



Public Centralized Higher Education Enrollment System (PCHEES)

PCHEES Data Submission Guide

Version 2025-06-20

(Changes from the previous version are highlighted in red.)

Valid for:

Final Collections: 2007-08, 2008-09, 2009-10,
2010-11, 2011-12, 2012-13,
2013-14, 2014-15, 2015-16,
2016-17, 2017-18, 2018-19,
2019-20, 2020-21, 2021-22,
2022-23, 2023-24, 2024-25,
2025-26

Day 10 Collections: 2010-11, 2011-12, 2012-13,
2013-14, 2014-15, 2015-16,
2016-17, 2017-18, 2018-19,
2019-20, 2020-21, 2021-22,
2022-23, 2023-24, 2024-25,
2025-26

Version of June 20, 2025

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Document arrangement/conventions:

This document is arranged in major and minor sections describing files, data elements, and lists of valid values.

Each major section has a box border around the title (e.g., the “**Document arrangement/conventions**” above) and the titles of the major sections referenced in the Table of Contents.

Each minor section has bold lines above and below the minor section title (e.g., “**Collection Day 10**” on p. 8):

Collection:	Day10
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Each element within each section has a single border line above the element title, with contents below the element title (e.g., the element below, “**Getting Support**”).

Minor sections are terminated by a double border line at the end of the section (e.g., at the end of this page).

When viewing this as a PDF, use the Bookmarks in [Adobe Acrobat Reader](#), the “Document Outline” in Chrome, the Table of Contents List View in Edge, or the Sidebar Document Outline in Firefox to view the list of files and data elements.

Getting Support

Please contact the PCHEES Help Desk (PCHEES.Helpdesk@ofm.wa.gov) for further information, including questions or notifications about errors in this document.

Last Updated: July 8, 2024

Overview of the PCHEES Data Model

The Public Centralized Higher Education Enrollment System (PCHEES) serves as the primary source for public four-year higher education data collected from public four-year post-secondary institutions in Washington State.

PCHEES is housed at the Washington State Office of Financial Management (OFM) Forecasting Division and consists of a database driven suite of tools including a web application and several reporting tools that currently holds data from, including admissions, term enrollments, and degree completion, collected at the student level.

PCHEES supports the Washington Student Achievement Council (previously known as Higher Education Coordinating Board), the Statewide Longitudinal Education Data System at OFM's Education Research and Data Center (ERDC), and research done on behalf of the Washington State legislature, Governor's office, the contributing public institutions of higher education, and external researchers.

PCHEES data are submitted twice per term (Day 10 and Final). Each of the two PCHEES data collections submitted per term include seven required files:

1. The **TermDates** file consists of just one record providing the institution's term type (quarter or semester), term start date, term end date, and the data collection date for a collection term.

See [PCH-F0010](#) and [PCH-F0020](#) for detailed information about the two versions of this file.

2. The **Admission** file provides information about each student at the time the student was admitted to an institution. This includes information relating to the student's origin (county, state and nation of citizenship), Running Start affiliation, last high school, previous higher education institution, previous credits, and degrees completed and college entrance exam scores.

See [PCH-F0070](#) and [PCH-F0080](#) for detailed information about the two versions of this file.

3. The **Student** file provides information about each student's identifying information, demographic characteristics, baccalaureate class standing, first major, GPA, and tuition fee related information.

See [PCH-F0090](#) and [PCH-F0100](#) for detailed information about the two versions of this file.

4. The **Course** file provides information about the courses in which students can enroll for the given term. This includes information about course level, course name, course subject [Classification of Instructional Program \(CIP\)](#) code, how the instruction is delivered (e.g., face-to-face, web based), remedial learning indicator, and start and end dates.

See [PCH-F0110](#) and [PCH-F0120](#) for detailed information about the two versions of this file.

5. The **Registration** file provides information about each student's course enrollment for the term. This includes information on each student's funding source for the enrollment, attempted credit hours, earned credit hours, grades, and remedial learning indicators.

See [PCH-F0130](#) and [PCH-F0140](#) for detailed information about the two versions of this file.

6. The **Program** file provides information about the kinds of degree and certificate programs, as well as areas of academic concentration within such programs, in which students pursue a degree or certificate. This includes:

- The institution's own descriptions of the degree/certificate, field of study, and area of concentration (if any) associated with a student's program of study.
- The [Integrated Postsecondary Education Data System \(IPEDS\)](#) degree level for the student's academic program.
- The total number of credits required for receipt of a degree/certificate in the paradigmatic case where a student is pursuing the degree/certificate as a first degree/certificate of that kind with only one major, no minors, and no endorsements. (As WSU, CWU and other institutions have reported, this data element—previously contained in the Completion file—was difficult to calculate because there it was a student-specific calculation tied to variable details about each student's program affiliations).

See [PCH-F0050](#) and [PCH-F0060](#) for detailed information about the two versions of this file.

7. The **Completion** file provides information about the certificates and degrees awarded to students in the given term. This includes information on the certificate or degree program, area of concentration, and credits earned toward the certificate/degree.

See [PCH-F0150](#) for detailed information about this file.

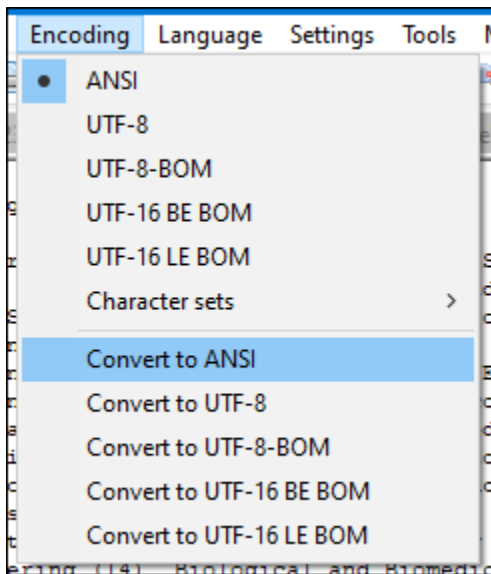
PCHEES Collections

[PCH-C0010](#) Day10
[PCH-C0020](#) Final

General File Format Rules:

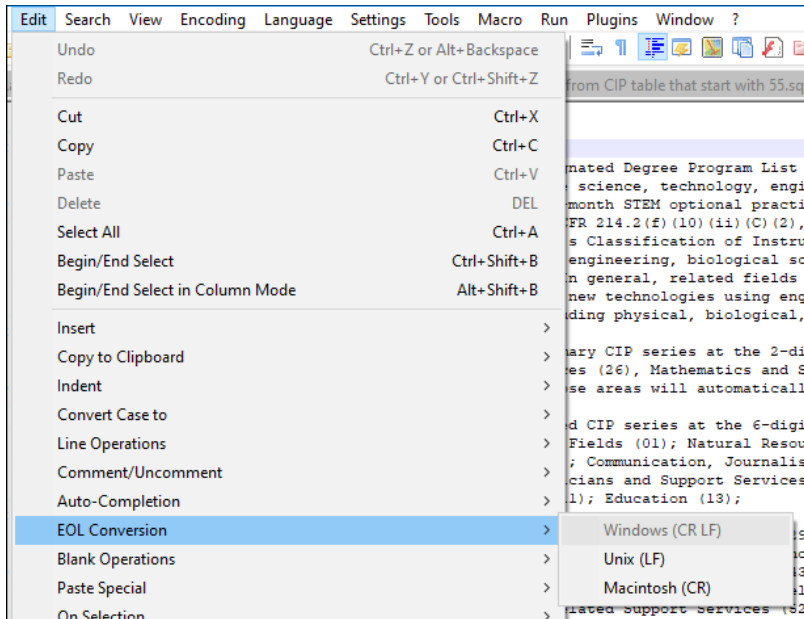
All data submission files must conform to the following general file format rules:

- Files must be stored with ISO-8859-1, Windows-1252 or ANSI encoding.
Various database software packages have different defaults for encoding exported files. For example, Microsoft SQL Server's default encoding is UTF8. Files with UTF8 encoding will not pass the edit checks, and submissions with these types of files will fail. To change the encoding for a file, do the following:
 - Open the file in a large file text editor software (such as the free open source text editor [Notepad++](#))
 - Change the file encoding using the **Encoding > Convert to ANSI** menu option:



- Save the file

- Each line in the file must end with the Windows default end-of-line (EOL) format, carriage return/line feed (CR/LF). In Notepad++ this can be specified using the **Edit > EOL Conversion** menu option. The format that is greyed out is the current EOL format:



- Files must not contain blank lines.
- Files must not have lines made up entirely of white space characters (e.g., spaces and horizontal tabs).

Last Updated: July 8, 2024

Collection: Day10

ID: PCH-C0010

Files in Collection:

[PCH-F0010](#) Day10TermDates
[PCH-F0050](#) Day10Program
[PCH-F0070](#) Day10Admission
[PCH-F0090](#) Day10Student
[PCH-F0110](#) Day10Course
[PCH-F0130](#) Day10Registration

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit this collection by the following dates. Institutions should begin preparing submissions before these deadlines so that their submissions are finalized by the deadlines.

2025-26 Day 10	
Term	Day 10 Enrollment
summer	Oct 15, 2025
fall	Oct 31, 2025
winter	Jan 31, 2026
spring	Apr 30, 2026

2. For each summer enrollment term, a reporting institution is required to submit this collection either after the tenth day of enrollment or after completion of the term.
The file format must conform to the [general file format rules](#).

Comments:

Last Updated: June 20, 2025

Collection: Final

ID: PCH-C0020

Files in Collection:

- [PCH-F0020](#) FinalTermDates
- [PCH-F0060](#) FinalProgram
- [PCH-F0080](#) FinalAdmission
- [PCH-F0100](#) FinalStudent
- [PCH-F0120](#) FinalCourse
- [PCH-F0140](#) FinalRegistration
- [PCH-F0150](#) Completion

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit this collection by the following dates. Institutions should begin preparing submissions before these deadlines so that their submissions are finalized by the deadlines.

	2024-25 Final		2025-26 Final	
Term	End of Term Enrollment	Completion* (contains real completion data)	End of Term Enrollment	Completion* (contains real completion data)
summer	Oct 15, 2024	Oct 15, 2025	Oct 15, 2025	Oct 15, 2026
fall	Jan 31, 2025	Jul 31, 2026	Jan 31, 2026	Jul 31, 2027
winter	Apr 30, 2025	Jul 31, 2026	Apr 30, 2026	Jul 31, 2027
spring	Jul 31, 2025	Jul 31, 2026	Jul 31, 2026	Jul 31, 2027

2. * WSU College of Medicine degrees are only awarded in the spring term, so they are not required to submit final completion data for summer, fall or winter terms.
- 3.
2. For Final End of Term Enrollment submissions, provide the following set of seven files.
 - a. Provide the following six submission files as described in this document.
 - Term Dates
 - Program
 - Admission
 - Student
 - Course
 - Registration
 - b. Provide a Completion submission file with a single 'No Completer' record having the format described in Data Submission Rule 5 for the Completion file (see page 39 in this document).

NOTE: Save each term's Final End of Term Enrollment submission set of files that you release to OFM (the files listed in 2.a above). These files will be needed when you submit the actual completions data about a year later.

3. For Final Completion submissions provide the following set of seven files:
 - a. The six submission files from 2.a above that were submitted to OFM for the Final End of Term Enrollment submission.
 - b. A completion file containing the completions awarded during the term.
4. The file format must conform to the [general file format rules](#).

Comments:

Last Updated: June 20, 2025

PCHEES Collection Files

The seven files are listed below. Note that other than the “Completion” file, each file is required to be submitted twice per term, once on Day 10 and once at the end of the term.

PCH-F0010	Day10TermDates
PCH-F0020	FinalTermDates
PCH-F0050	Day10Program
PCH-F0060	FinalProgram
PCH-F0070	Day10Admission
PCH-F0080	FinalAdmission
PCH-F0090	Day10Student
PCH-F0100	FinalStudent
PCH-F0110	Day10Course
PCH-F0120	FinalCourse
PCH-F0130	Day10Registration
PCH-F0140	FinalRegistration
PCH-F0150	Completion

Collection File: Day10TermDates

ID: PCH-F0010
 Collection: Day 10
 File Name: HE4Day10AAAAYYYYYYTTTermDates.txt
 (AAAA= Institution ID, YYYYYY= Enrollment Year, TT = Enrollment Term)
 Record Format: Fixed Width
 Record Length: 45
 Record Grain: Enrollment Year, Enrollment Term, Institution ID, Course Provider Campus ID

Record Layout:

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0001	Record Number	1-6	6
PCH-E0010	Enrollment Year	7-12	6
PCH-E0050	Enrollment Term	13-14	2
PCH-E0090	Institution ID	15-18	4
PCH-E0092	Course Provider Campus	19-20	2
PCH-E0100	Enrollment Term System	21	1
PCH-E0110	Enrollment Term Start Date	22-29	8
PCH-E0120	Enrollment Term End Date	30-37	8
PCH-E0130	Enrollment Term Census Date	38-45	8

Data Submission Rules:

1. For each regular enrollment term, a reporting institution is required to submit Day10TermDates (along with the other files in the Day 10 collection) after the tenth day of enrollment. See page 8 of this document for the submission due dates for the Day 10 Collection.
2. For each summer enrollment term, a reporting institution is required to submit Day10TermDates (along with the other files in the Day 10 collection) either after the tenth day of enrollment or after completion of the term.
3. Each Day10TermDates file submitted by a reporting institution must contain one record for each campus of the institution providing instruction for baccalaureate or post-baccalaureate credit during the reporting term.
4. No record in a Day10TermDates file is allowed to duplicate the grain of another record in the file: the combination of values provided for PCH-E0010, PCH-E0050, PCH-E0090, and PCH-E0092 in a record must be unique to that record.

