STUDENT COURSES DATA SUBMISSION FILE

Version: June 2, 2021
2021-2022 Submission Year

File Description

The Student Courses Data Submission File contains the course and credit/contact information for each student. It is submitted five times per fiscal year (Summer EOT, Fall 3rd Week, Fall EOT, Spring 3rd Week, and Spring EOT).

Submission Schedule

The file must be submitted to Utah Board of Higher Education as follows:

Data	1st Submission	Verification
Summer EOT	October 8th	October 15th
Fall 3rd Week	September 24th	October 1st
Fall EOT	January 14th	January 21st
Spring 3rd Week	February 4th	February 11th
Spring EOT	June 10th	June 17th

Capture Date

The capture date for each 3rd Week extract is the 3rd Week date of the Semester. The capture date for each EOT is the end of the respective term.

Banner Source Information

The Banner source information came from <u>Salt Lake Community College Finding IMC Data Extract Files in Banner</u> by Bob Rantz. This document was presented at the Utah Information Management Committee (IMC) meeting on June 3, 2003.

Submission File Usage

The Student Courses Data Submission File is used for reporting of Student FTE, Performance Evaluations, Data Book, Workforce Services Economic Indicators, and others as necessary.

Submission File Naming Convention

The Student Courses Data Submission File should be named as follows:

- School short name (hyphen) file description (**sc** for student courses) (hyphen) year/term extension (**093** for 2009 and third term) extract period (**3** for 3rd Week or **E** for EOT) .txt file extension
- Example: **wsu-sc-0933.txt** for Weber State University's 3rd Week Student Courses File for Spring (2008/2009).

Delimiter

The Student Courses Data Submission File must be submitted as pipe-delimited format. A single pipe symbol '|' will be used as the delimiter. When submitting a delimited file, the pipe symbol must appear between each field in the file. (Note: some data elements will have multiple fields, e.g. year, term, extract are three separate fields.)

Student Courses Data Elements			
Name	**Element**	**Field**	**Length**
Institution	SC-01	SC_INST	4
Year, Term, & Extract	SC-02	SC_YEAR	4
		SC_TERM	1
		SC_EXTRACT	1
Student ID	SC-03	SC_ID	9
Course Subject	SC-04	SC_CRS_SBJ	6
Course Number	SC-05	SC_CRS_NUM	5
Course Section	SC-06	SC_CRS_SEC	5
Attempted Credit Hours	SC-07	SC_ATT_CR	3
Earned Credit Hours	SC-08	SC_EARNED_CR	3
Earned Contact Hours	SC-09	SC_CONTACT_HRS	5
Course Grade	SC-10	SC_GRADE	2
Membership Hours	SC-11	SC_MEMBERSHIP_HRS	5
Student Type	SC-12	SC_STUDENT_TYPE	2
Institutionally Assigned ID	SC-13	SC_BANNER_ID	9
Course Reference Number	SC-14	SC_CRN	5
Student Credit Hour Type	SC-15	SC_CR_TYPE	1

UTAH SYSTEM OF HIGHER EDUCATION (USHE)
Data Element Dictionary
Student Courses Data -- Version: June 2, 2021

Element: **SC-01**

ELEMENT NAME: Institution
FIELD NAME: SC_INST
FIELD FORMAT: Number, 4 Characters

DEFINITION: The identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix used to identify branches, additional locations, and other entities that are part of the eligible institution. USHE will use the last 4 digits of the 6-digit number for the field value as additional locations will be specified by C-09 Line Item.

