commitment on which liabilities will be recognized when goods are delivered or services rendered. It establishes a claim against a particular fund balance in anticipation of a future expenditure.

9. *Endowment Funds and Similar Funds* – Includes endowment funds, quasi-endowment funds, and term endowment funds. Endowment funds are those for which donors or other external agencies have stipulated, under the terms of the gift instrument creating the fund, that the principal of the fund is not expendable – that is, it is to remain inviolate in perpetuity and is to be invested for the purpose of producing present and future income, which may be expended or added to the principal. Quasi-endowment funds (funds functioning as endowment) are funds that the governing board of the institution, rather than a donor or other external agency, has determined are to be retained and invested. Term endowment funds are like endowment funds, except that all or part of the principal may be utilized after a stated period of time or upon the occurrence of a certain event. State funds from the Endowment Match Program (Bucks for Brains) must be reported on the institution's balance sheet even if held by an affiliated or non-affiliated corporation/foundation.
10. *Foundation* –See Affiliated Corporation.
11. *Indirect Support* – Support that is not specifically identified for a program but is budgeted in support of the program; for example, the program share of operation & maintenance, libraries, student services, etc.
12. *Interdepartmental Transactions* – Interdepartmental transactions between service departments and storerooms and other institutional departments or offices should not be reported as revenues of the service departments but rather as reductions of expenditures of such departments, since those transactions are essentially interdepartmental transfers of costs. The billed price of services and materials obtained from service departments and central stores by offices and departments of the institution should be accounted for as expenditures of those offices and departments, just as if they had been obtained from sources outside the institution.
13. *Intrainstitutional Transactions* – Certain intrainstitutional transactions should be reflected in the financial statements of the institution as revenues and expenditures. For example, milk sold by the dairy department to the dining halls should be treated as sales and services revenues of the selling department and as expenditures of the receiving department. Sales and services of auxiliary enterprises to other departments (e.g., catering by the food services department in the entertainment of institutional guests and sales by the college store to instructional departments) should be treated as sales and services revenues of the respective auxiliary enterprises and as expenditures of the unit receiving the services or materials.
14. *Life Income* – These funds are acquired by an institution under agreements whereby money or other property is made available to an institution on condition that it bind itself to pay periodically to the donors or other designated individuals the income earned by the assets donated, usually for the lifetimes of the income beneficiaries.
15. *Loan Funds* –Those resources available for loans to students, faculty, and staff. Loan funds are derived from different sources (e.g., federal, state, or local appropriations or private donors).
16. *Mandatory Student Fees* – Fees assessed each full-time student regardless of degree level or program. Mandatory student fees do NOT include fees assessed a student in a particular program (e.g., music, nursing, laboratories) or fees unique to a given situation (e.g., late registration, automobile registration), or fees for room and board. Mandatory fees do include fees for health services, building use fee,

activity fee, computer use fee, athletic fee, and auxiliary fee, where the programs are not optional for full-time students.

17. *Plant Funds* – The plant funds group is used to account for unexpended plant funds to acquire long-lived assets for institutional purposes, funds for renewals and replacements, funds for retirement of indebtedness, and funds for investment in plant.
18. *Restricted Current Funds* – Those funds that are resources provided to an institution that have externally established limitations or stipulations placed on their use.
19. *Transfer Versus Loans Among Funds* – If the movement of funds between fund groups is considered permanent, this transaction should be treated as an outright transfer. If the movement of funds between fund groups is temporary with repayment expected within a reasonable period of time, the transaction should be treated as interfund borrowing with an appropriate liability established.

Revenue Terms and Definitions

1. *Budgeted Fund Balance as Support* – Includes funds brought forward from previous fiscal years and budgeted in the current period to fund current funds expenditures.
2. *Endowment Income* – Includes: 1) unrestricted income of endowment and similar funds; restricted income of endowment and similar funds to the extent expended for current operating purposes; and 3) income from funds held in irrevocable trust by others.
3. *Fund Balances* – Fund balances consist of unrestricted and restricted balances brought forward from prior fiscal periods.
4. *Governmental Appropriations – Federal, State, Local* – Include those funds received from or made available to an institution through acts of a legislative body. Governmental appropriations should be categorized on the basis of the governmental level (federal, state, or local) of the legislative body providing the appropriation. They do not include governmental grants or contracts. These three sources of revenue include all unrestricted appropriations and all restricted appropriations to the extent expended for current operations. The determination of whether a particular governmental appropriation should be classified as restricted or unrestricted funds should be based upon the ability of the institution to effect a change in the intended use of the funds during the reporting period. If a change can be made without having to go through the legislative process, the funds should be considered unrestricted.
5. *Governmental Grants and Contracts – Federal, State, Local* – Include revenues from governmental agencies which are received or made available for specific projects or programs. Examples are research projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a governmental grant or contract.
6. Governmental grants and contracts should be categorized on the basis of the level (federal, state, or local) of the agency providing the funds to the institution.
7. Restricted funds are included in this revenue source for a given year only to the extent that they represent revenues supporting expenditures during that year. Unspent restricted funds should remain as restricted current fund balances to be carried forward to the next period and included in current fund revenue in the year in which they are actually spent. The revenues include only the revenues equal to direct expenditures incurred in conjunction with the grant or contract. Amounts equal to associated indirect cost reimbursements should be separately reported as unrestricted revenue.
8. *Indirect Cost Reimbursement* – Includes amounts recovered for the indirect support of federal, state, local, and private grants and contracts.
9. *Investment Income* – Includes current funds revenue, interest, and dividends not reported under endowment or any other non-expendable fund income.
10. *Other Revenue* – All sources of current funds revenue not included in other classifications. Examples are gains and losses on investments in current funds, miscellaneous rentals and sales, expired term endowments, and terminated annuity of life income agreements, if not material.

11. *Private Gifts, Grants and Contracts* – Includes amounts from individuals or nongovernmental organizations. The funds included in this revenue source are of two types: (1) private gifts and grants, and (2) private contracts. Private gifts and grants include those funds received from private donors for which no legal consideration is involved; i.e., no specific goods or services must be provided to the donor in return for the funds. Private contracts include those funds received for which specific goods and services must be provided to the funder as a stipulation for receipt of the funds. This category includes all unrestricted gifts, grants, and bequests as well as all restricted gifts, grants, and contracts to the extent that revenues received are expended in the year received.
12. *Sales and Services of Auxiliary Enterprises* – This category consists of all revenues including funds assigned to debt service generated by the auxiliary enterprise operations of an institution. An auxiliary enterprise is an entity which exists to furnish goods or services to students, faculty, or staff and charges a fee that is directly related, although not necessarily equal, to the cost of the service. The distinguishing characteristic of auxiliary enterprises is that they are managed as essentially self-supporting operations. The general public may incidentally be serviced by some auxiliary enterprises. Auxiliary enterprises include operations such as food service facilities, residential facilities, student health services, intercollegiate athletics (if operated essentially as a self-supporting activity), college stores.
13. *Sales and Services of Educational Activities* – Includes revenues derived from the sales of goods or services which are incidental to the conduct of instruction, research, or public service. It may include the income from programs which provide support to the instruction, research, and public service areas. This category does not include the revenues generated by hospitals operated by an institution. However, revenues derived from health clinics that are not part of a hospital or an auxiliary services student health services program should be reported in this category. Examples of sales and services of educational activities revenue include film rentals, scientific and literary publications, testing services, university presses, laboratory schools, teaching clinics, and dairy products.
14. *Sales and Services of Hospitals* – Includes the revenue (net of discounts, allowances, and provision for doubtful accounts) generated by a hospital operated by an institution. Revenue from daily patient services, revenue from special services, revenue from other services, and revenue of health clinics that are part of the hospital should be included in this category. Not included are revenues for research and other specific-purpose gifts, grants, and endowment income restricted to the hospital.
15. *Tuition and Fees* – Tuition and fees include all charges which must be paid by a student. For example, 1) applying for admission to the institution, 2) enrolling in the institution, 3) enrolling in specific courses (e.g., lab fees), or 4) graduating from the institution or receiving a transcript. Tuition and fees should be recorded as revenue even though there is no intention of collection from the student. The amounts of such remissions or waivers should be recorded as expenditures and classified as scholarships and fellowships or as staff benefits associated with the appropriate expenditure category to which the personnel relate. Charges for room, board, and other services rendered by auxiliary enterprises are not included in this category.

Expenditures and Transfer Terms and Definitions

1. *Academic Support* – Includes funds budgeted or expended primarily to provide support services for the institution's primary missions: instruction, research, and public service. This category includes the subprograms of museums and galleries, audio-visual services, academic computing support, ancillary

support, academic administration, academic personnel development, and course and curriculum development.

2. *Auxiliary Enterprises* – Includes all budgeted and actual expenditures and transfers associated with the operation of auxiliary enterprises. An auxiliary enterprise is an entity that exists to furnish goods or services to students and that charges a fee directly related to, though not necessarily equal to, the cost of the goods or services. This category includes subcategories for auxiliary enterprises - student, auxiliary enterprises - faculty/staff, intercollegiate athletics (essentially self-supporting only), and mandatory transfers/auxiliary enterprises.
3. *Capital Outlay* – The exchange of values involved in acquiring land, buildings, equipment, or other permanent properties, or in their construction, development, or permanent improvement.
4. *Debt Service* – The amount of money required to pay the interest, principal, and required contributions to accumulate moneys for future retirement of lawfully incurred debt.
5. *E&G Minor Maintenance and Repair Expense* – The current funds expenditures for minor maintenance and repair of educational and general facilities – items that are low in cost to correct and are normally included as part of the annual operation and maintenance funding.
6. *E&G Custodial Services and General Maintenance Expense* – The current funds expenditures for custodial services and general building maintenance of educational and general facilities.
7. *Other E&G O&M Maintenance Expense* – The current funds expenditures for maintenance of educational and general facilities – net of general maintenance expense, custodial services and building maintenance expense, and utilities expense. Items in this category must be specified.
8. *E&G Non-recurring Capital Projects* – The expenditures for non-recurring capital projects less than \$400,000 that were not funded through regular budgeted maintenance sources. Funding for direct costs of facility deficiencies resulting from normal deterioration and usage – individual projects of a magnitude in scope and cost whereby funding is normally established on an individual basis.
9. *Grants, Loans, or Benefits* – Expenditures for any grant, aid, loan, or relief payment to individuals, organizations, or jurisdictions not otherwise classified.
10. *Hospitals* – Includes all budgeted and actual expenditures and transfers associated with the patient-care operations of a university-operated hospital. Expenditures for those activities that take place within the hospital but are more appropriately classified as instruction or research are excluded. This category includes subcategories for direct patient care, health care supportive services, administration of hospitals, physical plant operations for hospitals, and mandatory transfers/hospitals.
11. *Institutional Financial Aid* – Expenditures on Student Aid Programs Funded by Institutional Funds
12. *Institutional Financial Aid from Restricted Resources* – Expenditures for scholarships and fellowships received from private sources (e.g., businesses, foundations, individuals, foreign governments) that used restricted-expendable net assets of the institution.
13. *Institutional Financial Aid from Unrestricted Resources* – Expenditures for scholarships and fellowships from unrestricted net assets of the institution. The institutional matching portion of federal, state, or local

grants is reported here. Athletic scholarships are also included here.

14. *Institutional Support* – Includes funds budgeted or expended for those activities carried out to provide for both day-to-day functioning and the long-range viability of the institution as an operating institution. Subcategories include executive management, fiscal operations, general administration and logistical services, administrative computing support, and public relations/development.
15. *Instruction* – Includes all funds budgeted or expended for credit and noncredit courses for academic, vocational, and remedial purposes in regular, special, and extension sessions. Expenditures for departmental research and public service that are not separately budgeted are also included. This category includes subcategories for general academic instruction, occupational/technical instruction, summer and special session instruction, community education, and preparatory/adult basic education.
16. *Libraries* – Includes all funds budgeted or expended for all activities that directly support the collection, cataloging, storage, and distribution of published materials in support of an institution's academic programs. To be included in this activity, a library should be separately organized and serve more than one academic department or activity.
17. *Mandatory Transfers* – Includes transfers from the current funds group to other fund groups arising out of binding legal agreements related to the financing of educational plant and/or grant agreements that require matching funds. This category includes subcategories for provision for debt service on educational plant, loan fund matching grants, and other mandatory transfers.
18. *Nonmandatory Transfers* – This category includes those transfers between the current funds group and other fund groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, additions to quasi-endowment funds, general or specific plant additions, voluntary renewals and replacements of plant, and prepayments on debt principal.
19. *Operating Expenses* – Expenditures directly attributable to the operation of the institution and not otherwise classified.
20. *Operation and Maintenance of Plant* – Includes all funds budgeted or expended for the operation and maintenance of the physical plant, net of amounts charged to auxiliary enterprises, hospitals, and/or independent operations. This category includes subcategories for physical plant administration, building maintenance, custodial service, utilities, landscape and grounds maintenance, and major repairs and renovations.
21. *Personnel Costs* – Includes all funds budgeted or expended for salaries, wages, benefits, (including, but not limited to, employer's share of FICA, retirement contributions, insurance, unemployment insurance, workers' compensation), and payments to persons awarded personal service contracts.
22. *Public Service* – Includes funds budgeted or expended for activities established primarily to provide non-instructional services beneficial to individuals outside the institution. This category includes subcategories for community service, cooperative extension service, and public broadcasting services.
23. *Research* – Includes funds budgeted or expended for activities specifically organized to produce research outcomes, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Subject to these conditions, it includes funds budgeted or expended for individual and/or project research as well as those of institutes and research

centers. Funds for departmental research that are separately budgeted specifically for research are included in this category.

24. *Student Services* – Includes funds budgeted or expended for those activities whose primary purpose is to contribute to the student's intellectual, cultural, and social development outside the context of the formal instruction program. This category includes subcategories for student services administration, social and cultural development, counseling and career guidance, financial aid administration, student admission, student records, student health services, and intercollegiate athletics. Intercollegiate Athletics is categorized as a student services "educational and general" expenditure unless it is operating as a self-supporting activity and, therefore, reported as an auxiliary enterprise operation. Examples of intercollegiate athletics expenditures are salaries of coaches and trainers, officiating, travel, student financial aid, ticket sales, and advertising. Excluded from intercollegiate athletics are those activities that relate to intramural athletics.
25. *Scholarships and Fellowships* – Includes funds budgeted or expended for scholarships and fellowships in the form of outright grants to students selected by the institution and financed from current funds, restricted or unrestricted. Should also include trainee stipends, prizes, and awards, except trainee stipends awarded to individuals who are not enrolled in formal coursework, which should be charged to instruction, research or public service, as appropriate. When services are required in exchange for financial assistance, as in the College Work-Study program, the charges should be classified as expenditures of the department or unit to which the service is rendered. Aid to students in the form of tuition or fee remissions should be included in this category. However, remissions of tuition and fees granted because of faculty or staff status should be recorded as staff benefit expenditures in the appropriate expenditure category.
26. *Utilities* – Includes fuel, electricity, water, and sewage. The operation and maintenance of institution wide production and distribution systems, such as central heating and cooling plants and electrical, water, and sewage distribution systems, should be considered as part of utility operations.

Endowment Match Program Terms and Definitions

1. *Active Licenses/Options Executed* – The cumulative number of licenses/options overall years that had not terminated by the end of the fiscal year.
2. *Cash Gifts Added* – The amount of cash gifts added to the corpus of the fund during the most recently completed fiscal year, including state appropriated Bucks for Brains program distributions, private matching funds, unmatched private gifts, and unexpended earnings from prior years added to the corpus of the fund.
3. *Cumulative Earnings* – The sum of current year earnings and unexpended earnings from prior years.
4. *Current Year Earnings* – Includes dividends, interest earnings, and other spendable proceeds that accrued during the most recently completed fiscal year as a result of invested university and foundation endowment assets. It does not include appreciation of asset value.
5. *Current Year Expenditures* – The amount of current year earnings, unexpended prior year earnings, or appreciation of asset value on university or foundation endowments expended during the most recently completed fiscal year.

6. *Endowment Assets* – The total of all long-term financial assets, including those held for university benefit by others. In assessing the level of assets, we are interested in the total of all financial assets (and other assets that are likely to be converted into financial assets, such as real estate held in the endowment) that are intended for long-term support. For most independent institutions, these long-term financial assets reside entirely in their endowment fund. (We exclude current fund and plant fund financial assets, as well as, any pension funds. Data on annuity and life income funds are collected separately.) Publicly supported, and some independent institutions may have endowment assets held for their benefit by others, often in foundations. These assets and the support they generate should be included.
7. *Estimated Depletion of Principal* – A calculated field that yields estimated depletion of endowment principal that occurs when current year expenditures exceed the sum of cumulative earnings and appreciation of asset value.
8. *Extramural R&D Expenditures* – The amount of current fund separately budgeted R&D expenditures in the sciences and engineering commissioned by an agency external to the institution. External agencies include the Federal Government, state and local governments, industry, and all sources other than the institution.
9. *Federally Financed R&D Expenditures* – The amount of current fund separately budgeted R&D expenditures in the sciences and engineering commissioned by the Federal Government.
 - *Current funds* are expenditures of funds available for current operations. Such expenditures include all unrestricted gifts and restricted current funds to the extent that such funds were expended for current operating purposes.
 - *Separately budgeted research and development (R&D) expenditures* include all funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by a unit of the organization. Included are expenditures for research equipment purchased under research project awards from current fund accounts. Also included are research funds for which an outside organization, educational or other, is a subrecipient. Excluded are training grants, public service grants, demonstration grants, and departmental research expenditures that are not separately budgeted. Also excluded are any R&D expenditures in the fields of education, law, humanities, music, the arts, physical education, library science, as well as other non-science fields.
10. *Historic Dollar Value of Fund* – The aggregate of the original gift corpus plus subsequent donor contributions to the fund and other additions as required by the donor or by law. It does not include increases or decreases in the fund due to investment results or inflation.
11. *Invention Disclosures Received* – Includes the number of invention disclosures, no matter how comprehensive, that are made in the year requested and are counted by the institution.
12. *License Income Received* – Includes license issue fees, payments under options, annual minimums, running royalties, termination payments, the amount of equity received when cashed-in, and software and biological material end-user license fees equal to \$1,000 or more, but not research funding, patent expense reimbursement, a valuation of equity not cashed-in, software and biological material end-user fees less than \$1,000, or trademark licensing royalties from university insignia. License income also does not include income received in the support of the cost to make and transfer materials under

material transfer agreements.

13. *Licenses/Options Executed* – The number of license or option agreements that were executed in the year indicated for all technologies. Each agreement, exclusive or non-exclusive, should be counted separately. Licenses to software or biological material end-users of \$1,000 or more may be counted per license, or as 1 license, or 1/each for each major software or biological materials product (at manager's discretion) if the total number of end-user licenses would unreasonably skew the institution's data. Licenses for technology protected under U.S. plant patents (US PP) or plant variety protection certificates (US PVPC) may be counted in a similar manner to software or biological material products as described above at manager's discretion. Material transfer agreements are not to be counted as licenses/options.
 - *A license agreement* formalizes the transfer of technology between two parties, where the owner of the technology (licensor) permits the other party (licensee) to share the rights to use the technology. *An option agreement* grants the potential licensee a time period during which they may evaluate the technology and negotiate the terms of a license agreement. An option agreement is not constituted by an option clause in a research agreement that grants rights to future inventions, until an actual invention has occurred that is subject to that option.
14. *Market Value of Fund Assets* – The value of gross investments of endowment funds, term endowment funds, and funds functioning as endowments for a university and any of its foundations as determined in the market at a specific point in time.
15. *New U.S. Patent Applications Filed* – The number of new U.S. patent applications filed is a subset of total U.S. patent applications filed. It does not include continuations, divisionals, or reissues, and typically does not include CIPs. A provisional application filed during the fiscal year may be counted as new. If a provisional application is converted to a regular application during the fiscal year, then that corresponding regular application should not be counted as new. A PCT application counted in total U.S. patent applications filed where the PCT application is a first filing and where the U.S. is designated may be counted as new.
16. *Start-Up Companies* – Companies that were dependent upon licensing the institution's technology for initiation. If a technology was licensed to an existing company, that company should not be considered a start-up company.
17. *U.S. Patent Applications Filed* – Includes any filing made in the U.S. during the survey year, including provisional applications, provisional applications that are converted to regular applications, new filings, CIPs, continuations, divisionals, reissues, and plant patents. Applications for certificates of plant variety protection should also be included. U.S. patents filed should also include PCT applications where the PCT application is the first filing where the U.S. is designated. A PCT application that follows a previous U.S. application would not be included.
18. *U.S. Patents Issued* – Includes the number of U.S. patents issued or reissued to your institution in the year requested. Certificates of plant variety protection issued by the U.S.D.A. should be included.
19. *Unexpended Earnings from Prior Years* – Accumulated unexpended earnings from prior years available for expenditure in the most recently completed fiscal year. It includes residual earnings maintained in

reserve accounts and carry-forward balances. It does not include unexpended earnings that have been added to the corpus of the fund.

20. *Voluntary Support Received* – Includes all contributions actually received by an institution (or its foundation) during the fiscal year, in the form of cash, securities, company products, and other property from alumni, non-alumni individuals, corporations, foundations, religious organizations, and other groups. The face value of deferred gifts received during the fiscal year should also be included. Not included in the total are public funds, earnings on investments held by the institution, and unfulfilled pledges.

Appendix B: Kentucky's 2016-21 Performance Metrics Technical Guide Operational Definitions

The full Kentucky's 2016-12 Performance Metrics Technical Guide can be found <http://cpe.ky.gov/policies/data/technicalguide.pdf>.

This portion of the Technical Guide only includes definitions for metrics that are validated in KPEDS.

1.a. Outcome on Annual Degree Eligibility Review

Definition: This objective is designed to align statewide diversity planning and evaluation with the broader strategic agenda. Institutions track and report on a number of performance metrics through the diversity planning process to maintain eligibility to offer new degree programs. Performance on Objective 1 would be indicated by the positive or negative outcome on an institution's degree eligibility review.

The Diversity Policy, adopted by the CPE in September 2016, calls for campuses to meet annual performance goals in the following areas:

- Enrollment of African American students as a percent of total enrollment, undergraduate;
- Enrollment of Hispanic or Latino students as a percent of total enrollment, undergraduate;
- Enrollment of URM students as a percent of total enrollment, undergraduate & graduate;
- First- to second-year retention, disaggregated by low-income and URM status;
- Three-year graduation rate (for KCTCS institutions), disaggregated by low-income and URM status;
- Six-year graduation rate (for universities), disaggregated by low-income and URM status;
- Total credentials conferred (for KCTCS institutions), disaggregated by low-income and URM status;
- Bachelor's Degrees conferred (for universities); disaggregated by low-income and URM status;
- Workforce diversity:
 - Four-Year Institutions:
 - Number of Full-Time URM Tenured/Tenure Track Faculty as a percent of total Full-Time Tenured/Tenure Track Faculty.
 - Number of Full-Time URM Management Occupations as a percent of total Full-Time Management Occupations.
 - KCTCS:
 - Number of URM Full Time Equivalent Instructional Staff as a percent of total Full Time Equivalent Instructional Staff.
 - Number of URM Full-Time staff in Management Occupations as a percent of total Full-Time staff in Management Occupations.

Level: Institution

Data Source: Kentucky Postsecondary Education Database System (KPEDS), Integrated Postsecondary Education Database System (IPEDS)

Operationalization: Performance goals for the metrics above will be established as part of the Strategic Agenda target setting process. Metrics will be reviewed and validated through the Strategic

Agenda reporting process. Underrepresented minority (URM) includes Black, American Indian or Alaskan Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and two or more races.

2.a. College Readiness of College Entrants

Definition: College Readiness looks at the percent of recent Kentucky high school graduates (public and private) entering public postsecondary education in Kentucky as a first-time, full-time student who met ACT readiness benchmarks (English 18, math 19, and reading 20) or campus placement exam requirements. Statewide college readiness standards incorporate all entrance exams used in the admissions process and all placement exams taken on campus.

Levels: State

Data Source: Kentucky Postsecondary Education Database System (KPEDS).

Operationalization: These cohorts comprise individuals reported to CPE on the entrance exam file in the year indicated, who were enrolled during that year as first-time, undergraduate, degree or credential-seeking students. The cohort numbers reflect the total number of students for whom college readiness could be determined; students with missing tests and scores are not included in the denominator of the percent. Recent graduates of Kentucky high schools are identified through high school graduation data submitted to CPE by postsecondary institutions and includes graduates of private high schools in Kentucky. Data are not available for students entering AIKCU (independent) institutions. Statewide college readiness standards can be found at <http://www.cpe.ky.gov/ourwork/collegereadiness.html>.

Performance Funding Metric: No

2.b. Progress of Underprepared Students (English)

Definition: Progress of underprepared students (English) is the percentage of first-time, full-time undergraduate degree and credential-seeking students who are underprepared in *English* (according to the statewide college readiness standards) who complete a credit-bearing course in English by the end of the fall semester a year after entry. Statewide college readiness standards incorporate all entrance exams used in the admissions process and all placement exams taken on campus.

Level: Institution

Data Source: Kentucky Postsecondary Education Database System (KPEDS).

Operationalization: The percentage of this measure is determined by the

- Denominator: First-time, full-time undergraduate degree and credential-seeking students who were underprepared in English at entry (summer/fall semester); and
- Numerator: The number who successfully completed at least one non-developmental course during the summer, fall, spring, or following summer /fall semester in English (CIP = 23). Successful course completion is defined as having a CPE standardized grade of A, B, C, D or P. Statewide college readiness standards can be found at <http://www.cpe.ky.gov/ourwork/collegereadiness.html>.

Performance Funding Metric: No

2.c. Progress of Underprepared Students (Mathematics)

Definition: Progress of underprepared students (mathematics) is the percentage of first-time, full-time undergraduate degree and credential-seeking students who are underprepared in *mathematics* (according to the statewide college readiness standards) who complete a credit-bearing course in *mathematics or quantitative reasoning* by the end of the fall semester the year after entry. Statewide college readiness standards incorporate all entrance exams used in the admissions process and all placement exams taken on campus.

Level: Institution

Data Source: Kentucky Postsecondary Education Database System (KPEDS).

Operationalization: The percentage of this measure is determined by the:

- Denominator: First-time, full-time undergraduate degree and credential-seeking students who are underprepared in mathematics at entry (summer/fall semester); and
- Numerator: the number who successfully completed at least one non-developmental course during the summer, fall, spring, or following summer/fall semester in mathematics (CIP = 27). Successful course completion is defined as having a CPE standardized grade of A, B, C, D or P. Statewide college readiness standards can be found at <http://www.cpe.ky.gov/ourwork/collegereadiness.html>.

Performance Funding Metric: No

6.a. Three-year Graduation Rate of First-time, Full-time Associate Degree or Credential-seeking Undergraduate Students (KCTCS only)

Definition: First-time, full-time, associate or credential-seeking students entering in the fall semester (or entering in the summer and continuing in the fall), who graduate with an associate degree or credential within three years from their institution of entry, total and disaggregated by low-income and URM status.