Comments: File now contains field for a valid value of PCH-E0092 (Course Provider Campus) rather than PCH-E0096 (Student Admission Campus).

Last Updated: August 11, 2021

Collection File: **FinalTermDates**

ID: PCH-F0020
Collection: Final
File Name: HE4FinalAAAAYYYYYTTTermDates.txt
(AAAA= Institution ID, YYYYY= Enrollment Year, TT = Enrollment Term)
Record Format: Fixed Width
Record Length: 45
Record Grain: Enrollment Year, Enrollment Term, Institution ID, Enrollment Campus ID

Record Layout:

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0001	Record Number	1-6	6
PCH-E0010	Enrollment Year	7-12	6
PCH-E0050	Enrollment Term	13-14	2
PCH-E0090	Institution ID	15-18	4
PCH-E0092	Course Provider Campus ID	19-20	2
PCH-E0100	Enrollment Term System	21	1
PCH-E0110	Enrollment Term Start Date	22-29	8
PCH-E0120	Enrollment Term End Date	30-37	8
PCH-E0130	Enrollment Term Census Date	38-45	8

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit FinalTermDates (along with the other files in the Final collection) by the due dates for the Final Collection on page 9 of this document.
 2. Each FinalTermDates file submitted by a reporting institution must contain one record for each campus of the institution providing instruction for baccalaureate or post-baccalaureate credit during the reporting term.
 3. No record in a FinalTermDates file is allowed to duplicate the grain of another record in the file: the combination of values provided for PCH-E0010, PCH-E0050, PCH-E0090, and PCH-E0092 in a record must be unique to that record.
-

Comments: File now contains field for a valid value of PCH-E0092 (Course Provider Campus) rather than PCH-E0096 (Student Admission Campus).

Last Updated: August 11, 2021

Collection File: Day10Program

ID: PCH-F0050
 Collection: Day 10
 File Name: HE4Day10AAAAYYYYYYTTProgram.txt
 (AAAA= Institution ID, YYYYYY= Enrollment Year, TT = Enrollment Term)
 Record Format: Fixed Width
 Record Length: 175
 Record Grain: Enrollment Year, Enrollment Term, Institution ID, Program ID, Program Concentration ID

Record Layout:

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0001	Record Number	1-6	6
PCH-E0010	Enrollment Year	7-12	6
PCH-E0050	Enrollment Term	13-14	2
PCH-E0090	Institution ID	15-18	4
PCH-E0220	Program ID	19-30	12
PCH-E0230	Program Concentration ID	31-38	8
PCH-E0240	Program Degree/Certificate Acronym	39-53	15
PCH-E0250	Program Degree/Certificate Name	54-83	30
PCH-E0260	Program Degree/Certificate Level	84-85	2
PCH-E0262	Program Degree/Certificate Credits Required	86-91	6
PCH-E0270	Program Field of Study	92-121	30
PCH-E0280	Program Field of Study CIP Code	122-127	6
PCH-E0282	Program Field of Study Institutional Code	128-133	6
PCH-E0290	Program Concentration	134-163	30
PCH-E0300	Program Concentration CIP Code	164-169	6
PCH-E0302	Program Concentration Institutional Code	170-175	6

Data Submission Rules:

1. For each regular enrollment term, a reporting institution is required to submit Day10Program (along with the other files in the Day 10 collection) after the tenth day of enrollment. See page 8 of this document for the submission due dates for the Day 10 Collection.
2. For each summer enrollment term, a reporting institution is required to submit Day10Program (along with the other files in the Day 10 collection) either after the tenth day of enrollment or after completion of the term.
3. Each Day10Program file submitted by a reporting institution must contain one record for each area of concentration within each program of study leading to a degree or certificate that is offered by the reporting institution during the enrollment term.
4. Each Day10Program file submitted by a reporting institution must also contain one record assigning '00000000' to PCH-E0230 (Program Concentration ID) for each degree/certificate program of study offered by the reporting institution during the enrollment term if one or more of these circumstances apply:
 - a. the program of study does not offer areas of concentration
 - b. the program of study offers areas of concentration but does not require its students to declare an area of concentration within the program (either at the time of entrance into the program or at any time) or
 - c. a student's program of study can be known but their area of concentration within the program might not be known.

A degree/certificate program of study to which rule 4a applies would be associated with one record only in the file, namely, one in which PCH-E0230 (Program Concentration ID) was assigned a value of '00000000' ; whereas a degree/certificate program of study to which either rule 4b or rule 4c applies would be associated not only with a record assigning '00000000' to PCH-E0230 (Program Concentration ID) but also with records for each area of concentration within the program of study (as specified in rule 3).

5. Non-credentialing programs or avenues of study (e.g., non-degree study for personal enrichment), also programs of study not leading to a degree or certificate but in which a degree-seeking student can second major or minor, must not be represented in the Day10Program file.
6. Each Day10Program file submitted by a reporting institution must contain one and only one record that covers cases where a student has not declared a first major or the student's program of study is a non-credentialing program or avenue of study (e.g., non-degree enrollment for personal enrichment). This record must have the following data element values:

For academic years 2007-08 through 2010-11 provide:

PCH-E0220 (Program ID)	999999999998 (Undeclared or Not Applicable)
PCH-E0230 (Program Concentration ID)	99999998 (Undeclared or Not Applicable)
PCH-E0240 (Program Degree/Certificate Acronym)	None
PCH-E0250 (Program Degree/Certificate Name)	Undeclared or Not Applicable
PCH-E0260 (Program Degree/Certificate Level)	98
PCH-E0262 (Program Completion Credits Required)	NULL
PCH-E0270 (Program Field of Study)	Undeclared or Not Applicable
PCH-E0280 (Program Field of Study CIP Code)	999998
PCH-E0290 (Program Concentration)	BLANK (30 spaces)
PCH-E0300 (Program Concentration CIP Code)	999998

Beginning academic year 2011-12 provide:

PCH-E0220 (Program ID)	999999999998 (Undeclared or Not Applicable)
PCH-E0230 (Program Concentration ID)	99999998 (Undeclared or Not Applicable)
PCH-E0240 (Program Degree/Certificate Acronym)	None
PCH-E0250 (Program Degree/Certificate Name)	Undeclared or Not Applicable
PCH-E0260 (Program Degree/Certificate Level)	98
PCH-E0262 (Program Completion Credits Required)	NULL
PCH-E0270 (Program Field of Study)	Undeclared or Not Applicable
PCH-E0280 (Program Field of Study CIP Code)	999998
PCH-E0290 (Program Concentration)	Undeclared or Not Applicable
PCH-E0300 (Program Concentration CIP Code)	999998

7. No record in a Day10Program file is allowed to duplicate the grain of another record in the file: the combination of values provided for PCH-E0010, PCH-E0050, PCH-E0090, PCH-E0220 and PCH-E0230 in a record must be unique to that record.

Comments:

Last Updated: August 11, 2021

Collection File: FinalProgram

ID: PCH-F0060
 Collection: Final
 File Name: HE4FinalAAAAYYYYYYTTProgram.txt
 (AAAA= Institution ID, YYYYYY= Enrollment Year, TT = Enrollment Term)
 Record Format: Fixed Width
 Record Length: 175
 Record Grain: Enrollment Year, Enrollment Term, Institution ID, Program ID, Program Concentration ID

Record Layout:

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0001	Record Number	1-6	6
PCH-E0010	Enrollment Year	7-12	6
PCH-E0050	Enrollment Term	13-14	2
PCH-E0090	Institution ID	15-18	4
PCH-E0220	Program ID	19-30	12
PCH-E0230	Program Concentration ID	31-38	8
PCH-E0240	Program Degree/Certificate Acronym	39-53	15
PCH-E0250	Program Degree/Certificate Name	54-83	30
PCH-E0260	Program Degree/Certificate Level	84-85	2
PCH-E0262	Program Completion Credits Required	86-91	6
PCH-E0270	Program Field of Study	92-121	30
PCH-E0280	Program Field of Study CIP Code	122-127	6
PCH-E0282	Program Field of Study Institutional Code	128-133	6
PCH-E0290	Program Concentration	134-163	30
PCH-E0300	Program Concentration CIP Code	164-169	6
PCH-E0302	Program Concentration Institutional Code	170-175	6

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit FinalProgram (along with the other files in the Final collection) by the due dates for the Final Collection on page 9 of this document.
2. Each FinalProgram file submitted by a reporting institution must contain one record for each area of concentration within each program of study leading to a degree or certificate that is offered by the reporting institution during the enrollment term.
3. Each FinalProgram file submitted by a reporting institution must also contain one record assigning '00000000' to PCH-E0230 (Program Concentration ID) for each degree/certificate program of study offered by the reporting institution during the enrollment term if one or more of these circumstances apply:
 - a. the program of study does not offer areas of concentration,
 - b. the program of study offers areas of concentration but does not require its students to declare an area of concentration within the program (either at the time of entrance into the program or at any time), or
 - c. a student's program of study can be known but their area of concentration within the program might not be known.
4. A degree/certificate program of study to which rule 3a applies would be associated with one record only in the file, namely, one in which PCH-E0230 (Program Concentration ID) was assigned a value of '00000000'; whereas a degree/certificate program of study to which either rule 3b or rule 3c applies would be associated not only with a record assigning '00000000' to PCH-E0230 (Program Concentration ID) but also with records for each area of concentration within the program of study (as specified in rule 3).
5. Non-credentialing programs or avenues of study (e.g., non-degree study for personal enrichment), also programs of study not leading to a degree or certificate but in which a degree-seeking student can second major or minor, must not be represented in the FinalProgram file.

6. Each FinalProgram file submitted by a reporting institution must contain one and only one record that covers cases where a student has not declared a first major or the student's program of study is a non-credentialing program or avenue of study (e.g., non-degree enrollment for personal enrichment). This record must have the following data element values:

For academic years 200708 through 201011 provide:

PCH-E0220 (Program ID)	999999999998 (Undeclared or Not Applicable)
PCH-E0230 (Program Concentration ID)	99999998 (Undeclared or Not Applicable)
PCH-E0240 (Program Degree/Certificate Acronym)	None
PCH-E0250 (Program Degree/Certificate Name)	Undeclared or Not Applicable
PCH-E0260 (Program Degree/Certificate Level)	98
PCH-E0262 (Program Completion Credits Required)	NULL
PCH-E0270 (Program Field of Study)	Undeclared or Not Applicable
PCH-E0280 (Program Field of Study CIP Code)	999998
PCH-E0290 (Program Concentration)	BLANK (30 spaces)
PCH-E0300 (Program Concentration CIP Code)	999998

Beginning academic year 201112 provide:

PCH-E0220 (Program ID)	999999999998 (Undeclared or Not Applicable)
PCH-E0230 (Program Concentration ID)	99999998 (Undeclared or Not Applicable)
PCH-E0240 (Program Degree/Certificate Acronym)	None
PCH-E0250 (Program Degree/Certificate Name)	Undeclared or Not Applicable
PCH-E0260 (Program Degree/Certificate Level)	98
PCH-E0262 (Program Completion Credits Required)	NULL
PCH-E0270 (Program Field of Study)	Undeclared or Not Applicable
PCH-E0280 (Program Field of Study CIP Code)	999998
PCH-E0290 (Program Concentration)	Undeclared or Not Applicable
PCH-E0300 (Program Concentration CIP Code)	999998

7. Pairings of PCH-E0220 (Program ID) and PCH-E0230 (Program Concentration ID) values provided in Day10Program.txt must correspond to the pairings provided in FinalProgram.txt (thereby allowing for record-level matches between the two collection files). NOTE: This rule is effective beginning July 1, 2012 (when Final data for the 2010-11 academic year was submitted, this being the first academic year for which Day10 data was submitted under the consolidated PCHEES data model).
8. No record in a FinalProgram file is allowed to duplicate the grain of another record in the file: the combination of values provided for PCH-E0010, PCH-E0050, PCH-E0090, PCH-E0220 and PCH-E0230 in a record must be unique to that record.