Field Value	OPEID Value	Field Attributes and Examples	Effective Date
3675	00367500	University of Utah	June 15, 1998
3677	00367700	Utah State University	June 15, 1998
3680	00368000	Weber State University	June 15, 1998
3678	00367800	Southern Utah University	June 15, 1998
3679	00367900	Snow College	June 15, 1998
3671	00367100	Dixie State University	Feb 16, 2013
3676	00367600	Utah State University Eastern	May 14, 2013 *Submits with USU beginning AY 2013*
4027	00402700	Utah Valley University	July 1, 2008
5220	00522000	Salt Lake Community College	June 15, 1998
5221	N/A	Salt Lake Community College – School of Applied Technology *(formerly SLCC-Skills Center)*	July 1, 2015
63	N/A	Utah State University Eastern – Department of Workforce Education	July 1, 2015

COMMENTS: Modified: April 25, 2008; Last modified: July 1, 2015
REFERENCE: National Center for Educational Statistics (NCES)
BANNER SOURCE: SQL (hard coded in table create)
VALIDATION TABLE: Reference.dbo.Inst

UTAH SYSTEM OF HIGHER EDUCATION (USHE)
Data Element Dictionary
Student Courses Data -- Version: June 2, 2021

Element: **SC-02**

ELEMENT NAME: Year, Term & Extract Code

FIELD NAME: SC_YEAR
　　　　　　　SC_TERM
　　　　　　　SC_EXTRACT

FIELD FORMAT: Number, 4 characters (YYYY format)
　　　　　　　Number, 1 character (T format)
　　　　　　　Varchar, 1 character (E format)

DEFINITION: The current academic year, term, and extract in which student is enrolled. Format YYYYTE is made up of academic year YYYY, academic term T, and extract E. (199933 represents the third week extract of the third term (Spring Semester) in the Academic year 1999.)

Field Format	Field Attributes or Example	Effective Date
1999	Academic year in which student attends a higher education institution. Academic year is defined as Summer Term of the previous year through Spring Semester of the current year. Thus, 1999 would be the assigned value for year for attendance anytime from Summer Term 1998 through Spring (January) Term 1999.	June 15, 1998

Field Format-T	Name	Field Attributes or Examples	Effective Date
1	Summer Term	First term of Academic Year. Any enrollment for courses that start after the final day of scheduled Spring Semester exams and through the first day of the final enrollment block of scheduled Summer Term.	June 15, 1998
2	Fall Semester	Second term of Academic Year. Any enrollment for courses that start after the first day of the final enrollment block of scheduled Summer Term and before the end of final exam day of scheduled Fall Semester.	June 15, 1998
3	Spring Semester (January)	Third term of Academic Year. Any enrollment for courses that start after the final exam day of scheduled Fall Semester and before the end of final exam day of scheduled Spring Semester.	June 15, 1998

Field Format-E	Field Attributes or Examples	Effective Date
3	Code used when submitting 3rd week extract.	June 15, 1998
E	Code used when submitting End of Term extract.	June 15, 1998

COMMENTS: Last modified February 11, 2002.
BANNER SOURCE: SQL

Element: **SC-03**

ELEMENT NAME: Student ID

FIELD NAME: SC_ID

FIELD FORMAT: Varchar, 9 Characters

DEFINITION: Unique Identifier for enrolled student. Social Security Number shall be used (to facilitate student tracking) except in the rare case where the student does not have SSN (i.e. international student) where an institutionally defined number is used.

Value	Name	Effective Date
<Student Specific>	Social Security Number	June 15, 1998

COMMENTS: Last modified February 22, 2002.

REFERENCE:

BANNER SOURCE: Spbpers_SSN

VALIDATION TABLE:

Element: **SC-04**

ELEMENT NAME: Course Subject

FIELD NAME: SC_CRS_SBJ

FIELD FORMAT: Varchar, 6 Characters,

DEFINITION: An institutionally defined abbreviation for the subject field of the course.

Field Value	Field Attributes or Examples	Effective Date
<Department Specific>	The course 'MATH 1010 01' has the *Course Subject* of 'MATH '. The course 'CJ 2020 03' has the *Course Subject* of 'CJ '.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHD) Subj_code

VALIDATION TABLE:

Element: **SC-05**

ELEMENT NAME: Course Number

FIELD NAME: SC_CRS_NUM

FIELD FORMAT: Varchar, 5 Characters

DEFINITION: The official number or other identifier that serves to uniquely identify a course within the offering academic unit. First position should be numeric (indicating the course level), while fifth position is available for an alphanumeric suffix.