Levels: KCTCS

Data Source: Kentucky Postsecondary Education Database System (KPEDS)

Operationalization: Students included in the IPEDS GRS cohort are identified in data submitted to CPE at their time of entry. At the end of three years, members of the cohort are matched against degree or credential completions to determine which students graduated within three years. At the end of the period, students meeting federal standards for exclusion from the entering cohort are removed from the cohort in consultation with institutional staff. Underrepresented minority includes Black, American Indian or Alaskan Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and two or more races. Low-income is defined as Pell recipient during year of entry.

Performance Funding Metric: No

6.b. Six-year Graduation Rate of First-time, Full-time Baccalaureate Degree-seeking Undergraduate Students

Definition: First-time, full-time bachelor's degree-seeking students entering in the fall semester (or entering in the summer and continuing in the fall), who graduate with a bachelor's degree within six years from their institution of entry, total and disaggregated by low-income and URM status.

Levels: State and Institution

Data Source: Kentucky Postsecondary Education Database System (KPEDS)

Operationalization: Students included in the IPEDS GRS cohort are identified in data submitted to CPE at their time of entry. At the end of six years, members of the cohort are matched against degree completions to determine which students graduated within six years. At the end of the period, students meeting federal standards for exclusion from the entering cohort are removed from the cohort in consultation with institutional staff. Underrepresented minority includes Black, American Indian or Alaskan Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and two or more races. Low-income is defined as Pell recipient during year of entry.

Performance Funding Metric: No

6.c. First- to Second-year Retention

Definition: This metric captures the percentage of first-time, degree- or credential-seeking students enrolled in the previous summer or fall who are still enrolled the following fall or, in the case of KCTCS students, have successfully completed a credential. The total percentage can be disaggregated by low-income and URM status.

Level: State and Institution

Data Source: Kentucky Postsecondary Education Database System (KPEDS)

Operationalization: Retention rate is the measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this rate is the percentage of first-time, full-time bachelor's (or equivalent) degree-seeking undergraduates from the previous summer/fall who are again enrolled in the current fall. For KCTCS institutions, this rate is the percentage of first-time degree- or credential-seeking students from the previous summer/fall who either re-enrolled or successfully completed a credential by the current fall. At the end of the period, students meeting federal standards for exclusion from the entering cohort are removed from the cohort in consultation with institutional staff. Underrepresented minority includes Black, American Indian or Alaskan Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and two or more races. Low-income is defined as Pell recipient during year of entry.

Performance Funding Metric: No

6.d. Average Number of Credit Hours Earned

Definition: Average credit hours to degree looks at average number of credits earned by associate and bachelor's degree graduates at the time of graduation, including credit transferred into the degree-granting institution from other postsecondary institutions. (Average Credit Earned = sum of earned hours /unduplicated degree counts.)

Level: State and Institution

Data Source: Kentucky Postsecondary Education Database System (KPEDS)

Operationalization: This number includes the number of hours accepted in transfer, but does not include hours earned in developmental or remedial courses or credit hours earned while obtaining a second degree at the same level in the same year. Most accreditors require bachelor's degree programs to consist of a minimum of 120 credit hours; for associate degree programs, the minimum is

60 credit hours. Often, specific program accreditors require a higher number of credit hours for graduation.

Performance Funding Metric: No

6.e. Student Progression (Funding Model Metric Only)

Definition: For four-year Institutions, student progression is the number of full- and part-time undergraduate students reaching or surpassing 30, 60, or 90 cumulative earned credit hours in a given academic year as defined by student classification. For KCTCS, student progression is the number of full- and part-time undergraduate students reaching or surpassing 15, 30, or 45 cumulative earned credit hours in a given academic year.

Levels: State and Institution

Data Source: Kentucky Postsecondary Education Database System (KPEDS)

Operationalization: For four-year institutions, distinct count consists of undergraduate degree seeking students (classification: 01, 02, 03, 04), whose classification increases throughout the year (Fall, Spring, Summer, Fall) or who receives a baccalaureate degree by the trailing summer. Students count once at the highest progression threshold. For KCTCS, distinct count consists of undergraduate degree and credential-seeking students reaching the credit hour thresholds of 15, 30, and 45 credit hours earned as defined as receiving a standard letter grade of A,B,C,D,P in a credit bearing course. Students count once at the highest progression threshold.

9.b. Degrees and Credentials Awarded

Definition: For Four-Year Institutions, degrees and credentials awarded is the number of bachelor's degrees awarded during an academic year (July 1 through June30), disaggregated by STEM+H, low-income, URM, and the number of graduate and professional degrees combined. For KCTCS institutions, degrees and credentials awarded is the total number of credentials awarded during an academic year (July 1 through June 30), disaggregated by STEM+H, low-income, URM, underprepared, targeted industry, and high wage high demand.

Levels: State and Institution

Data Source: Kentucky Postsecondary Education Data System (KPEDS)

Operationalization: Counts are generated from student-level degree records. Multiple awards received by the same student during the period are all included, such as students receiving more than one short-term certificate, or students graduating with two bachelor's degrees (as with some double majors). Graduate and profession degrees include Master's, Specialist, Doctoral-Research/Scholarship, Doctoral-Professional Practice, and Doctoral-Other. Undergraduate and graduate certificates are not included in this metric for four-year institutions. Underrepresented minority includes Black, American Indian or Alaskan Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and two or more races. Low-income is defined as Pell recipient at any time from 2005-06 and forward at the graduating institution for four-year institutions and at any KCTCS institution for KCTCS campuses.

Performance Funding Metric: Yes.

- For KCTCS, the Performance Funding Model includes the total number of credentials awarded weighted by URM, low income, STEM+H, Underprepared, Targeted Industry, and High Wage High Demand.
- For the Four-Year institutions, the Performance Funding Model includes the total number of bachelor's degrees awarded, weighted by URM, low income and STEM+H.

Appendix C: KCTCS CIP Codes

Targeted Industry Sectors - Healthcare CIP Codes

CIP Code	CIP Title	Degree Level
010507	Equestrian/Equine Studies	All KCTCS Credentials
150401	Biomedical Technology/Technician	All KCTCS Credentials
309999	Multi-/Interdisciplinary Studies, Other	All KCTCS Credentials
430203	Fire Science/Fire-fighting	All KCTCS Credentials
440000	Human Services, General	All KCTCS Credentials
440701	Social Work	All KCTCS Credentials
510000	Health Services/Allied Health/Health Sciences, General	All KCTCS Credentials
510602	Dental Hygiene/Hygienist	All KCTCS Credentials
510703	Health Unit Coordinator/Ward Clerk	All KCTCS Credentials
510707	Health Information/Medical Records Technology/Technician	All KCTCS Credentials
510716	Medical Administrative/Executive Assistant and Medical Secretary	All KCTCS Credentials
510801	Medical/Clinical Assistant	All KCTCS Credentials
510803	Occupational Therapist Assistant	Associate Degrees
510805	Pharmacy Technician/Assistant	All KCTCS Credentials
510806	Physical Therapy Technician/Assistant	Associate Degrees
510808	Veterinary/Animal Health Technology/Technician and Veterinary Assistant	All KCTCS Credentials
510899	Allied Health and Medical Assisting Services, Other	All KCTCS Credentials
510904	Emergency Medical Technology/Technician (EMT Paramedic)	All KCTCS Credentials
510905	Nuclear Medical Technology/Technologist	Associate Degrees
510907	Medical Radiologic Technology/Science - Radiation Therapist	All KCTCS Credentials
510908	Respiratory Care Therapy/Therapist	All KCTCS Credentials
510909	Surgical Technology/Technologist	All KCTCS Credentials
510910	Diagnostic Medical Sonography/Sonographer and Ultrasound Technician	Associate Degrees
510911	Radiologic Technology/Science - Radiographer	All KCTCS Credentials
510915	Cardiopulmonary Technology/Technologist	Associate Degrees
510999	Allied Health Diagnostic, Intervention, and Treatment Professions, Other	All KCTCS Credentials
511004	Clinical/Medical Laboratory Technician	All KCTCS Credentials
512205	Health/Medical Physics	Associate Degrees
513801	Registered Nursing/Registered Nurse	Associate Degrees
513901	Licensed Practical/Vocational Nurse Training	All KCTCS Credentials
513902	Nursing Assistant/Aide and Patient Care Assistant/Aide	All KCTCS Credentials
513999	Practical Nursing, Vocational Nursing and Nursing Assistants, Other	All KCTCS Credentials
520201	Business Administration and Management, General	All KCTCS Credentials
520402	Executive Assistant/Executive Secretary	All KCTCS Credentials

Targeted Industry Sectors - Construction CIP Codes

CIP Code	CIP Title	Degree Level
150399	Electrical and Electronic Engineering Technologies/Technicians, Other	Associate Degrees
150499	Electromechanical and Instrumentation and Maintenance	All KCTCS Credentials
150503	Energy Management and Systems Technology/Technician	All KCTCS Credentials
150901	Mining Technology/Technician	All KCTCS Credentials
151301	Drafting and Design Technology/Technician, General	Associate Degrees
301201	Historic Preservation and Conservation	All KCTCS Credentials
309999	Multi-/Interdisciplinary Studies, Other	All KCTCS Credentials
410301	Chemical Technology/Technician	All KCTCS Credentials
460101	Mason/Masonry	All KCTCS Credentials
460201	Carpentry/Carpenter	All KCTCS Credentials
460302	Electrician	All KCTCS Credentials
460503	Plumbing Technology/Plumber	All KCTCS Credentials

470105	Industrial Electronics Technology/Technician	All KCTCS Credentials
470201	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance	All KCTCS Credentials
480508	Welding Technology/Welder	All KCTCS Credentials
490202	Construction/Heavy Equipment/Earthmoving Equipment Operation	All KCTCS Credentials

Targeted Industry Sectors - Manufacturing CIP Codes

CIP Code	CIP Title	Degree Level
144201	Mechatronics, Robotics, and Automation Engineering	All KCTCS Credentials
150399	Electrical and Electronic Engineering Technologies/Technicians, Other	All KCTCS Credentials
150401	Biomedical Technology/Technician	Associate Degrees
150403	Electromechanical Technology/Electromechanical Engineering Technology	All KCTCS Credentials
150499	Electromechanical and Instrumentation and Maintenance	All KCTCS Credentials
150503	Energy Management and Systems Technology/Technician	All KCTCS Credentials
150607	Plastics and Polymer Engineering Technology/Technician	All KCTCS Credentials
150613	Manufacturing Engineering Technology/Technician	All KCTCS Credentials
150701	Occupational Safety and Health Technology/Technician	Associate Degrees
150702	Quality Control Technology/Technician	All KCTCS Credentials
150901	Mining Technology/Technician	All KCTCS Credentials
150903	Petroleum Technology/Technician	All KCTCS Credentials
151301	Drafting and Design Technology/Technician, General	Associate Degrees
309999	Multi-/Interdisciplinary Studies, Other	All KCTCS Credentials
410301	Chemical Technology/Technician	All KCTCS Credentials
430112	Securities Services Administration/Management	All KCTCS Credentials
460401	Building/Property Maintenance	All KCTCS Credentials
470105	Industrial Electronics Technology/Technician	All KCTCS Credentials
470106	Appliance Installation and Repair Technology/Technician	All KCTCS Credentials
470201	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance	All KCTCS Credentials
470303	Industrial Mechanics and Maintenance Technology	Associate Degrees
470603	Autobody/Collision and Repair Technology/Technician	All KCTCS Credentials
470606	Small Engine Mechanics and Repair Technology/Technician	All KCTCS Credentials
470608	Aircraft Powerplant Technology/Technician	All KCTCS Credentials
480503	Machine Shop Technology/Assistant	All KCTCS Credentials
480508	Welding Technology/Welder	All KCTCS Credentials
480703	Cabinetmaking and Millwork	All KCTCS Credentials
500201	Crafts/Craft Design, Folk Art and Artisanry	All KCTCS Credentials
500711	Ceramic Arts and Ceramics	All KCTCS Credentials
512205	Health/Medical Physics	Associate Degrees
520201	Business Administration and Management, General	All KCTCS Credentials
520203	Logistics, Materials, and Supply Chain Management	Associate Degrees
520205	Operations Management and Supervision	All KCTCS Credentials

Targeted Industry Sectors - Transportation, Distribution, and Logistics CIP Codes

CIP Code	CIP Title	Degree Level
150901	Mining Technology/Technician	All KCTCS Credentials
309999	Multi-/Interdisciplinary Studies, Other	All KCTCS Credentials
470603	Autobody/Collision and Repair Technology/Technician	All KCTCS Credentials
470604	Automobile/Automotive Mechanics Technology/Technician	All KCTCS Credentials
470605	Diesel Mechanics Technology/Technician	All KCTCS Credentials
470606	Small Engine Mechanics and Repair Technology/Technician	All KCTCS Credentials
470608	Aircraft Powerplant Technology/Technician	All KCTCS Credentials
470611	Motorcycle Maintenance and Repair Technology/Technician	All KCTCS Credentials
490205	Truck and Bus Driver/Commercial Vehicle Operator and Instructor	All KCTCS Credentials
490399	Marine Transportation, Other	All KCTCS Credentials
520201	Business Administration and Management, General	All KCTCS Credentials

Targeted Industry Sectors - Information Technology, Business, and Finance CIP Codes

CIP Code	CIP Title	Degree Level
010301	Agricultural Production Operations, General	Associate Degrees
010507	Equestrian/Equine Studies	All KCTCS Credentials
090702	Digital Communication and Media/Multimedia	Associate Degrees
100105	Communications Technology/Technician	Associate Degrees
100304	Animation, Interactive Technology, Video Graphics and Special Effects	Associate Degrees
110101	Computer and Information Sciences, General	All KCTCS Credentials
110301	Data Processing and Data Processing Technology/Technician	All KCTCS Credentials
110801	Web Page, Digital/Multimedia and Information Resources Design	Associate Degrees
119999	Computer and Information Sciences and Support Services, Other	Associate Degrees
144201	Mechatronics, Robotics, and Automation Engineering	Associate Degrees
150201	Civil Engineering Technology/Technician	Associate Degrees
150399	Electrical and Electronic Engineering Technologies/Technicians, Other	All KCTCS Credentials
150403	Electromechanical Technology/Electromechanical Engineering Technology	All KCTCS Credentials
150499	Electromechanical and Instrumentation and Maintenance	Associate Degrees
150503	Energy Management and Systems Technology/Technician	Associate Degrees
150507	Environmental Engineering Technology/Environmental Technology	Associate Degrees
150613	Manufacturing Engineering Technology/Technician	Associate Degrees
150702	Quality Control Technology/Technician	Associate Degrees
150901	Mining Technology/Technician	All KCTCS Credentials
151102	Surveying Technology/Surveying	All KCTCS Credentials
151301	Drafting and Design Technology/Technician, General	Associate Degrees
151303	Architectural Drafting and Architectural CAD/CADD	Associate Degrees
220302	Legal Assistant/Paralegal	All KCTCS Credentials
260701	Zoology/Animal Biology	All KCTCS Credentials
309999	Multi-/Interdisciplinary Studies, Other	All KCTCS Credentials
410301	Chemical Technology/Technician	Associate Degrees
460201	Carpentry/Carpenter	All KCTCS Credentials
470105	Industrial Electronics Technology/Technician	Associate Degrees
470303	Industrial Mechanics and Maintenance Technology	Associate Degrees
480503	Machine Shop Technology/Assistant	All KCTCS Credentials
500406	Commercial Photography	All KCTCS Credentials
500409	Graphic Design	All KCTCS Credentials
510808	Veterinary/Animal Health Technology/Technician and Veterinary Assistant	All KCTCS Credentials
512205	Health/Medical Physics	Associate Degrees
520201	Business Administration and Management, General	All KCTCS Credentials
520203	Logistics, Materials, and Supply Chain Management	Associate Degrees
520301	Accounting	All KCTCS Credentials
520302	Accounting Technology/Technician and Bookkeeping	All KCTCS Credentials
520402	Executive Assistant/Executive Secretary	All KCTCS Credentials
520803	Banking and Financial Support Services	All KCTCS Credentials
521201	Management Information Systems, General	All KCTCS Credentials
521701	Insurance	All KCTCS Credentials

2016-17 High Wage/High Demand Credentials' CIP Codes

CIP Code	CIP Title	Degree Level
010301	Agricultural Production Operations, General	All KCTCS Credentials
151301	Drafting and Design Technology/Technician, General	Associate Degrees
220302	Legal Assistant/Paralegal	All KCTCS Credentials
460101	Mason/Masonry	All KCTCS Credentials
460201	Carpentry/Carpenter	All KCTCS Credentials
460302	Electrician	All KCTCS Credentials
460503	Plumbing Technology/Plumber	All KCTCS Credentials
470303	Industrial Mechanics and Maintenance Technology	All KCTCS Credentials
490399	Marine Transportation, Other	All KCTCS Credentials
500201	Crafts/Craft Design, Folk Art and Artisanry	All KCTCS Credentials
500409	Graphic Design	All KCTCS Credentials
500702	Fine/Studio Arts, General	All KCTCS Credentials
510602	Dental Hygiene/Hygienist	Associate Degrees
510803	Occupational Therapist Assistant	Associate Degrees
510806	Physical Therapy Technician/Assistant	Associate Degrees
510907	Medical Radiologic Technology/Science - Radiation Therapist	Associate Degrees
510910	Diagnostic Medical Sonography/Sonographer and Ultrasound Technician	Associate Degrees
510911	Radiologic Technology/Science - Radiographer	Associate Degrees
510999	Allied Health Diagnostic, Intervention, and Treatment Professions, Other	Associate Degrees
513801	Registered Nursing/Registered Nurse	Associate Degrees
520101	Business/Commerce, General	All KCTCS Credentials
520201	Business Administration and Management, General	All KCTCS Credentials
520203	Logistics, Materials, and Supply Chain Management	All KCTCS Credentials



TABLES

TABLE 1
INSTITUTION CODES (STATE-SUPPORTED)

<u>Number</u>	<u>Universities</u>
00196300	Eastern Kentucky University
00196800	Kentucky State University
00197600	Morehead State University
00197700	Murray State University
00927500	Northern Kentucky University
00198900	University of Kentucky
00199900	University of Louisville
00200200	Western Kentucky University

<u>Number</u>	<u>KCTCS</u>
00199000	Ashland Community and Technical College
00199600	Big Sandy Community and Technical College
00524400	Bluegrass Community and Technical College
00199100	Elizabethtown Community and Technical College
00527300	Gateway Community and Technical College
00696200	Hazard Community and Technical College
00199300	Henderson Community College
00199400	Hopkinsville Community College
00696100	Jefferson Community and Technical College
00901000	Madisonville Community College
00696000	Maysville Community and Technical College
03034500	Owensboro Community and Technical College
00199700	Somerset Community College
00527100	Southcentral Kentucky Community and Technical College
00199800	Southeast Kentucky Community and Technical College
00197900	West Kentucky Community and Technical College

TABLE 2
ETHNIC CODES

<u>Code</u>	<u>Ethnic Category</u>
1	Nonresident Alien
2	Black, Non-Hispanic Only
3	American Indian or Alaskan Native, Non-Hispanic Only
4	Asian, Non-Hispanic Only
5	Hispanic or Latino, regardless of race
6	White, Non-Hispanic Only
7	Race and Ethnicity Unknown
8	Two or More Races
9	Native Hawaiian or Other Pacific Islander, Non-Hispanic only

Descriptions

Nonresident Alien - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the field provided, rather than included in any of the six racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens. (See page 31 for more information.)

Black, Non-Hispanic Only - A person having origins in any of the black racial groups of Africa, not reporting any other race or ethnicity.

American Indian or Alaskan Native, Non-Hispanic Only - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment, not reporting any other race or ethnicity.

Asian, Non-Hispanic Only - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam, not reporting any other race or ethnicity.

Hispanic - A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

White, Non-Hispanic Only - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa, not reporting any other race or ethnicity.

Race/Ethnicity Unknown - This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

Two or More Races – Includes all non-Hispanic/non-Latino students who report more than one race.

Native Hawaiian or Other Pacific Islander, Non-Hispanic Only – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, not reporting any other race or ethnicity.

TABLE 3
RESIDENCY STATE CODES

<u>Code</u>	<u>Residency Status</u>
A	In-State
B	Out-of-State (With Tuition Reciprocity)
C	Out-of-State (Without Tuition Reciprocity)
D	Out-of-State (SREB Academic Common Market)
E	Out-of-State (International Exchange Student) from a Foreign Country; Out-of- State (National Exchange Student) from another state.
F	Undetermined Residency (UK and UL only)

**TABLE 4-A
FIPS STATE CODES**

<u>Code</u>	<u>State</u>	<u>Code</u>	<u>State</u>
01	Alabama	30	Montana
02	Alaska	31	Nebraska
04	Arizona	32	Nevada
05	Arkansas	33	New Hampshire
06	California	34	New Jersey
08	Colorado	35	New Mexico
09	Connecticut	36	New York
10	Delaware	37	North Carolina
11	District of Columbia	38	North Dakota
12	Florida	39	Ohio
13	Georgia	40	Oklahoma
15	Hawaii	41	Oregon
16	Idaho	42	Pennsylvania
17	Illinois	44	Rhode Island
18	Indiana	45	South Carolina
19	Iowa	46	South Dakota
20	Kansas	47	Tennessee
21	Kentucky	48	Texas
22	Louisiana	49	Utah
23	Maine	50	Vermont
24	Maryland	51	Virginia
25	Massachusetts	53	Washington
26	Michigan	54	West Virginia
27	Minnesota	55	Wisconsin
28	Mississippi	56	Wyoming
29	Missouri	89	Armed Forces Overseas
		99	Multiple States

***U.S. Territories are included in Table 4-B1**

TABLE 4-B1
FOREIGN COUNTRIES AND U. S. TERRITORIES CODES
ALPHABETICALLY BY COUNTRY

<u>Foreign Country</u>	<u>Code</u>
A	
Afghanistan	AF
Akrotiri	AX
Albania	AL
Algeria	AG
American Samoa (U. S. Territory)	AQ
Andorra	AN
Angola	AO
Anguilla	AV
Antarctica	AY
Antigua and Barbuda	AC
Argentina	AR
Armenia	AM
Aruba	AA
Ashmore and Cartier Islands	AT
Australia	AS
Austria	AU
Azerbaijan	AJ
B	
Bahamas	BF
Bahrain	BA
Baker Island (U. S. Territory)	FQ
Bangladesh	BG
Barbados	BB
Bassas Da India	BS
Belarus*	BO
Belgium	BE
Belize (Changed from British Honduras)	BH
Benin	BN
Bermuda	BD
Bhutan	BT
Bolivia	BL
Bosnia and Herzegovina*	BK
Botswana	BC
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
British Virgin Islands	VI
Brunei	BX
Bulgaria	BU
Burkina Faso	UV
Burma (Myanmar)	BM
Burundi	BY

*Official change in spelling

**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B1 FOREIGN COUNTRIES AND U. S. TERRITORIES CODES (continued)

<u>Foreign Country</u>	<u>Code</u>
C	
Cambodia	CB
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	CJ
Central African Republic	CT
Chad	CD
Chile	CI
China	CH
Christmas Island (Indian Ocean)	KT
Clipperton Island	IP
Cocos (Keeling) Islands	CK
Colombia	CO
Comoros	CN
Congo (Brazzaville)	CF
Congo, Democratic Republic of the (Kinshasa) (formerly Zaire)	CG
Cook Islands	CW
Coral Sea Islands	CR
Costa Rica	CS
Croatia	HR
Cuba	CU
Curacao	UC
Cyprus	CY
Czech Republic	EZ
D	
Denmark	DA
Dhekelia	DX
Djibouti	DJ
Dominica	DO
Dominican Republic	DR
E	
East Timor	TT
Ecuador	EC
Egypt	EG
El Salvador	ES
Equatorial Guinea	EK
Eritrea	ER
Estonia	EN
Ethiopia	ET
Europa Island	EU

***Official change in spelling**

****Source: Federal Information Processing Standards (FIPS), U.S. Dept. of Commerce.**

TABLE 4-B1 FOREIGN COUNTRIES AND U. S. TERRITORIES CODES (continued)

<u>Foreign Country</u>	<u>Code</u>
F	
Falkland Islands	FK
Faroe Islands	FO
Federated States of Micronesia	FM
Fiji	FJ
Finland	FI
France	FR
French Guiana	FG
French Polynesia	FP
French Southern and Antarctic Lands	FS
G	
Gabon	GB
Gambia, The	GA
Gaza Strip	GZ
Georgia	GG
Germany	GM
Ghana	GH
Gibraltar	GI
Glorioso Islands	GO
Greece	GR
Greenland	GL
Grenada	GJ
Guadeloupe	GP
Guam (U. S. Territory)	GQ
Guatemala	GT
Guernsey	GK
Guinea	GV
Guinea-Bissau	PU
Guyana	GY
H	
Haiti	HA
Heard and McDonald Islands	HM
Honduras	HO
Hong Kong	HK
Howland Island (U. S. Territory)	HQ
Hungary	HU
I	
Iceland	IC
India	IN
Indonesia	ID
Iran	IR

*Official change in spelling

**Source: Federal Information Processing Standards (FIPS), U.S. Dept. of Commerce.

TABLE 4-B1 FOREIGN COUNTRIES AND U. S. TERRITORIES CODES (continued)

<u>Foreign Country</u>	<u>Code</u>
I (continued)	
Iraq	IZ
Ireland	EI
Isle of Man	IM
Israel	IS
Israel-Syria Demilitarized Zones	IU
Italy	IT
Ivory Coast (Cote D'Ivoire)	IV
J	
Jamaica	JM
Jan Mayen	JN
Japan	JA
Jarvis Island (U. S. Territory)	DQ
Jersey	JE
Johnston Atoll (U. S. Territory)	JQ
Jordan	JO
Juan De Nova Island	JU
K	
Kazakhstan	KZ
Kenya	KE
Kingman's Reef	KQ
Kiribati (now includes Gilbert Islands)	KR
Korea, Democratic People's Republic	KN
Korea, Republic of	KS
Kosovo	KV
Kuwait	KU
Kyrgyzstan	KG
L	
Laos	LA
Latvia	LG
Lebanon	LE
Lesotho	LT
Liberia	LI
Libya	LY
Liechtenstein	LS
Lithuania	LH
Luxembourg	LU
M	
Macau	MC
Macedonia	MK
Madagascar	MA
Malawi	MI

*Official change in spelling

**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B1 FOREIGN COUNTRIES AND U. S. TERRITORIES CODES (continued)

<u>Foreign Country</u>	<u>Code</u>
M (continued)	
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Marshall Islands	RM
Martinique	MB
Mauritania	MR
Mauritius	MP
Mayotte	MF
Mexico	MX
Midway Islands (U. S. Territory)	MQ
Moldova	MD
Monaco	MN
Mongolia	MG
Montenegro	MJ
Montserrat	MH
Morocco	MO
Mozambique	MZ
N	
Namibia	WA
Nauru	NR
Navassa Island (U. S. Territory)	BQ
Nepal	NP
Netherlands	NL
Netherlands Antilles	NT
New Caledonia	NC
New Zealand	NZ
Nicaragua	NU
Niger	NG
Nigeria	NI
Niue	NE
Norfolk Island	NF
Northern Mariana Islands (U. S. Territory)	CQ
Norway	NO
O	
Oman	MU
P	
Pakistan	PK
Palau (formerly Trust Territory of the Pacific Islands)	
PS Palmyra Atoll (U. S. Territory)	LQ
Panama	PM
Papua New Guinea	PP