Comments:

Last Updated: August 11, 2021

Collection File: Day10Admission

ID: PCH-F0070
 Collection: Day 10
 File Name: HE4Day10AAAAYYYYYYTTAdmission.txt
 (AAAA= Institution ID, YYYYYY= Enrollment Year, TT = Enrollment Term)
 Record Format: Fixed Width
 Record Length: 174
 Record Grain: Enrollment Year, Enrollment Term, Institution ID, Student ID

Record Layout:

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0001	Record Number	1-6	6
PCH-E0010	Enrollment Year	7-12	6
PCH-E0050	Enrollment Term	13-14	2
PCH-E0090	Institution ID	15-18	4
PCH-E0310	Student ID (Institution)	19-27	9
PCH-E0500	Student Type	28-29	2
PCH-E0502	Student Running Start or College in High School Affiliation	30-31	2
PCH-E0510	Student County of Origin at Last Admission	32-33	2
PCH-E0520	Student State of Origin at Last Admission	34-35	2
PCH-E0530	Student Nation of Citizenship at Last Admission	36-38	3
PCH-E0540	Student Co-Enrolled Indicator	39	1
PCH-E0542	Student K-12 State ID	40-49	10
PCH-E0550	Student High School Code	50-55	6
PCH-E0556	Student High School Completion Type	56-57	2
PCH-E0560	Student High School Completion Year	58-61	4
PCH-E0562	Student High School Year Last Attended	62-65	4
PCH-E0570	Student High School GPA	66-69	4
PCH-E0580	Student Previous Institution Code	70-73	4
PCH-E0590	Student Previous Institution Last Year Attended	74-77	4
PCH-E0600	Student Previous Institution GPA	78-81	4
PCH-E0610	Student Previous Institution Degree/Certificate Level	82-83	2
PCH-E0620	Student Previous Institution Degree Acronym	84-98	15
PCH-E0630	Baccalaureate Previous Credits Earned: Total	99-104	6
PCH-E0640	Baccalaureate Previous Credits Transferred: Total	105-110	6
PCH-E0670	Baccalaureate Previous Credits Transferred: AP	111-116	6
PCH-E0680	Baccalaureate Previous Credits Transferred—IB	117-122	6
PCH-E0690	Student SAT Math Score	123-125	3
PCH-E0691	Student SAT Critical Reading (Verbal) Score	126-128	3

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0692	Student SAT Writing Score	129-131	3
PCH-E0694	Student ACT English Score	132-133	2
PCH-E0695	Student ACT Math Score	134-135	2
PCH-E0696	Student ACT Reading Score	136-137	2
PCH-E0697	Student ACT Science Score	138-139	2
PCH-E0698	Student ACT Composite Score	140-141	2
PCH-E0699	Student ACT Writing Score	142-143	2
PCH-E0096	Student Admission Campus ID	144-145	2
PCH-E0505	Student Admit Year	146-151	6
PCH-E0506	Student Admit Term	152-153	2
PCH-E0611	Student Previous Institution Degree DTA/AST Status	154	1
PCH-E1020	Student SAT Date Taken	155-162	8
PCH-E1030	Student SAT Math Section Score	163-165	3
PCH-E1031	Student SAT Evidence Based Reading and Writing Section Score	166-168	3
PCH-E1035	Student SAT Math Subsection Score	169-170	2
PCH-E1036	Student SAT Reading Subsection Score	171-172	2
PCH-E1037	Student SAT Writing and Language Subsection Score	173-174	2

Data Submission Rules:

1. For each regular enrollment term, a reporting institution is required to submit Day10Admission (along with the other files in the Day 10 collection) after the tenth day of enrollment. See page 8 of this document for the submission due dates for the Day 10 Collection.
2. For each summer enrollment term, a reporting institution is required to submit Day10Admission (along with the other files in the Day 10 collection) either after the tenth day of enrollment or after completion of the term.
3. Each Day10Admission file submitted by a reporting institution must contain one record each for all and only those students enrolled at the reporting institution as of the tenth day of the enrollment term.
4. No record in a Day10Admission file is allowed to duplicate the grain of another record in the file: the combination of values provided for PCH-E0010, PCH-E0050, PCH-E0090 and PCH-E0310 in a record must be unique to that record.
5. The value of PCH-E0310 (Student ID) used to uniquely identify a student in Day10Admission must correspond to the value of PCH-E310 provided for that student in Day10Student and in Day10Registration.
6. When the value submitted for PCH-E0505 (Student Admit Year) equals PCH-E0010 (Enrollment Year) and PCH-E0506 (Student Admit Term) equals PCH-E0050 (Enrollment Term) then the value of PCH-E0880 (Course Section Credit Hours Attempted) must be greater than zero in at least one of the student's records in Day10Registration.

Comments:

Last Updated: June 20, 2025

Collection File: FinalAdmission

ID: PCH-F0080
 Collection: Final
 File Name: HE4FinalAAAAYYYYYYTTAdmission.txt
 (AAAA= Institution ID, YYYYYY= Enrollment Year, TT = Enrollment Term)
 Record Format: Fixed Width
 Record Length: 174
 Record Grain: Enrollment Year, Enrollment Term, Institution ID, Student ID

Record Layout:

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0001	Record Number	1-6	6
PCH-E0010	Enrollment Year	7-12	6
PCH-E0050	Enrollment Term	13-14	2
PCH-E0090	Institution ID	15-18	4
PCH-E0310	Student ID (Institution)	19-27	9
PCH-E0500	Student Type	28-29	2
PCH-E0502	Student Running Start or College in High School Affiliation	30-31	2
PCH-E0510	Student County of Origin at Last Admission	32-33	2
PCH-E0520	Student State of Origin at Last Admission	34-35	2
PCH-E0530	Student Nation of Citizenship at Last Admission	36-38	3
PCH-E0540	Student Co-Enrolled Indicator	39	1
PCH-E0542	Student K-12 State ID	40-49	10
PCH-E0550	Student High School Code	50-55	6
PCH-E0556	Student High School Completion Type	56-57	2
PCH-E0560	Student High School Completion Year	58-61	4
PCH-E0562	Student High School Year Last Attended	62-65	4
PCH-E0570	Student High School GPA	66-69	4
PCH-E0580	Student Previous Institution Code	70-73	4
PCH-E0590	Student Previous Institution Year Last Attended	74-77	4
PCH-E0600	Student Previous Institution GPA	78-81	4
PCH-E0610	Student Previous Institution Degree/ Certificate Level	82-83	2
PCH-E0620	Student Previous Institution Degree Acronym	84-98	15
PCH-E0630	Baccalaureate Previous Credits Earned: Total	99-104	6
PCH-E0640	Baccalaureate Previous Credits Transferred: Total	105-110	6
PCH-E0670	Baccalaureate Previous Credits Transferred: AP	111-116	6
PCH-E0680	Baccalaureate Previous Credits Transferred—IB	117-122	6
PCH-E0690	Student SAT Math Score	123-125	3
PCH-E0691	Student SAT Critical Reading (Verbal) Score	126-128	3

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0692	Student SAT Writing Score	129-131	3
PCH-E0694	Student ACT English Score	132-133	2
PCH-E0695	Student ACT Math Score	134-135	2
PCH-E0696	Student ACT Reading Score	136-137	2
PCH-E0697	Student ACT Science Score	138-139	2
PCH-E0698	Student ACT Composite Score	140-141	2
PCH-E0699	Student ACT Writing Score	142-143	2
PCH-E0096	Student Admission Campus ID	144-145	2
PCH-E0505	Student Admit Year	146-151	6
PCH-E0506	Student Admit Term	152-153	2
PCH-E0611	Student Previous Institution Degree DTA/AST Status	154	1
PCH-E1020	Student SAT Date Taken	155-162	8
PCH-E1030	Student SAT Math Section Score	163-165	3
PCH-E1031	Student SAT Evidence Based Reading and Writing Section Score	166-168	3
PCH-E1035	Student SAT Math Subsection Score	169-170	2
PCH-E1036	Student SAT Reading Subsection Score	171-172	2
PCH-E1037	Student SAT Writing and Language Subsection Score	173-174	2

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit a FinalAdmission file (along with the other files in the Final collection) by the due dates for the Final Collection on page 9 of this document. Each FinalAdmission file submitted by a reporting institution must contain one record each for all and only those students enrolled at the reporting institution on the tenth day of enrollment and/or afterward during the enrollment term.
2. No record in a FinalAdmission file is allowed to duplicate the grain of another record in the file: the combination of values provided for PCH-E0010, PCH-E0050, PCH-E0090 and PCH-E0310 in a record must be unique to that record.
3. The value of PCH-E0310 (Student ID) used to uniquely identify a student in FinalAdmission must be the same as that used to uniquely identify the same student in Day10Admission (thereby allowing for record-level matches between the two collection files). NOTE: This rule is effective beginning July 1, 2012 (when Final data for the 2010-11 academic year was submitted, this being the first academic year for which Day10 data was submitted under the consolidated PCHEES data model).
4. The value of PCH-E0310 (Student ID) used to uniquely identify a student in FinalAdmission must correspond to the value of PCH-E310 provided for that student in FinalStudent and in FinalRegistration.
5. When the value submitted for PCH-E0505 (Student Admit Year) equals PCH-E0010 (Enrollment Year) and PCH-E0506 (Student Admit Term) equals PCH-E0050 (Enrollment Term) then the value of PCH-E0880 (Course Section Credit Hours Attempted) must be greater than zero in at least one of the student's records in Day10Registration.

Comments:

Last Updated: June 20, 2025

Collection File: Day10Student

ID: PCH-F0090
 Collection: Day 10
 File Name: HE4Day10AAAAYYYYYTTStudent.txt
 (AAAA= Institution ID, YYYYY= Enrollment Year, TT = Enrollment Term)
 Record Format: Fixed Width
 Record Length: 242
 Record Grain: Enrollment Year, Enrollment Term, Institution ID, Student ID

Record Layout:

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0001	Record Number	1-6	6
PCH-E0010	Enrollment Year	7-12	6
PCH-E0050	Enrollment Term	13-14	2
PCH-E0090	Institution ID	15-18	4
PCH-E0310	Student ID (Institution)	19-27	9
PCH-E0330	Student Last Name	28-77	50
PCH-E0340	Student First Name	78-102	25
PCH-E0350	Student Middle Name	103-127	25
PCH-E0360	Student Name Suffix	128-132	5
PCH-E0370	Student SSN	133-141	9
PCH-E0380	Student Birth Date	142-149	8
PCH-E0390	Student Sex	150	1
PCH-E0400	Student Race 1	151-153	3
PCH-E0401	Student Race 2	154-156	3
PCH-E0402	Student Race 3	157-159	3
PCH-E0403	Student Race 4	160-162	3
PCH-E0404	Student Race 5	163-165	3
PCH-E0410	Student Hispanic Identity 1	166-168	3
PCH-E0411	Student Hispanic Identity 2	169-171	3
PCH-E0412	Student Hispanic Identity 3	172-174	3
PCH-E0420	Student U.S. Immigration Status	175-176	2
PCH-E0430	Student WA Residency Status	177	1
PCH-E0098	Student Primary Enrollment Campus ID	178-179	2
PCH-E0432	Student Primary Enrollment Site	180-187	8
PCH-E0434	Baccalaureate Class Standing	188-189	2
PCH-E0440	Student First Major: Program ID	190-201	12
PCH-E0442	Student First Major: Program Concentration ID	202-209	8
PCH-E0450	Student Term GPA	210-213	4

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0452	Student Cumulative Institutional GPA	214-217	4
PCH-E0454	Student Cumulative Overall GPA	218-221	4
PCH-E0460	Student Military Affiliation	222-223	2
PCH-E0462	Student Military Federal Benefits Type	224-225	2
PCH-E0470	Student Tuition Fee Type	226-227	2
PCH-E0472	Student Non-Resident Tuition Fee Exemption 1	228-229	2
PCH-E0473	Student Non-Resident Tuition Fee Exemption 2	230-231	2
PCH-E0474	Student Non-Resident Tuition Fee Exemption 3	232-233	2
PCH-E0480	Student Tuition Fee Waiver 1	234-235	2
PCH-E0481	Student Tuition Fee Waiver 2	236-237	2
PCH-E0482	Student Tuition Fee Waiver 3	238-239	2
PCH-E0490	Student Self-Reported Disability Status	240	1
PCH-E0491	Student Pell Grant Status	241	1
PCH-E0492	Student Washington College Grant Status	242	1

Data Submission Rules:

1. For each regular enrollment term, a reporting institution is required to submit Day10Student (along with the other files in the Day 10 collection) after the tenth day of enrollment. See page 8 of this document for the submission due dates for the Day 10 Collection.
2. For each summer enrollment term, a reporting institution is required to submit Day10Student (along with the other files in the Day 10 collection) after the tenth day of enrollment or after completion of the term.
3. Each Day10Student file submitted by a reporting institution must contain one record each for all and only those students enrolled in one or more course sections at the reporting institution as of the tenth day of the enrollment term.
4. No record in a Day10Student file is allowed to duplicate the grain of another record in the file: the combination of values provided for PCH-E0010, PCH-E0050, PCH-E0090 and PCH-E0310 in a record must be unique to that record.
5. The value of PCH-E0310 (Student ID) used to uniquely identify a student in Day10Student must correspond to the value of PCH-E310 provided for that student in Day10Admission and in Day10Registration (thereby allowing for record-level matches between these collection files).

Comments:

At the July 16, 2014 PCHEES Stakeholder meeting, institutions decided to use CIP 240102 (General Studies) for students with undeclared majors. The institutions needed this for financial aid reporting. There was no system change; the institutions simply agreed to submit data this way. Therefore, data elements PCH-E0440 (Student First Major: Program ID) and PCH-E0442 (Student First Major: Program Concentration ID) may be coded this way.

PCH-E0432 (Student Primary Enrollment Site) is a foreign reference to PCH-E0140 (Enrollment Site ID).

PCH-E0434 (Baccalaureate Class Standing, previously Student Class Standing) was modified to apply to baccalaureate students only. Previously in PCHEES the class standing data element served as the basic classification scheme for types of students; this function is now provided by PCH-E0500 (Student Type).