Field Value	Field Attribute or Example	Effective Date
<Department Specific>	The course 'MATH 1010 01' has the *Course Number* of '1010 '. In the course ID 'CJ 2020 03' has the *Course Number* of '2020 '.	June 15, 1998

COMMENTS: Course level (remedial, lower division, upper division, beginning graduate, advanced graduate) is calculated from this field. The course level is determined by the left most position.
Last modified February 11, 2002.

REFERENCE: Utah Board of Higher Education Policy R470-5

BANNER SOURCE: (SWCATSCHD) Crse_numb

VALIDATION TABLE:

Element: **SC-06**

ELEMENT NAME: Section Number

FIELD NAME: SC_CRS_SEC

FIELD FORMAT: Varchar, 5 Characters

DEFINITION: The section number of a course signifying a unique grouping of students.

Field Value	Field Attributes or Example	Effective Date
<Department Specific>	The course 'MATH 1010 01' has the *Section Number* of ' 01'. In the course ID 'CJ 2020 03' has the *Section Number* of ' 03'.	June 15, 1998

COMMENTS: Last modified February 11, 2002.

REFERENCE:

BANNER SOURCE: (SWCATSCHD) Seq_number_key

VALIDATION TABLE:

Element: **SC-07**

ELEMENT NAME: Credit Hours Attempted

FIELD NAME: SC_ATT_CR

FIELD FORMAT: Numeric (3,1)

DEFINITION: Credit hours currently attempted by the student for the course. This field is for credit courses only.

Field Value Example	Field Attribute or Example	Effective Date
2.5	Student is attempting 2.5 credit hours in this course.	July 1, 2021

COMMENTS: Modified May 20, 2021: changed from varchar(3) to numeric(3,1)

REFERENCE:

BANNER SOURCE: Sfrstcr_credit_Hr

VALIDATION TABLE:

Element: **SC-08**

ELEMENT NAME: Credit Hours Earned

FIELD NAME: SC_EARNED_CR

FIELD FORMAT: Numeric (3,1)

DEFINITION: Credit hours earned by the student for the course. This field is for credit courses only.

Field Value Example	Field Attribute or Example	Effective Date
10.5	Student earned 10.5 credit hours for given course.	July 1, 2021

COMMENTS: ***This field needs to be populated for end of term extract file.***
Modified May 20, 2021: changed from varchar (3) to numeric (3,1)

REFERENCE:

BANNER SOURCE: Swvgrde_earned_hours

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)
Data Element Dictionary
Student Courses Data -- Version: June 2, 2021

Element: **SC-09**

ELEMENT NAME: Non-Credit Contact Hours

FIELD NAME: SC_CONTACT_HRS

FIELD FORMAT: Numeric (5,0)

DEFINITION: The scheduled number of hours the student has met with the instructor for this course within the academic term. Also used for (non-credit) lab which is attached to a (credit) lecture course. (Lab courses for credit do not have contact hours.) Sometimes referred to as clock hours. This field is for non-credit courses only.

Field Value Example	Field Attributes or Examples	Effective Date
45	Student meets with the instructor for 15 hours a week (weekly membership hours). The course is scheduled for three weeks. Thus 15 x 3 = 45 contact hours for this student.	July 1, 2021

COMMENTS: ***This field will only be used from End of Term extract file for enrollment reports.***
Modified May 20, 2021: changed from varchar (5) to numeric (5,0)

REFERENCE:

BANNER SOURCE: SUM(Ssrmeet_hrs_week) X (ssbsect_pterm_weeks) or
Ssbsect_cont_hr or
Scbcrse_cont_hr_low

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)
Data Element Dictionary
Student Courses Data -- Version: June 2, 2021

Element: **SC-10**

ELEMENT NAME: Course Grade

FIELD NAME: SC_GRADE

FIELD FORMAT: Varchar, 2 Characters

DEFINITION: Course Grade earned by student.