***Official change in spelling**

****Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

TABLE 4-B1 FOREIGN COUNTRIES AND U. S. TERRITORIES CODES (continued)

<u>Foreign Country</u>	<u>Code</u>
P (continued)	
Paracel Islands	PF
Paraguay	PA
Peru	PE
Philippines	RP
Pitcairn Island	PC
Poland	PL
Portugal	PO
Puerto Rico (U. S. Territory)	RQ
Q	
Qatar	QA
R	
Reunion	RE
Romania	RO
Russia	RS
Rwanda	RW
S	
Samoa (formerly Western Samoa)	WS
San Marino	SM
Sao Tome and Principe	TP
Saudi Arabia	SA
Senegal	SG
Serbia	RI
Seychelles	SE
Sierra Leone	SL
Singapore	SN
Sint Maarten	NN
Slovakia	LO
Slovenia	SI
Solomon Islands	BP
Somalia	SO
South Africa	SF
South Georgia Islands and S. Sandwich Islands	SX
South Sudan	OD
Spain	SP
Spratly Island	PG
Sri Lanka	CE
St. Barthelemy	TB
St. Christopher (KITTS) and Nevis	SC
St. Helena	SH
St. Lucia	ST
St. Martin	RN

***Official change in spelling**

****Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

TABLE 4-B1 FOREIGN COUNTRIES AND U. S. TERRITORIES CODES (continued)

<u>Foreign Country</u>	<u>Code</u>
S (continued)	
St. Pierre and Miquelon	SB
St. Vincent and the Grenadines	VC
Suriname	NS
Svalbard	SV
Swaziland	WZ
Sweden	SW
Switzerland	SZ
Syria	SY
T	
Taiwan	TW
Tajikistan	TI
Tanzania	TZ
Thailand	TH
Togo	TO
Tokelau Islands	TL
Tonga	TN
Trinidad and Tobago	TD
Tromelin Island	TE
Tunisia	TS
Turkey	TU
Turkmenistan	TX
Turks and Caicos Islands	TK
Tuvalu	TV
U	
Uganda	UG
Ukraine	UP
United Arab Emirates	AE
United Kingdom	UK
Uruguay	UY
Uzbekistan	UZ
V	
Vanuatu	NH
Vatican City	VT
Venezuela	VE
Vietnam	VM
Virgin Islands (U. S. Territory)	VQ

***Official change in spelling**

****Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

TABLE 4-B1 FOREIGN COUNTRIES AND U. S. TERRITORIES CODES (continued)

<u>Foreign Country</u>	<u>Code</u>
W	
Wake Island (U. S. Territory)	WQ
Wallis and Futuna	WF
West Bank	WE
Western Sahara	WI
Y	
Yemen	YM
Yugoslavia	YO
Z	
Zambia	ZA
Zimbabwe	ZI
Multiple Foreign Countries	ZZ
OTHER	XX

***Official change in spelling**

****Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

TABLE 4-B2
FOREIGN COUNTRIES AND U. S. TERRITORIES CODES
 ALPHABETICALLY BY CODE

<u>Code</u>	<u>Foreign Country</u>
A	
AA	Aruba
AC	Antigua and Barbuda
AE (formerly TC)	United Arab Emirates
AF	Afghanistan
AG	Algeria
AJ	Azerbaijan
AL	Albania
AM	Armenia
AN	Andorra
AO	Angola
AQ	American Samoa (U. S. Territory)
AR	Argentina
AS	Australia
AT	Ashmore and Cartier Islands
AU	Austria
AV	Anguilla
AX	Akrotiri
AY	Antarctica
B	
BA	Bahrain
BB	Barbados
BC	Botswana
BD	Bermuda
BE	Belgium
BF	Bahamas
BG	Bangladesh
BH	Belize (Changed from British Honduras)
BK	Bosnia and Herzegovina*
BL	Bolivia
BM	Burma
BN	Benin
BO	Belarus*
BP	Solomon Islands
BQ	Navassa Island (U. S. Territory)
BR	Brazil
BS	Bassas Da India
BT	Bhutan
BU	Bulgaria
BV	Bouvet Island
BX	Brunei
BY	Burundi

*Official change in spelling

**Source: Federal Information Processing Standards (FIPS), U.S. Dept. of Commerce.

TABLE 4-B2 FOREIGN COUNTRIES AND U. S. TERRITORIES CODES (continued)

<u>Code</u>	<u>Foreign Country</u>
C	
CA	Canada
CB	Cambodia
CD	Chad
CE	Sri Lanka
CF	Congo (Brazzaville)
CG	Congo, Democratic Republic of the (Kinshasa) (formerly Zaire)
CH	China
CI	Chile
CJ	Cayman Islands
CK	Cocos (Keeling) Islands*
CM	Cameroon
CN	Comoros
CO	Colombia
CQ	Northern Mariana Islands (U.S. Territory)
CR	Coral Sea Islands
CS	Costa Rica
CT	Central African Republic
CU	Cuba
CV	Cape Verde
CW	Cook Islands
CY	Cyprus
D	
DA	Denmark
DJ	Djibouti
DO	Dominica
DQ	Jarvis Island (U. S. Territory)
DR	Dominican Republic
DX	Dhekelia
E	
EC	Ecuador
EG	Egypt
EI	Ireland
EK	Equatorial Guinea
EN	Estonia
ER	Eritrea
ES	El Salvador
ET	Ethiopia
EU	Europa Island
EZ	Czech Republic

*Official change in spelling

**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B2 FOREIGN COUNTRIES AND U. S. TERRITORIES CODES (continued)

<u>Code</u>	<u>Foreign Country</u>
F	
FG	French Guiana
FI	Finland
FJ	Fiji
FK	Falkland Islands
FM	Federated States of Micronesia
FO	Faroe Islands*
FP	French Polynesia
FQ	Baker Island (U. S. Territory)
FR	France
FS	French Southern and Antarctic Lands
G	
GA	Gambia, The
GB	Gabon
GG	Georgia
GH	Ghana
GI	Gibraltar
GJ	Grenada
GK	Guernsey
GL	Greenland
GM	Germany
GO	Glorioso Islands
GP	Guadeloupe
GQ	Guam (U. S. Territory)
GR	Greece
GT	Guatemala
GV	Guinea
GY	Guyana
GZ	Gaza Strip
H	
HA	Haiti
HK	Hong Kong
HM	Heard and McDonald Islands
HO	Honduras
HQ	Howland Island (U.S. Territory)
HR	Croatia
HU	Hungary
I	
IC	Iceland
ID	Indonesia
IM	Isle of Man
IN	India

*Official change in spelling

**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B2 FOREIGN COUNTRIES AND U. S. TERRITORIES CODES (continued)

<u>Code</u>	<u>Foreign Country</u>
I (continued)	
IO	British Indian Ocean Territory
IP	Clipperton Island
IR	Iran
IS	Israel
IT	Italy
IU	Israel-Syria Demilitarized Zones
IV	Ivory Coast (Cote D'Ivoire)
IZ	Iraq
J	
JA	Japan
JE	Jersey
JM	Jamaica
JN	Jan Mayen
JO	Jordan
JQ	Johnston Atoll (U.S. Territory)
JU	Juan De Nova Island
K	
KE	Kenya
KG	Kyrgyzstan
KN	Korea, Democratic People's Republic
KQ	Kingman's Reef
KR	Kiribati (includes Gilbert Islands)
KS	Korea, Republic of
KT	Christmas Island (Indian Ocean)
KU	Kuwait
KV	Kosovo
KZ	Kazakhstan
L	
LA	Laos
LE	Lebanon
LG	Latvia
LH	Lithuania
LI	Liberia
LO	Slovakia
LQ	Palmyra Atoll (U. S. Territory)
LS	Liechtenstein
LT	Lesotho
LU	Luxembourg
LY	Libya

***Official change in spelling**

****Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

TABLE 4-B2 FOREIGN COUNTRIES AND U. S. TERRITORIES CODES (continued)

<u>Code</u>	<u>Foreign Country</u>
M	
MA	Madagascar
MB	Martinique
MC	Macau
MD	Moldova
MF	Mayotte
MG	Mongolia
MH	Montserrat
MI	Malawi
MJ	Montenegro
MK	Macedonia
ML	Mali
MN	Monaco
MO	Morocco
MP	Mauritius
MQ	Midway Islands (U.S. Territory)
MR	Mauritania
MT	Malta
MU	Oman
MV	Maldives
MX	Mexico
MY	Malaysia
MZ	Mozambique
N	
NC	New Caledonia
NE	Niue
NF	Norfolk Island
NG	Niger
NH	Vanuatu
NI	Nigeria
NL	Netherlands
NN	Sint Maarten
NO	Norway
NP	Nepal
NR	Nauru
NS	Suriname
NT	Netherlands Antilles
NU	Nicaragua
NZ	New Zealand
O	
OD	South Sudan

***Official change in spelling**

****Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

TABLE 4-B2 FOREIGN COUNTRIES AND U. S. TERRITORIES CODES (continued)

<u>Code</u>	<u>Foreign Country</u>
P	
PA	Paraguay
PC	Pitcairn Island
PE	Peru
PF	Paracel Islands
PG	Spratly Island
PK	Pakistan
PL	Poland
PM	Panama
PO	Portugal
PP	Papua New Guinea
PS	Palau
PU	Guinea-Bissau
Q	
QA	Qatar
R	
RI	Serbia
RE	Reunion
RM	Marshall Islands
RN	St. Martin
RO	Romania
RP	Philippines
RQ	Puerto Rico (U. S. Territory)
RS	Russia
RW	Rwanda
S	
SA	Saudi Arabia
SB	St. Pierre and Miquelon
SC	St. Christopher (KITTS) and Nevis
SE	Seychelles
SF	South Africa
SG	Senegal
SH	St. Helena
SI	Slovenia
SL	Sierra Leone
SM	San Marino
SN	Singapore
SO	Somalia
SP	Spain

***Official change in spelling**

****Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

TABLE 4-B2 FOREIGN COUNTRIES AND U. S. TERRITORIES CODES (continued)

<u>Code</u>	<u>Foreign Country</u>
S (continued)	
ST	St. Lucia
SU	Sudan
SV	Svalbard
SW	Sweden
SX	South Georgia Islands/S. Sandwich Islands
SY	Syria
SZ	Switzerland
T	
TB	St. Barthelemy
TD	Trinidad and Tobago
TE	Tromelin Island
TH	Thailand
TI	Tajikistan
TK	Turks and Caicos Islands
TL	Tokelau Islands
TN	Tonga
TO	Togo
TP	Sao Tome and Principe
TS	Tunisia
TT	East Timor
TU	Turkey
TV	Tuvalu
TW	Taiwan
TX	Turkmenistan
TZ	Tanzania
U	
UC	Curacao
UG	Uganda
UK	United Kingdom
UP	Ukraine
UV	Burkina Faso
UY	Uruguay
UZ	Uzbekistan
V	
VC	St. Vincent and the Grenadines
VE	Venezuela
VI	British Virgin Islands
VM	Vietnam
VQ	Virgin Islands (U. S. Territory)
VT	Vatican City

*Official change in spelling

**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B2 FOREIGN COUNTRIES AND U. S. TERRITORIES CODES (continued)

<u>Code</u>	<u>Foreign Country</u>
W	
WA	Namibia
WE	West Bank
WF	Wallis and Futuna
WI	Western Sahara
WQ	Wake Island (U. S. Territory)
WS	Samoa
WZ	Swaziland
X	
XX	Other
Y	
YM	Yemen
YO	Yugoslavia
Z	
ZA	Zambia
ZI	Zimbabwe
ZZ	Multiple Foreign Countries

***Official change in spelling**

****Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.**

TABLE 5-A
FIPS KENTUCKY COUNTY CODES

<u>Code</u>	<u>County</u>	<u>Code</u>	<u>County</u>	<u>Code</u>	<u>County</u>
001	Adair	081	Grant	161	Mason
003	Allen	083	Graves	163	Meade
005	Anderson	085	Grayson	165	Menifee
007	Ballard	087	Green	167	Mercer
009	Barren	089	Greenup	169	Metcalfe
011	Bath	091	Hancock	171	Monroe
013	Bell	093	Hardin	173	Montgomery
015	Boone	095	Harlan	175	Morgan
017	Bourbon	097	Harrison	177	Muhlenberg
019	Boyd	099	Hart	179	Nelson
021	Boyle	101	Henderson	181	Nicholas
023	Bracken	103	Henry	183	Ohio
025	Breathitt	105	Hickman	185	Oldham
027	Breckinridge	107	Hopkins	187	Owen
029	Bullitt	109	Jackson	189	Owsley
031	Butler	111	Jefferson	191	Pendleton
033	Caldwell	113	Jessamine	193	Perry
035	Calloway	115	Johnson	195	Pike
037	Campbell	117	Kenton	197	Powell
039	Carlisle	119	Knott	199	Pulaski
041	Carroll	121	Knox	201	Robertson
043	Carter	123	Larue	203	Rockcastle
045	Casey	125	Laurel	205	Rowan
047	Christian	127	Lawrence	207	Russell
049	Clark	129	Lee	209	Scott
051	Clay	131	Leslie	211	Shelby
053	Clinton	133	Letcher	213	Simpson
055	Crittenden	135	Lewis	215	Spencer
057	Cumberland	137	Lincoln	217	Taylor
059	Daviess	139	Livingston	219	Todd
061	Edmonson	141	Logan	221	Trigg
063	Elliott	143	Lyon	223	Trimble
065	Estill	145	McCracken	225	Union
067	Fayette	147	McCreary	227	Warren
069	Fleming	149	McLean	229	Washington
071	Floyd	151	Madison	231	Wayne
073	Franklin	153	Magoffin	233	Webster
075	Fulton	155	Marion	235	Whitley
077	Gallatin	157	Marshall	237	Wolfe
079	Garrard	159	Marin	239	Woodford
				B21	Multiple KY Counties

TABLE 5-B
OUT-OF-STATE COUNTY CODES FOR RECIPROCITY

<u>Institution</u>	<u>State</u>	<u>County</u>	<u>County Code</u>	<u>Program Specifications</u>
Morehead State University	OH	ADAMS	001	Expires June 30, 2021 Excludes Master of Business Administration program
		ATHENS	009	
		BROWN	015	
		GALLIA	053	
		JACKSON	079	
		LAWRENCE	087	
		MEIGS	105	
		PIKE	131	
		SCIOTO	145	
		VINTON	163	
Murray State University	TN	HENRY	079	Expires June 30, 2021
		OBION	131	
		STEWART	161	
		WEAKLEY	183	
Northern Kentucky University	IN	DEARBORN	029	Expires June 30, 2021
		FRANKLIN	047	
		JEFFERSON	077	
		OHIO	115	
		RIPLEY	137	
		SWITZERLAND	155	
	OH	ADAMS	001	Expires June 30, 2021 Excludes majors in Early Childhood Education and Nursing
		BROWN	015	
		BUTLER	017	
		CLERMONT	025	
		CLINTON	027	
		FAYETTE	047	
		HAMILTON	061	
HIGHLAND	071			
WARREN	165			

TABLE 5-B
OUT-OF-STATE COUNTY CODES FOR RECIPROCITY (continued)

<u>Institution</u>	<u>State</u>	<u>County</u>	<u>County Code</u>	<u>Program Specifications</u>
University of Louisville	IN	CLARK	019	Expires June 30, 2021
		CRAWFORD	025	
		FLOYD	043	
		HARRISON	061	
		PERRY	123	
		SCOTT	143	
		WASHINGTON	175	
Western Kentucky University	TN	MACON	111	Expires June 30, 2021
		ROBERTSON	147	
		SUMNER	165	
WKU - Owensboro Campus (Junior level and above)	IN	DUBOIS	037	Expires June 30, 2021
		GIBSON	051	
		PERRY	123	
		PIKE	125	
		POSEY	129	
		SPENCER	147	
		VANDEBURGH	163	
		WARRICK	173	
Ashland Community and Technical College	WV	CABELL	011	Expires June 30, 2021
		MCDOWELL	047	
		MINGO	059	
		WAYNE	099	
	OH	ADAMS	001	Expires June 30, 2021
		ATHENS	009	
		GALLIA	053	
		JACKSON	079	
		LAWRENCE	087	
		MEIGS	105	
		PIKE	131	
		SCIOTO	145	
		VINTON	163	

TABLE 5-B OUT-OF-STATE COUNTY CODES FOR RECIPROCITY CODES (continued)

<u>Institution</u>	<u>State</u>	<u>County</u>	<u>Code</u>	<u>Program Specifications</u>
Big Sandy Community and Technical College	WV	CABELL	011	Expires June 30, 2021
		MCDOWELL	047	
		MINGO	059	
		WAYNE	099	
Gateway Community and Technical College	IN	DEARBORN	029	Expires June 30, 2021
		FRANKLIN	047	
		JEFFERSON	077	
		OHIO	115	
		RIPLEY	137	
		SWITZERLAND	155	
	OH	ADAMS	001	Expires June 30, 2021
		BROWN	015	
		BUTLER	017	
		CLERMONT	025	
		CLINTON	027	
		HAMILTON	061	
		HIGHLAND	071	
WARREN	165			
Henderson Community College	IN	DUBOIS	037	Expires June 30, 2021
		GIBSON	051	
		PERRY	123	
		PIKE	125	
		POSEY	129	
		SPENCER	147	
		VANDEBURGH	163	
		WARRICK	173	
Hopkinsville Community College	TN	MONTGOMERY	125	Expires June 30, 2021
		ROBERTSON	147	
		STEWART	161	
	OH	JEFFERSON	077	Expires June 30, 2021
		OHIO	115	
		RIPLEY	137	
		SCOTT	143	
		SWITZERLAND	155	
		WASHINGTON	175	

TABLE 5-B OUT-OF-STATE COUNTY CODES FOR RECIPROCITY CODES (continued)

<u>Institution</u>	<u>State</u>	<u>County</u>	<u>County Code</u>	<u>Program Specifications</u>
Maysville Community and Technical College	OH	ADAMS	001	Expires June 30, 2021
		BROWN	015	
		CLERMONT	025	
Owensboro Community and Technical College	IN	DUBOIS	037	Expires June 30, 2021
		GIBSON	051	
		PERRY	123	
		PIKE	125	
		POSEY	129	
		SPENCER	147	
		VANDERBURGH	163	
		WARRICK	173	
Somerset Community College	TN	CLAY	027	Expires June 30, 2021
		PICKETT	137	
		SCOTT	151	
Southcentral Kentucky Community and Technical College	TN	MACON	111	Expires June 30, 2021
		ROBERTSON	147	
		SUMNER	165	
Southeast Kentucky Community and Technical College	TN	CAMPBELL	013	Expires June 30, 2021
		CLAIBORNE	025	

TABLE 6
PRIMARY DISTANCE LEARNING MODE OF DELIVERY

<u>Code</u>	<u>Description</u>
B	Internet/World Wide Web
C	Site-to-Site, 2 Way, Audio/Video
D	Open Broadcast/Community Cable Television
E	Print-Based, Audiotaped, Videotaped, Telephone, or CD ROM Study (includes traditional correspondence study)
G	Satellite and Microwave Telecourse
H	Multiple modes

**TABLE 7
CLASSIFICATION CODES**

Research Universities

Code Classification

01	Freshman
02	Sophomore
03	Junior
04	Senior
05	Undergraduate - Nondegree
06	Master's
07	Specialist's
08	Doctor's Degree Research/Scholarship (Coursework)
09	Doctor's Degree Research/Scholarship (Dissertation)
10	Post-Doctoral
11	House Staff
12	Doctor's Degree Professional Practice
13	Auditor
14	Fifth-Year (UK only)
16	Graduate Nondegree
20	High School
25	Doctor's Degree Professional Practice Nondegree
30	Post-Baccalaureate Undergraduate Degree-seeking
31	Post-Baccalaureate Certificate
32	Post-Master's Certificate
34	Post-Doctor's Degree Professional Practice Certificate
35	Doctor's Degree Other (Coursework)
36	Doctor's Degree Other (Dissertation)

Degree levels to which classifications are assigned:

Undergraduate: 1, 2, 3, 4, 5, 13, 14, 19, 20, 30
 Graduate: 6, 7, 8, 9, 12, 16, 18, 25, 31, 32, 34, 35, 36
 Post-Doctoral: 10
 House Staff: 11

Comprehensive Universities

Code Classification

01	Freshman
02	Sophomore
03	Junior
04	Senior
05	Undergraduate - Nondegree
06	Master's
07	Specialist's
12	Doctor's Degree Professional Practice
13	Auditor
16	Graduate Nondegree
18	Doctoral (enrollment only)
19	Gatton/Craft Academy
20	High School
25	Doctor's Degree Professional Practice Nondegree
30	Post-Baccalaureate Undergraduate Degree-seeking
31	Post-Baccalaureate Certificate
32	Post-Master's Certificate
34	Post-Doctor's Degree Professional Practice Certificate
35	Doctor's Degree Other (Coursework)
36	Doctor's Degree Other (Dissertation)

KCTCS

01	Freshman
02	Sophomore
05	Undergraduate - Nondegree
13	Auditor
20	High School
30	Post-Baccalaureate Undergraduate Degree-seeking

**TABLE 8
CAMPUS CODES**

<u>FICE</u>	<u>Campus Code</u>	<u>Institution</u>
PUBLIC INSTITUTIONS		
00196300	00	Eastern Kentucky University Main Campus
	02	Off Campus
00196800	00	Kentucky State University Main Campus
	01	Farm
	02	Off-Campus
00197600	00	Morehead State University Main Campus
	02	Off Campus
00197700	01	Murray State University Main Campus
	02	West Farms
	03	North Farms
	04	Biological Station
	05	Vet - Diagnostic Lab
	06	Murphy Pond
	07	Savage Cave
	08	Wickliffe Mounds Research Center
	09	Paducah
	10	Garret Farm
00927500	01	Northern Kentucky University Highland Heights - Main Campus
	02	University College - Covington
	03	University Foundation
	06	Off Campus

TABLE 8 CAMPUS CODES (continued)

<u>FICE</u>	<u>Campus Code</u>	<u>Institution</u>
00198900	00	University of Kentucky
	52	Robinson Forest
	53	Lake Cumberland 4-H
	56	Woodford Acres
	58	Cold Stream Farm
	60	Eden Shale Farm
	68	Feltner 4-H
	70	Main Chance Farm
	74	North Central 4-H
	76	Poultry Farm
	80	Robinson Forest Sub. Station
	82	South Farm
	84	Spindle Top
	86	West Kentucky 4-H
	88	West Kentucky Sub. Station
	90	Forestry, Wood Tech. School
98	Leased Property	
99	Space Provided at no Cost	
00199900		University of Louisville
	01	Belknap
	02	Health Sciences
	03	Shelby
	05	Other
	06	Fort Knox
	07	Distance Education
00200200		Western Kentucky University
	00	Main Campus
	02	Off Campus

TABLE 8 CAMPUS CODES (continued)

<u>FICE</u>	<u>Campus Code</u>	<u>Institution</u>
KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM		
00199000		Ashland Community and Technical College
	01	College Drive (Main)
	02	Roberts Drive
	03	Technology Drive
00199100		Elizabethtown Community and Technical College
	01	Elizabethtown (Main)
	02	Fort Knox
	03	Springfield
	04	Leitchfield
00199300		Henderson Community College
	01	Main
	02	Union County/Herron Center
00199400		Hopkinsville Community College
	01	Hopkinsville (Main)
	02	Fort Campbell
00696100		Jefferson Community and Technical College
	01	Downtown (Main)
	02	Southwest
	03	Jefferson Technical
	05	Shelby County
	06	Carrollton
	07	Carrollton
0069600		Maysville Community and Technical College
	01	Maysville (Main Campus)
	02	Southwest
	03	Jefferson Technical
	05	Shelby County
	06	Carrollton
	07	Bullitt
00199600		Big Sandy Community and Technical College
	01	Building J / Diesel Technical College
	02	Betsy Lane Mine
	03	Hager Hill
	05	Pikeville

TABLE 8 CAMPUS CODES (continued)

<u>FICE</u>	<u>Campus Code</u>	<u>Institution</u>
00527100	00	Southcentral Kentucky Community and Technical College
	01	Glasgow Campus (Branch)
	02	Kentucky Advanced Technology Institute
	03	Glasgow
	04	Transpark
	05	Franklin-Simpson Center
00524400		Bluegrass Community and Technical College
	01	Anderson Campus (Branch)
	02	Danville Campus (Branch)
	03	Lawrenceburg
	04	Danville
	05	Winchester – Clark County
	06	Georgetown-Scott County
	07	North American Racing Academy (NARA)
	08	Cooper
00199800		Southeast Kentucky Community and Technical College
	01	Cumberland Technical College
	02	Southeast Community College
	03	Harlan Campus
	04	Southeast Campus
	05	Pineville
00696200		Hazard Community and Technical College
	01	Hazard Technical College
	02	Hazard Community College
	03	Hindman Campus
	04	Lees Campus
	05	Kentucky School of Craft
0090100		Madisonville Community College
	01	Madisonville Technical College
	02	Madisonville Community College
	03	Health Campus
	04	Muhlenburg County Center
00527300	00	Gateway Community and Technical College
	01	Edgewood Campus (Branch)
	02	Highland Heights Campus (Branch)

TABLE 8 CAMPUS CODES (continued)

<u>FICE</u>	<u>Campus Code</u>	<u>Institution</u>
03034500	00	Owensboro Community and Technical College
	01	Daviess County Extension
	02	Owensboro Community College
	03	Owensboro Technical College
00199700	00	Somerset Community College
	01	Laurel Technical College
	04	Laurel Center
	02	Somerset Technical College
	05	McCreary Center
	06	Clinton Center
00197900	00	West Kentucky Community and Technical College
	01	Purchase Training Extension

TABLE 9
INSTITUTION AND STATE FICE CODES

Public Universities

00196300	Eastern Kentucky University
00196800	Kentucky State University
00197600	Morehead State University
00197700	Murray State University
00927500	Northern Kentucky University
00198900	University of Kentucky
00199900	University of Louisville
00200200	Western Kentucky University

Kentucky Community and Technical College System (KCTCS)

00199000	Ashland Community & Technical College
00199600	Big Sandy Community & Technical College
00524400	Bluegrass Community & Technical College
00199100	Elizabethtown Community & Technical College
00527300	Gateway Community & Technical College
00696200	Hazard Community & Technical College
00199300	Henderson Community College
00199400	Hopkinsville Community College
00696100	Jefferson Community & Technical College
00901000	Madisonville Community College
00696000	Maysville Community & Technical College
03034500	Owensboro Community & Technical College
00199700	Somerset Community College
00527100	Southcentral Ky Community and Technical College
00199800	Southeast Ky Community & Technical College
00197900	West Ky Community & Technical College

Association of Independent Kentucky Colleges and Universities (AIKCU)