PCH-E0440 (Student First Major: Program ID) is a foreign reference to PCH-E0220 (Program ID); while PCH-E0442 (Student First Major: Program Concentration ID) is a foreign reference to PCH-E0230 (Program Concentration ID).

PCH-E0472 (Student Non-Resident Tuition Fee Exemption 1) was previously called “Student Non-Resident Tuition Fee Exemption Type” and allowed institutions to report only one exemption per student. With the

addition of PCH-E0473 (Student Non-Resident Tuition Fee Exemption 2) and PCH-E0474 (Student Non-Resident Tuition Fee Exemption 3), institutions can now report up to three exemptions per student.

PCH-E0480 (Student Tuition Fee Waiver 1) was previously called “Student Tuition Fee Waiver Type” and allowed institutions to report only one waiver per student. With the addition of PCH-E0481 (Student Tuition Fee Waiver 2) and PCH-E0482 (Student Tuition Fee Waiver 3), institutions can now report up to three waivers per student.

PCH-E0400 (Student Race 1) was previously called “Student Race” and allowed institutions to report only one piece of racial information about a student. The additional race fields PCH-E0401 through PCH-E0404 were added to capitalize on the more nuanced and comprehensive collection of racial information that will be required by federal and state rules beginning in 2010.

PCH-E0460 (Student Military Affiliation) was called “Student Veterans Status” for 199900-201617 and allowed institutions to report whether a student was a military veteran and, if so, of what era. Beginning 201718, the definition was changed to report if the student was a veteran, active duty military or dependent of an active military or veteran.

PCH-E0462 (Student Military Federal Benefits Type) was previously called ‘Student Veterans Federal Benefits Type’. On June 19, 2017, this data element was renamed to align with PCH-E0460 (Student Military Affiliation).

BLANK values were previously required for PCH-E0450 (Student Term GPA), PCH-E0452 (Student Cumulative Institutional GPA), and PCH-E0454 (Student Cumulative Overall GPA). Now ‘9.99’ (‘Unknown’) must be provided.

Last Updated: August 11, 2021

Collection File: FinalStudent

ID: PCH-F0100
 Collection: Final
 File Name: HE4FinalAAAAYYYYYTTStudent.txt
 (AAAA= Institution ID, YYYYYY= Enrollment Year, TT = Enrollment Term)
 Record Format: Fixed Width
 Record Length: 242
 Record Grain: Enrollment Year, Enrollment Term, Institution ID, Student ID

Record Layout:

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0001	Record Number	1-6	6
PCH-E0010	Enrollment Year	7-12	6
PCH-E0050	Enrollment Term	13-14	2
PCH-E0090	Institution ID	15-18	4
PCH-E0310	Student ID (Institution)	19-27	9
PCH-E0330	Student Last Name	28-77	50
PCH-E0340	Student First Name	78-102	25
PCH-E0350	Student Middle Name	103-127	25
PCH-E0360	Student Name Suffix	128-132	5
PCH-E0370	Student SSN	133-141	9
PCH-E0380	Student Birth Date	142-149	8
PCH-E0390	Student Sex	150	1
PCH-E0400	Student Race 1	151-153	3
PCH-E0401	Student Race 2	154-156	3
PCH-E0402	Student Race 3	157-159	3
PCH-E0403	Student Race 4	160-162	3
PCH-E0404	Student Race 5	163-165	3
PCH-E0410	Student Hispanic Identity 1	166-168	3
PCH-E0411	Student Hispanic Identity 2	169-171	3
PCH-E0412	Student Hispanic Identity 3	172-174	3
PCH-E0420	Student U.S. Immigration Status	175-176	2
PCH-E0430	Student WA Residency Status	177	1
PCH-E0098	Student Primary Enrollment Campus ID	178-179	2
PCH-E0432	Student Primary Enrollment Site	180-187	8
PCH-E0434	Baccalaureate Class Standing	188-189	2
PCH-E0440	Student First Major: Program ID	190-201	12
PCH-E0442	Student First Major: Program Concentration ID	202-209	8
PCH-E0450	Student Term GPA	210-213	4

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0452	Student Cumulative Institutional GPA	214-217	4
PCH-E0454	Student Cumulative Overall GPA	218-221	4
PCH-E0460	Student Military Affiliation	222-223	2
PCH-E0462	Student Military Federal Benefits Type	224-225	2
PCH-E0470	Student Tuition Fee Type	226-227	2
PCH-E0472	Student Non-Resident Tuition Fee Exemption 1	228-229	2
PCH-E0473	Student Non-Resident Tuition Fee Exemption 2	230-231	2
PCH-E0474	Student Non-Resident Tuition Fee Exemption 3	232-233	2
PCH-E0480	Student Tuition Fee Waiver 1	234-235	2
PCH-E0481	Student Tuition Fee Waiver 2	236-237	2
PCH-E0482	Student Tuition Fee Waiver 3	238-239	2
PCH-E0490	Student Self-Reported Disability Status	240	1
PCH-E0491	Student Pell Grant Status	241	1
PCH-E0492	Student Washington College Grant Status	242	1

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit FinalStudent (along with the other files in the Final collection) by the due dates for the Final Collection on page 9 of this document.
2. Each FinalStudent file submitted by a reporting institution must contain one record each for all and only those students who were enrolled on the tenth day of the enrollment term or who registered after the tenth day of the enrollment term; this includes students who were enrolled on the tenth day of the term and/or afterward but who withdrew from the institution before the completion of the term.
3. No record in a FinalStudent file is allowed to duplicate the grain of another record in the file: the combination of values provided for PCH-E0010, PCH-E0050, PCH-E0090 and PCH-E0310 in a record must be unique to that record.
4. The value of PCH-E0310 (Student ID) used to uniquely identify a student in FinalStudent must correspond to the value of PCH-E310 provided for that student in FinalAdmission, in FinalRegistration, and (if the student is a completer) in Completion (thereby allowing for record-level matches between these collection files).
5. The value of PCH-E0310 (Student ID) used to uniquely identify a student in FinalStudent must be the same as that used to uniquely identify the same student in Day10Student (thereby allowing for record-level matches between the two collection files). NOTE: This rule is effective beginning July 1, 2012 (when Final data for the 2010-11 academic year is submitted, this being the first academic year for which Day10 data will be submitted under the consolidated PCHEES data model).

Comments:

At the July 16, 2014 PCHEES Stakeholder meeting, institutions decided to use CIP 240102 (General Studies) for students with undeclared majors. The institutions needed this for financial aid reporting. There was no system change; the institutions simply agreed to submit data this way. Therefore, data elements PCH-E0440 (Student First Major: Program ID) and PCH-E0442 (Student First Major: Program Concentration ID) may be coded this way.

PCH-E0432 (Student Primary Enrollment Site) is a foreign reference to PCH-E0140 (Enrollment Site ID).

PCH-E0434 (Baccalaureate Class Standing, previously Student Class Standing) was modified to apply to baccalaureate students only. Previously in PCHEES the class standing data element served as the basic classification scheme for types of students; this function is now provided by PCH-E0500 (Student Type).

PCH-E0440 (Student First Major: Program ID) replaces the old Student First Major data element and is a foreign reference to PCH-E0220 (Program ID); while PCH-E0442 (Student First Major: Program Concentration ID) is a foreign reference to PCH-E0230 (Program Concentration ID).

PCH-E0472 (Student Non-Resident Tuition Fee Exemption 1) was previously called “Student Non-Resident Tuition Fee Exemption Type” and allowed institutions to report only one exemption per student. With the addition of PCH-E0473 (Student Non-Resident Tuition Fee Exemption 2) and PCH-E0474 (Student Non-Resident Tuition Fee Exemption 3), institutions can now report up to three exemptions per student.

PCH-E0480 (Student Tuition Fee Waiver 1) was previously called “Student Tuition Fee Waiver Type” and allowed institutions to report only one waiver per student. With the addition of PCH-E0481 (Student Tuition Fee Waiver 2) and PCH-E0482 (Student Tuition Fee Waiver 3), institutions can now report up to three waivers per student.

PCH-E0400 (Student Race 1) was previously called “Student Race” and allowed institutions to report only one piece of racial information about a student. The additional race fields PCH-E0401 through PCH-E0404 were added to capitalize on the more nuanced and comprehensive collection of racial information that will be required by federal and state rules beginning in 2010.

PCH-E0460 (Student Military Affiliation) was called “Student Veterans Status” for 199900-201617 and allowed institutions to report whether a student was a military veteran and, if so, of what era. Beginning 201718, the definition was changed to report if the student was a veteran, active duty military or dependent of an active military or veteran.

PCH-E0462 (Student Military Federal Benefits Type) was previously called ‘Student Veterans Federal Benefits Type’. On June 19, 2017, this data element was renamed to align with PCH-E0460 (Student Military Affiliation).

Last Updated: August 11, 2021

Collection File: Day10Course

ID: PCH-F0110
 Collection: Day 10
 File Name: HE4Day10AAAAYYYYYTTCourse.txt
 (AAAA= Institution ID, YYYYYY= Enrollment Year, TT = Enrollment Term)
 Record Format: Fixed Width
 Record Length: 241
 Record Grain: Enrollment Year, Enrollment Term, Institution ID, Course Provider Campus ID,
 Course ID, Course Section ID

Record Layout:

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0001	Record Number	1-6	6
PCH-E0010	Enrollment Year	7-12	6
PCH-E0050	Enrollment Term	13-14	2
PCH-E0090	Institution ID	15-18	4
PCH-E0092	Course Provider Campus ID	19-20	2
PCH-E0700	Course ID	21-32	12
PCH-E0710	Course Section ID	33-38	6
PCH-E0720	Course Number	39-41	3
PCH-E0730	Course Title	42-141	100
PCH-E0740	Course Subject	142-171	30
PCH-E0750	Course Subject CIP Code	172-177	6
PCH-E0760	Course Section Instructional Type	178-179	2
PCH-E0770	Course Section Duration	180-181	2
PCH-E0780	Course Section Instruction Delivery Type	182-183	2
PCH-E0790	Course Section Instruction Delivery Site	184-191	8
PCH-E0800	Course Section Online Learning Type	192-193	2
PCH-E0910	Course Section Remedial Learning Indicator	194	1
PCH-E0810	Course Section Start Date	195-202	8
PCH-E0820	Course Section End Date	203-210	8
PCH-E0830	Course Section Variable Dates Indicator	211	1
PCH-E0832	Course Section Administrative Unit	212-241	30

Data Submission Rules:

1. For each regular enrollment term, a reporting institution is required to submit Day10Course (along with the other files in the Day 10 collection) after the tenth day of enrollment. See page 8 of this document for the submission due dates for the Day 10 Collection.
2. For each summer enrollment term, a reporting institution is required to submit Day10Course (along with the other files in the Day 10 collection) after the tenth day of enrollment or after completion of the term.
3. Each Day10Course file submitted by a reporting institution must contain one record each for all course sections in which one or more students were enrolled at the reporting institution as of the tenth day of the enrollment term. (There is no longer a restriction that requires that this file only contains course sections for which there were enrolled students.)
4. No record in a Day10Course file is allowed to duplicate the grain of another record in the file: the combination of values provided for PCH-E0010, PCH-E0050, PCH-E0090, PCH-E0092, PCH-E0700 and PCH-E0710 in a record must be unique to that record.
5. Any combination of PCH-E0700 (Course ID), PCH-E0710 (Course Section ID), and PCH-E0092 (Course Provider Campus ID) values used to uniquely identify a course section in Day10Course must be the same as that used to uniquely identify the same course section in Day10Registration (thereby allowing for record-level matches between the two collection files).

Comments: PCH-E0770, formerly Course Section Completion Status, has been re-purposed as Course Section Duration with valid values '10'='Single-Term Course Section' and '20' = 'Multiple-Term Course Section'.

Last Updated: August 11, 2021

Collection File: FinalCourse

ID: PCH-F0120
 Collection: Final
 File Name: HE4FinalAAAAYYYYYYTTCourse.txt
 (AAAA= Institution ID, YYYYYY= Enrollment Year, TT = Enrollment Term)
 Record Format: Fixed Width
 Record Length: 241
 Record Grain: Enrollment Year, Enrollment Term, Institution ID, Course Section Campus ID,
 Course ID, Course Section ID

Record Layout:

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0001	Record Number	1-6	6
PCH-E0010	Enrollment Year	7-12	6
PCH-E0050	Enrollment Term	13-14	2
PCH-E0090	Institution ID	15-18	4
PCH-E0092	Course Provider Campus ID	19-20	2
PCH-E0700	Course ID	21-32	12
PCH-E0710	Course Section ID	33-38	6
PCH-E0720	Course Number	39-41	3
PCH-E0730	Course Title	42-141	100
PCH-E0740	Course Subject	142-171	30
PCH-E0750	Course Subject CIP Code	172-177	6
PCH-E0760	Course Section Instructional Type	178-179	2
PCH-E0770	Course Section Duration	180-181	2
PCH-E0780	Course Section Instruction Delivery Type	182-183	2
PCH-E0790	Course Section Instruction Delivery Site	184-191	8
PCH-E0800	Course Section Online Learning Type	192-193	2
PCH-E0910	Course Section Remedial Learning Indicator	194	1
PCH-E0810	Course Section Start Date	195-202	8
PCH-E0820	Course Section End Date	203-210	8
PCH-E0830	Course Section Variable Dates Indicator	211	1
PCH-E0832	Course Section Administrative Unit	212-241	30

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit FinalCourse (along with the other files in the Final collection) by the due dates for the Final Collection on page 9 of this document. Each FinalCourse file submitted by a reporting institution must contain one record each for all: (a) those course sections in which one or more students were enrolled at the reporting institution as of the tenth day of the enrollment term; and (b) those course sections introduced after the tenth day of the enrollment term. This includes all course sections in 2a and 2b that were dropped after the tenth day of the enrollment term. (There is no longer a restriction that requires that this file only contains course sections for which there were enrolled students.)
2. No record in a FinalCourse file is allowed to duplicate the grain of another record in the file: the combination of values provided for PCH-E0010, PCH-E0050, PCH-E0090, PCH-E0092, PCH-E0700 and PCH-E0710 in a record must be unique to that record.
3. Any combination of PCH-E0700 (Course ID), PCH-E0710 (Course Section ID), and PCH-E0092 (Course Provider Campus ID) values used to uniquely identify a course section in FinalCourse must be the same as that used to uniquely identify the same course section in FinalRegistration (thereby allowing for record-level matches between the two collection files).
4. Any combination of PCH-E0700 (Course ID), PCH-E0710 (Course Section ID), and PCH-E0092 (Course Provider Campus ID) values used to uniquely identify a course section in FinalCourse must be the same as that used to uniquely identify the same course section in Day10Course (thereby allowing for record-level matches between the two collection files). NOTE: This rule is effective beginning July 1, 2012 (when Final data for the 2010-11 academic year is submitted, this being the first academic year for which Day10 data will be submitted under the consolidated PCHEES data model).