Field	Field Attribute or Example	Effective Date
A, A-	4.0 through 3.7 grade points earned, respectively, on a 4 scale.	July 1, 2011
B+, B, B-	3.4, 3, 2.7 grade points earned, respectively, on a 4 scale.	Feb 24, 1999
C+, C, C-	2.4, 2, 1.7 grade points earned, respectively, on a 4 scale.	Feb 24, 1999
D+, D, D-	1.4, 1, .7 grade points earned, respectively, on a 4 scale.	Feb 24, 1999
E, F	Student failed course. Course completed. Zero grade points earned.	Feb 24, 1999
UW	Unofficial Withdrawal. Course incomplete. Zero grade points earned.	Feb 24, 1999
I	Incomplete course, awaiting completion. Not calculated into GPA.	Feb 24, 1999
IP	In Progress. Not calculated into GPA.	July 1, 2003
CR	Credit. Not calculated into GPA.	July 1, 2003
NC	No Credit. Not calculated into GPA.	July 1, 2003
AU	Audited course. Not calculated into GPA.	Feb 24, 1999
SP	Satisfactory Progress. Not calculated into GPA.	Feb 4, 2004
P	Pass. Not calculated into GPA.	Feb 24, 1999
W	Official Withdrawal. Not calculated into GPA.	Feb 24, 1999
L	Opposite of "P" – Student failed course. Not calculated into GPA.	July 1, 2006
NG	Non-Graded Class (i.e. LABS).	July 1, 2006
T	For Thesis courses.	July 1, 2010
CW	Concurrent enrollment drop delete	July 1, 2021
<blank>	No grade available.	Feb 24, 1999

COMMENTS: Last modified July 1, 2011

BANNER SOURCE: Swvgrde_final_grade or Shrtckg (academic history)

VALIDATION TABLE: Reference.dbo.Grade

Element: **SC-11**

ELEMENT NAME: Non-Credit Membership Hours

FIELD NAME: SC_MEMBERSHIP_HRS

FIELD FORMAT: Numeric (5,0)

DEFINITION: The total number of hours the CTE student has met with the instructor for this course within the academic term. This field is for non-credit courses only. This field is only available for SLCC-SAT, Snow, and USUE-DWE.

Field Value Example	Field Attributes or Examples	Effective Date
45	The course is scheduled for three weeks. Thus 15 x 3 = 45 membership hours for this student.	July 1, 2021

COMMENTS: Last modified April 2, 2007. Modified May 20, 2021: changed from varchar (5) to numeric (5,0)

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE:

Element: **SC-12**

ELEMENT NAME: Student Type Code

FIELD NAME: SC_STUDENT_TYPE

FIELD FORMAT: Varchar, 2 Characters

DEFINITION: The specific code which would identify students according to special registration/tuition status. Average Daily Membership (ADM) is a count of Utah public education students that is taken at different times of the year to satisfy local, state, and federal data collection needs and also to ensure that school districts are adequately funded, according to student population. The Concurrent Enrollment Master List is a list of college-level courses which have been approved by the Utah State Board of Education for Concurrent Enrollment.

Field	Field Attributes or Examples	Date
CC	Indicates the student is a Utah concurrent enrollment student enrolled in college courses, for dual high school and college credit, and who continues to be enrolled as a high school student and counted in Average Daily Membership (Regent Policy R165). The following conditions must be met: (1) Student is a Utah high school student and counted in Average Daily Membership; (2) A contract exists between a Utah school district and a USHE credit-granting institution (3) involving courses that are approved and appear on the current-year Concurrent Enrollment Master List; and (4) enrollment activity is funded from state concurrent enrollment funds.	July 1, 2004
DC	Indicates the student is enrolled in college courses, for dual high school and college credit, and who continues to be enrolled as a high school student and enrollment activity is NOT funded from state concurrent enrollment funds. (1) Student may be counted in the Average Daily Membership, and (2) courses do not need to be approved or appear on the current-year Concurrent Enrollment Master List.	July 1, 2007
EC	Indicates the student is an early college student. A high school student who is enrolled in college courses and continues to be enrolled as a high school student. Student pays regular tuition, and enrollment is reported as regular enrollment by USHE credit-granting institutions.	July 1, 2004
UC	Indicates the student is a UCAT student receiving a reduction on tuition for General Education courses required of an AAT degree.	July 1, 2004
blank	Not applicable.	July 1, 2004

COMMENTS: Last modified April 25, 2008

Element: **SC-13**

ELEMENT NAME: Institutionally Assigned ID

FIELD NAME: SC_BANNER_ID

FIELD FORMAT: Varchar, 9 Characters

DEFINITION: The unique institutionally assigned identification number for each student intended to be used in lieu of using a student's social security number. SC_Banner_ID must begin with an Alpha character representing the institution.