00195100	Alice Lloyd College
00195200	Asbury University
00195400	Bellarmino University
00195500	Berea College
00195800	Brescia University
00195900	Campbellsville University
00196100	Centre College
00196400	Georgetown College
00196500	Kentucky Christian University
00196900	Kentucky Wesleyan College

TABLE 9 INSTITUTION AND STATE FICE CODES (continued)

Association of Independent Kentucky Colleges and Universities (AIKCU) continued

00197200	Lindsey Wilson College
00197500	Midway University
00196000	Spalding University
00200100	Thomas More College
00198700	Transylvania University
00198800	Union College
00196200	University of Cumberlands
00198000	University of Pikeville

Other Independent Institutions

77770950	Abundance of Rain Ministries
00195300	Asbury Theological Seminary
77770100	Baptist Seminary of Kentucky
03611300	Brighton Center's Center for Employment Training
15641700	Clear Creek Baptist Bible College
15643500	College of the Scriptures
77770700	Commonwealth Baptist College
77770200	Commonwealth Christian College
00842500	Daymar Learning of Paducah, Inc. d/b/a Daymar College
03885300	Employment Solutions Inc., d/b/a College for Technical Education
77770800	Frontier Christian University
15672700	Frontier Nursing University
77770300	Hopkinsville College of the Bible
15754400	Kentuckiana Bible College
15703000	Kentucky Mountain Bible College
00197100	Lexington Theological Seminary
15723400	Louisville Bible College
00197400	Louisville Presbyterian Theological Seminary
77770900	Metropolitan Christian University
01048905	National College of Kentucky, Inc.
15768700	Simmons College of Kentucky
00198200	Southern Baptist Theological Seminary
00461800	Spencerian College
00461901	Sullivan College of Technology & Design
00461900	Sullivan University
77770600	The Pastors College

TABLE 9 INSTITUTION AND STATE FICE CODES (continued)

Out-of-State Institutions Operating in Kentucky

00372600	American National University - Online
00188100	Ashford University - Online
02491100	Beckfield College - Florence
02491101	Beckfield College - Online
00239700	Belhaven University - Online
00370300	Bluefield College - Online
00161600	Boise State University - Online
02108202	Brown Mackie College - Ft. Mitchell
02108201	Brown Mackie College – Louisville – Fern Valley
03267300	Capella University - Online
00638500	Chamberlain College of Nursing - Online
01034500	Cincinnati State Technical and Community College – Erlanger
00303301	College of Mount St. Joseph - Covington
00303300	College of Mount St. Joseph - Hebron
04121500	Columbia Southern University - Online
00473100	Daniel Webster College - Online
00167201	DeVry University - Louisville
00167202	DeVry University - Online
00931304	Draughons Junior College d/b/a Daymar College- Clinton
00931303	Draughons Junior College d/b/a Daymar College - Bowling Green
00147902	Embry-Riddle Aeronautical University - Hebron
00147901	Embry-Riddle Aeronautical University - Louisville
00147900	Embry-Riddle Aeronautical University - Online
02295000	Everest College Phoenix - Online
00153400	Everest University Tampa - Online
00149901	Everest University South Orlando - Online
00304600	Franklin University - Online
03083700	Galen College of Nursing - Louisville
00144400	George Washington University - Online
00144500	Georgetown University - Online
00157900	Georgia Regents University – Online
00107400	Grand Canyon University - Online
04122300	Grantham University - Online
20158400	Harrison College-Online
04074300	Hondros College - Online
00367409	Independence University - Online
00180502	Indiana Institute of Technology - Ft. Wright

TABLE 9 INSTITUTION AND STATE FICE CODES (continued)

Out-of-State Institutions Operating in Kentucky

00180501	Indiana Institute of Technology - Louisville
00180500	Indiana Institute of Technology - Online
00180700	Indiana State University - Online
00182226	Indiana Wesleyan - Christian Academy of Louisville (CAL)
00182202	Indiana Wesleyan - Elizabethtown - Holiday Inn Express
00182201	Indiana Wesleyan - Elizabethtown- Hampton Inn
00182203	Indiana Wesleyan - Florence - Florence Education Center
00182205	Indiana Wesleyan - Lexington - Lexington Education Center
00182206	Indiana Wesleyan - Louisville - Louisville Education Center
00182208	Indiana Wesleyan - Online
00182227	Indiana Wesleyan University - Radcliff
00991701	Ivy Tech Community College of Indiana
00991700	Ivy Tech Community College of Indiana - Online
03534300	Jones International University - Online
00458600	Kaplan University - Online
02053000	Liberty University - Online
00350201	Lincoln Memorial University - Corbin
00350202	Lincoln Memorial University - Middlesboro
00201600	Loyola University - Louisville
00248200	Maryville University - Online
00172208	McKendree University - Elizabethtown
00172231	McKendree University - Frankfort
00172247	McKendree University - Glasgow
00172212	McKendree University - Louisville
00172204	McKendree University - Paducah
00172202	McKendree University - Radcliff
00172269	McKendree University - Shepherdsville
00172244	McKendree University - University Hospital Louisville
00172206	McKendree University- Online
00229000	Michigan State University - Online
00405700	National American University - Online
00372600	National College - Online
01146000	National University - Online
00407204	Northwood University - Chamberlain
00407203	Northwood University - Fern Valley
00407201	Northwood University - Georgetown
00407202	Northwood University - Lou Ctr

TABLE 9 INSTITUTION AND STATE FICE CODES (continued)

Out-of-State Institutions Operating in Kentucky

00407205	Northwood University - Online
00182401	Oakland City University - Dixon
00332900	Pennsylvania State University - Online
00136300	Regis University - Online
00205100	Saint Joseph's College of Maine - Online
00220800	Simmons College - Online
00311901	Sinclair Community College
00311900	Sinclair Community College - Online
01303900	South University - Online
00175800	Southern Illinois University - Carbondale
00145902	Strayer University - Lexington
00145903	Strayer University - Louisville
00145901	Strayer University - Florence
00145904	Strayer University - Online
03752400	SUM Bible College and Theological Seminary - Online
00104700	Troy University - Online
01092300	Union Institute & University - Online
00312500	University of Cincinnati - Online
01164400	University of Maryland University College - Online
00251600	University of Missouri - Online
00297400	University of North Carolina at Chapel Hill - Online
02098802	University of Phoenix - Florence
02098801	University of Phoenix - Louisville
02098803	University of Phoenix - Online
00105700	University of South Alabama - Online
00132800	University of Southern California - Online
00353500	Vanderbilt University
00353501	Vanderbilt University - Online
02504200	Walden University - Online
00252101	Webster University - Louisville
00252103	Webster University - Online
00252102	Webster University - Radcliff
01124500	West Virginia School of Osteopathic Medicine
00314401	Xavier University - Ft. Mitchell
00314400	Xavier University - Park Hills
77770400	Midwest Center for Theological Studies

TABLE 9 INSTITUTION AND STATE FICE CODES (continued)

Closed or Inactive Institutions

00260318	Brannon - closed 1992
00197000	Lees College
00198600	Sue Bennett College
00000003	American Justice School of Law
00000004	Bethel College
44624200	College for Technical Education
00000005	Cornell University - Louisville
00157155	Lexington Baptist College
01048903	National College - Danville
01048904	National College - Florence
01048906	National College - Louisville
01048901	National College - Pikeville
01048902	National College - Richmond
77770500	Saint Joseph Hospital
00000006	Southern Christian Bible
00182212	Indiana Wesleyan - Bardstown- Hampton Inn
00182213	Indiana Wesleyan - Elizabethtown - Fairfield Inn & Suites
00182214	Indiana Wesleyan - Florence - Courtyard
00182215	Indiana Wesleyan - Florence - Hotel Ivy
00182216	Indiana Wesleyan - Florence - La Quinta Inn & Suites
00182217	Indiana Wesleyan - Florence - Microtel Inn & Suites
00182218	Indiana Wesleyan - Lexington - Courtyard
00182219	Indiana Wesleyan - Louisville - Bell South
00182210	Indiana Wesleyan - Louisville - Country Inn & Suites
00182220	Indiana Wesleyan - Louisville - Hill Street Baptist Church
00182204	Indiana Wesleyan - Louisville - Hilton Garden Inn - CLOSED
00182211	Indiana Wesleyan - Louisville - Hilton Garden Inn Airport
00182221	Indiana Wesleyan - Louisville - Jamieson Inn South - Airport
00182222	Indiana Wesleyan - Louisville - Marriott East
00182223	Indiana Wesleyan - Louisville - NorthEast Family YMCA
00182224	Indiana Wesleyan - Louisville - Springhill Suites
00182207	Indiana Wesleyan - Shepherdsville - Paroquet Springs Conference Center CLOSED
00182225	Indiana Wesleyan - TARC
00350203	Lincoln Memorial - Cumberland
00242300	Mississippi State - Cumberland
00182403	Oakland City University - Beaver Dam

TABLE 9 INSTITUTION AND STATE FICE CODES (continued)

Closed or Inactive Institutions

00182402	Oakland City University - Sebree
00321600	Portland State University
02576200	MidContinent University
00198300	St. Catharine College
00350000	Lee University - Louisville Extension
00931305	Draughons Junior College d/b/a Daymar College - Russellville
00931300	Daymar Learning, Inc. d/b/a Daymar College
00732701	ITT - Lexington
00732702	ITT - Louisville
00732703	ITT - Online

State

99999901	Alabama
99999902	Alaska
99999904	Arizona
99999905	Arkansas
99999906	California
99999908	Colorado
99999909	Connecticut
99999910	Delaware
99999911	District of Columbia
99999912	Florida
99999913	Georgia
99999915	Hawaii
99999916	Idaho
99999917	Illinois
99999918	Indiana
99999919	Iowa
99999920	Kansas
99999921	Kentucky
99999922	Louisiana
99999923	Maine
99999924	Maryland
99999925	Massachusetts
99999926	Michigan
99999927	Minnesota
99999928	Mississippi

TABLE 9 INSTITUTION AND STATE FICE CODES (continued)

State	
99999929	Missouri
99999930	Montana
99999931	Nebraska
99999932	Nevada
99999933	New Hampshire
99999934	New Jersey
99999935	New Mexico
99999936	New York
99999937	North Carolina
99999938	North Dakota
99999939	Ohio
99999940	Oklahoma
99999941	Oregon
99999942	Pennsylvania
99999944	Rhode Island
99999945	South Carolina
99999946	South Dakota
99999947	Tennessee
99999948	Texas
99999949	Utah
99999950	Vermont
99999951	Virginia
99999953	Washington
99999954	West Virginia
99999955	Wisconsin
99999956	Wyoming
99999988	U. S. Territory
99999989	Transfers from all foreign institutions
99999990	Transfers from the military
99999991	Online - not licensed in Kentucky
99999992	Multiple states
99999999	Unknown KCTCS Institution

TABLE 10
COURSE LEVEL CODES

<u>Code</u>	<u>Level</u>
01	Lower Division
02	Upper Division
07	Graduate
08	Technical

TABLE 11
CLASS DURATION CODES

<u>Code</u>	<u>Duration</u>
A	Full Semester
B	15 Weeks
C	14 Weeks
D	13 Weeks
E	12 Weeks
F	11 Weeks
G	10 Weeks
H	9 Weeks
I	8 Weeks
J	7 Weeks
K	6 Weeks
L	5 Weeks
M	4 Weeks
N	3 Weeks
O	2 Weeks
P	1 Week
Q	Other

**TABLE 13-A
HIGH SCHOOL CODES**

Report using the last four digits of the six-digit high school code published by ACT., Inc.: <http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/high-school-codes-lookup.html>. If a high school is not found on the list, report using the codes below.

<u>Other High Schools</u>	<u>Code</u>
OTHER ADAIR COUNTY HIGH SCHOOL	A001
OTHER ALLEN COUNTY HIGH SCHOOL	A003
OTHER ANDERSON COUNTY HIGH SCHOOL	A005
OTHER BALLARD COUNTY HIGH SCHOOL	A007
OTHER BARREN COUNTY HIGH SCHOOL	A009
OTHER BATH COUNTY HIGH SCHOOL	A011
OTHER BELL COUNTY HIGH SCHOOL	A013
OTHER BOONE COUNTY HIGH SCHOOL	A015
OTHER BOURBON COUNTY HIGH SCHOOL	A017
OTHER BOYD COUNTY HIGH SCHOOL	A019
OTHER BOYLE COUNTY HIGH SCHOOL	A021
OTHER BRACKEN COUNTY HIGH SCHOOL	A023
OTHER BREATHITT COUNTY HIGH SCHOOL	A025
OTHER BRECKINRIDGE COUNTY HIGH SCHOOL	A027
OTHER BULLITT COUNTY HIGH SCHOOL	A029
OTHER BUTLER COUNTY HIGH SCHOOL	A031
OTHER CALDWELL COUNTY HIGH SCHOOL	A033
OTHER CALLOWAY COUNTY HIGH SCHOOL	A035
OTHER CAMPBELL COUNTY HIGH SCHOOL	A037
OTHER CARLISLE COUNTY HIGH SCHOOL	A039
OTHER CARROLL COUNTY HIGH SCHOOL	A041
OTHER CARTER COUNTY HIGH SCHOOL	A043
OTHER CASEY COUNTY HIGH SCHOOL	A045
OTHER CHRISTIAN COUNTY HIGH SCHOOL	A047

TABLE 13-A HIGH SCHOOL CODES (continued)

<u>Other High Schools</u>	<u>Code</u>
OTHER CLARK COUNTY HIGH SCHOOL	A049
OTHER CLAY COUNTY HIGH SCHOOL	A051
OTHER CLINTON COUNTY HIGH SCHOOL	A053
OTHER CRITTENDEN COUNTY HIGH SCHOOL	A055
OTHER CUMBERLAND COUNTY HIGH SCHOOL	A057
OTHER DAVIESS COUNTY HIGH SCHOOL	A059
OTHER EDMONSON COUNTY HIGH SCHOOL	A061
OTHER ELLIOTT COUNTY HIGH SCHOOL	A063
OTHER ESTILL COUNTY HIGH SCHOOL	A065
OTHER FAYETTE COUNTY HIGH SCHOOL	A067
OTHER FLEMING COUNTY HIGH SCHOOL	A069
OTHER FLOYD COUNTY HIGH SCHOOL	A071
OTHER FRANKLIN COUNTY HIGH SCHOOL	A073
OTHER FULTON COUNTY HIGH SCHOOL	A075
OTHER GALLATIN COUNTY HIGH SCHOOL	A077
OTHER GARRARD COUNTY HIGH SCHOOL	A079
OTHER GRANT COUNTY HIGH SCHOOL	A081
OTHER GRAVES COUNTY HIGH SCHOOL	A083
OTHER GRAYSON COUNTY HIGH SCHOOL	A085
OTHER GREEN COUNTY HIGH SCHOOL	A087
OTHER GREENUP COUNTY HIGH SCHOOL	A089
OTHER HANCOCK COUNTY HIGH SCHOOL	A091
OTHER HARDIN COUNTY HIGH SCHOOL	A093
OTHER HARLAN COUNTY HIGH SCHOOL	A095
OTHER HARRISON COUNTY HIGH SCHOOL	A097
OTHER HART COUNTY HIGH SCHOOL	A099
OTHER HENDERSON COUNTY HIGH SCHOOL	A101
OTHER HENRY COUNTY HIGH SCHOOL	A103

TABLE 13-A HIGH SCHOOL CODES (continued)

<u>Other High Schools</u>	<u>Code</u>
OTHER HICKMAN COUNTY HIGH SCHOOL	A105
OTHER HOPKINS COUNTY HIGH SCHOOL	A107
OTHER JACKSON COUNTY HIGH SCHOOL	A109
OTHER JEFFERSON COUNTY HIGH SCHOOL	A111
OTHER JESSAMINE COUNTY HIGH SCHOOL	A113
OTHER JOHNSON COUNTY HIGH SCHOOL	A115
OTHER KENTON COUNTY HIGH SCHOOL	A117
OTHER KNOTT COUNTY HIGH SCHOOL	A119
OTHER KNOX COUNTY HIGH SCHOOL	A121
OTHER LARUE COUNTY HIGH SCHOOL	A123
OTHER LAUREL COUNTY HIGH SCHOOL	A125
OTHER LAWRENCE COUNTY HIGH SCHOOL	A127
OTHER LEE COUNTY HIGH SCHOOL	A129
OTHER LESLIE COUNTY HIGH SCHOOL	A131
OTHER LETCHER COUNTY HIGH SCHOOL	A133
OTHER LEWIS COUNTY HIGH SCHOOL	A135
OTHER LINCOLN COUNTY HIGH SCHOOL	A137
OTHER LIVINGSTON COUNTY HIGH SCHOOL	A139
OTHER LOGAN COUNTY HIGH SCHOOL	A141
OTHER LYON COUNTY HIGH SCHOOL	A143
OTHER MCCrackEN COUNTY HIGH SCHOOL	A145
OTHER MCCREARY COUNTY HIGH SCHOOL	A147
OTHER MCLEAN COUNTY HIGH SCHOOL	A149
OTHER MADISON COUNTY HIGH SCHOOL	A151
OTHER MAGOFFIN COUNTY HIGH SCHOOL	A153
OTHER MARION COUNTY HIGH SCHOOL	A155
OTHER MARSHALL COUNTY HIGH SCHOOL	A157
OTHER MARTIN COUNTY HIGH SCHOOL	A159
OTHER MASON COUNTY HIGH SCHOOL	A161

TABLE 13-A HIGH SCHOOL CODES (continued)

<u>Other High Schools</u>	<u>Code</u>
OTHER MEADE COUNTY HIGH SCHOOL	A163
OTHER MENIFEE COUNTY HIGH SCHOOL	A165
OTHER MERCER COUNTY HIGH SCHOOL	A167
OTHER METCALFE COUNTY HIGH SCHOOL	A169
OTHER MONROE COUNTY HIGH SCHOOL	A171
OTHER MONTGOMERY COUNTY HIGH SCHOOL	A173
OTHER MORGAN COUNTY HIGH SCHOOL	A175
OTHER MUHLENBERG COUNTY HIGH SCHOOL	A177
OTHER NELSON COUNTY HIGH SCHOOL	A179
OTHER NICHOLAS COUNTY HIGH SCHOOL	A181
OTHER OHIO COUNTY HIGH SCHOOL	A183
OTHER OLDHAM COUNTY HIGH SCHOOL	A185
OTHER OWEN COUNTY HIGH SCHOOL	A187
OTHER OWSLEY COUNTY HIGH SCHOOL	A189
OTHER PENDLETON COUNTY HIGH SCHOOL	A191
OTHER PERRY COUNTY HIGH SCHOOL	A193
OTHER PIKE COUNTY HIGH SCHOOL	A195
OTHER POWELL COUNTY HIGH SCHOOL	A197
OTHER PULASKI COUNTY HIGH SCHOOL	A199
OTHER ROBERTSON COUNTY HIGH SCHOOL	A201
OTHER ROCKCASTLE COUNTY HIGH SCHOOL	A203
OTHER ROWAN COUNTY HIGH SCHOOL	A205
OTHER RUSSELL COUNTY HIGH SCHOOL	A207
OTHER SCOTT COUNTY HIGH SCHOOL	A209
OTHER SHELBY COUNTY HIGH SCHOOL	A211
OTHER SIMPSON COUNTY HIGH SCHOOL	A213
OTHER SPENCER COUNTY HIGH SCHOOL	A215
OTHER TAYLOR COUNTY HIGH SCHOOL	A217
OTHER TODD COUNTY HIGH SCHOOL	A219

TABLE 13-A HIGH SCHOOL CODES (continued)

<u>Other High Schools</u>	<u>Code</u>
OTHER TRIGG COUNTY HIGH SCHOOL	A221
OTHER TRIMBLE COUNTY HIGH SCHOOL	A223
OTHER UNION COUNTY HIGH SCHOOL	A225
OTHER WARREN COUNTY HIGH SCHOOL	A227
OTHER WASHINGTON COUNTY HIGH SCHOOL	A229
OTHER WAYNE COUNTY HIGH SCHOOL	A231
OTHER WEBSTER COUNTY HIGH SCHOOL	A233
OTHER WHITLEY COUNTY HIGH SCHOOL	A235
OTHER WOLFE COUNTY HIGH SCHOOL	A237
OTHER WOODFORD COUNTY HIGH SCHOOL	A239
GED CERTIFICATE	B121
NON-HIGH SCHOOL GRADUATE OR NON-GED	B122
HOME SCHOOLED	B123
OUT-OF-STATE HIGH SCHOOL	B200

**TABLE 13-C
CLOSED HIGH SCHOOL CODES
ALPHABETICAL ORDER**

<u>High School Name</u>	<u>Code</u>
AHRENS NIGHT SCHOOL	1625
AHRENS TRADE SCHOOL	1630
ALL SAINTS HIGH SCHOOL (London)	0502
ALL SAINTS PREP ACADEMY	1506
ALLIANCE CHRISTIAN ACADEMY	1507
ALVATON HIGH SCHOOL	0030
ANGELA MERICI HIGH SCHOOL	1508
ANNVILLE INSTITUTE	0040
AUBURN HIGH SCHOOL	0073
BEREAN CHRISTIAN ACADEMY	2034
BETTER WAY CHRISTIAN ACADEMY	2307
BLUEGRASS CHRISTIAN SCHOOL	1518
BREMEN HIGH SCHOOL	0280
BURNSIDE HIGH SCHOOL	0335
CALVARY CHRISTIAN ACADEMY (Letcher)	1402
CALVARY HOLINESS CHRISTIAN ACADEMY (Brooks)	0299
CALVARY TEMPLE CHRISTIAN SCHOOL (Lovely)	1639
CAMARGO HIGH SCHOOL	1890
CANEYVILLE HIGH SCHOOL	0395
CARR CREEK HIGH SCHOOL	0415
CARTER HIGH SCHOOL	0425
CENTRAL CHRISTIAN SCHOOL	0146
CENTRAL CITY HIGH SCHOOL (NOW MUHLENBERG NORTH H.S.)	0455
CENTRAL KENTUCKY TREATMENT CENTER	1522
CHANDLERS HIGH SCHOOL	0075
CHAPEL PRAISE CHRISTIAN ACADEMY (Falmouth)	0792

TABLE 13-C CLOSED HIGH SCHOOL CODES (continued)

<u>High School Name</u>	<u>Code</u>
CHILDREN'S TREATMENT SERV SCHOOL	1524
CHRISTIAN LIFE ACADEMY	1206
CLARKSON HIGH SCHOOL	0465
COMMUNITY CHRISTIAN SCHOOL	2296
CORNERSTONE CHRISTIAN ACADEMY	0274
CREATIVE EDUCATION CENTER	0121
CUBA HIGH SCHOOL	1725
CUMBERLAND HIGH SCHOOL	0610
DORTON HIGH SCHOOL (now SHELBY VALLEY HIGH SCHOOL)	0675
DOVE CHRISTIAN ACADEMY (Radcliff)	2268
DRAKESBORO CONSOLIDATED HIGH SCHOOL	0685
DURRETT HIGH SCHOOL	1527
EARLINGTON HIGH SCHOOL	0705
EASTWOOD TRADE SCHOOL (now ACADEMY FOR INDIVIDUAL EXCELLENCE)	0724
ELKHORN CITY HIGH SCHOOL	0745
EMERSON HIGH SCHOOL	1521
EMMANUEL HARVESTER SCHOOL	1531
EUBANK HIGH SCHOOL	0775
EVARTS HIGH SCHOOL	0780
EZEL HIGH SCHOOL	0785
FAIRVIEW CHRISTIAN ACADEMY	2711
FAITH ACADEMY CHRISTIAN SCHOOL (Maysville)	1753
FAITH CHRISTIAN ACADEMY (Cox's Creek)	0127
FAITH TEMPLE CHRISTIAN HIGH SCHOOL	1536
FAMILIES FOR CHRIST CHRISTIAN ACADEMY (Louisville)	1634

TABLE 13-C CLOSED HIGH SCHOOL CODES (continued)

<u>High School Name</u>	<u>Code</u>
FANCY FARM HIGH SCHOOL	0795
FARMDALE CHRISTIAN SCHOOL	1526
FARMINGTON HIGH SCHOOL	0800
FAYETTE COUNTY HIGH SCHOOL	1422
FEDERAL CORRECTIONAL INSTITUTE	0064
FEDS CREEK HIGH SCHOOL	0805
FERGUSON HIGH SCHOOL	0810
FIRST AMERICAN CHRISTIAN ACADEMY	1529
FIRST CHURCH OF GOD ACADEMY	1208
FLEMING-NEON HIGH SCHOOL	0825
FORDSVILLE HIGH SCHOOL	0840
FOUNDATION CHRISTIAN LIVING SCHOOL (Louisville)	0787
FREDONIA HIGH SCHOOL	0925
FREEDOM BAPTIST ACADEMY (Pikeville)	2165
FREEDOM CHRISTIAN ACADEMY (Mt. Sterling)	2071
GAMALIEL CONSOLIDATED HIGH SCHOOL	0950
GEORGETOWN HIGH SCHOOL	0970
GETHSEMANE CHRISTIAN HIGH SCHOOL	1532
GLEN LILY CHRISTIAN ACADEMY (Munfordville)	0400
GRACE CHRISTIAN ACADEMY (Irvine)	1267
GRACE FELLOWSHIP CHRISTIAN ACADEMY (Lexington)	1423
GRAHAM HIGH SCHOOL	1000
GREENVILLE HIGH SCHOOL (MIDDLE SCHOOL-1990)	1030
GREENWOOD HIGH SCHOOL	0292
HARRODSBURG HIGH SCHOOL	1075
HARVEST CHRISTIAN ACADEMY (Lexington)	1424

TABLE 13-C CLOSED HIGH SCHOOL CODES (continued)

<u>High School Name</u>	<u>Code</u>
HAZEL GREEN ACADEMY	1125
HENDERSON CITY HIGH SCHOOL	1145
HENDERSON SETTLEMENT HIGH SCHOOL	0875
HERITAGE ADVANCED TRAINING INSTITUTE	1538
HERITAGE CHRISTIAN ACADEMY	2549
HIGH STREET HIGH SCHOOL	0260
HIGHLANDS PREPARATORY SCHOOL	2264
HOLY FAMILY HIGH SCHOOL	0065
HOPKINS COUNTY CENTRAL HIGH SCHOOL	1673
HUGHES KIRK HIGH SCHOOL	0170
IMMACULATE CONCEPTION HIGH SCHOOL	1100
IMMANUEL LUTHERAN HIGH SCHOOL	1542
IRVINE HIGH SCHOOL	1270
JAMES A. CAWOOD HIGH SCHOOL	1067
JEWISH COMMUNITY CENTER	1544
JOHNS CREEK HIGH SCHOOL (now PIKE COUNTY)	2170
CENTRAL HIGH SCHOOL	
JOHNSON BRECKINRIDGE HIGH SCHOOL	1539
KENTON CENTRAL ALTERNATIVE	2140
KENTUCKY CHILDREN'S HOME RESIDENCE	1552
KENTUCKY YOUTH ACADEMY HIGH SCHOOL (Ashcamp)	0068
KINGDOM COME SETTLEMENT HIGH SCHOOL	1470
KNOTT COUNTY HIGH SCHOOL	2210
LA SALLETTE ACADEMY	0560
LAKELAND CHRISTIAN ACADEMY	0353