Comments: PCH-E0770, formerly Course Section Completion Status, has been re-purposed as Course Section Duration with valid values '10'='Single-Term Course Section' and '20' = 'Multiple-Term Course Section'.

Last Updated: August 11, 2021

Collection File: Day10Registration

ID: PCH-F0130
 Collection: Day 10
 File Name: HE4Day10AAAAYYYYYTTRegistration.txt
 (AAAA= Institution ID, YYYYY= Enrollment Year, TT = Enrollment Term)
 Record Format: Fixed Width
 Record Length: 64
 Record Grain: Enrollment Year, Enrollment Term, Institution ID, Course Provider Campus ID, Student ID, Course ID, Course Section ID, Course Section Registration Sequence

Record Layout:

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0001	Record Number	1-6	6
PCH-E0010	Enrollment Year	7-12	6
PCH-E0050	Enrollment Term	13-14	2
PCH-E0090	Institution ID	15-18	4
PCH-E0092	Course Provider Campus ID	19-20	2
PCH-E0310	Student ID (Institution)	21-29	9
PCH-E0700	Course ID	30-41	12
PCH-E0710	Course Section ID	42-47	6
PCH-E0840	Course Section Registration Sequence	48	1
PCH-E0850	Course Section Repeat Course Indicator	49	1
PCH-E0860	Course Section Registration State Funding Source	50-52	3
PCH-E0880	Course Section Credit Hours Attempted	53-57	5
PCH-E0890	Course Section Credit Hours Earned	58-62	5
PCH-E0900	Course Section Grade Letter	63	1
PCH-E0920	Course Section Remedial Learning Registration Type	64	1
PCH-E0902	Course Section Grade Number	65-67	3

Data Submission Rules:

1. For each regular enrollment term, a reporting institution is required to submit Day10Registration (along with the other files in the Day 10 collection) after the tenth day of enrollment. See page 8 of this document for the submission due dates for the Day 10 Collection.
2. For each summer enrollment term, a reporting institution is required to submit Day10Registration (along with the other files in the Day 10 collection) after the tenth day of enrollment or after completion of the term.
3. Each Day10Registration file submitted by a reporting institution must contain one record for each course registration at the reporting institution active as of the tenth day of the enrollment term.

4. No record in a Day10RegistrationCourse file is allowed to duplicate the grain of another record in the file: the combination of values provided for PCH-E0010, PCH-E0050, PCH-E0090, PCH-E0092, PCH-E0310, PCH-E0700, PCH-E0710 and PCH-E0840 in a record must be unique to that record.
5. The value of PCH-E0310 (Student ID) used to uniquely identify a student in Day10Registration must correspond to the value of PCH-E310 provided for that student in Day10Admission and in Day10Student.
6. Any combination of PCH-E0700 (Course ID), PCH-E0710 (Course Section ID), and PCH-E0092 (Course Provider Campus ID) values used to uniquely identify a course section in Day10Registration must be the same as those used to uniquely identify the same course section in Day10Course (thereby allowing for record-level matches between the two collection files).

Comments: PCH-E0860 was renamed 'Course Section Registration State Funding Source' (from 'Course Section Registration State Funding Indicator') and lengthened from 1 to 3 characters to accommodate the data element's transformation from (1) a simple indicator flag for whether a course section registration is state-funded, to (2) a data element with valid values representing a variety of state funding sources. This change was necessitated by the conversion of PCH-E0090 (Institution ID) to an institutional identifier; and it makes possible the retirement of the old Course Section Registration Contract Funding Type data element. PCHEES will no longer track non-state-funded contract funding.

Last Updated: August 11, 2021

Collection File: FinalRegistration

ID: PCH-F0140
 Collection: Final
 File Name: HE4FinalAAAAYYYYYTTRegistration.txt
 (AAAA= Institution ID, YYYYY= Enrollment Year, TT = Enrollment Term)
 Record Format: Fixed Width
 Record Length: 67
 Record Grain: Enrollment Year, Enrollment Term, Institution ID, Course Provider Campus ID, Student ID, Course ID, Course Section ID, Course Section Registration Sequence

Record Layout:

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0001	Record Number	1-6	6
PCH-E0010	Enrollment Year	7-12	6
PCH-E0050	Enrollment Term	13-14	2
PCH-E0090	Institution ID	15-18	4
PCH-E0092	Course Provider Campus ID	19-20	2
PCH-E0310	Student ID (Institution)	21-29	9
PCH-E0700	Course ID	30-41	12
PCH-E0710	Course Section ID	42-47	6
PCH-E0840	Course Section Registration Sequence	48	1
PCH-E0850	Course Section Repeat Course Indicator	49	1
PCH-E0860	Course Section Registration State Funding Source	50-52	3
PCH-E0880	Course Section Credit Hours Attempted	53-57	5
PCH-E0890	Course Section Credit Hours Earned	58-62	5
PCH-E0900	Course Section Grade Letter	63	1
PCH-E0920	Course Section Remedial Learning Registration Type	64	1
PCH-E0902	Course Section Grade Number	65-67	3

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit FinalRegistration (along with the other files in the Final collection) by the due dates for the Final Collection on page 9 of this document. Each FinalRegistration file submitted by a reporting institution must contain one record for each course registration at the reporting institution still active on the tenth day of enrollment as well as each course registration initiated after the tenth day of enrollment, regardless of whether any of these registrations (both those initiated before and those initiated after the tenth day of enrollment) remained active until the end of the term or instead were dropped at some point after the tenth day of enrollment.
2. The value of PCH-E0310 (Student ID) used to uniquely identify a student in FinalRegistration must correspond to the value of PCH-E310 provided for that student in FinalAdmission, in FinalStudent, and (if the student is a completer) in Completion (thereby allowing for record-level matches between these collection files).

3. Any combination of PCH-E0700 (Course ID), PCH-E0710 (Course Section ID), and PCH-E0092 (Course Provider Campus ID) values used to uniquely identify a course section in FinalRegistration must be the same as those used to uniquely identify the same course section in FinalCourse (thereby allowing for record-level matches between the two collection files).
4. The value of PCH-E0310 (Student ID) used to uniquely identify a student in FinalRegistration must be the same as that used to uniquely identify the same student in Day10Registration (thereby allowing for record-level matches between the two collection files). NOTE: This rule is effective beginning July 1, 2012 (when Final data for the 2010-11 academic year is submitted, this being the first academic year for which Day10 data will be submitted under the consolidated PCHEES data model).
5. Any combination of PCH-E0700 (Course ID), PCH-E0710 (Course Section ID), PCH-E0092 (Course Provider Campus ID), and PCH-E0840 (Course Section Registration Sequence) values used to uniquely identify a course section registration in FinalRegistration must be the same as that used to uniquely identify the same course section registration in Day10Registration (thereby allowing for record-level matches between the two collection files). NOTE: This rule is effective beginning July 1, 2012 (when Final data for the 2010-11 academic year is submitted, this being the first academic year for which Day10 data will be submitted under the consolidated PCHEES data model).

Comments: PCH-E0860 was renamed 'Course Section Registration State Funding Source' (from 'Course Section Registration State Funding Indicator') and lengthened from 1 to 3 characters to accommodate the data element's transformation from (1) a simple indicator flag for whether a course section registration is state-funded, to (2) a data element with valid values representing a variety of state funding sources. This change was necessitated by the conversion of PCH-E0090 (Institution ID) to an institutional identifier; and it makes possible the retirement of the old Course Section Registration Contract Funding Type data element. PCHEES will no longer track non-state-funded contract funding.

Last Updated: August 11, 2021

Collection File: Completion

ID: PCH-F0150
 Collection: Final
 File Name: HE4FinalAAAAYYYYYTTCompletion.txt
 (AAAA= Institution ID, YYYYY= Enrollment Year, TT = Enrollment Term)
 Record Format: Fixed Width
 Record Length: 87
 Record Grain: Student Completion Year, Student Completion Term, Institution ID, Student ID,
 Student Completion First Major: Program ID, Student Completion First Major:
 Program Concentration ID, Student Completion Campus ID

Record Layout:

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0001	Record Number	1-6	6
PCH-E0040	Student Completion Year	7-12	6
PCH-E0080	Student Completion Term	13-14	2
PCH-E0090	Institution ID	15-18	4
PCH-E0094	Student Completion Campus ID	19-20	2
PCH-E0310	Student ID (Institution)	21-29	9
PCH-E0930	Student Completion First Major: Program ID	30-41	12
PCH-E0932	Student Completion First Major: Program Concentration ID	42-49	8
PCH-E0940	Student Completion Second Major	50-55	6
PCH-E0950	Student Completion First Minor	56-61	6
PCH-E0960	Student Completion Second Minor	62-67	6
PCH-E0970	Student Teaching Certification ID	68-74	7
PCH-E0990	Student Completion Non-Institutional Credits Earned	75-80	6
PCH-E1000	Student Completion Institutional Credits Earned	81-86	6
PCH-E1010	Student Post-Baccalaureate Degree Indicator	87	1

Data Submission Rules:

1. For each enrollment term, a reporting institution is required to submit Completion (along with the other files in the Final collection) by the due dates for the Final Collection on page 9 of this document.
2. Each Completion file submitted by a reporting institution must contain a record(s) for all and only those students completing a degree or certificate program(s) of study at the reporting institution during the enrollment term.
3. For student completers who were enrolled during their completion term, the unique value of PCH-E0310 (Student ID) provided for the completer in Completion.txt must correspond to the value of PCH-E0310 provided for the same student in FinalStudent.txt and in FinalAdmission.txt (thereby allowing for record-level matches between these collection files).

4. For student completers who were enrolled in earlier terms but not during their completion term, the unique value of PCH-E0310 (Student ID) provided for the student completer in Completion.txt must correspond to the value of PCH-E00310 provided for that student in PCHEES submissions for those earlier terms.
5. If the reporting institution has no completers to report, submit a Completion.txt file with a single 'No Completer' record having this layout:

FIELD ID	FIELD NAME	FIELD POSITION	FIELD LENGTH
PCH-E0001	Record Number	1-6	6
PCH-E0040	Student Completion Year	7-12	6
PCH-E0080	Student Completion Term	13-14	2
PCH-E0090	Institution ID	15-18	4
--	The 12-digit string 'No Completer'	19-30	12

Comments: PCH-E0930 (Student Completion First Major: Program ID) replaces the old Student Completion First Major data element and is a foreign reference to PCH-E0220 (Program ID); while PCH-E0932 (Student Completion First Major: Program Concentration ID) is a foreign reference to PCH-E0230 (Program Concentration ID).

The old data element Student Degree Requirements Waived Indicator was dropped because several institutions have no way to determine this value except inferentially, by reporting 'Y' when (and only when) PCH-E0990 (Student Degree Non-Institutional Credits Earned) + PCH-E1000 (Student Degree Institutional Credits Earned) > PCH-E0262 (Program Completion Credits Required). That being the case, this information can be derived from those three data element values.

The data elements PCH-E0970 (Student Degree First Endorsement) and PCH-E0980 (Student Degree Second Endorsement) were dropped and replaced with PCH-E0970 (Student Teaching Certification ID). There is no longer any need for institutions to submit endorsement information to OFM, since OFM will be able to collect more of this information, and in greater detail, directly from OSPI once a student's OSPI Certification Number (PCH-E0970) is provided in PCHEES submissions.

Last Updated: August 11, 2021

PCHEES Collection Fields

Each field collected in files submitted to PCHEES is detailed in this section.