Field Value	Field Attributes and Examples	Effective Date
<Student Specific>	Institutional Student ID.	July 1, 2009

Institutions Alpha Characters are listed below:

Alpha Character	Field Attributes and Examples	Effective Date
U	University of Utah	July 7, 2020
A	Utah State University (plus USUE/USUE-DWE)	July 7, 2020
W	Weber State University	July 7, 2020
T	Southern Utah University	July 7, 2020
B	Snow College	July 7, 2020
D	Dixie State University	July 7, 2020
V	Utah Valley University	July 7, 2020
S	Salt Lake Community College (plus SLCC-SAT)	July 7, 2020

COMMENTS:

REFERENCE:

BANNER SOURCE: Spriden_ID where change indicator is null

VALIDATION TABLE: Reference.dbo.Inst

Element: **SC-14**

ELEMENT NAME: Course Reference Number

FIELD NAME: SC_CRN

FIELD FORMAT: Numeric (5,0)

DEFINITION: A 5-digit number that identifies a course offering in a particular term. Each CRN corresponds to a unique combination of the Course Subject, Course Number, and Section Number for that term.

Field Value	Field Attributes and Examples	Effective Date
<Course Specific>	Course reference number. (e.g. 12345)	July 1, 2019 (optional) July 1, 2020 (required)

COMMENTS: Modified May 20, 2021: changed from varchar (5) to numeric (5,0)

CRN was added to the glossary to facilitate resolution of differences between institutions and system office.

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)
Data Element Dictionary
Student Courses Data -- Version: 07-07-2021

Element: **SC-15**

ELEMENT NAME: Student Credit Hour Type

FIELD NAME: SC_CR_TYPE

FIELD FORMAT: Varchar, 1 Character

DEFINITION: A designation indicating the appropriate category for grouping the student credit or membership hours. Categories are tied to FTE calculations.

Field	Field Attributes or Examples	Date
T	Technical education credit or membership hours: A T designation indicates the student paid the institution's technical education tuition rate. Attached course must be tied to relevant institutional C_LINE_ITEM, must have a budget-related C_BUDGET_CODE, must have the P or V C_PROGRAM_TYPE and U for C_LEVEL. Valid code only for SLCC (5221), USU (3677/63), and Snow (3679).	July 1, 2021
U	Undergraduate credit or membership hours: A U designation indicates the credit or membership hours are undergraduate credit. Attached course must have C_LEVEL of U or R.	July 1, 2021
G	Graduate credit hours: A G designation indicates the credit hours are graduate credit. Attached course must have C_LEVEL of G. Not valid at SLCC or Snow.	July 1, 2021
B	Medical School Credit hours: A B designation indicates the credit hours are part of a student's course of study for medical school. Attached course must have C_LINE_ITEM of B and C_LEVEL of G. Valid code only for UU (3675).	July 1, 2021
D	Dental School Credit hours: A D designation indicates the credit hours are part of a student's course of study for dental school. Attached course must have C_LINE_ITEM of D and C_LEVEL of G. Valid code only for UU (3675).	July 1, 2021
P	PA School Credit hours: A P designation indicates the credit hours are part of a student's course of study for PA school. Attached course must have C_LINE_ITEM of P and C_LEVEL of G. Valid code only for UU (3675).	July 1, 2021
V	Veterinary School Credit Hours: A V designation indicates the credit hours are part of a student's course of study for Vet School. Attached course must have C_LEVEL of G. Valid code only for USU (3677).	July 1, 2021

COMMENTS: Last modified July 1, 2021