TABLE 13-C CLOSED HIGH SCHOOL CODES (continued)

<u>High School Name</u>	<u>Code</u>
LAUREL HILL CHRISTIAN ACADEMY	0722
LEATHERWOOD HIGH SCHOOL	1360
LETCHER HIGH SCHOOL	1403
LEWISBURG HIGH SCHOOL	1405
LIBERTY HIGH SCHOOL	1450
LIFE CHRISTIAN ACADEMY (Madisonville)	1671
LIGHTHOUSE CHRISTIAN ACADEMY (Dayton)	0668
LINCOLN GRANT HIGH SCHOOL	0565
LONE JACK HIGH SCHOOL	0870
LONGVIEW CHRISTIAN ACADEMY	0158
LOUISVILLE COVENANT SCHOOL	1571
LOUISVILLE URBAN VOCATIONAL CENTER (now RICE AUDUBON)	1551
LOWES HIGH SCHOOL	1638
LYNCH CHRISTIAN ACADEMY	1654
LYNCH HIGH SCHOOL	1655
LYNN GROVE HIGH SCHOOL	1665
LYNWOOD HIGH SCHOOL	1582
MADISON HIGH SCHOOL	2279
MADISONVILLE CHRISTIAN SCHOOL	1672
MAGOFFIN BAPTIST INSTITUTE	1880
MAJESTY CHRISTIAN SCHOOL (Owensboro) (was GOOD SHEPHERD)	2042
MARGARET HALL SCHOOL	2595
MARION CHURCH OF GOD CHRISTIAN SCHOOL	1702
MARTIN HIGH SCHOOL	1715
MAYKING CHRISTIAN SCHOOL	1742

TABLE 13-C CLOSED HIGH SCHOOL CODES (continued)

<u>High School Name</u>	<u>Code</u>
MAYSVILLE AREA VOCATIONAL EDUCATION	1747
MAYSVILLE HIGH SCHOOL	1750
MAYTOWN HIGH SCHOOL	1345
MCDOWELL CONSOLIDATED HIGH SCHOOL (now SOUTH FLOYD HIGH SCHOOL)	1770
MCVEIGH CHRISTIAN SCHOOL	1790
MILLARD HIGH SCHOOL	1130
MILLCREEK TECHNICAL CENTER	1583
MILLERSBURG MILITARY ACADEMY	1830
MINERVA HIGH SCHOOL	1835
MOUNTAIN CHRISTIAN ACADEMY	1717
MT ST JOSEPH ACADEMY	1695
MT STERLING HIGH SCHOOL	1905
MULLINS HIGH SCHOOL	2173
NANCY HIGH SCHOOL	1940
NEW BEGINNINGS CHRISTIAN ACADEMY (Morehead)	1852
NEW COVENANT ACADEMY	1436
NEW LIFE CHRISTIAN SCHOOL (Carrollton)	0422
NEWPORT CHRISTIAN ACADEMY	1974
NINTH & O CHRISTIAN SCHOOL	1588
NORTON ACADEMY	1458
NORWOOD CHRISTIAN ACADEMY (Somerset)	2454
OLMSTEAD HIGH SCHOOL	2025
ORCHARD STREET CHRISTIAN SCHOOL	0756
ORMSBY VILLAGE SCHOOL	0035
OUR LADY HIGHLANDS HIGH SCHOOL	0860

TABLE 13-C CLOSED HIGH SCHOOL CODES (continued)

<u>High School Name</u>	<u>Code</u>
OUR LADY PROVIDENCE ACADEMY	1970
OWENSBORO CHRISTIAN ACADEMY	2046
PADUCAH CHRISTIAN ACADEMY	0236
PHELPS CHRISTIAN ACADEMY	2159
PINE KNOTT HIGH SCHOOL	2190
PIONEER CHRISTIAN ACADEMY (Sidney)	2418
POTTER ORPHAN HOME/SCHOOL	0261
RALPH BUNCHE HIGH SCHOOL	0985
REVELATION BAPTIST ACADEMY	1442
RICE AUDUBON SCHOOL	1551
RIVERVIEW HIGH SCHOOL	1165
ROSENWALD HIGH SCHOOL	1680
SAINT CAMILLUS ACADEMY	0515
SAINT JOHN EVANGELIST HIGH SCHOOL	2100
SAINT MARY'S COLLEGE HIGH SCHOOL	2345
SAINT ROMUALD HIGH SCHOOL	1055
SAINT THOMAS HIGH SCHOOL	0865
SCIENCE HILL CHRISTIAN ACADEMY	2371
SCOTTSVILLE HIGH SCHOOL	2385
SEDALIA HIGH SCHOOL	2395
SHELBYVILLE HIGH SCHOOL	2405
SHIVELY CHRISTIAN SCHOOL	1616
SHOPVILLE HIGH SCHOOL	2415
SOUTH HOPKINS HIGH SCHOOL	2000
SOUTH LOUISVILLE CHRISTIAN	1619
SOUTHLAND CHRISTIAN SCHOOL	2097

TABLE 13-C CLOSED HIGH SCHOOL CODES (continued)

<u>High School Name</u>	<u>Code</u>
SOUTHWESTERN CHRISTIAN SCHOOL	1621
STUART HIGH SCHOOL	2578
SYMSONIA HIGH SCHOOL	2530
TABERNACLE CHRISTIAN HIGH SCHOOL (now NEW HOPE CHRISTIAN ACADEMY (Midway))	1826
THOMAS JEFFERSON HIGH SCHOOL	1633
TOLLESBORO HIGH SCHOOL	2540
TRAINING SCHOOL – WKU	0250
TRINITY CHRISTIAN ACADEMY (Auburn)	0078
TURKEY CREEK CHRISTIAN ACADEMY	2550
UNITED CHRISTIAN ACADEMY (LaGrange)	0320
UNITED PENTECOSTAL CHURCH ACADEMY	1445
UNIVERSITY BRECKINRIDGE SCHOOL	1850
VICTORY BAPTIST SCHOOL (Florence)	0839
VIRGIE HIGH SCHOOL (MIDDLE SCHOOL 1990)	2615
WAYLAND HIGH SCHOOL	2655
WEST HARDIN HIGH SCHOOL (MIDDLE SCHOOL-1990)	2508
WESTERN ANDERSON HIGH SCHOOL	2430
WESTPORT ROAD HIGH SCHOOL	1637
WHEELWRIGHT HIGH SCHOOL	2680
WHITESBURG HIGH SCHOOL	2695
WILLISBURG HIGH SCHOOL	2730
WINCHESTER CHRISTIAN ACADEMY	2754
WINGO HIGH SCHOOL	2760
WOERMER METROPOLITAN SCHOOL	1557
WOODBRIAGE ACADEMY	1413
WOODLAND HILLS CHRISTIAN SCHOOL	1072

TABLE 15
LEVEL OF DEGREE
& DECLARED MAJOR AND PROGRAM PREFIX CODES

<u>Code</u>	<u>Declared Major or Program Prefix</u>
A	Associate
B	Baccalaureate
IA	Diploma less than 9 semester credit hours
IB	Diploma 9-29 semester credit hours
J	Diploma 1-2 years
K	Diploma 2-4 years
O	Doctor's Degree – Other
P	Doctor's Degree – Professional Practice
D	Doctor's Degree – Research/Scholarship
H	House Staff
M	Master's
N	Nondegree
U	Not Designated, Undecided, Undeclared
T	Post-Baccalaureate Certificate
V	Post-Master's Certificate
W	Post-Doctor's Degree Professional Practice Certificate
S	Specialist
F	Training (enrollment only)
CA	Undergraduate Certificate less than 9 semester credit hours
CB	Undergraduate Certificate 9-29 semester credit hours
E	Undergraduate Certificate 1-2 years
G	Undergraduate Certificate 2-4 years

TABLE 16-A
CLASSIFICATION OF INSTRUCTIONAL PROGRAMS (CIP) CODES
(To be used in reporting Course Inventory)

01. Agriculture, Agriculture Operations, and Related Sciences
03. Natural Resources and Conservation
04. Architecture and Related Services
05. Area, Ethnic, Cultural and Gender Studies
09. Communications, Journalism, and Related Programs
10. Communications Technologies/Technicians and Support Services
11. Computer and Information Sciences and Support Services
12. Personal and Culinary Services
13. Education
14. Engineering
15. Engineering- Technologies/Technicians
16. Foreign Languages, Literatures, and Linguistics
19. Family and Consumer Sciences/Human Sciences
22. Legal Professions and Studies
23. English Language and Literature/Letters
24. Liberal Arts and Sciences, General Studies, and Humanities
25. Library Science
26. Biological and Biomedical Sciences
27. Mathematics and Statistics
29. Military Technologies
30. Multi/Interdisciplinary Studies
31. Parks, Recreation, Leisure, and Fitness Studies
32. Basic Skills
33. Citizenship Activities
34. Health-Related Knowledge and Skills
35. Interpersonal and Social Skills
36. Leisure and Recreational Activities
37. Personal Awareness and Self-Improvement
38. Philosophy and Religious Studies
39. Theology and Religious Vocations
40. Physical Sciences
41. Science Technologies/Technicians
42. Psychology
43. Security and Protective Services
44. Public Administration and Social Service Professions
45. Social Sciences
46. Construction Trades
47. Mechanics and Repair Technologies/Technicians
48. Precision Production
49. Transportation and Materials Moving
50. Visual and Performing Arts
51. Health Professions and Related Clinical Sciences
52. Business, Management, Marketing, and Related Support Services
54. History
60. Dental, Medical, and Veterinary Residency Programs

TABLE 16-B
UNDECLARED AND NONDEGREE CODES

<u>Code</u>	<u>Program Description</u>
00.0000	Not Designated/Undecided/Undeclared
90.0000	Nondegree

TABLE 17 APPROVED DEGREE PROGRAMS

The Registry of Degree Programs is housed at the Kentucky Council on Postsecondary Education (CPE) and is updated when a new program is approved by the Council or the status of a current program changes. This allows for a comprehensive public view of all programs offered by postsecondary institutions in the state. With the Program Modification System, institutions may request certain changes be made to the inventory, which are then reviewed by Council staff. The Program Modification System can be found in KPEDS. When logged into KPEDS, select “Program Management”; then select “Program Inventory” then select your institution from the CIP drop down box for a complete list of your institution’s programs which can be exported to an Excel spreadsheet or a word document.

KPEDS login: <https://kpeds.ky.gov/login.aspx>

Steps to Resolve Degree Program Discrepancies

1. KPEDS – Next Generation will provide the list of program inventory errors during the Type 1 edit process. A critical error occurs if the program is categorized as suspended/inactive or it is not in the CPE Program Inventory. (From this point on, CPE Program Inventory will be referred to as the inventory.)
2. The IR/AA staff at the institution will determine the source of the error using institutional records and the Program Modification System to access the complete inventory.
 - If the program is a teach-out (e.g., it is suspended or inactive but there are still students at the institution completing the program), add comment to error in KPEDSNG to this effect.
 - If the program appears as inactive in the inventory, but has been continuously active and in every catalog for the institution for more than five years, contact Nan Harnice (nan.harnice@ky.gov) with the CPE Program ID, which is part of the record in Program Modification System, and CPE will update the inventory.
 - If the program appears as active in the inventory, but is listed at the wrong degree level, contact Nan Harnice (nan.harnice@ky.gov) with the CPE Program ID and the correct degree level.
 - If the program is listed as an Institutionally-Defined Certificate, but needs to be changed to a certificate that requires program approval, e-mail the approval documentation to Nan Harnice (nan.harnice@ky.gov). Upon verification, CPE will change the degree level.
 - If the program is listed as a certificate other than an Institutionally Defined Certificate, but should be institutionally defined (e.g., it is an undergraduate certificate of less than 1 year or a graduate certificate with less than 18 credit hours), e-mail Nan Harnice (nan.harnice@ky.gov) the CPE Program ID and CPE will make the change.

- If the program requires CPE approval, but has not gone through the approval process, it should undergo the official program approval process as outlined at <http://cpe.ky.gov/policies/academicaffairs/KPPPSusermanual.pdf>.
 - If the program is active in the inventory, but is listed with an incorrect CIP Code, submit a CIP Code change through the Program Modification and notify Nan Harnice (nan.harnice@ky.gov) that the request is pending.
 - If the program is not in the inventory in any form (active, inactive, or suspended), provide the program approval documentation to Nan Harnice (nan.harnice@ky.gov). Upon verification, CPE will add the program to the inventory. If the program requires approval, but has not gone through the approval process, it should undergo the official program approval process.
3. If program inventory discrepancies are unresolved when enrollment reports are produced, discrepant records will be noted as 'discrepant' or excluded from calculations of metrics. For example, the routine report on enrollment by major may include an asterisk to indicate enrollment is under review (i.e. '*discrepancies under review*'). However, if performance metrics involve enrollment numbers, the discrepant records will be excluded from the calculations.

TABLE 18
BUILDING OWNERSHIP CODES

Code	Description
1	Owned in fee simple
2	Title vested in the institution and being paid for on an amortization schedule (regardless of whether the building is shared with another institution or organization).
3	Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.)
4	Not owned by the institution, but leased or rented to the institution at a typical local rate.
5	Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
6	Not owned by the institution, but shared with an educational organization that is not a postsecondary institution.
7	Not owned by the institution, but shared with another postsecondary educational institution.
8	Other – Owner may or may not be university affiliated and non-affiliated, but building is used exclusively for institutional services (e.g., housing, bookstore, food service, warehouse). Facility is located on institutional property.
9	Title vested in an affiliated corporation, but made available to the institution either at no cost, a typical local rate, or at a nominal rate.

TABLE 20
OUTLINE OF ROOM USE CODES

<p>100 Classroom Facilities</p> <p>110 Classroom</p> <p>115 Classroom Service</p>	<p>500 Special Use Facilities (Continued)</p> <p>540 Clinic</p> <p>545 Clinic Service</p>
<p>200 Laboratory Facilities</p> <p>210 Class Laboratory</p> <p>215 Class Laboratory Service</p> <p>220 Open Laboratory</p> <p>225 Open Laboratory Service</p> <p>250 Research/Nonclass Laboratory</p> <p>255 Research/Nonclass Lab Service</p>	<p>550 Demonstration</p> <p>555 Demonstration Service</p> <p>560 Field Building (Agriculture)</p> <p>570 Animal Quarters (Res/Instr)</p> <p>575 Animal Quarters Service</p>
<p>300 Office Facilities</p> <p>310 Office</p> <p>315 Office Service</p> <p>350 Conference Room</p> <p>355 Conference Room Service</p> <p>390 Office Space - Dormitory</p>	<p>580 Greenhouse</p> <p>585 Greenhouse Service</p> <p>590 Other (All Purpose)</p>
<p>400 Study Facilities</p> <p>410 Study Room</p> <p>420 Stack</p> <p>430 Open-Stack Study Room</p> <p>440 Processing Room</p> <p>455 Study Service</p> <p>490 Dormitory Study Space</p>	<p>600 General Use Facilities</p> <p>610 Assembly</p> <p>615 Assembly Service</p> <p>620 Exhibition</p> <p>625 Exhibition Service</p> <p>630 Food Facility</p> <p>635 Food Facility Service</p>
<p>500 Special Use Facilities</p> <p>510 Armory (Military Support)</p> <p>515 Armory Service</p> <p>520 Athletic or Physical Education</p> <p>523 Athletic Facilities Spectator Seating</p> <p>525 Athletic or Physical Educ. Service</p> <p>530 Media Production</p> <p>535 Media Production Service</p>	<p>640 Day Care</p> <p>645 Day Care Service</p> <p>650 Lounge</p> <p>655 Lounge Service</p> <p>660 Merchandising</p> <p>665 Merchandising Service</p> <p>670 Recreation</p> <p>675 Recreation Service</p> <p>680 Meeting Room</p> <p>685 Meeting Room Service</p> <p>690 Lactation Room</p>

TABLE 20 ROOM USE CODES (continued)

700 Support Facilities

710	Central Computer or Telecommunications
715	Central Computer or Telecommunications Service
720	Shop
725	Shop Service
730	Central Storage
735	Central Storage Service
740	Vehicle Storage
745	Vehicle Storage Service
750	Central Service
755	Central Service Support
760	Hazardous Materials Storage (For Future Use)
765	Hazardous Materials Service
770	Hazardous Waste Storage (Treatment/Disposal)
775	Hazardous Waste Service
780	Unit Storage (assigned to department)

800 Health Care Facilities

810	Patient Bedroom
815	Patient Bedroom Service
820	Patient Bath
830	Nurse Station
835	Nurse Station Service
840	Surgery
845	Surgery Service
850	Treatment/Examination
855	Treatment/Examination Service
860	Diagnostic Service Laboratory
865	Diagnostic Service Laboratory Support Service

870	Central Supplies
880	Public Waiting
890	Staff On-Call Facility
895	Staff On-Call Facility Service

900 Residential Facilities

910	Sleep/Study without Toilet or Bath
919	Toilet or Bath
920	Sleep/Study with Toilet or Bath
935	Sleep/Study Service
950	Apartment
955	Apartment Service
970	House

000 Unclassified Facilities

050	Inactive Area
060	Alteration or Conversion Area
070	Unfinished Area

Non-assignable Area

PPP	President's Residence
VVV	Toilet - Facilities other than Dormitories
WWW	Circulation Area
XXX	Building Service
YYY	Mechanical Area

Structural Area

ZZZ	Structural Area
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TABLE 21
LAND HOLDINGS OWNERSHIP CODES

<u>Code</u>	<u>Description</u>
1	Land owned by university or an affiliated corporation.
2	Land leased by university or an affiliated corporation.
3	Land not owned by the institution, but made available to the institution either at no cost or at a nominal cost.

TABLE 25
AFFILIATED AND NONAFFILIATED CORPORATIONS,
FOUNDATIONS, AND FIDUCIARIES

<u>Institution</u>	<u>Affiliated Corporations or Foundations</u>	<u>Nonaffiliated Corporations or Foundations or Any Other Fiduciary</u>
Eastern Kentucky University		Eastern Kentucky University Foundation
KCTCS	None	KCTCS Foundation, Inc.
Kentucky State University	None	Kentucky State University Foundation, Inc.
Morehead State University	The Kentucky Folk Art Center, Inc.	Morehead State University Foundation, Inc.
Murray State University	None	Murray State University Foundation Murray State University Athletic Foundation, Inc.
Northern Kentucky University	Northern Kentucky University Research Foundation, Inc.	Northern Kentucky University Foundation, Inc. Chase College Foundation, Inc.
University of Kentucky	University of Kentucky Center on Aging Foundation, Inc. UK Gluck Equine Research Foundation, Inc. University of Kentucky Humanities Foundation, Inc. The Fund for the Advancement of Education and Research in the UK Medical Center UK Mining Engineering Foundation, Inc. University of Kentucky Research Foundation Central Kentucky Management Services, Inc. Beyond Blue Kentucky Healthcare Enterprises	Kentucky Medical Services Foundation
University of Louisville.	University of Louisville Research Foundation, Inc. University of Louisville Athletic Association, Inc. University of Louisville Medical School Fund, Inc.	University of Louisville Foundation, Inc. ULH, Inc. University Holdings, Inc.
Western Kentucky University	None	The College Heights Foundation, Western Kentucky University Research Foundation, Student Life Foundation, WKU Foundation

TABLE 26
SUBJECT CODES FOR DEVELOPMENTAL, SUPPLEMENTAL,
AND ENRICHMENT COURSES

<u>Code</u>	<u>Course</u>
0	Developmental/Supplemental/Remedial, Learning Skills/Other – Remedial courses not included in remedial categories 1, 2, 3, or 4.
1	Developmental/Supplemental/Remedial – English/Writing: Course to prepare students for college-level study in English/Writing.
2	Developmental/Supplemental/Remedial – Mathematics: Course to prepare students for college-level study in mathematics.
3	Developmental/Supplemental/Remedial – Science: Course to prepare students for college-level study in science.
4	Developmental/Supplemental/Remedial – Reading: Course to prepare students for college-level study.
5	Enrichment/Non-Remedial - Reading/Learning/Study Skills: Course to improve college-level reading, learning, or study skills.
6	Enrichment -- English for Foreign Students: Fundamentals of written and/or spoken English for foreign students.
7	Enrichment – First-Year Seminar: Courses that support the transition to college via orientation to the institution and support of academic and social development.
8	Enrichment -- Professional/Career: General course on career counseling or career choice.
9	Enrichment/Non-remedial, Other – Non-remedial basic skills courses not covered by categories 5, 6, 7, or 8.

TABLE 28
REGIONAL POSTSECONDARY EDUCATION CENTERS

<u>Code</u>	<u>Center</u>
21	South East Regional Postsecondary Education Center London, Corbin, and Somerset
22	Southern Regional Postsecondary Education Center Glasgow
23	Central Regional Postsecondary Education Center Elizabethtown
24	North East Regional Postsecondary Education Center Prestonsburg
25	West Regional Postsecondary Education Center Hopkinsville
26	South Central Regional Postsecondary Education Center Albany
27	University Center of the Mountains

TABLE 29
KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
OFF-CAMPUS COURSE SITES

Ashland Community and Technical College

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Ashland Fire Dept.	Boyd
101	Ashland Tennis	Boyd
102	Greenup County ATC	Greenup
103	Greenup County HS	Greenup
104	Kings Daughter Nursing & Rehab	Boyd
105	Lawrence County HS	Lawrence
106	King's Daughters Medical Center	Boyd
107	Paul Blazer High School	Boyd
108	Raceland High School	Greenup
109	Russell ATC	Greenup
110	Russell High School	Greenup
111	West Carter High School	Carter
112	East Carter HS	Carter
113	Elliott Count HS	Elliott
114	Ramey-Estep Home	Boyd
115	Carter County ATC	Carter
116	Boyd Co. Career & Tech Center	Boyd
117	Boyd Co. Nursing & Rehab	Boyd
118	Boyd County High School	Boyd
119	Carter Co. Nursing & Rehab	Carter
120	Century 21	Scioto
121	Eastern Kentucky Education Ctr	Morgan
122	Fairview HS	Boyd
123	FCI	Boyd
124	Grandview Manor	Boyd
125	Harrison County ATC	Harrison
126	Helping Hands Child Dev. Cntr	Lawrence
127	Keystone Ridge	Greenup
128	Kingsbrook Nursing Home	Boyd
129	LCMS	Lawrence
130	Mason County ATC	Mason
131	Oakmont Manor	Greenup
132	Paradise Lanes	Boyd
133	Pendleton Art Center	Boyd
134	Rose Hill Christian School	Boyd
135	Scope Towers	Boyd

TABLE 29 KCTCS COURSE SITES (continued)

Ashland Community and Technical College (continued)

<u>Code</u>	<u>Site</u>	<u>County</u>
137	Unity Square	Boyd
139	Young Men's Christian Assoc	Boyd
140	Boyd County Heritage Building	Boyd
141	Carter Christian Academy	Carter
142	Maysville CTC Rowan Campus	Mercer

Big Sandy Community and Technical College

<u>Code</u>	<u>Site</u>	<u>County</u>
101	Belfry High School	Pike
102	Betsy Layne High School	Floyd
103	Allen Central High School	Floyd
104	Excel Mining	Martin
105	Jenny Wiley State Park	Floyd
106	East Ridge High School	Pike
107	Floyd County ATC	Floyd
108	Johnson Central HS	Johnson
109	Magoffin County High School	Magoffin
110	Martin County ATC	Martin
111	Millard ATC	Pike
112	Paintsville Independent HS	Johnson
113	Phelps ATC	Pike
114	Phelps High School	Pike
115	Pike County Central HS	Pike
116	Pikeville High School	Pike
117	Prestonsburg High School	Floyd
118	Shelby Valley High School	Pike
119	South Floyd High School	Floyd
120	Piarist School	Floyd
121	Lee Correction Center	Lee
122	Magoffin County ATC	Magoffin
123	Martin County Works	Martin
125	Perry County Central HS	Perry
126	Pike Central High School	Pike
127	Roy Collier Comm. Center	Martin
		Martin
130		Martin
131		Floyd
133		Magoffin

TABLE 29 KCTCS COURSE SITES (continued)**Bluegrass Community and Technical College**

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Georgetown Advanced Manufacturing Center	Scott
101	Anderson County High School	Anderson
102	Bell County Education Center	Bell
103	Eastside ATC	Fayette
104	Garrard County ATC	Garrard
105	Harrodsburg ATC	Mercer
106	Jessamine Career & Tech Center	Jessamine
107	Kentucky Horse Park	Fayette
108	Lancaster Higher Education Cnt	Garrard
109	Blackburn Education Center	Fayette
110	Royal Spring Middle School	Scott
111	Clark County ATC	Clark
112	Lockmaster Security Institute	Jessamine
113	Madison County ATC	Madison
114	Marion County ATC	Marion
115	South Side ATC	Fayette
116	Franklin County ATC	Franklin
117	Lincoln County ATC	Lincoln
118	Boyle County High School	Boyle
119	Bryan Station High School	Fayette
120	C.E. McCormick ATC	Campbell
121	Cardome	Scott
122	Cntr for Trng & Employ	Fayette
123	Danville High School	Boyle
124	Danville/Boyle County Adult Ed	Boyle
125	Downtown Adult Education Center	Fayette
126	Elkhorn Crossing	Scott
127	Emergency Medical Services Bld	Scott
128	Frankfort Career Educ. Center	Franklin
129	Garrard County High School	Garrard
130	George Rogers Clark HS	Clark
131	Harrison County ATC	Harrison
132	Henry Clay High School	Fayette
133	J.D. Patton ATC	Kenton
134	Lafayette High School	Fayette
135	Lee County ATC	Lee
136	Locust Trace AgriScience Farm	Fayette
137	Marion Adjustment Center	Marion
138	Mercer County High School	Mercer

TABLE 29 KCTCS COURSE SITES (continued)

Bluegrass Community and Technical College (continued)

<u>Code</u>	<u>Site</u>	<u>County</u>
139	Montgomery County ATC	Montgomery
140	Newtown Campus	Fayette
141	Northpoint Education Center	
142	Owen County Elementary	Owen
143	Paul Laurence Dunbar HS	Fayette
144	Scott County ATC	Scott
145	Scott County Middle School	Scott
146	Scott County Ninth Grade	Scott
147	Tates Creek High School	Fayette
148	Thoroughbred Training Center	Fayette
149	UK Whitehall Classroom Bldg	Fayette
150	West Jessamine High School	Jessamine
151	Western Hills High School	Franklin
152	Woodford County High School	Woodford
153	VLI-Indstrl Maint Tech 01	Fayette
160	Lexington Christian Academy HS	Fayette
161	Family Care Center	Fayette
162	Montessori High School	Fayette
163	Madison Southern High School	Berea
164	Versailles Fire Department	Versailles
165	STEAM Academy	Fayette
166	BLC Georgetown Campus	Scott