Collection Field ID	Collection Field Name
PCH-E0001	Record Number
PCH-E0090	Institution ID
PCH-E0092	Course Provider Campus ID
PCH-E0010	Enrollment Year
PCH-E0050	Enrollment Term
PCH-E0100	Enrollment Term System
PCH-E0110	Enrollment Term Start Date
PCH-E0120	Enrollment Term End Date
PCH-E0130	Enrollment Term Census Date
PCH-E0220	Program ID
PCH-E0230	Program Concentration ID
PCH-E0240	Program Degree/Certificate Acronym
PCH-E0250	Program Degree/Certificate Name
PCH-E0260	Program Degree/Certificate Level
PCH-E0262	Program Completion Credits Required
PCH-E0270	Program Field of Study
PCH-E0280	Program Field of Study CIP Code
PCH-E0282	Program Field of Study Institutional Code
PCH-E0290	Program Concentration
PCH-E0300	Program Concentration CIP Code
PCH-E0302	Program Concentration Institutional Code
PCH-E0310	Student ID (Institution)
PCH-E0330	Student Last Name
PCH-E0340	Student First Name
PCH-E0350	Student Middle Name
PCH-E0360	Student Name Suffix
PCH-E0370	Student SSN
PCH-E0380	Student Birth Date
PCH-E0390	Student Sex
PCH-E0400	Student Race 1
PCH-E0401	Student Race 2
PCH-E0402	Student Race 3
PCH-E0403	Student Race 4
PCH-E0404	Student Race 5
PCH-E0410	Student Hispanic Identity 1
PCH-E0411	Student Hispanic Identity 2
PCH-E0412	Student Hispanic Identity 3
PCH-E0420	Student U.S. Immigration Status
PCH-E0430	Student WA Residency Status
PCH-E0096	Student Admission Campus ID
PCH-E0098	Student Primary Enrollment Campus ID

Collection Field ID	Collection Field Name
PCH-E0432	Student Primary Enrollment Site
PCH-E0434	Baccalaureate Class Standing
PCH-E0440	Student First Major: Program ID
PCH-E0442	Student First Major: Program Concentration ID
PCH-E0450	Student Term GPA
PCH-E0452	Student Cumulative Institutional GPA
PCH-E0454	Student Cumulative Overall GPA
PCH-E0460	Student Military Affiliation
PCH-E0462	Student Military Federal Benefits Type
PCH-E0470	Student Tuition Fee Type
PCH-E0472	Student Non-Resident Tuition Fee Exemption 1
PCH-E0473	Student Non-Resident Tuition Fee Exemption 2
PCH-E0474	Student Non-Resident Tuition Fee Exemption 3
PCH-E0480	Student Tuition Fee Waiver 1
PCH-E0481	Student Tuition Fee Waiver 2
PCH-E0482	Student Tuition Fee Waiver 3
PCH-E0490	Student Self-Reported Disability Status
PCH-E0491	Student Pell Grant Status
PCH-E0492	Student Washington College Grant Status
PCH-E0500	Student Type
PCH-E0502	Student Running Start or College in High School Affiliation
PCH-E0505	Student Admit Year
PCH-E0506	Student Admit Term
PCH-E0510	Student County of Origin at Last Admission
PCH-E0520	Student State of Origin at Last Admission
PCH-E0530	Student Nation of Citizenship at Last Admission
PCH-E0540	Student Co-Enrolled Indicator
PCH-E0542	Student K-12 State ID
PCH-E0550	Student High School Code
PCH-E0556	Student High School Completion Type
PCH-E0560	Student High School Completion Year
PCH-E0562	Student High School Year Last Attended
PCH-E0570	Student High School GPA
PCH-E0580	Student Previous Institution Code
PCH-E0590	Student Previous Institution Year Last Attended
PCH-E0600	Student Previous Institution GPA
PCH-E0610	Student Previous Institution Degree/Certificate Level
PCH-E0611	Student Previous Institution Degree DTA/AST Status
PCH-E0620	Student Previous Institution Degree/Certificate Acronym
PCH-E0630	Undergraduate Previous Credits Earned
PCH-E0640	Undergraduate Previous Credits Transferred—Total
PCH-E0670	Undergraduate Previous Credits Transferred: AP
PCH-E0680	Undergraduate Previous Credits Transferred: IB
PCH-E0690	Student SAT Math Score
PCH-E0691	Student SAT Critical Reading (Verbal) Score
PCH-E0692	Student SAT Writing Score
PCH-E0694	Student ACT English Score

Collection Field ID	Collection Field Name
PCH-E0695	Student ACT Math Score
PCH-E0696	Student ACT Reading Score
PCH-E0697	Student ACT Science Score
PCH-E0698	Student ACT Composite Score
PCH-E0699	Student ACT Writing Score
PCH-E0700	Course ID
PCH-E0710	Course Section ID
PCH-E0720	Course Number
PCH-E0730	Course Title
PCH-E0740	Course Subject
PCH-E0750	Course Subject CIP Code
PCH-E0760	Course Section Instructional Type
PCH-E0770	Course Section Duration
PCH-E0780	Course Section Instruction Delivery Type
PCH-E0790	Course Section Instruction Delivery Site
PCH-E0800	Course Section Online Learning Type
PCH-E0810	Course Section Start Date
PCH-E0820	Course Section End Date
PCH-E0830	Course Section Variable Dates Indicator
PCH-E0832	Course Section Administrative Unit
PCH-E0840	Course Section Registration Sequence
PCH-E0850	Course Section Repeat Course Indicator
PCH-E0860	Course Section Registration State Funding Source
PCH-E0880	Course Section Credit Hours Attempted
PCH-E0890	Course Section Credit Hours Earned
PCH-E0900	Course Section Grade Letter
PCH-E0902	Course Section Grade Number
PCH-E0910	Course Section Remedial Learning Indicator
PCH-E0920	Course Section Remedial Learning Registration Type
PCH-E0040	Student Completion Year
PCH-E0080	Student Completion Term
PCH-E0094	Student Completion Campus ID
PCH-E0930	Student Completion First Major: Program ID
PCH-E0932	Student Completion First Major: Program Concentration ID
PCH-E0940	Student Completion Second Major
PCH-E0950	Student Completion First Minor
PCH-E0960	Student Completion Second Minor
PCH-E0970	Student Teaching Certification ID
PCH-E0990	Student Completion Non-Institutional Credits Earned
PCH-E1000	Student Completion Institutional Credits Earned
PCH-E1010	Student Post-Baccalaureate Degree Indicator
PCH-E1020	Student SAT Date Taken
PCH-E1030	Student SAT Math Section Score
PCH-E1031	Student SAT Evidence Based Reading and Writing Section Score
PCH-E1035	Student SAT Math Subsection Score
PCH-E1036	Student SAT Reading Subsection Score
PCH-E1037	Student SAT Writing and Language Subsection Score

Last Updated: June 20, 2025

Data Element:	Record Number
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ID:	PCH-E0001
Definition:	6-digit integer string that uniquely identifies a record in a PCHEES collection file.
Example:	000145

Collection Files Containing Data Element:

PCH-F0010	Day10TermDates
PCH-F0020	FinalTermDates
PCH-F0050	Day10Program
PCH-F0060	FinalProgram
PCH-F0070	Day10Admission
PCH-F0080	FinalAdmission
PCH-F0090	Day10Student
PCH-F0100	FinalStudent
PCH-F0110	Day10Course
PCH-F0120	FinalCourse
PCH-F0130	Day10Registration
PCH-F0140	FinalRegistration
PCH-F0150	Completion

Valid Values:

Any 6-digit integer string between '000000' and '999999'

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value provided for a record number must be unique (i.e., it must represent one and only one record in the file).
-

Comments: New data element added January 8, 2009. The primary purpose is to allow easy reference to individual file records in validation error messages, providing easier identification of invalid file records when scrubbing data.

Last Updated: January 8, 2009

Data Element:	Institution ID
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ID:	PCH-E0090
Definition:	The unique four-digit CEEB code for a reporting institution.
Example:	4854

Collection Files Containing Data Element:

PCH-F0010	Day10TermDates
PCH-F0020	FinalTermDates
PCH-F0050	Day10Program
PCH-F0060	FinalProgram
PCH-F0070	Day10Admission
PCH-F0080	FinalAdmission
PCH-F0090	Day10Student
PCH-F0100	FinalStudent
PCH-F0110	Day10Course
PCH-F0120	FinalCourse
PCH-F0130	Day10Registration
PCH-F0140	FinalRegistration
PCH-F0150	Completion

Valid Values:

See list of [valid values for PCH-E0090](#) in Appendix A.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value submitted must equal the reporting Institution ID sub-string (positions 1 through 4) in the name of the collection file (e.g., 4854' in '4854200708FLDay10Student.txt').
-

Comments: In the previous PCHEES data model, PCH-E0090 was called “Agency ID” and included educational institutions but also branch campuses of institutions as well as various educational partnerships. This was problematic from a data modeling perspective, from a reporting perspective, and from an institutional data submission perspective, since those institutions with multiple campuses and/or educational partnerships have had to artificially separate student, course, and registration records into multiple sets of PCHEES collection files for each campus and partnership program. OFM elected to revise the new PCHEES data model by limiting PCH-E0090 to a true Institution ID, thereby allowing institutions to submit just one set of PCHEES collection files. New data elements individuating campus and partnership enrollment activity were added to both the Day10 and Final versions of the Course, Registration, and Completion files.

Last Updated: April 19, 2009

Data Element:	Course Provider Campus ID
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ID: PCH-E0092

Definition: A unique two-digit code identifying a campus of a reporting institution that offers course sections for baccalaureate or post-baccalaureate credit.

Example: 10

Collection Files Containing Data Element:

PCH-F0010	Day10TermDates
PCH-F0020	FinalTermDates
PCH-F0110	Day10Course
PCH-F0120	FinalCourse
PCH-F0130	Day10Registration
PCH-F0140	FinalRegistration

Valid Values:

See list of [valid values for PCH-E0092](#) in Appendix A.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value submitted must be a campus affiliated with the value submitted for PCH-E0090 (Institution ID).
-

Comments: New data element added following conversion of PCH-E0090 to institutional identifier. (See comments for PCH-E0090.)

Name changed from 'Course Section Campus ID' to 'Course Provider Campus ID' so that data element can be used in Day10TermDates and FinalTermDates files.

Last Updated: July 22, 2009

Data Element:	Enrollment Year
----------------------	------------------------

ID: PCH-E0010

Definition: The academic year to which a collection file's reporting term belongs, a 12 month period extending from the beginning of summer term of one calendar year to the end of spring term of the next calendar year.

Example: 200607

Collection Files Containing Data Element:

PCH-F0010	Day10TermDates
PCH-F0020	FinalTermDates
PCH-F0050	Day10Program
PCH-F0060	FinalProgram
PCH-F0070	Day10Admission
PCH-F0080	FinalAdmission
PCH-F0090	Day10Student
PCH-F0100	FinalStudent
PCH-F0110	Day10Course
PCH-F0120	FinalCourse
PCH-F0130	Day10Registration
PCH-F0140	FinalRegistration

Valid Values:

Any enrollment year expressed in the format 'XXXXYY', where 'XXXX' represents the starting calendar year, and 'YY' represents the last two digits of the ending calendar year, of the enrollment year (e.g., '200607' for the enrollment year beginning with the Summer 2006 term and ending with the Spring 2007 term).

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value submitted must equal the enrollment year sub-string (positions 5 through 10) in the name of the collection file (e.g., '200708' in '3603200708FLDay10Registration.txt').
-

Comments:

Last Updated: July 24, 2008

Data Element:	Enrollment Term
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ID:	PCH-E0050
Definition:	The academic term (either a quarter or a semester) being reported in a collection file.
Example:	FL

Collection Files Containing Data Element:

PCH-F0010	Day10TermDates
PCH-F0020	FinalTermDates
PCH-F0050	Day10Program
PCH-F0060	FinalProgram
PCH-F0070	Day10Admission
PCH-F0080	FinalAdmission
PCH-F0090	Day10Student
PCH-F0100	FinalStudent
PCH-F0110	Day10Course
PCH-F0120	FinalCourse
PCH-F0130	Day10Registration
PCH-F0140	FinalRegistration

Valid Values:

SM	Summer (Quarter System, Semester System)
FL	Fall (Quarter System, Semester System)
WN	Winter (Quarter System, Semester System for WSU College of Medicine)
SP	Spring (Quarter System, Semester System)

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value submitted must equal the enrollment term sub-string (positions 11 and 12) in the name of the collection file (e.g., 'FL' in '3603200708FLFinalRegistration.txt').
-

Comments:

Last Updated: May 4, 2018

Data Element: **Enrollment Term System**

ID: PCH-E0100
Definition: The academic term system for a campus at an institution.
Example: Q

Collection Files Containing Data Element:

[PCH-F0010](#) Day10TermDates
[PCH-F0020](#) FinalTermDates

Valid Values:

Q Quarter System
S Semester System

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
-

Comments: This data element was previously called 'Term Indicator' and was included as a registration-specific element rather than as a campus-specific element.

Last Updated: July 24, 2008

Data Element:	Enrollment Term Start Date
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ID: PCH-E0110
Definition: The official date that an academic term begins on a campus at an institution.
Example: 20060828

Collection Files Containing Data Element:

[PCH-F0010](#) Day10TermDates
[PCH-F0020](#) FinalTermDates

Valid Values:

Any actual date expressed in the format 'YYYYMMDD', where 'YYYY' is the year (e.g., '2006'), 'MM' is the number for the month (e.g., '08' for August), and 'DD' is the number for a day in the month (e.g., '26').