Elizabethtown Community and Technical College

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Breckenridge Co. High School	Breckinridge
101	Grayson County Adult Annex	Grayson
102	Grayson County High School	Grayson
103	Green County ATC	Green
104	Hardin County Challenger Cntr	Hardin
105	Meade County High School	Meade
106	Nelson County High School	Nelson
107	My Old Ky Home Middle School	Nelson
108	Nelson County ATC	Nelson
109	Bardstown Adult Education Cntr	Nelson
110	Bluegrass Challenge Academy	Hardin
111	Bullitt East High School	Bullitt

TABLE 29 KCTCS COURSE SITES (continued)**Elizabethtown Community and Technical College (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
112	Central Hardin High School	Hardin
113	Elizabethtown High School	Hardin
114	Fort Knox High School	Hardin
115	Grayson County Middle School	Grayson
116	Hardin Memorial Hospital	Hardin
117	Hart County Adult Ed. Center	Hart
118	John Hardin High School	Hardin
119	Kelly Center	Grayson
120	Larue County High School	LaRue
121	Marion County ATC	Marion
122	North Hardin High School	Hardin
123	Parent Child Center	Hardin
124	Radcliff Reg Ed & Dev Office	Hardin
125	Springfield Products	Washington
126	Washington County High School	Washington
127	VLI-BUS ADMIN	Hardin
128	Amazon.com Fulfillment Center SDF1	Taylor
129	Hardin County Schools, EC3	Elizabethtown
130	Marion County High School	Marion
131	Bardstown High School	Nelson

Gateway Community and Technical College

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Boone County ATC	Boone
101	Carroll County ATC	Carroll
102	Chapman ATC	Kenton
103	Falmouth School Center	Pendleton
104	Grant County Career & Tech	Grant
105	Highlands High School	Campbell
106	Holmes High School	Kenton
107	Innovative Pathways Bldg	Kenton
108	J.D. Patton ATC	Kenton
109	Kenton County Public Library	Kenton
110	Mazak	Boone
111	C.E. McCormick ATC	Campbell
112	Michael's Coll Hair Design	Boone
113	N. KY University Campbell Hall	Campbell
114	Pendleton County High School	Pendleton

TABLE 29 KCTCS COURSE SITES (continued)

Gateway Community and Technical College (continued)

<u>Code</u>	<u>Site</u>	<u>County</u>
115	Senior Services of N KY	Boone
116	Thomson Learning Center	Kenton
117	Center for Tech, Inn, and Ent	Kenton
118	Two Rivers Building	Kenton
119	Professional Services Center	Covington
120	Gateway-Transportation	Kenton

Hazard Community and Technical College

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Breathitt Co. High School	Breathitt
101	Buckhorn High School	Perry
102	ARH Regional Medical Cente	Perry
103	Knott Co. Central High Sch	Knott
104	Lee Adjustment Center	Lee
105	Lee County High School	Lee
106	Letcher County ATC	Letcher
107	Owsley County HS	Owsley
108	Perry County Central HS	Perry
109	Wolfe County HS	Wolfe
110	Breathitt County ATC	Breathitt
111	Cadet Leadership & Ed Prg	Breathitt
112	Diamond May Coal	Perry
113	Frenchburg Job Corps	Meniffee
114	Hazard High School	Perry
115	Hazard Pavillion	Perry
116	Jackson City High School	Breathitt
117	Knott County ATC	Knott
118	Lee County ATC	Lee
119	Lee County PEP Coalition	Lee
120	Leslie County ATC	Leslie
121	Leslie County HS	Leslie
122	Manchester Fed Corr Ins	Clay
123	Owsley County CenterNet	Owsley
124	Powell County High School	Powell
125	Robinson Forest	Breathitt
126	US Forest Service	Clay
127	VLI-INFO TECH	Perry

TABLE 29 KCTCS COURSE SITES (continued)

Hazard Community and Technical College (continued)

<u>Code</u>	<u>Site</u>	<u>County</u>
128	VLI - Nursing	Perry
129	VLI - GEN100	Perry
128	VLI - Nursing	Perry
129	VLI - GEN100	Perry

Henderson Community College

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Echo Lanes	Henderson
101	Alcan Ingot	Henderson
102	Henderson County High School	Henderson
103	Young Men's Christian Assoc	Henderson
104	Henderson Fire Station	Henderson
105	Industrial & Eng Tech Bldg	Henderson
106	Union County High School	Union
107	Union Co. Senior Ctz Cntr	Union
108	Union Cty YMCA	Union
109	Webster County Senior Citizen Center	Webster
110	Herron Technology Center	Union
111	Atlantis Plastics	Henderson
112	Bend Gate ES	Henderson
113	Dana Corp	Henderson
114	ECC Job Corps	Union
115	Gathering Pic	Henderson
116	Gibbs Die Cast	Henderson
117	Henderson Chamber of Commerce	Henderson
118	Henderson County ATC	Henderson
119	Henderson Housing Authority	Henderson
120	Henderson Police Station	Henderson
121	Mag Plant	Henderson
122	Methodist Hosp	Henderson
123	Morganfield Elementary School	Union
124	Union Cty MS	Union
125	Webster County High School	Webster
126	West Kentucky Energy	Henderson

TABLE 29 KCTCS COURSE SITES (continued)

Hopkinsville Community College

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Christian County HS	Christian
101	Hopkinsville High School	Christian
102	In-Motion Rehab & Sports Medcn	Christian
103	Pennyroyal Museum	Christian
104	Princeton	Caldwell
105	Todd City HS	Todd
106	Trigg City HS	Trigg
107	University Heights Academy	Christian
108	BACH Fort Campbell	Christian
109	Trigg County Career Center	Trigg
110	Bowling Green Technical College	Warren
111	Caldwell County High School	Caldwell
112	Caldwell County ATC	Caldwell
113	Christian County Library	Christian
114	Christian Health Center	Christian
115	Gateway Health System	Montgomery
116	Grace Health Care	Montgomery
117	Greenview Medical Center	Warren
118	Hearthstone Place Nursing Home	Todd
119	Jennie Stuart Medical Center	Christian
120	Logan Co Memorial Hospital	Logan
121	Shady Lawn Nursing Home	Trigg
122	Western State Hospital	Christian
123	VLI - Science	Christian
124	VLI-Nurse Aid	Christian
125	VLI - GE 101	Christian
126	Heritage Christian Academy HS	Christian
127	Todd County Career Pathway	Todd
129	Todd County Advance Mfg. Tech	Todd

Jefferson Community and Technical College

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Bullitt Co Adult & Comm. Ed Center	Bullitt
101	Bullitt Area Technology Center	Bullitt
102	Butler High School	Jefferson
103	Carroll County ATC	Carroll
104	Central High School	Jefferson

TABLE 29 KCTCS COURSE SITES (continued)**Jefferson Community and Technical College (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
105	Crestwood Community Arts Center	Oldham
106	Doss High School	Jefferson
107	Eastern High School	Jefferson
108	Fairdale High School	Jefferson
109	Gallatin High School	Gallatin
110	Henry County High School	Henry
111	Iroquois High School	Jefferson
112	620 Building	Jefferson
113	AFL-CIO	Jefferson
114	Ahrens Vocational School	Jefferson
115	Amerimex Training Center	Montgomery
116	Jeffersontown High School	Jefferson
117	KY Corr. Institute Women	Oldham
118	Kentucky State Reformatory	Oldham
119	Luther Lockett Education Ctr	Oldham
120	Male High School	Jefferson
121	Moore High School	Jefferson
122	Norton Pavilion	Jefferson
123	Oldham County ATC	Oldham
124	Oldham County High School	Oldham
125	Owen City High School	Owen
126	Pewee Valley Education Center	Oldham
127	Pleasure Ridge Park High School	Jefferson
128	Roederer Correctional Complex	Oldham
129	Seneca High School	Jefferson
130	Shawnee High School	Jefferson
131	South Oldham High School	Oldham
132	Southern High School	Jefferson
133	United Parcel Service	Jefferson
134	Western Hill School	Jefferson
135	Young Men's Christian Assoc.	Jefferson
136	Carroll County High School	Carroll
137	LaGrange Educational Center	Oldham
138	Trimble County High School	Trimble
139	Anchorage Fire Department	Jefferson
140	Apprentice Training Center	Jefferson
141	Atherton High School	Jefferson
142	Bagdad Fire Department	Shelby

TABLE 29 KCTCS COURSE SITES (continued)**Jefferson Community and Technical College (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
143	Ballard High School	Jefferson
144	Ballardsville Fire Department	Oldham
145	Bedford Fire Department	Trimble
146	Black Mudd Fire Department	Jefferson
147	Borden Chemical Company	Jefferson
148	Brown Building	Jefferson
149	Buchel Fire Department	Jefferson
150	Bullitt Central High School	Bullitt
151	Bullitt County ATC	Bullitt
152	Bullitt County EOC	Bullitt
153	Bullitt East High School	Bullitt
154	Camp Taylor Fire Dept.	Jefferson
155	Campbellsburg Fire and Rescue	Henry
156	Central Government Center	Jefferson
157	Dawson Orman Education Cntr	Jefferson
158	Dixie Suburban Fire Department	Jefferson
159	Eastwood Fire Department	Jefferson
160	Electricians JAC Local 369	Jefferson
161	Eminence High School	Henry
162	Fairdale Fire Department	Jefferson
163	Fern Creek Fire Department	Jefferson
164	Fern Creek High School	Jefferson
165	Ford KTP	Jefferson
166	Ford-LAP	Jefferson
167	Galt House Hotel	Jefferson
168	Green River Correctional Cmplx	Muhlenberg
169	Harrods Creek Fire Dept	Oldham
170	Highview Fire Department	Jefferson
171	Horticulture Farm	Jefferson
172	Jeffersontown Fire Dept	Jefferson
173	Lebanon Junction Fire Dept	Bullitt
174	Louisville Fire Academy	Jefferson
175	Louisville Fire Department	Jefferson
176	Louisville PD Training Unit	Jefferson
177	Lyndon Fire Department	Jefferson
178	Marion Adjustment Center	Marion
179	McMann Fire House	Jefferson
180	Middletown Fire Department	Jefferson
181	Milton Elementary School	Trimble

TABLE 29 KCTCS COURSE SITES (continued)**Jefferson Community and Technical College (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
182	Milton Fire Department	Trimble
183	Minority Teacher Recruitment P	Jefferson
184	Mt. Eden Fire Department	Spencer
185	Mt. Washington Fire Dept.	Bullitt
186	New Castle Fire Department	Henry
187	Nichols Fire Department	Bullitt
188	North Bullitt High School	Bullitt
189	North Oldham High School	Oldham
190	Ohio Valley Education Coop	Shelby
191	Okolona Fire Department	Jefferson
192	Payne St Pottery & Gallery	Jefferson
193	Pewee Valley Fire Department	Oldham
194	Pleasure Ridge Park FD	Jefferson
195	Point Pleasure Fire Dept.	Kenton
196	R.E.A.C.H.	Jefferson
197	Shelby Co Emergency Management	Shelby
198	Shelby County High School	Shelby
199	Shelby County ATC	Shelby
200	Shelby County Fire Dept	Shelby
201	Shelbyville Fire Department	Shelby
202	Simmons College of Kentucky	Jefferson
203	Simpsonville FD	Shelby
204	South Oldham Fire Department	Oldham
205	Southeast Bullitt FD	Bullitt
206	Spencer Co. High School	Spencer
207	St. Matthews Fire Dept	Jefferson
208	St. Xavier High School	Jefferson
209	Stewart Middle School	Jefferson
210	Trinity High School	Jefferson
211	U of L Dental School	Jefferson
212	UL Shelby Campus	Jefferson
213	University of Louisville	Jefferson
214	Valley High School	Jefferson
215	Veterans Hospital	Jefferson
216	Waggener High School	Jefferson
217	Western Ky. Correctional Complex	Caldwell
218	Wiggins Fam Invest Cntr	Jefferson
219	Worthington Fire Department	Jefferson
220	Zoneton Fire Department	Bullitt

TABLE 29 KCTCS COURSE SITES (continued)

Jefferson Community and Technical College (continued)

<u>Code</u>	<u>Site</u>	<u>County</u>
221	Eddyville Education Center	Lyon
222	Virtual	Jefferson
223	VLI-CompLit/Math	Jefferson
224	VLI-Mathematics	Jefferson
225	VLI/Assoc Nursing	Jefferson
226	Assumption High School	Jefferson

Madisonville Community College

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Curves for Women	Hopkins
101	Curves for Women Muhlenberg	Muhlenberg
102	Green River Correctional Cmplx	Muhlenberg
103	Melody Lanes	Hopkins
104	Wall's Gym & Fitness Center	Muhlenberg
105	Webster County High School	Webster
106	Young Men's Christian Assoc	Hopkins
107	Area 2 Fire Rescue Princeton	Caldwell
108	Caldwell County ATC	Caldwell
109	Caldwell County High School	Caldwell
110	Muhlenberg County ATC	Muhlenberg
111	Career Advancement Center	Muhlenberg
112	Central City Housing Authority	Muhlenberg
113	Christian County ATC	Christian
114	Marion/Crittenden County Ed Tech Teaching Center	Crittenden
115	Crittenden County High School	Crittenden
116	Dawson Springs High School	Hopkins
117	Dixon Elementary School	Webster
118	Franklin-Simpson High School	Simpson
119	Henderson County ATC	Henderson
120	Hopkins County Central HS	Hopkins
121	Hopkinsville Campus	Christian
122	Hopkinsville Fire Department	Christian
123	Jennie Stuart Medical Center	Christian
124	Lantrips Karate Studio	Hopkins
125	Madisonville City Park	Hopkins
126	Madisonville Country Club	Hopkins
127	Madisonville Fire Department	Hopkins

TABLE 29 KCTCS COURSE SITES (continued)

Madisonville Community College (continued)

<u>Code</u>	<u>Site</u>	<u>County</u>
128	Madisonville Hopkins Co Cham	Hopkins
129	Madisonville North Hopkins HS	Hopkins
130	McLean County High School	McLean
131	Muhlenberg Career Dev. Center	Muhlenberg
132	Muhlenberg Community Hospital	Muhlenberg
133	Muhlenberg County High School	Muhlenberg
134	Muhlenberg North High School	Muhlenberg
135	Muhlenberg North Middle School	Muhlenberg
136	Muhlenberg South High School	Muhlenberg
137	Muhlenberg South Middle School	Muhlenberg
138	Pennyrile Gymnastics & Dance	Hopkins
139	Providence High School	Caldwell
140	Providence Housing Authority	Caldwell
141	Regional Medical Center	Hopkins
142	Rosenwald/Smith Multi-Cultural	Hopkins
143	Webster County ATC	Webster
144	Early College and Career Ctr	Elizabethtown
145	Hopkins County Career & Tech Center	Hopkins
146	Cornerstone Prep School	Hopkins
147	Union County High School	Union

Maysville Community and Technical College

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Bracken County High School	Bracken
101	Fleming County High School	Fleming
102	Foster Meade ATC	Lewis
103	Graves County High School	Graves
104	Harrison County ATC	Harrison
105	Allied health Annex	Harrison
106	Limestone Family YMCA	Mason
107	Mason County ATC	Mason
108	Amo Peters Comm. Center	Mason
109	Annunciation Church Parish HI	Bourbon
110	Licking Valley Paris Ext.	Bourbon
111	Rowan Campus Mt. String Ext	Montgomery
112	Menifee Co. High School	Menifee
113	Montgomery Co. High School	Montgomery

TABLE 29 KCTCS COURSE SITES (continued)

Maysville Community and Technical College (continued)

<u>Code</u>	<u>Site</u>	<u>County</u>
114	Morgan County ATC	Morgan
115	Paris High School	Bourbon
116	Paris-Bourbon County YMCA	Bourbon
117	St. Patrick's High School	Mason
118	The Rock Fitness Center	Harrison
119	Rowan Co. Senior High School	Rowan
120	Greenup County ATC	Greenup
121	Bourbon County High School	Bourbon
122	Mason County High School	Mason
123	Bath County High School	Bath
124	Montgomery County ATC	Montgomery
125	Ohio Valley Career & Tech Cntr	Adams
126	Hoffman Enclosures Inc.	Montgomery
127	Ripley Union Lewis Huntington	Brown
128	Regional Enterprise Cntr	Morgan
129	Carlisle Armory	Nicholas
130	Carter County ATC	Carter
131	Community Education Center	Harrison
132	Cox Building	Mason
133	Culinary Arts Institute	Mason
134	Cynthiana 3-M	Harrison
135	Cynthiana Christian Church	Harrison
136	Deming High School	Robertson
137	Downtown Machine Shop	Mason
138	E KY Correctional	Morgan
139	Eastside Elementary School	Mason
140	Knott County ATC	Knott
141	Lewis Co. Adult Ed. Lrng Cntr	Lewis
142	Lewis County High School	Lewis
143	Licking Valley Carlisle	Nicholas
144	Life's U Martial Arts Aca	Mason
145	Machine Shop	Mason
146	Mason Co. Detention Center	Mason
147	McFarland Building	Mason
148	Morgan County High School	Morgan
149	Nicholas Co. High School	Nicholas
150	Pendleton County High School	Pendleton

TABLE 29 KCTCS COURSE SITES (continued)

Maysville Community and Technical College (continued)

<u>Code</u>	<u>Site</u>	<u>County</u>
151	Powell County High School	Powell
152	Reg Entrepreneur Cnt	Mason
153	Vanceburg Housing Authorit	Lewis
157	BURN Personal Training	Mason
158	Grant County ATC	Grant
159	MYC Rowan Campus Downtown Ext	Rowan
160	Grayson County High School	Grayson
161	MoSU Derrickson Agriculture	Rowan

Owensboro Community and Technical College

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Cloverport High School	Breckinridge
101	Daviess Co. Sheriff's Dept	Daviess
102	Hancock County High School	Hancock
103	McLean County High School	McLean
104	Ohio County High School	Ohio
105	Ohio County ATC	Ohio
106	Trinity High School	Daviess
107	Apollo High School	Daviess
108	Ashby's Yoga & Martial Arts	Daviess
109	Barren County High School	Barren
110	Beacon Central High School	Daviess
111	Bluegrass Interiors	Daviess
112	Breckenridge Co. High School	Breckinridge
113	Breckinridge County ATC	Breckinridge
114	Butler County High School	Butler
115	Commonwealth Aluminum	Hancock
116	Daviess County High School	Daviess
117	Elizabeth Munday Center	Daviess
118	Go Figure Salon & Dayspa	Daviess
119	Henderson County High School	Henderson
120	Kimberly Clark Company	Daviess
121	Muhlenberg County ATC	Muhlenberg
122	Owensboro Mercy Health Care Sys	Daviess
123	Owensboro Career Center	Daviess
124	Owensboro Catholic High School	Daviess
125	Owensboro Drill Tower	Daviess

TABLE 29 KCTCS COURSE SITES (continued)

Owensboro Community and Technical College (continued)

<u>Code</u>	<u>Site</u>	<u>County</u>
126	Owensboro High School	Daviess
127	The River Park Center	Daviess
128	The Summit Club Pro Shop	Daviess
129	Union County High School	Union
130	WKU-Owensboro	Daviess
131	VLI - Biology	Daviess
132	VLI - Practical Nursing	Daviess
133	Owensboro Innovation Academy	Owensboro
136	Unifirst Corporation	Owensboro

Somerset Community College

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Casey County ATC	Casey
101	Casey County High School	Casey
102	Clay County ATC	Clay
103	Clinton County ATC	Clinton
104	Federal Correctional Inst	Clay
105	Corbin ATC	Whitley
106	Greenwood High School	Warren
107	Jackson County ATC	Jackson
108	Lake Cumberland ATC	Russell
109	Lincoln County ATC	Lincoln
110	Clinton Co Adult Education	Clinton
111	Monticello High School	Wayne
112	Rockcastle County ATC	Rockcastle
113	Rockcastle County High School	Rockcastle
114	Clinton County High School	Clinton
115	Wayne County ATC	Wayne
116	Wayne County High School	Wayne
117	Casey County Public Library	Casey
118	Clinton County Hosp Clinton Co	Clinton
119	Cumberland Co Adult Ed & Ltrcy	Cumberland
120	Eastside ATC	Fayette
121	CAP Adult Learning Center	Rockcastle
122	C.E. McCormick ATC	Campbell
123	Fenton's Leap Learning Center	Pulaski
124	Fire & Rescue Training Area 13	Laurel
125	Fire & Rescue Training Area 14	Taylor

TABLE 29 KCTCS COURSE SITES (continued)**Somerset Community College (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
126	Franklin-Simpson Career &Tech	Simpson
127	Green County ATC	Green
128	Knox County ATC	Knox
129	Lake Cumberland Regional Hosp	Pulaski
130	Leslie County ATC	Leslie
131	Lincoln County High School	Lincoln
132	Madison Southern High School	Madison
133	McCreary Central HS	Pulaski
134	McCreary County ATC	McCreary
135	Monroe County ATC	Monroe
136	Pulaski County ATC	Pulaski
137	Pulaski County High School	Pulaski
138	Rockcastle Co. Courthouse	Rockcastle
139	Rockcastle Co. Middle School	Rockcastle
140	Rockcastle Hosp Rockcastle Co.	Rockcastle
141	Rural Economic Dev Center	Pulaski
142	Russell County High School	Russell
143	Somerset Family Fitness Center	Pulaski
144	Somerset High School	Pulaski
145	Somerset Technical College	Pulaski
146	South Side ATC	Fayette
147	Southwestern High School	Pulaski
148	St. Joseph's Hospital London	Laurel
149	Thomas Hood Veterans Center	Jessamine
150	Wayne Co Adult Ed & Fmly Ltcr	Wayne
151	Wayne County Hospital Wayne Co	Wayne
152	Westlake Regional Hosp - Adair	Adair
153	VLI-Oral Comm/Writing	Pulaski
161	Cumberland County High School	Cumberland
162	Somerset Christian School	Pulaski
163	Taylor County High School	Taylor
164	Lineman Training Center	Pulaski

Southcentral Kentucky Community and Technical College

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Adairville VFD	Logan
101	Austin Tracy Fire Department	Barren Edmonson

TABLE 29 KCTCS COURSE SITES (continued)**Southcentral Kentucky Community and Technical College (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
103	Bowling Green Fire Department	Warren
105	Cave City Fire Department	Barren
106	Cedar Springs Fire Dept.	Allen
107	Chalybeate Fire Department	Edmonson
108	Flippin Volunteer FD	Monroe
109	Glasgow Fire Department	Barren
110	Hardyville Volunteer FD	Hart
111	Haywood VFD	Barren
112	Lewisburg Fire Department	Logan
113	Linwood VFD	Hart
114	Munfordville Fire Dept.	Hart
115	Olmstead Fire Department	Logan
116	Richardsville Fire Dept.	Warren
117	Russellville City FD	Logan
118	Second District Fire Dept.	Butler
119	South Allen FD	Allen
120	South Barren VFD	Barren
121	Temple Hill FD	Barren
122	Tompkinsville VFD	Monroe
123	Gamaliel Fire Department	Monroe
124	Auburn Fire Department	Logan
125	Fifth District Fire Dept.	Butler
126	Fountain Run Fire Dept.	Monroe
127	Lincoln Fire Department	Edmonson
128	Monroe Co. Fire and Rescue	Monroe
129	Plano Fire Department	Warren
130	Woodburn Fire Department	Warren
131	Horse Cave Fire Department	Hart
132	Rockyhill Fire Department	Edmonson
133	AEP Industries Inc.	Warren
134	Fourth District Fire Dept.	Butler
135	Edmonton/Metcalf F&R	Metcalf
136	Morgantown Fire Department	Butler
137	Scottsville Rescue	Allen
138	Bonnieville Fire Dept.	Hart
139	Mudlick Fire Department	Monroe
140	Park City Fire Department	Barren
141	Priceville Fire Department	Hart
142	Summer Shade Fire Department	Metcalf

TABLE 29 KCTCS COURSE SITES (continued)**Southcentral Kentucky Community and Technical College (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
143	Halifax Fire Department	Allen
144	Trammel Fire Department	Allen
145	JM Smuckers	Allen
146	Russellville Rural FD	Logan
147	North Metcalfe VFD	Metcalfe
148	Hart County Rescue Squad	Hart
149	Akebono Corporation	Barren
150	Allen County ATC	Allen
151	Alvaton Fire Department	Warren
152	Bando Manufacturing of America	Warren
153	Barren County ATC	Barren
154	Barren County High School	Barren
155	Barren River Fire Dept.	Warren
156	Barren River State Park	Barren
157	Belden CDT	Monroe
158	Bowling Green High School	Warren
159	Browning Volunteer Fire Dept.	Warren
160	Brownsville Volunteer FD	Edmonson
161	Butler County ATC	Butler
162	Butler County High School	Butler
163	Butler County Rescue Squad	Butler
164	CEA, Inc.	Barren
165	Campbelsville/Taylor Co. Res.	Taylor
166	Colonial Inn	Logan
167	Cub Run VFD	Hart
168	Donnelley RR & Sons	Barren
169	East Allen VFD	Allen
170	East Barren Fire Dept.	Barren
171	Edmonson Co. High School	Edmonson
172	Felker Brothers	Barren
173	Franklin Fire Department	Simpson
174	Fruit of the Loom	Warren
175	General Products	Logan
176	GM Corvette Plant	Warren
177	GOTT Fire Department	Warren
178	Green County ATC	Green
179	Greenwood High School	Warren
180	Halton Corporation	Allen
181	Hills Pet Food	Warren

TABLE 29 KCTCS COURSE SITES (continued)

Southcentral Kentucky Community and Technical College (continued)

<u>Code</u>	<u>Site</u>	<u>County</u>
182	Hiseville Volunteer FD	Barren
183	J.L. French	Barren
184	Jerry's Restaurant	Warren
185	Kingsford Charcoal	Metcalfe
186	Kountry Kitchen	Butler
187	Kyrock Volunteer Fire Dept	Edmonson
188	Lighthouse Academy	Warren
189	Logan Aluminum, Inc.	Logan
190	Logan County High School	Logan
191	Meade County VFD	Meade
192	Metcalfe Co. High School	Metcalfe
193	Monroe County ATC	Monroe
194	Monroe County High School	Monroe
195	Nasco	Warren
196	New Mather Metals	Simpson
197	Ohio County Park	Ohio
198	Pan Osten	Warren
199	Princeton Fire Department	Caldwell
200	Public Service Trng Center	Warren
201	Richardsville Comm. Center	Warren
202	Richpond Market	Madison
203	Russellville ATC	Logan
204	Sensus Precision Die Cast	Logan
205	Siegel-Roberts, Inc.	Warren
206	Simpson Co. Fire & Rescue	Simpson
207	Smith Grove VFD	Edmonson
208	South Warren High School	Warren
209	Span Tech	Barren
210	Stoney Point Fire Dept.	Simpson
211	Sumitomo Electrical Wiring Sys	Metcalfe
212	Sun Products	Warren
213	The KY Depot Restaurant	Lincoln
214	Toyo Tires	Simpson
215	Trace Die cast	Warren
216	TWN Fastener	Warren
217	Unipress	Sumner
218	Warren ATC	Warren
219	Warren Central High School	Warren
220	Warren Co. Com. Emergency Response Team	Warren

TABLE 29 KCTCS COURSE SITES (continued)

Southcentral Kentucky Community and Technical College (continued)

<u>Code</u>	<u>Site</u>	<u>County</u>
221	Warren Co Extension Office	Warren
222	Warren East High School	Warren
223	WKU Farm & Ag Expo Center	Warren
229	Gamaliel VFD	Monroe
230	Glasgow High School	Barren
231	Franklin-Simpson High School	Simpson
223	Bowling Green Christian Academy	Warren
234	Russellville High School	Russell

Southeast Kentucky Community and Technical College

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Rockcastle County ATC	Rockcastle
101	VLI - Transitional Math	Harlan

West Kentucky Community and Technical College

<u>Code</u>	<u>Site</u>	<u>County</u>
100	Ballard Memorial High School	Ballard
101	Carlisle County High School	Carlisle
102	Community Christian Academy	McCracken
103	Graves County High School	Graves
104	Hickman County High School	Hickman
105	Livingston Central High School	Livingston
106	Lone Oak High School	McCracken
107	Marshall County High School	Marshall
108	Murray High School	Calloway
109	Paducah Tilghman High School	McCracken
110	Saint Mary High School	McCracken
111	Ballard County ATC	Ballard
112	Boys & Girls Club of Paducah	McCracken
113	BrokenStone Press	McCracken
114	Caldwell County ATC	Caldwell
115	Calloway County ATC	Calloway
116	Calvert City Hall	Marshall
117	Clark Family Resource Center	McCracken
118	Crittenden County High School	Crittenden
119	Dawson Springs High School	Hopkins

TABLE 29 KCTCS COURSE SITES (continued)**West Kentucky Community and Technical College (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
120	Deckhand Training Center	McCracken
121	Eddyville Education Center	Lyon
122	Fulton City High School	Fulton
123	Fulton County ATC	Fulton
124	Fulton County High School	Fulton
125	Gaither Suites	McCracken
126	Gold's Gym	McCracken
127	Health Education Center	McCracken
128	Heath High School	McCracken
129	Hopkins County Central HS	Hopkins
130	Hwang's Martial Arts Academy	McCracken
131	Industry Training Center	McCracken
132	Information Age Park	McCracken
133	Juvenile Detention Center	McCracken
134	Lourdes Hospital	McCracken
135	Lyon County High School	Lyon
136	Madisonville North Hopkins HS	Hopkins
137	Marshall County ATC	Marshall
138	Mayfield High School	Graves
139	Mayfield-Graves County ATC	Graves
140	McCracken Co. Brd of Education	McCracken
141	McCracken Co. Public Library	McCracken
142	Paducah ATC	McCracken
143	Paducah Housing Authority	McCracken
144	Paducah School of Art	McCracken
145	Philosophy Gallery	McCracken
146	Pierce Lackey Courts	McCracken
147	Providence High School	Caldwell
148	Reidland High School	McCracken
149	Roush	McCracken
150	Safety Training Center	Marshall
151	Saint Jerome	Graves
152	Training Cntr for Comm & Ec Dv	McCracken
153	Union Planters Bank	Graves
154	Weaks Center	Calloway
155	West Kentucky Technology Park	Ballard
156	Western Ky. Correctional Complex	Caldwell
157	Westvaco	Ballard
158	VLI-Humanities/Language	McCracken

TABLE 29 KCTCS COURSE SITES (continued)

West Kentucky Community and Technical College (continued)

<u>Code</u>	<u>Site</u>	<u>County</u>
159	VLI/Social Interaction	McCracken
163	McCracken County High School	McCracken
164	Northside Baptist Christian School	Graves

TABLE 29
PUBLIC UNIVERSITIES OFF-CAMPUS COURSE SITES

Eastern Kentucky University

<u>Code</u>	<u>Site</u>	<u>County</u>
001	Beattyville	Lee
002	Bowling Green	Warren
003	Booneville	Owsley
004	Corbin	Whitley
005	Cynthiana	Harrison
006	Danville	Boyle
007	Frankfort	Franklin
008	Fort Knox	Hardin
009	Hazard	Perry
010	Jackson	Breathitt
011	Lexington	Fayette
012	Liberty	Casey
013	London	Laurel
014	Louisville	Jefferson
015	Manchester	Clay
016	McKee	Jackson
017	Monticello	Wayne
018	Mt. Vernon	Rockcastle
019	Paint Lick	Garrard
020	Pineville	Bell
021	Somerset	Pulaski
022	Stanford	Lincoln
023	Stanton	Powell
025	Beaver Dam	Ohio
026	Ashland	Boyd
027	Bardstown	Nelson
028	Barbourville	Knox
029	Fort Mitchell	Kenton
030	Berea	Madison
031	Beverly	Bell
032	Broadhead	Rockcastle
033	Campbellsville	Taylor
034	Campton	Wolfe
035	Carrollton	Carroll
036	Oneida	Clay
037	Columbia	Adair
038	Covington	Kenton
039	Clay City	Powell
040	Cumberland	Harlan
041	Dry Ridge	Grant
042	Durrett High School	Jefferson
043	Eddyville	Lyon
044	Elizabethtown	Hardin
045	Falmouth	Pendleton
046	Fern Creek	Jefferson

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**Eastern Kentucky University (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
047	Florence	Boone
048	Fulton	Fulton
051	Grayson	Carter
052	Glasgow	Barren
053	Georgetown	Scott
054	Gray Hawk	Jackson
055	Harlan	Harlan
056	Harrodsburg	Mercer
057	Horse Creek	Clay
058	Harrison County	Harrison
059	Henderson	Henderson
060	Highland Heights	Campbell
061	Hopkinsville	Christian
062	Hyden	Leslie
063	Irvine	Estill
064	Jenkins	Letcher
065	Jeffersontown	Jefferson
066	Golden Pond	Trigg
067	LaGrange	Oldham
068	Lancaster	Garrard
069	Lebanon	Marion
070	Leitchfield	Grayson
071	Lyndon	Jefferson
072	Madisonville	Hopkins
073	Mayfield	Graves
074	Middlesboro	Bell
075	Morehead	Rowan
076	Mt. Sterling	Montgomery
077	Murray	Calloway
078	Maysville	Mason
079	Nazareth	Nelson
080	Neon	Letcher
081	Nicholasville	Jessamine
082	Newport	Campbell
083	Olive Hill	Carter
084	Owensboro	Daviess
085	Paducah	McCracken
086	Paris	Bourbon
087	Prestonsburg	Floyd
088	Pikeville	Pike
089	Pippa Passes	Knott
090	Paintsville	Johnson
091	Providence	Webster
092	Pleasure Ridge Park	Jefferson
093	Salvisa	Mercer
094	Sand Gap	Jackson

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)

Eastern Kentucky University (continued)

<u>Code</u>	<u>Site</u>	<u>County</u>
095	Shepherdsville	Bullitt
096	Springfield	Washington
097	St. Matthews	Jefferson
098	Shelbyville	Shelby
099	Thelma	Johnson
100	Williamsburg	Whitley
101	Whitley City	McCreary
102	Whitesburg	Letcher
103	Winchester	Clark
104	Versailles	Woodford
105	KTLN	Bath
106	Bracken	
107	KTLN	Anderson
108	KTLN	Owen
109	Buckhorn	Perry
110	Madison Central High School	Madison
111		Gallatin
112		Russell
113	Lee	

Kentucky State University

<u>Code</u>	<u>Site</u>	<u>County</u>
001	Eminence	Henry
002	Georgetown	Scott
003	Lawrenceburg	Anderson
004	Lexington	Fayette
005	Louisville	Jefferson
006	Owenton	Owen
007	Shelbyville	Shelby

Morehead State University

<u>Code</u>	<u>Site</u>	<u>County</u>
001	Ashland	Boyd
002	Belfry	Pike
003	Inez	Martin
004	Jackson	Breathitt
005	Maysville	Mason
006	Mt. Sterling	Montgomery
007	Paintsville	Johnson
008	Pikeville	Pike
009	Prestonsburg	Floyd
010	West Liberty	Morgan
011	Whitesburg	Letcher

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**Morehead State University (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
012	Eastern Ky Correc Fac - West Liberty	Morgan
013	Pippa Passes	Knott
014	Lexington	Fayette
015	West Carter High School	Carter
016	Perry County High School	Perry
017	Avon Army Depot	Clark
018	Magoffin County High School	Magoffin
019	Hihat	Floyd
020	Raceland	Greenup
021	Bath County High School	Bath
022	Flemingsburg High School	Fleming
023	Louisa	Lawrence
024	Vanceburg	Lewis
025	Winchester	Clark
026	Hindman	Knott
027	Portsmouth	Ohio
028	Rowan Technical College	Rowan
029	Ashland Technical College	Boyd
030	Mayo Technical College	Johnson
031	Menifee County High School	Menifee
032	Wolfe County High School	Wolfe
033	Hazard	Perry
034	Somerset	Pulaski
035	Rowan County High School	Rowan
036	Elliott County High School	Elliott
037	East Carter County High School	Carter
038	Russell Independent High School	Greenup
039	Salyersville	Magoffin
040		
041		
042		
043	Phelps High School	Pike
044	Powell County High School	Powell
045	Morgan County High School	Morgan
046	Pike Central High School	Pike
047		
048		
049		
050		
051		
052		
053		
054	Henry Clay High School	Fayette
055	Lawrence County High School	Lawrence
056	Lewis County High School	Lewis
057	Montgomery County High School	Montgomery

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**Morehead State University (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
058	Pikeville High School	Pike
059	Shelby Valley High School	
060	Sheldon Clark High School	
061	Lakeside Christian Academy	
062	Estill County High School	Estill
063	East Jessamine High School	Jessamine
064	West Jessamine High School	Jessamine
065	Jackson Independent High School	
066	Betsy Lane High School	
067	Boyd County High School	Boyd
068	Allen Central High School	
069	South Floyd High School	
070	Breathitt County High School	Breathitt
071	Johnson Central High School	
072	Knott County High School	Knott
073	Prestonsburg High School	
074	Lexington/UK	
075	Jessamine County Area Technology	
076	Lee County High School	
077	St. Patrick's High School	
078	Floyd County Board of Education	
079	Deming High School	
080	Greenup County	
081	Paul G. Blazer High School	
082	Central High School	
083	Mason County High School	
084	East Ridge High School	
085		
086	Owsley County High School	
087	Frankfort High School	
088	Carter County Board of Education	
089	Martha Layne Collins High School	
090	South Oldham High School	
091	Henry County High School	
092	Grant County High School	
093	Nicholas County High School	
094	Paintsville High School	
095	Locust Trace Agriscience Farm	
096	Eastern High School	
097	Mercer County Senior High School	
098	Ballard High School	
099	Little Sandy Correctional	
100	Lexington Catholic	
101	North Bullitt High School	
102	Bullitt Central High School	
103	Bryan Station High School	

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**Morehead State University (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
104	Grayson County	
105	Rockcastle County	
106	Taylor County High School	
107	Conner High School	
108	The Academy at Shawnee	
109	Clay County High School	
110	Montessori High School of Ky	
111	Metcalfe County High School	
112	Lexington Catholic High School	
113	Steam Academy	
114	Carter G. Woodson Academy	
115	Knox County	
116	Woodford County High School	
117	Somerset High School	
118	Rose Hill Christian HS	Boyd
119	Multiple Sites	
120	Multiple Sites	
121	Lexington Christian Academy	Fayette
122	Eminence High School	Henry
123	North Oldham High School	Oldham
124	Floyd Central High School	
125	George Rogers Clark High School	Clark

Murray State University

<u>Code</u>	<u>Site</u>	<u>County</u>
001	Ft. Campbell	Christian
002	Henderson	Henderson
003	Hopkinsville	Christian
004	Madisonville	Hopkins
005	Morganfield	Union
006	Paducah	McCracken
007	Eddyville	Lyon
009	Fulton	Fulton
010	Owensboro	Daviess
011	Earl Clements Job Corp	Union
012	Job Corp Satellite	Muhlenberg
013	Princeton	Caldwell
014	Germany	--
015	Bregenz, Austria	--
016	Reidland High School	McCracken
017	Marshall Co. High School	Marshall
018	Ballard Co. Vocational School	Ballard
019	Union Co. High School	Union
020	Carlisle County High School	Carlisle

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**Murray State University (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
021	University of Louisville	Jefferson
022	Crittenden County High School	Crittenden
023	Hickman County High School	Hickman
024	Trover Clinic	Hopkins
025	Spain	--
026	Cambridge	United Kingdom
027	Ecuador	--
028	Fulton City High School	Fulton
029	Fulton County High School	Fulton
030	Hong Kong	--
031	Mexico	--
032	Heath High School	McCracken
033	Breathitt Veterinarian Center	Christian
034	Britain	United Kingdom
035	Caldwell County High School	Caldwell
036	Lexington	Fayette
037	Dawson Springs High School	Hopkins
038	China	BCH
039	Oxford	BUK
040	Munich	Germany
041	Mayfield	Graves
042	France	
043	Paris	Tennessee
044	Wickliffe Mounds	Ballard
045	Italy	
046	Outwood	Hopkins
047	Costa Rica	
048	Regensburg	Germany
049	Salzburg	Austria
050	LBL	Trigg
051	Marion	Crittenden
052	Trigg County High School	Trigg
053	Australia	
054	New Zealand	
055	Ireland	
056	Bowling Green	Warren
057	Scotland	
058	Washington, D.C.	
059	Rome	Italy
060	Florence	Italy
061	Brazil	
062	Japan	
063	Greece	
064	Puerto Rico	
065	Lyon County High School	Lyon
066	Denmark	

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**Murray State University (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
067	Jackson Purchase Medical Center	Graves
068	South Korea	BKS
069	Muhlenberg South High School	Muhlenberg
070	Lone Oak High School	McCracken
071	Somerset	Pulaski
072	Graves County High School	Graves
073	Shelbyville	Shelby
074	Georgetown	Scott
075	Covington	Kenton
076	Paintsville	Johnson
077	Four Rivers Center	McCracken
078	Turkey	BTU
079	Thailand	BTH
080	Cameroon	BCM
081	Hazard	Perry
082	Elizabethtown	Hardin
083	Maysville	Mason
084	Newport	Campbell
085	Cyprus	
086	Belize	
087	Richmond	Madison
088	West Ky. Correctional Facility	Caldwell
089	Livingston County High School	Livingston
090	McCracken Board of Education	McCracken
091	Paducah Tilghman High School	McCracken
092	St. Clair Med Center	Rowan
093	Jamaica	BJM
094	Chile	BCI
095	Kansas City	Missouri B29
096	Czech Republic	BEZ
097	Argentina	BAR
098	Ukraine	BUP
099	Poland	BPL
100	Vienna, Austria	BAU
101	Florence	Boone
102	Salyersville	Magoffin
103	Jackson Purchase Gun Club	Calloway
104	Morocco	BMO
105	Calloway County High School	Calloway
106	Murray High School	Calloway
107	London	BUK
108	Erlanger	Kenton
109	Hancock Biological Station	Calloway
110	Frankfort	Franklin
111	Allen County High School	Allen
112	Anderson County High School	Anderson

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**Murray State University (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
113	Butler County High School	Butler
114	Christian County High School	Christian
115	Franklin County High School	Franklin
116	George Rogers Clark High School	Clark
117	Green County High School	Green
118	Hopkins County High School	Hopkins
119	Hungary	BHU
120	John Hardin High School	Hardin
121	Lincoln County High School	Lincoln
122	North Hardin High School	Hardin
123	Portageville, MO	B29
124	Scott County High School	Scott
125	Shelby County High School	Shelby
126	Spencer County High School	Spencer
127	Todd Central High School	Todd
128	Walton-Verona High School	Boone
129	Webster County High School	Webster
130	Collins High School	Shelby
131	Western Hills High School	Franklin
132	RA Gallatin County	Gallatin
133	Owensboro Catholic	Daviess
134	Panama	
135	South Africa	
136	Pikeville	Pike
137		
138		
139	Larue County High School	Larue
140	Owen County High School	Owen
141	Bullitt Central High School	Bullitt
142	Campbell County High School	Campbell
143	Taylor County High School	Taylor
144	Ohio County High School	Ohio
145	Henderson County High School	Henderson
146	Logan County High School	Logan
147	Murray/Calloway County Hospital	Calloway
148	Mayfield	Graves
149	Jessamine County High School	Jessamine
150	Barren County High School	Barren
151	Madison Southern High School	Madison
152	Woodford County High School	Woodford
153	Baptist Health Madisonville	Hopkins
154	Baptist Health Paducah	McCracken
155	Hopkinsville High School	Christian
156	Mayfield/Graves Area Tech Ctr	Graves
157	Adair County High School	Adair
158	Boyle County High School	Boyle

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**Murray State University (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
159	Connor High School	Boone
160	Franklin-Simpson High School	Simpson
161	Garrard County High School	Garrard
162	Harrison County High School	Harrison
163	Henry County High School	TN B47
164	Lee County High School	Lee
165	Louisville	Jefferson
166	McCracken County High School	McCracken
167	Martin County Area Tech	Martin
168	Meade County High School	Meade
169	Morgan County High School	Morgan
170	Nelson County High School	Nelson
171	Owensboro – Apollo High School	Daviess
172	Randall Cooper High School	Boone
173	Russell County High School	Russell
174	Thomas Nelson High School	Nelson
175	Williamstown Independent HS	Grant
176	Bourbon County High School	Bourbon
177	Locust Trace	Fayette
178	Grant County High School	Grant
179	Mercer County High School	Mercer
180	Monroe County High School	Monroe
181	Owsley County High School	Owsley
182	South Warren High School	Warren
183	Warren East High School	Warren
184	Greenwood High School	Warren
185	Evansville North High School	IN,Vanderburgh

Northern Kentucky University

<u>Code</u>	<u>Site</u>	<u>County</u>
001	Alexandria – Campbell Co. H.S.	Campbell
002	Burlington – Boone Co. H.S.	Boone
003	Carrollton – Carroll Co. H.S.	Carroll
004	Cincinnati – Jewish Hospital	Hamilton, Ohio
005	Holmes High School/Covington	Kenton
006	Crescent Springs	Kenton
007	Crestview Hills – Square D Co.	Kenton
008	Dry Ridge – Grant Co. H.S.	Grant
009	Elizabethtown	Hardin
010	Falmouth – Pendleton Co. H.S.	Pendleton
011	Fort Thomas – St. Luke Hosp. East	Campbell
012	Florence – St. Luke Hosp. West	Boone
013	Glencoe	Gallatin
014	Hebron	Boone

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**Northern Kentucky University (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
015	Park Hills	Kenton
016	Walton	Boone
017	Batavia – Clermont Co. Hospital	Clermont, Ohio
018	Edgewood – St. Elizabeth Hosp. So.	Kenton
019	Anderson Township – Mercy Hosp.	Clermont, Ohio
020	Ninth District Elem./Covington	Kenton
021	Dixie Heights H.S./Erlanger	Kenton
022	Highland Heights – Voc/Tech School	Campbell
023	Woodland Middle School	Kenton
024	Mazak (Florence)	Boone
025	Internal Revenue Service	Kenton
026	Augusta High School	Bracken
027	Christ Hospital	OH
028	Redwood Rehab Center	Kenton
029	Southgate Public School	Campbell
030	Williamstown High School	Grant
031	Covington City Building	Kenton
032	United Kingdom	BUK
033	HG1-St. Eliz., Christ, Good Sam., Univ., St. Luke, Mercy, Deaconess	B99
034	HG2-St. Eliz., Christ, Good Sam., Univ., St. Luke, Mercy, Deaconess, Francisc.	B99
035	HG3-St. Eliz, Christ, Good Sam., Univ., St. Luke, Mercy	B99
036	HG4-Children’s, Univ., Shriners, Jewish, Christ, Rothert Homecare	B99
037	HG5-St. Eliz., Good Sam., Univ., Children’s	B99
038	St. Elizabeth Hospital – North	Kenton
039	Grant Co. Foun. for Higher Ed.	Grant
040	St. Luke-West/St. Eliz.-North	B21
041	St. Eliz.-North/Jewish	B99
042	Urban Learning Center	Kenton
043	R A Jones, Crescent Springs	Kenton
044	Rockwell International	Boone
045	Gene O. Swing Elementary	Kenton
046	Sixth District Elementary School	Kenton
047	Metropolitan Educ. & Training Serv.	Kenton
048	Christ and Good Samaritan Hospitals	B39
049	Deaconess, Mercy Anderson, St. Elizabeth So. Hospitals	B99
050	Maysville Community College	Mason
051	N. Ky. Tech. Coll. – Covington	Kenton
052	N. Ky. Tech. Coll. – Edgewood	Kenton
053	DHL Worldwide Express – Erlanger	Kenton

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**Northern Kentucky University (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
054	Australia	BAS
055	Austria	BAU
056	Canada	BCA
057	China	BCI
058	Ecuador	BEC
059	France	BFR
060	Germany	BGM
061	Greece	BGR
062	Ireland	BEI
063	Italy	BIT
064	Mexico	BMX
065	New Zealand	BNZ
066	Spain	BSP
067	Bath County High School	Bath
068	Northern Elementary School	Scott
069	River Ridge Elem. School	Kenton
070	Newport Middle School	Campbell
071	Barbados	BBB
072	Northern Ky. Head Start	Campbell
073	N. Ky./Cincinnati Intl. Airport	Boone
074	METS/River Center	Kenton
075	Comair Training Facility	Kenton
076	Xavier University	B39
077	Kenya – International Program	BKE
078	Urban Learning Center/Dayton H.S.	Campbell
079	Ryle High School	Boone
080	Thomas More College	Kenton
081	Walton-Verona High School	Boone
082	University Hospital	B39
083	Mercy Franciscan	B39
084	Beechwood Elementary School	Kenton
085	Denmark	BDA
086	Dearborn Co. Hospital	B18
087	Veteran’s Admin. Hospital	B39
088	Japan	BJA
089	Bethesda North Hospital	B39
090	Good Samaritan Hospital	B39
091	St Luke E, St Luke W Hospitals	B21
092	St Luke E and Jewish Hospitals	B99
093	St Luke E, Mercy Hospital Clermont	B99
094	Dearborn Co Hosp, St Luke W Hosp	B99
095	Jewish Hosp, Mercy Hosp Clermont	B39
096	Mercy Hosp Anderson, St Luke E	B99
097	St Elizabeth S, St Luke W	B21
098	Dearborn Co Hosp, St Luke E	B99
099	St. Luke W, Jewish Hospital	B99

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**Northern Kentucky University (continued)**

Code	Site	County
100	Cincinnati Art Museum	B39
101	Shriner's Hospital, Cincinnati	B39
102	METS Center, Hebron	Boone
103	Children's Hosp/Medical Ctr	B39
104	Deaconess Hospital	B39
105	Belize	BBH
106	Jamaica	BJM
107	Summit Behavioral Healthcare	B39
108	NKU Grant County Center	Grant
109	Ghana	BGH
110	Bracken County High School	Bracken
111	Urban Learning Center	Kenton
112	Citigroup	Boone
113	Saint Bernard High School	B39
114	Ludlow High School	Kenton
115	Connor High School	Boone
116	Bellevue High School	Campbell
117	North Key Community Care	Kenton
118	Health South-N. Ky Rehab Hsp	Kenton
119	Newport Middle School	Campbell
120	Scott High School	Kenton
121	India	BIN
122	Simon Kenton High School	Kenton
123	Fidelity Investments, Covington	Kenton
124	Israel	BIS
125	Peru	BPE
126	Kenton County Board of Educ.	Kenton
127	Costa Rica	BCS
128	Lloyd Memorial High School	Kenton
129	Academic Center for Educ. Services	Campbell
130	Campbell Ridge Elementary School	Campbell
131	United Arab Emirates	BAE
132	Cameroon	BCM
133	National Underground Freedom Ctr.	B39
134	Centro De Amistad	Kenton
135	Cooper High School	Boone
136	Tri-Health	B39
137	Multiple Schools	BMS
138	Multiple Sites	BMS
139	Egypt	BEG
140	Bangladesh	BBG
141	Korea	BKS
142	Ludlow Elementary	Kenton
143	Mercy Anderson/Mercy Clermont	
144	St. Elizabeth/Dearborn Co. Hospital	
145	Villa Madonna Academy	

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)

Northern Kentucky University (continued)

<u>Code</u>	<u>Site</u>	<u>County</u>
146	Perfect North Slopes	
147	Jewish Hospital/St. E	
148	Christ/Drake/St. E – Edgewood	
149	UC Hospital/St. E – Florence/St. E – Ft. Thomas	
150	Mercy Anderson/Good Sam./Jewish Hosp.	
151	Pendleton Country Club	
152	Bethesda North/Good Sam/Jewish Hosp/Mercy/Meadowview/ St. E – Edgewood/UC Hospital	
153	Christ/Children’s Hospital/Good Sam/Shriner’s/St. E – Edgewood/ St. E – Florence/St. E – Ft. Thomas	
154	Children’s Hospital/Shriner’s/Christ/UC Hospital/Good Sam/ St. E – Edgewood/St. E – Florence	
155	Good Sam/Mercy/Meadowview	
156	Bethesda N/Jewish/Christ/Good Sam/St. E – Edgewood/UC/Children’s	
157	Bethesda N/Jewish/Christ/Good Sam/St. E – Edgewood/UC/Drake/ Mercy-W/Mercy-Anderson	
158	Cincinnati Police Department	
159	RSP 386-001 Bethesda North Hospital The Christ Hospital Mercy Hospital, Anderson St. Elizabeth Healthcare, Ft. Thomas St. Elizabeth Healthcare, Florence Good Samaritan Hospital Mercy Hospital, Jewish Mercy Hospital, West University of Cincinnati Hospital	
160	KIN 496-001 Triple Crown Cross Fit St. Elizabeth Healthcare—Cardiac Rehab The Parkinson’s Disease Rehabilitation Institute Tri- Health Cardiac Rehab NKU Campus Recreation	
161	RSP 386-002 Bethesda North Hospital Mercy Hospital-Anderson St. Elizabeth- Ft. Thomas St. Elizabeth- Florence Good Samaritan Hospital	

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**University of Kentucky**

<u>Code</u>	<u>Site</u>	<u>County</u>
001	Cumberland	Harlan
002	Elizabethtown	Hardin
003	Highland Heights	Campbell
004	Lebanon	Marion
005	London	Laurel
006	Louisville	Jefferson
007	Madisonville	Hopkins
008	Morehead	Rowan
009	Nicholasville	Jessamine
010	Versailles	Woodford
011	Winchester	Clark
012	Hazard	Perry
013	Owensboro	Daviess
014	Paducah	McCracken
015	Somerset	Pulaski
016	Walton	Boone
017	Bowling Green	Warren
018	Covington	Kenton
020	Princeton	Caldwell
021	Shakertown	Mercer
022	Frankfort	Franklin
023	Ashland	Boyd
024	Berea	Madison
025	Prestonsburg	Floyd
026	Hindman	Knott
027	Henderson	Henderson
028	Bardstown	Nelson
029	Ken State Park	Marshall
030	Maysville	Mason
031	Corbin	Knox
032	Louisa	Lawrence
033	Sharpsburg	Bath
034	Rough River St Park	Breckinridge
035	Robinson Forest	Breathitt
036	Falmouth	Pendleton
037	Hopkinsville	Christian
038	Monticello	Wayne
039	Glasgow	Barren
040	Grand Rivers	Livingston
041	Salvisa	Mercer
042	West Liberty	Morgan
043	Jabez	Russell
044	Middlesboro	Bell
045	Georgetown	Scott
046	Richmond	Madison
047	Liberty	Casey