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. For summer terms that have more than one session, use the start date of the first session.
 3. The value provided must be earlier than the value provided for PCH-E0130 (Enrollment Term Census Date).
 4. The value provided must be earlier than the value provided for PCH-E0120 (Enrollment Term End Date).
 5. The calendar year represented in the value provided must fall within the two calendar year period represented by the value provided for PCH-E0010 (Enrollment Year)
-

Comments:

Last Updated: September 4, 2019

Data Element: Enrollment Term End Date

ID: PCH-E0120
Definition: The official date that an academic term ends on a campus at an institution.
Example: 20061207

Collection Files Containing Data Element:

[PCH-F0010](#) Day10TermDates
[PCH-F0020](#) FinalTermDates

Valid Values:

Any actual date expressed in the format 'YYYYMMDD', where 'YYYY' is the year (e.g., '2006'), 'MM' is the number for the month (e.g., '08' for August), and 'DD' is the number for a day in the month (e.g., '26').

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. For summer terms that have more than one session, provide the end date of the last session.
 3. The value provided must be later than the value provided for PCH-E0110 (Enrollment Term Start Date).
 4. The calendar year represented in the value provided must fall within the two calendar year period represented by the value provided for PCH-E0010 (Enrollment Year).
-

Comments:

Last Updated: July 24, 2008

Data Element: Enrollment Term Census Date

ID: PCH-E0130

Definition: The date of the term enrollment snapshot that is being reported (for Day10 collections, usually the tenth day of regular terms and either the tenth day or the last day of summer terms) on a campus at an institution.

Example: 20060908

Collection Files Containing Data Element:

[PCH-F0010](#) Day10TermDates

[PCH-F0020](#) FinalTermDates

Valid Values:

Any actual date expressed in the format 'YYYYMMDD', where 'YYYY' is the year (e.g., '2006'), 'MM' is the number for the month (e.g., '08' for August), and 'DD' is the number for a day in the month (e.g., '26').

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value provided must be later than the value provided for PCH-E0110 (Enrollment Term Start Date).
 3. The calendar year represented in the value provided must fall within two calendar years of the value provided for PCH-E0010 (Enrollment Year).
-

Comments:

Last Updated: December 7, 2011

Data Element:	Program ID
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ID:	PCH-E0220
Definition:	Twelve-character alphanumeric code that uniquely identifies a program of study leading to a degree or certificate at an institution.
Example:	123456ABCDEF

Collection Files Containing Data Element:

PCH-F0050	Day10Program
PCH-F0060	FinalProgram

Valid Values:

Other than the OFM-reserved code '99999999999', any twelve-character alphanumeric string that uniquely identifies a degree/certificate program of study at a reporting institution for the reporting term, also '99999999998' ('Undeclared or Not Applicable').

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value provided must be unique (i.e., it must represent one and only one degree/certificate program of study). File records that provide the same value for PCH-E0220 must also provide the same value for PCH-E0240 (Program Degree/Certificate Acronym), PCH-E0250 (Program Degree/Certificate Name), PCH-E0260 (Program Degree/Certificate Level), PCH-E0270 (Program Field of Study), and PCH-E0280 (Program Field of Study CIP Code).
 3. Do not provide the OFM-reserved code '99999999999'.
 4. Provide '99999999998' ('Undeclared or Not Applicable') in Day10Program and FinalProgram records that cover cases where a student has not declared a first major or the student's program of study is a non-credentialing program or avenue of study (e.g., non-degree enrollment for personal enrichment). (See data submission rules for [PCH-F0050](#) (Day10Program) and [PCH-F0060](#) (FinalProgram) that require inclusion of such a record in Day10Program and FinalProgram files.)
 5. If Program ID has fewer than 12 characters, right-pad or left-pad with spaces until the resulting string has 12 characters.
-

Comments: See data submission rules for [PCH-F0050](#) (Day10Program) and [PCH-F0060](#) (FinalProgram), which explain that program records are limited to those identifying degree/certificate programs, thus excluding non-credentialing programs or avenues of study as well as programs in which students can only second major or minor.

Last Updated: January 29, 2010

Data Element:	Program Concentration ID
----------------------	---------------------------------

ID: PCH-E0230

Definition: Eight-character alphanumeric code that uniquely identifies an area of concentration (or no concentration) within a degree or certificate program of study offered by a reporting institution during the reporting term.

Example: 9876ZYXW

Collection Files Containing Data Element:

[PCH-F0050](#) Day10Program
[PCH-F0060](#) FinalProgram

Valid Values:

Other than the OFM-reserved code '99999999', any eight-character alphanumeric string that uniquely identifies an area of concentration within a degree or certificate program of study offered by a reporting institution during the reporting term. Also '00000000' ('None') and '99999999998' ('Undeclared or Not Applicable').

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value provided must be unique (i.e., it must represent one and only one area of concentration within a program of study).
 3. If a Program Concentration ID has fewer than 8 characters, right-pad or left-pad with spaces until the resulting string has 8 characters.
 4. Do not provide the OFM-reserved code '99999999'.
 5. Provide '99999998' ('Undeclared or Not Applicable') if, and only if, the value provided for PCH-E0220 (Program ID) equals '99999999998' ('Undeclared or Not Applicable').
 6. For each distinct program of study represented in the collection file, provide a record assigning '00000000' ('None') as the Program Concentration ID value if one or more of these circumstances may apply:
 - a. the program of study does not offer areas of concentration,
 - b. the program of study offers areas of concentration but does not require its students to declare an area of concentration within the program (either at the time of entrance into the program or at any time), or
 - c. a student's program of study can be known but their area of concentration within the program might not be known.
-

Comments: See data submission rules for PCH-F0050 (Day10Program) and PCH-F0060 (FinalProgram), which explain that program records are limited to those identifying degree/certificate programs, thus excluding non-credentialing programs or avenues of study as well as programs in which students can only **specify a** second major or minor.

Last Updated: June 20, 2025

Data Element:	Program Degree/Certificate Acronym
----------------------	---

ID: PCH-E0240

Definition: Acronym for the degree or certificate associated with a program of study offered by an institution.

Example: MFA

Collection Files Containing Data Element:

[PCH-F0050](#) Day10Program

[PCH-F0060](#) FinalProgram

Valid Values:

Official acronyms for the degrees or certificates associated with programs of study at a reporting institution for the reporting term.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. If **the** value has fewer than 15 characters, then right-pad or left-pad with spaces until **the** resulting string has 15 characters.
 3. Provide 'None' if the value provided for PCH-E0220 (Program ID) equals '999999999998' ('Undeclared or Not Applicable').
-

Comments: See data submission rules for PCH-F0050 (Day10Program) and PCH-F0060 (FinalProgram), which explain that program records are limited to those identifying degree/certificate programs, thus excluding non-credentialing programs or avenues of study as well as programs in which students can only **specify a** second major or minor.

Last Updated: **June 20, 2025**

Data Element:	Program Degree/Certificate Name
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ID:	PCH-E0250
Definition:	Name of the degree or certificate associated with a program of study offered by a reporting institution.
Example:	Master of Fine Arts

Collection Files Containing Data Element:

PCH-F0050	Day10Program
PCH-F0060	FinalProgram

Valid Values:

Official names for the degrees or certificates associated with programs of study at an institution for the reporting term.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. If value has fewer than 30 characters, then right-pad or left-pad with spaces until the resulting string has 30 characters.
 3. Provide 'Undeclared or Not Applicable' if, and only if, the value provided for PCH-E0220 (Program ID) equals '999999999998' ('Undeclared or Not Applicable').
-

Comments: See data submission rules for PCH-F0050 (Day10Program) and PCH-F0060 (FinalProgram), which explain that program records are limited to those identifying degree/certificate programs, thus excluding non-credentialing programs or avenues of study as well as programs in which students can only **specify a** second major or minor.

Last Updated: **June 20, 2025**

Data Element:	Program Degree/Certificate Level
----------------------	---

ID: PCH-E0260

Definition: Two-digit code designating the level of the degree or certificate associated with a program of study offered by an institution. Available codes are those used in the [U.S. Department of Education's Integrated Post-Secondary Education Data System \(IPEDS\)](#).

Example: 01

Collection Files Containing Data Element:

[PCH-F0050](#) Day10Program
[PCH-F0060](#) FinalProgram

Valid Values:

Valid values for 2007-08 through 2009-10:

- 01 Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours) received by student
- 02 Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours) received by student
- 03 Associate's degree received by student
- 04 Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 contact or clock hours) received by student
- 05 Bachelor's degree
- 06 Post-baccalaureate certificate
- 07 Master's degree
- 08 Post-master's certificate
- 09 Doctor's degree
- 10 First-professional degree
- 11 First-professional certificate (Post-degree)
- 98 No degree or certificate

Valid values beginning 2010-11:

- 01 Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours) received by student
- 02 Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours) received by student
- 03 Associate's degree received by student
- 04 Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 contact or clock hours) received by student
- 05 Bachelor's degree
- 06 Post-baccalaureate certificate
- 07 Master's degree
- 08 Post-master's certificate
- 17 Doctor's Degrees (Research/Scholarship)
- 18 Doctor's Degrees (Professional Practice)
- 19 Doctor's Degrees (Other)
- 98 No degree or certificate

One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
2. Provide '98' if, and only if, the value provided for PCH-E0220 (Program ID) equals '999999999998' ('Undeclared or Not Applicable').

Comments: See data submission rules for PCH-F0050 (Day10Program) and PCH-F0060 (FinalProgram), which explain that program records are limited to those identifying degree/certificate programs, thus excluding non-credentialing programs or avenues of study as well as programs in which students can only **specify a** second major or minor.

Last Updated: [June 20, 2025](#)

Data Element: **Program Completion Credits Required**

ID: PCH-E0262

Definition: Total number of credits required for receipt of a degree/certificate by students entering the program during the reporting term, based on the paradigmatic case where a student is pursuing the degree/certificate as a first degree/certificate of that kind with only one major, no minors, and no endorsements.

Example: 180.00

Collection Files Containing Data Element:

[PCH-F0050](#) Day10Program
[PCH-F0060](#) FinalProgram

Valid Values:

Any six-digit decimal numeric string, expressed in 'XXX.XX' format, between '001.00' and '999.99'

Data Submission Rules:

1. A valid value or six spaces must be provided in the appropriate field position in the collection file.
 2. Provide six spaces if: (a) the value provided for PCH-E0220 (Program ID) equals '999999999998' ('Undeclared or Not Applicable'); or if (b) the program is one in which the total number of credits required for receipt of a degree/certificate varies from student to student.
-

Comments: This data element was previously located in Completion.txt.

See data submission rules for PCH-F0050 (Day10Program) and PCH-F0060 (FinalProgram), which explain that program records are limited to those identifying degree/certificate programs, thus excluding non-credentialing programs or avenues of study as well as programs in which students can only **specify a** second major or minor.

Last Updated: **June 20, 2025**

Data Element:	Program Field of Study
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ID:	PCH-E0270
Definition:	Institutional description of the field of study associated with a degree or certificate program of study offered by an institution.
Example:	Creative Writing

Collection Files Containing Data Element:

PCH-F0050	Day10Program
PCH-F0060	FinalProgram

Valid Values:

Institutional descriptions for fields of study associated with degree or certificate programs of study offered by a reporting institution during a reporting term. (A description provided by the institution need not match the NCES Classification of Instructional Programs (CIP) description for the field of study.)

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. If value has fewer than 30 characters, then right-pad or left-pad with spaces until the resulting string has 30 characters.
 3. Provide 'Undeclared or Not Applicable' if, and only if, the value provided for PCH-E0220 (Program ID) equals '999999999998' ('Undeclared or Not Applicable').
-

Comments: See data submission rules for PCH-F0050 (Day10Program) and PCH-F0060 (FinalProgram), which explain that program records are limited to those identifying degree/certificate programs, thus excluding non-credentialing programs or avenues of study as well as programs in which students can only **specify a** second major or minor.

Last Updated: [June 20, 2025](#)

Data Element:	Program Field of Study CIP Code
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ID: PCH-E0280

Definition: Six-digit [NCES Classification of Instructional Programs \(CIP\)](#) code for the field of study associated with a degree or certificate program offered by a reporting institution.

Example: 230501

Collection Files Containing Data Element:

[PCH-F0050](#) Day10Program

[PCH-F0060](#) FinalProgram

Valid Values:

Any valid six-digit NCES 2000 or NCES 2010 Classification of Instructional Programs (CIP) code in 'XXXXXX' format

See list of valid values for PCH-E0280 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. CIP codes are frequently represented as 'XX.XXXX', where the first two digits denote a broad area of instruction, and the latter four digits represent a sub-area of instruction. Do **not** provide CIP codes in this format. Instead, provide the six numbers without the period.
 3. Provide '999998' if the value provided for PCH-E0220 (Program ID) equals '999999999998' ('Undeclared or Not Applicable').
-

Comments: See data submission rules for PCH-F0050 (Day10Program) and PCH-F0060 (FinalProgram), which explain that program records are limited to those identifying degree/certificate programs, thus excluding non-credentialing programs or avenues of study as well as programs in which students can only **specify a** second major or minor.