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**University of Kentucky (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
048	Danville	Boyle
049	Whitesburg	Letcher
050	Pikeville	Pike
051	Murray	Calloway
052	Thelma	Johnson
053	Harrodsburg	Mercer
054	Franklin	Simpson
055	Frenchburg	Menifee
056	Owenton	Owen
057	Clearfield	Rowan
058	Shelbyville	Shelby
059	Carrollton	Carroll
060	Willisburg	Washington
061	Hyden	Leslie
062	Fort Knox	Hardin
063	Hartford	Ohio
064	Paris	Bourbon
065	Erlanger	Kenton
066	Booneville	Hart
067	Cynthiana	Harrison
068	Barbourville	Knox
069	Paintsville	Johnson
070	Russell	Greenup
071	Shepherdsville	Bullitt
072	Tompkinsville	Monroe
073	Crestwood	Oldham
074	Robinson Forest	
099	Multiple KY Sites	
101	Ashland Community and Technical College	Boyd
102	Camden Station Elementary	
103	Kentucky Medical Examiner's Office	
104	Cntr. for Excellence in Rural Health (CERH-H)	
105	Kentucky Valley Education Cooperative	
106	Athens-Chilesburg Elementary	
107	Cardinal Hill Rehabilitation Hospital	
108	Carnegie Center	Fayette
109	Lexington Herald-Leader	Fayette
110	Kentucky Utilities Building	
111	Shriner's Hospital	
112	Southern Middle School	
113	Winburn Middle School	
114	Cochran Elementary School	
115	Morehead State University	Rowan
116	St. Claire HomeCare, Hospice/Palliative Care	Rowan
117	St. Claire Regional Medical Center	Rowan
118	E. Calloway Elementary School	

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**University of Kentucky (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
118	Murray State University	
119	WKCTC	
120	Cane Ridge Elementary	
121	Rural Health Center-Prestonsburg	
122	EKU Campus-Stratton Building	
123	Mayfield Elementary School	
124	Russell Primary School	
125	St. Claire Regional Medical Center	
126	Shepherdsville Elementary	
127	Tompkinsville Elementary School	
128	Carl D Perkins Vocational Training Centr	
129	EKU Campus - University Building	
130	Heuser Hearing Inst-Hearing & Lang	
131	Pikeville University	
132	Southeast KY CTC-Whitesburg Campus	
133	Center for Rural Development	
134	WKU-Mass Media & Tech Hall	
138	Marshall University – Prichard Hall, Huntington WV	
201	Alabama	
202	Alaska	
203	Arizona	
204	Arkansas	
205	California	
206	Colorado	
207	Connecticut	
208	Delaware	
209	District of Columbia	
210	Florida	
211	Georgia	
212	Hawaii	
213	Idaho	
214	Illinois	
215	Indiana	
216	Iowa	
217	Kansas	
218	Kentucky	
219	Louisiana	
220	Maine	
221	Maryland	
222	Massachusetts	
223	Michigan	
224	Minnesota	
225	Mississippi	
226	Missouri	
227	Montana	
228	Nebraska	

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**University of Kentucky (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
229	Nevada	
230	New Hampshire	
231	New Jersey	
232	New Mexico	
233	New York	
234	North Carolina	
235	North Dakota	
236	Ohio	
237	Oklahoma	
238	Oregon	
239	Pennsylvania	
240	Rhode Island	
241	South Carolina	
242	South Dakota	
243	Tennessee	
244	Texas	
245	Utah	
246	Vermont	
247	Virginia	
248	Washington	
249	West Virginia	
250	Wisconsin	
251	Wyoming	
252	Multi-State	
253	Argentina	
254	Australia	
255	Austria	
256	Bahamas	
257	Belize	
258	Brazil	
259	Cameroon	
260	Canada	
261	Chile	
262	China	
263	Costa Rica	
264	Cuba	
265	Czech Republic	
266	Ecuador	
267	Finland	
268	France	
269	Gambia	
270	Georgia	
271	Germany	
272	Ghana	
273	Greece	
274	Guam	

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**University of Kentucky (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
275	Guatemala	
276	Hong Kong	
277	Hungary	
278	India	
279	Ireland	
280	Italy	
281	Japan	
282	Kazakhstan	
283	Latvia	
284	Lebanon	
285	Mexico	
286	Nepal	
287	Netherlands	
288	Norway	
289	Poland	
290	Portugal	
291	Puerto Rico	
292	Russia	
293	South Africa	
294	South Korea	
295	Spain	
296	Switzerland	
297	Thailand	
298	Uganda	
299	United Arab Emirates	
300	United Kingdom of Great Britain	
301	Vietnam	
302	Virgin Islands	
303	Multi-Countries	
304	Sweden	
305	Taiwan	
307	Indonesia	
308	Turkey	
309	Beaumont Middle School	Fayette
310	Central Elementary	Knox
311	Peaks Mill Elementary	Franklin
314	Jordan	JO
315	Dominican Republic	DR
316	Zimbabwe	ZI
317	Peru	PE
318	Leestown Middle School	Fayette
320	Rutherford Elementary School	Jefferson
321	New Zealand	NZ
323	Jefferson-Louisville	Jefferson
324	Daviess-Owensboro	Daviess
325	Greenville Elementary	Muhlenberg

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**University of Kentucky (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
326	North Washington Elementary School	Washington
327	Cane Run Elementary School	Jefferson
328	Blackburn Correctional Complex	Fayette
329	Blake Elementary	Jefferson
330	Westridge Elementary	Franklin
331	Bourbon Central Elementary	Paris
332	Nicaragua	NU
333	Kenya	
334	The Plantory	
335	Fayette-Lexington	
336	South Farm	
337	EKU Campus-Perkins Building	
338	Rural Health Center	
339	Jamaica	
340	Honduras	
341	PIMSER	
342	William Wells Brown Elementary	
343	Kentucky School For the Blind	
344	Clear Creek Elementary	
345	Garden Springs Elementary	
346	KCTCS Central Office	
347	KCTCS Central Office	
348	BCTC Newtown Campus	
349	STEAM Academy	
350	Israel	
351	Denmark	
352	Scott County High School	
353	Elkhorn Crossing High School	
354	The Anchor Building	
355	Millcreek Elementary	

University of Louisville

<u>Code</u>	<u>Site</u>	<u>County</u>
001	Bardstown	Nelson
002	Fort Knox	Hardin
003	Frankfort	Franklin
004	Henderson	Henderson
005	LaGrange	Oldham
006	Whitesburg	Letcher
007	Bowling Green	Warren
008	Athens	Greece
009	Cairo	Egypt
010	San Salvador	El Salvador
011	Singapore	Singapore

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**University of Louisville (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
012	Panama City	Panama
013	Sicily	Italy
014	Hong Kong	China
015	GE	Jefferson
016	UPS	Jefferson
017	Local high school	Jefferson
018	Owensboro/Brescia College	Daviess
019	KCVU	
020	Lisbon	Portugal
021	St. Stephen Lifestyle Campus	Jefferson
022	Blackacre State Nature Preserve	Jefferson
023	Belize	Belize
024	Frankfort, KY	Franklin

Western Kentucky University

<u>Code</u>	<u>Site</u>	<u>County</u>
001	Albany	Clinton
002	Beechmont	Muhlenberg
003	Brandenburg	Meade
004	Brownsville	Edmonson
005	Campbellsville	Taylor
006	Edmonton	Metcalfe
007	Fort Knox	Hardin
008	CPREC	Hardin
009	Franklin	Simpson
010	SPREC	Barren
011	Harned	Breckinridge
012	Hartford	Ohio
013	Morgantown	Butler
014	Owensboro CTC	Daviess
015	Powderly	Muhlenburg
016	Russell Springs	Russell
017	Russellville	Logan
018	Columbia	Adair
019	Hardinsburg	Breckinridge
020	Central City	Muhlenberg
021	Nashville	Davidson, Tennessee
022	Bonnieville	Hart
023	Greensburg	Green
024	Hodgenville	LaRue
025	Legrande	Hart
026	Leitchfield	Grayson
027	Magnolia	LaRue
028	Munfordville	Hart
029	Burkesville	Cumberland

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)

Western Kentucky University (continued)		
<u>Code</u>	<u>Site</u>	<u>County</u>
030	Scottsville	Allen
031	Tompkinsville	Monroe
032	Calhoun	McLean
033	Greenville	Muhlenberg
034	Hawesville	Hancock
035	Horse Branch	Ohio
036	Elkton	Todd
037	Louisville	Jefferson
038	Hopkinsville	Christian
039	Terre Haute	Vigo, Indiana
040	Mammoth Cave	Edmonson
041	LBL	Trigg
042	Bahamas	BBF
043	Shepherdsville	Bullitt
044	Russell County High	Russell
045	Bowling Green High	Warren
046	Ohio County High	Ohio
047	Warren East High	Warren
048	Warren Central High	Warren
049	Barren County High	Barren
050	Edmonson County High	Edmonson
051	Adair County High	Adair
052	Metcalf County High	Metcalf
053	Greenwood High	Warren
054	Butler County High	Butler
055	Bowling Green Police Dept.	Warren
056	Mexico	BMX
057	England	BUK
059	Taylor County High School	Taylor
060	TJ Sampson Hospital	Barren
061	Henderson County High School	Henderson
062	Bowling Green Technical College	Warren
063	Central Hardin High School	Hardin
064	Meade County High School	Meade
065	Paducah	McCracken
066	North Hardin High School	Hardin
067	Logan County High School	Logan
068	Butler County High School	Butler
069	Highlands High School	Campbell
070	Hopkinsville	Christian
071	Princeton	Caldwell
072	Mayfield	Graves
073	Ohio Valley High School	Ohio
074	Muhlenberg North High School	Muhlenberg
075	Webster County High School	Webster
076	Wildlife Preserve	Hart
077	Barren County Jail	Barren

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**Western Kentucky University (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
078	Cookeville	B47
079	Bardstown	Nelson
080	Radcliffe Center	Hardin
081	Franklin Simpson High School	Simpson
082	Kenya	BKE
083	Belize	BBH
084	Costa Rica	BCS
085	India	BIN
086	Germany	BGM
087	Malaysia	BMY
088	Ecuador	BEC
089	South Africa	BSF
090	Netherlands	BNL
091	Netherlands	BNL
092	Russellville Area Technology Center	Logan
093	Caverna High School	Hart
094	Owensboro Police Department	Daviess
095	Australia	BAS
096	Ireland	BEI
097	Mohave Desert, California	B06
098	Oak Ridge, Tennessee	B47
099	France	BFR
100	Richmond	Madison
101	Turkey	BTU
102	Spain	BSP
103	Switzerland	BSZ
104	Italy	BIT
105	China	BCH
106	Czech Republic	BEZ
107	Summer Shade	Metcalfe
108	Egypt	BEG
109	Missouri	B29
110	Argentina	BAR
111	Austria	BAU
112	Denmark	BDA
113	Greece	BGR
114	Japan	BJA
115	Korea	BKS
116	Morocco	BMO
117	Poland	BPL
118	Ukraine	BUP
119	Ghana	BGH
120	Monroe County High School	Monroe
121	South Warren High School	Warren
122	Glasgow High School	Barren
123	Murray	Calloway
124	Study Away, Nevada	B32

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)**Western Kentucky University (continued)**

<u>Code</u>	<u>Site</u>	<u>County</u>
125	Washington, D.C.	B11
126	Study Away, California	B06
127	Frankfort	Franklin
128	Tanzania	BTZ
129	Canada	BCA
130	Study Away, New York	B36
131	Study Away, Puerto Rico	BRQ
132	Boyle County High School	Boyle
133	Larue County High School	Larue
134	Frankfort	Franklin
135	Garrard County High School	Garrard
136	Myanmar, South Asia	BMM
137	South Korea	BKS
138	Sweden	BSW
139	Arizona	B04
140	Frederick Fraise HS, Cloverport	027
141	Trimble County High School	223
142	Belgium	BBE
143	Illinois	B17
144	Breckinridge County	
145	Peru	
146	Cuba	
147	Louisiana	
148	Multiple Foreign Countries	BZZ
149	Montana	B30
150	Chile	BCI
151	McLean County High School	McLean
152	Spencer County High School	Spencer
153	Washington County High School	Washington
154	Assumption High School	Jefferson
155	Holy Cross High School	Kenton
156	Ohio Area Technology Center	Ohio
157	Apollo High School	Daviess
158	Deberry Prison, Tennessee	B47
159	Fern Creek High School	Jefferson
160	Beaver Dam	Ohio
161	Trinidad	BTD
162	Utah	B49
163	Hawaii	B15
164	Ohio	
165	Texas	
166	Barren River State Park	Allen
167	Bourbon County High School	Bourbon
168	Grayson County High School	Grayson
169	Florida	
170	Iceland	
171	Indiana	

TABLE 29 PUBLIC UNIVERSITIES COURSE SITES (continued)

Western Kentucky University (continued)		
<u>Code</u>	<u>Site</u>	<u>County</u>
172	Martha Layne Collins High School	
173	Monroe Co Area Technology Ctr.	
174	Nelson County High School	
175	Trinity High School	
176	Norton Hospital Louisville	
177	Health Agency in Glasgow	
178	Elizabethtown High School	
179	Multiple States	
180	New Zealand	
181	Taiwan	
182	North Carolina	
183	Kentucky	
184	GEO International High School	Warren
185	Southwestern High School	Pulaski
186	Hancock County High School	Hancock
187	Green County Schools	Green
188	Bowling Green Country Club	Pulaski
189	Hopkinsville High School	Christian
190	North Oldham High School	Oldham
191	Valley High School	Jefferson
192	Thomas Nelson High School	Nelson

TABLE 30
BUILDING CONDITION CODES (NCHEMS)

<u>Code</u>	<u>Description</u>
1	<i>Satisfactory</i> – Suitable for continued use with normal maintenance. Any single item of major maintenance or capital renewal is not greater than \$40,000. (Catastrophic failures accepted.)
2	<i>Remodeling – A</i> – Requires restoration and/or replacement of some building system components in order to meet acceptable standards without major room use changes, alterations, or modernizations. The approximate cost of "Remodeling A" is not greater than 25 percent of the estimated replacement cost of the building.
3	<i>Remodeling – B</i> – Requires major updating and/or modernization of the building. The approximate cost of "Remodeling B" is greater than 25 percent, but not greater than 50 percent of the estimated replacement cost of the building.
4	<i>Remodeling – C</i> – Requires major remodeling and total replacement of the major building system components. The approximate cost of "Remodeling C" is greater than 50% of the replacement cost of the building.
5	<i>Demolition</i> – Should be demolished or abandoned because the building is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for replacement. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for demolition, its condition is recorded as "demolition," regardless of its condition.
6	<i>Termination</i> – Planned termination or relinquishment of occupancy of the building for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for termination, its condition is recorded as "termination," regardless of its condition.

TABLE 35
GENERAL EDUCATION COURSES

	<u>Code</u>	<u>Discipline</u>
Communications	OC	Oral Communications (Courses that met the learning outcomes associate with the general education categories of Oral Communications or Written Communications according to the General Education Transfer Policy and Implementation Guidelines.)
	WC	Written Communications
General Education	GE	General Education Courses which do not fit in an established category
Arts and Humanities	AH	Arts and Humanities (e.g., fine arts, excluding studio art and music performance courses; philosophy; literature; history; foreign language) Courses that meet the SLOs associated with the general education Arts and Humanities category, according to the General Education Transfer Policy and Implementation Guidelines.
Quantitative Reasoning	QR	Mathematics (college algebra or higher) Courses that meet the SLOs associated with the general education Quantitative Reasoning category, according to the General Education Transfer Policy and Implementation Guidelines.
Natural Sciences	NS	Natural Science (e.g., biology, chemistry, physics, astronomy, geology, physical science)
	SL	Natural Science with laboratory Natural Science with laboratory. Courses that meet the SLOs associated with the general education Natural Sciences category, according to the General Education Transfer Policy and Implementation Guidelines.
Social and Behavioral Sciences	SB	Social/Behavioral Sciences (e.g., psychology, sociology, economics, history, anthropology, geography, political science) Courses that meet the SLOs associated with the general education Social and Behavioral Sciences category, according to the General Education Transfer Policy and Implementation Guidelines.

TABLE 36
GENERAL EDUCATION CERTIFICATIONS

Code

A	General Education – Fully Certified <ul style="list-style-type: none">• Minimum of 30 unduplicated credit hours which includes the core component and all additional institution-specific general education courses as certified by the sending college or university.
B	General Education – Core Certified <ul style="list-style-type: none">• Minimum of 30 unduplicated credit hours in all five general education categories as certified by sending college or university.
C	General Education – Category Certified <ul style="list-style-type: none">• One or more of the five general education categories as certified by the sending college or university.
X	No General Education Certification

TABLE 38
SPACE ASSIGNMENT CATEGORIES REPORTED IN THE ROOM FILE

This reporting of space is intended to present a functional classification pattern of space use.

- 01 *Instruction* – Activities carried out for the express purpose of eliciting some measure of educational change in a learner or group of learners. For example, space utilized for general academic instruction, vocational/technical instruction, special session instruction, community education, and preparatory/remedial/developmental instruction activities may be included.
- 02 *Research* – Activities intended to produce one or more research outcomes – including the creation of knowledge, the organization of knowledge, and the application of knowledge – is included within this category. Any space used in support of research activity that may be conducted with institutional funds or under the terms of agreement with an agency external to the institution may be included.
- 03 *Public Service* – Activities established to make available to the public the various resources and capabilities of the institution for the specific purpose of responding to a community need or solving a community problem (activities established primarily to provide non-instructional services beneficial to individuals outside the institution).
- 04 *Academic Support* – Activities established to provide support services for the institution's primary missions – instruction, research, and public service. This category includes areas such as libraries, museums and galleries, audio-visual services, academic computing support, ancillary support, academic administration, academic personnel development, and course and curriculum development.
- 05 *Student Services* – Those activities that contribute to the emotional and physical well-being of students, as well as to their intellectual, cultural, and social development outside of the context of the institution's formal instruction program. For example, student services administration, admissions, registrar, social and cultural development, counseling and career guidance, financial aid, and student health services may be included in this category.
- 06 *Institutional Support* – Central executive-level activities carried out in direct support of one or more of the instruction, research, and public service programs. For example, activities related to the central executive-level management, long-range planning and operation of the entire institution, planning activities related to fiscal operations space management, human resources, administrative data processing, campus security and support services to faculty and staff not operated as an auxiliary enterprise may be included.
- 07 *Operation and Maintenance of Plant* – Activities that support physical plant administration, building maintenance, custodial service, utilities, landscape and grounds maintenance, and major repairs and renovations.

TABLE 38
SPACE ASSIGNMENT CATEGORIES (continued)

- 08 *Auxiliary Enterprises* – Activities associated with the operation of auxiliary enterprises. An auxiliary enterprise is an entity that exists to furnish goods or services to faculty, staff, or students and that charges a fee directly related to, though not necessarily equal to, the cost of the goods or services.
- 09 *Hospitals* – Activities associated with the patient-care operations of a university-operated hospital. This category includes direct patient care, health care supportive services, administration of hospitals, and physical plant operations for hospitals.
- 10 *Independent Operations* – Activities that are owned or controlled by the institution as investments, and which are financed as part of the institution’s current operations.
- 11 *Unassigned* – Facilities that are not in use at the time of the inventory.
- 12 *Leased* – Space owned by the institution but leased to and occupied by a non-affiliated group(s).

SOURCE: “College and University Business Administration: Financial Accounting and Reporting,” National Association of College and University Business Officers.

TABLE 39
CODES FOR STATEWIDE BENCHMARKED PLACEMENT EXAMS
REPORTED IN ENTERANCE EXAM

Exam

COMPASS Writing Skills (English/Writing)

COMPASS Reading (Reading)

COMPASS Algebra (Math)

COMPASS College Algebra (Math)

KYOTE College Readiness Math (Math)

KYOTE College Algebra Domain (Math)

KYOTE Reading, Scaled Score (Reading)

COMPASS e-Write (8-point) (English/Writing)

COMPASS e-Write (12-point) (English/Writing)

COMPASS ESL (Reading)

KYOTE Writing

GED Reasoning through the Language Arts

GED Mathematical Reasoning

PARCC English Language Arts/Literacy

PARCC Mathematics

Smarter Balanced English/Language Arts

Smarter Balanced Mathematics

TABLE 40
SITE TYPE CODES

<u>Code</u>	<u>Description</u>
00	Other
02	Dual credit/dual enrollment site for high school students
03	International program site
04	Practicum/internship site
05	Workplace (delivered on-site, for employees only)
06	Extended campus – instructional
08	Main Campus
09	Extended campus – other (facilities reported as “campuses” from Table 8)
10	Administrative/Advising

TABLE 41
COUNCIL ON POSTSECONDARY
EDUCATION STEM+H DISCIPLINES

Effective July 2016

The Council on Postsecondary Education defines STEM+H fields by their federal Classification of Instructional Program (CIP) codes. The specific subset of CIP codes that comprise the STEM+H disciplines are periodically reviewed and updated, most recently in July 2016.

The following list identifies the STEM+H CIP codes and their description. The first two digits reflect a broad categorization, with the next two digits narrowing the field, and the last two narrowing the field even further. (Note: "XX" indicates that all CIP codes within the indicated level (two- or four-digit) are included.)

STEM+H CIP	STEM+H Field
01.0303	Aquaculture
01.09XX	Animal Sciences
01.10 XX	Food Science and Technology
01.11 XX	Plant Science
01.12 XX	Soil Sciences
01.99XX	Agriculture, Ag. Operations and Related Sciences, Other
03.01XX	Natural Resources Conservation and Research
03.03XX	Fishing and Fisheries Sciences and Management
03.05XX	Forestry
03.06XX	Wildlife and Wildlands Science and Management
03.99XX	Natural Resources and Conservation, Other
04.02XX	Architecture
10.XXXX	Communication & Information Technologies & Support Services
11.XXXX	Computer and Information Sciences & Related Services
13.1206	"SKYTeach" (<i>WKU Only</i>)
13.1311	Mathematics Teacher Education
13.1316	Science Teacher Education/General Science Teacher Ed
13.1321	Computer Teacher Education
13.1322	Biology Teacher Education
13.1323	Chemistry Teacher Education
13.1327	Health Occupations Teacher Education
13.1329	Physics Teacher Education
13.1337	Earth Science Teacher Education
14.XXXX	Engineering
15.XXXX	Engineering Technologies & Engineering-Related Fields
19.05XX	Foods, Nutrition, and Related Services
26.XXXX	Biological and Biomedical Sciences
27.XXXX	Mathematics and Statistics
29.XXXX	Military Technologies

TABLE 41 STEM+H DISCIPLINES (continued)

STEM+H CIP	STEM+H Field
30.01XX	Biological and Physical Sciences
30.06XX	Systems Science and Theory
30.10XX	Biopsychology
30.18XX	Natural Sciences
30.19XX	Nutrition Sciences
30.25XX	Cognitive Science
30.27XX	Human Biology
30.30XX	Computational Science
30.32XX	Marine Sciences
30.3301	MS - Sustainability Science
40.XXXX	Physical Sciences
41.XXXX	Science Technologies/Technicians
42.2801	PhD - Clinical Psychology <i>Research Institutions Only</i>
42.2704	PhD - Experimental Psychology <i>Research Institutions Only</i>
51.XXXX	Health Professions and Related Programs
52.12XX	Management Information Systems and Services
52.13XX	Management Sciences and Quantitative Methods

**TABLE 42
STEM+H PROGRAMS
REQUEST FOR APPROVAL FORM**

The Council on Postsecondary Education defines STEM+H fields by the federal Classification of Instructional Program (CIP codes). The specific subset of CIP codes that comprise the STEM+H disciplines are periodically reviewed and updated. Institutions wanting to submit **current academic programs** for consideration for STEM+H status should follow the instructions listed below.

1. A representative from the Academic Affairs office (or another appropriate office) at the institution shall contact Nan Harnice (nan.harnice@ky.gov) with the CIP Code and title of the program proposed for STEM+H designation.
2. Within 2 business days, Nan Harnice (nan.harnice@ky.gov) will send the **STEM+H Request for Approval Form** (see attached) to the representative at the institution.
3. The form will be completed by a representative at the institution, signed by the Provost, and returned to Nan Harnice (nan.harnice@ky.gov) within 10 business days of receipt of the form.
4. CPE Academic Affairs staff will review and Nan Harnice (nan.harnice@ky.gov) respond within 10 business days from the date the form is received. She will copy the CPE's Data and Informational Unit.

Please enter the following information:

Date of request
Institution Name
Rationale for/evidence to support STEM+H status (e.g. curriculum changes that focus on STEM+H, classification as STEM+H in other states)
Curriculum Content: Please describe the content of the program
Courses included : Please list all STEM-related courses
Catalog Description: Please enter the description of the program as listed in the institution's course catalog.

CPE will respond to your request within 10 working days. Once approved, the institution will receive confirmation via email. Newly approved STEM+H programs will be included on the STEM+H list in the academic year.

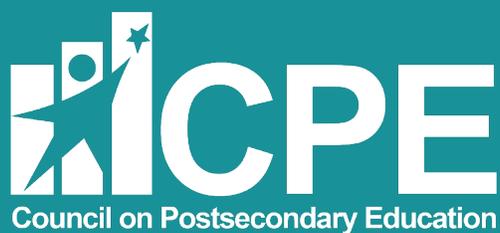
Table 43
COLLEGE READINESS

Beginning 2019-20, all public postsecondary institutions in Kentucky will use the indicators of readiness established by the Council on Postsecondary Education as measures of college academic readiness. Upon admission¹ to a public postsecondary institution, students scoring at or above the established scores or grades will not be required to complete developmental coursework and will be allowed entry into college credit-bearing coursework that counts toward degree credit requirements.

1. Institutional admission policies are comprised of many factors including, but not limited to, high school completion, attainment of a state recognized high school equivalency diploma, high school coursework, ACT or SAT scores, high school GPA, class rank, an admission essay or interview, learning contract, and submission of an academic and/or civic activity portfolio. Other exams, prior college coursework, and placement exams may be used for course placement after a student is admitted to a postsecondary institution.

TABLE 44
FACULTY TITLE

<u>Code</u>	<u>Description</u>
1	Professor
2	Associate Professor
3	Assistant Professor
4	Lecturer
5	Instructor
6	Supervisor of Students (e.g., clinical supervisor of nurses, teachers, students, etc.)
7	Visiting Faculty
8	Teaching/Graduate Assistant
9	Administrative/Advising
10	Teaching Full-Time Administrator
11	Medical School



Council on Postsecondary Education

100 Airport Road, 2nd Floor
Frankfort, KY 40601
Ph: (502) 573-1555
cpe.ky.gov

Printed with state funds.
Photography provided by Kentucky colleges and universities.

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