Last Updated: [June 20, 2025](#)

Data Element:	Program Field of Study Institutional Code
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ID:	PCH-E0282
Definition:	Six-character alphanumeric institutional code for the field of study associated with a degree or certificate program offered by an institution.
Example:	CW1330

Collection Files Containing Data Element:

PCH-F0050	Day10Program
PCH-F0060	FinalProgram

Valid Values:

Any six-character alphanumeric string used by a reporting institution to represent the field of study associated with a degree or certificate program offered by the reporting institution. (This string need not match the NCES 2000 Classification of Instructional Programs (CIP) code for the field of study.)

Data Submission Rules:

1. A valid value or 6 spaces must be provided in the appropriate field position in the collection file.
 2. If value has fewer than 6 characters, then right-pad or left-pad with spaces until the resulting string has 6 characters.
-

Comments: See data submission rules for PCH-F0050 (Day10Program) and PCH-F0060 (FinalProgram), which explain that program records are limited to those identifying degree/certificate programs, thus excluding non-credentialing programs or avenues of study as well as programs in which students can only **specify a** second major or minor.

Last Updated: **June 20, 2025**

Data Element:	Program Concentration
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ID: PCH-E0290

Definition: Institutional description of an area of concentration (or no or unknown concentration) within a degree or certificate program of study offered by an institution during the reporting term.

Example: Non-Fiction Writing

Collection Files Containing Data Element:

[PCH-F0050](#) Day10Program
[PCH-F0060](#) FinalProgram

Valid Values:

Institutional descriptions for areas of concentration within programs of study offered by a reporting institution during a reporting term (note that a description provided by the institution need not match the NCES Classification of Instructional Programs (CIP) description for the area of concentration.)

Data Submission Rules:

For academic years 2007-08 through 2010-11:

1. A valid value or 30 spaces must be provided in the appropriate field position in the collection file.
2. If value has fewer than 30 characters, then right-pad or left-pad with spaces until the resulting string has 30 characters.
3. Provide 30 spaces if the value provided for Program Concentration ID (PCH-E0230) equals '00000000' ('None') or '99999998' ('Undeclared or Not Applicable').

Beginning academic year 2011-12:

1. A valid value, 'None' or 'Undeclared or Not Applicable' must be provided in the appropriate field position in the collection file.
 2. If value has fewer than 30 characters, then right-pad or left-pad with spaces until the resulting string has 30 characters.
 3. Provide 'None' if the value provided for Program Concentration ID (PCH-E0230) equals '00000000' ('None').
 4. Provide 'Undeclared or Not Applicable' if the value provided for Program Concentration ID (PCH-E0230) equals '99999998' ('Undeclared or Not Applicable').
-

Comments: See data submission rules for PCH-F0050 (Day10Program) and PCH-F0060 (FinalProgram), which explain that program records are limited to those identifying degree/certificate programs, thus excluding non-credentialing programs or avenues of study as well as programs in which students can only **specify a** second major or minor.

Last Updated: June 20, 2025

Data Element: Program Concentration CIP Code

ID: PCH-E0300

Definition: Six-digit NCES Classification of Instructional Programs (CIP) code for an area of concentration within the field of study associated with a degree or certificate program offered by an institution. (In some cases, this code may equal that for the program's field of study and/or that for other areas of concentration within the program's field of study.)

Example: 230501

Collection Files Containing Data Element:

[PCH-F0050](#) Day10Program

[PCH-F0060](#) FinalProgram

Valid Values:

Any valid six-digit NCES 2000 or NCES 2010 Classification of Instructional Programs (CIP) code in 'XXXXXX' format

See list of valid values for PCH-E0300 under the Documentation tab in the PCHEES system.

Data Submission Rules:

For academic years 2007-08 through 2010-11:

1. A valid value must be provided in the appropriate field position in the collection file.
2. Provide for PCH-E0300 the value provided for Program Field of Study CIP Code (PCH-E0280) if the value provided for Concentration ID (PCH-E0230) equals '00000000' ('None').
3. CIP codes are frequently represented as 'XX.XXXX', where the first two digits denote a broad area of instruction, and the latter four digits represent a sub-area of instruction. Do **not** provide CIP codes in this format. Instead, provide the six numbers without the period.
4. Provide '999998' if the value provided for PCH-E0220 (Program ID) equals '99999999998' ('Undeclared or Not Applicable').

Beginning academic year 2011-12:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. CIP codes are frequently represented as 'XX.XXXX', where the first two digits denote a broad area of instruction, and the latter four digits represent a sub-area of instruction. Do **not** provide CIP codes in this format. Instead, provide the six numbers without the period.
 3. Provide '999998' ('None') if the value provided for Program Concentration ID (PCH-E0230) equals '00000000' ('None') or '99999998' ('Undeclared or Not Applicable').
-

Comments: See data submission rules for PCH-F0050 (Day10Program) and PCH-F0060 (FinalProgram), which explain that program records are limited to those identifying degree/certificate programs, thus excluding non-credentialing programs or avenues of study as well as programs in which students can only **specify a** second major or minor.

Last Updated: [June 20, 2025](#)

Data Element:	Program Concentration Institutional Code
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ID: PCH-E0302

Definition: Six-character alphanumeric institutional code for an area of concentration within the field of study associated with a degree or certificate program offered by an institution.

Example: CW1330

Collection Files Containing Data Element:

[PCH-F0050](#) Day10Program

[PCH-F0060](#) FinalProgram

Valid Values:

Any six-character alphanumeric string used by a reporting institution to represent an area of concentration within the field of study associated with a degree or certificate program offered by the reporting institution. (This string need not match the NCES 2000 Classification of Instructional Programs (CIP) code for the area of concentration.)

Data Submission Rules:

1. A valid value or 6 spaces must be provided in the appropriate field position in the collection file.
 2. If value has fewer than 6 characters, then right-pad or left-pad with spaces until the resulting string has 6 characters.
-

Comments: See data submission rules for PCH-F0050 (Day10Program) and PCH-F0060 (FinalProgram), which explain that program records are limited to those identifying degree/certificate programs, thus excluding non-credentialing programs or avenues of study as well as programs in which students can only **specify a** second major or minor.

Last Updated: **June 20, 2025**

Data Element:	Student ID (Institution)
----------------------	---------------------------------

ID:	PCH-E0310
Definition:	Unique student identification code maintained at a reporting institution.
Example:	000123456

Collection Files Containing Data Element:

PCH-F0070	Day10Admission
PCH-F0080	FinalAdmission
PCH-F0090	Day10Student
PCH-F0100	FinalStudent
PCH-F0130	Day10Registration
PCH-F0140	FinalRegistration
PCH-F0150	Completion

Valid Values:

Any 9-digit string that uniquely identifies a student enrolled at a reporting institution.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. If a student identification code maintained by the reporting institution has fewer than 9 digits, then left-pad with zeros until the resulting string has 9 digits.
 3. The value of PCH-E0310 (Student ID) used to uniquely identify a student in one file—either Admission, Student, Registration, or Completion (in the case of Final collections when the student is a completer)—in a collection must correspond to the value of PCH-E310 provided for that student in the other files in that collection.
 4. The value of PCH-E0310 (Student ID) used to uniquely identify a student in a Final collection file (e.g., FinalAdmission) must be the same as that used to uniquely identify the same student in the corresponding Day10 file (e.g., Day10Admission), thereby allowing for record-level matches between the two collection files). NOTE: This rule became effective beginning July 1, 2012 (when Final data for the 2010-11 academic year was submitted, this being the first academic year for which Day10 data will be submitted under the consolidated PCHEES data model).
-

Comments:

Last Updated: June 16, 2011

Data Element:	Student Last Name
----------------------	--------------------------

ID: PCH-E0330
Definition: The last name of a student.
Example: Smith

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

Any 50 character string that correctly provides the last name of a student enrolled at a reporting institution for the reporting term.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. If a last name has fewer than 50 characters, then right-pad or left-pad with spaces until the resulting string has 50 characters.
-

Comments: Previously institutions were required to report a student's entire name in 'Last, First Middle' format.

Last Updated: August 19, 2008

Data Element:	Student First Name
----------------------	---------------------------

ID: PCH-E0340
Definition: The first name of a student.
Example: John

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

Any character string that correctly provides the first name of a student enrolled at a reporting institution for the reporting term.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. If a first name has fewer than 25 characters, then right-pad or left-pad with spaces until the resulting string has 25 characters.
-

Comments: Previously institutions were required to report a student's entire name in 'Last, First Middle' format.

Last Updated: August 19, 2008

Data Element:	Student Middle Name
----------------------	----------------------------

ID: PCH-E0350
Definition: The middle name or middle initial of a student.
Example: Doe

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

Any character string that correctly provides the middle name or the middle initial of a student enrolled at a reporting institution for the reporting term.

Data Submission Rules:

1. A valid value or 25 spaces must be provided in the appropriate field position in the collection file.
 2. If a middle name or initial has fewer than 25 characters, then right-pad or left-pad with spaces until the resulting string has 25 characters.
-

Comments: Previously institutions were required to report a student's entire name in 'Last, First Middle' format.

Last Updated: August 19, 2008

Data Element:	Student Name Suffix
----------------------	----------------------------

ID: PCH-E0360
Definition: The suffix to a student's name.
Example: Jr.

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

Any character string that correctly provides the name suffix of a student enrolled at a reporting institution for the reporting term.

Data Submission Rules:

1. A valid value or 5 spaces must be provided in the appropriate field position in the collection file.
 2. If a name suffix has fewer than 5 characters, then right-pad or left-pad with spaces until the resulting string has 5 characters.
-

Comments:

Last Updated: August 19, 2008

Data Element: Student SSN

ID: PCH-E0370
Definition: The nine-digit Social Security Number (SSN) for a student.
Example: 123456789

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

Any 9-digit integer string that correctly provides the Social Security Number (SSN) of a student enrolled at a reporting institution for the reporting term.

Data Submission Rules:

1. If a student's SSN is available, then it must be provided in the appropriate field position in the collection file. Otherwise, provide 9 spaces.
-

Comments:

Last Updated: August 21, 2008

Data Element: Student Birth Date

ID: PCH-E0380
Definition: The birth date of a student in 'YYYYMMDD' format.
Example: 19890727

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

Any character string that correctly provides the birth date of a student enrolled at a reporting institution for the reporting term, expressed in 'YYYYMMDD' format where 'YYYY' is the year (e.g., '2006'), 'MM' is the number for the month (e.g., '08' for August), and 'DD' is the number for a day in the month (e.g., '26').

Data Submission Rules:

1. If a student's birth date is available, then it must be provided in 'YYYYMMDD' format in the appropriate field position in the collection file. Otherwise, provide 8 spaces.
 2. The birth date provided must correspond to an age between 10 and 110 years.
-

Comments:

Last Updated: June 3, 2009

Data Element: Student Sex

ID: PCH-E0390

Definition: The sex of a student.

Sex X was added beginning in 201718. Sex X means "a gender that is not exclusively male or female, including, but not limited to, intersex, agender, amalgagender, androgynous, bigender, demigender, female-to-male, genderfluid, genderqueer, male-to-female, neutrois, nonbinary, pangender, third sex, transgender, transsexual, Two Spirit, and unspecified,"

Example: F

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student

[PCH-F0100](#) FinalStudent

Valid Values:

Valid values for 2007-08 through 201617:

F Female
M Male
9 Unknown

Valid values beginning 201718:

F Female
M Male
X Sex X
9 Unknown

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
-

Comments: This date element was previously called 'Gender'.

Last Updated: May 4, 2018

Data Element: Student Race 1

ID: PCH-E0400
Definition: A 3-digit code identifying a racial/ethnic origin of a student. (First in a series of five)
Example: 123

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

See list of valid values for PCH-E0400 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value or 3 spaces must be provided in the appropriate field position in the collection file.
 2. Do not provide a valid value that is also provided for one of the four other race fields (PCH-E0401 through PCH-E0404).
-

Comments: Four new race fields were added to complement this field.

Some institutions may be submitting '999' ('Unknown', previously 'Other') values for all students to protect student privacy in alignment with the [Keep Washington Working Act](#).

Last Updated: June 20, 2025

Data Element: **Student Race 2**

ID: PCH-E0401
Definition: A 3-digit code identifying a racial/ethnic origin of a student. (Second in a series of five)
Example: 123

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

See list of valid values for PCH-E0401 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value or 3 spaces must be provided in the appropriate field position in the collection file.
 2. Do not provide a valid value that is also provided for one of the four other race fields (PCH-E0400 and PCH-E0402 through PCH-E0404).
-

Comments: This is one of four new race fields that were added to complement the original one race field.
 See comments for PCHEES-E0400 (Student Race 1).

Last Updated: June 20, 2025

Data Element: Student Race 3

ID: PCH-E0402
Definition: A 3-digit code identifying a racial/ethnic origin of a student. (Third in a series of five)
Example: 123

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

See list of valid values for PCH-E0402 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value or 3 spaces must be provided in the appropriate field position in the collection file.
 2. Do not provide a valid value that is also provided for one of the four other race fields (PCH-E0400, PCH-E0401, PCH-E0403 and PCH-E0404).
-

Comments: This is one of four new race fields that were added to complement the original one race field.
[See comments for PCHEES-E0400 \(Student Race 1\).](#)

Last Updated: [June 20, 2025](#)

Data Element: **Student Race 4**

ID: PCH-E0403
Definition: A 3-digit code identifying a racial/ethnic origin of a student. (Fourth in a series of five)
Example: 123

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

See list of valid values for PCH-E0403 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value or 3 spaces must be provided in the appropriate field position in the collection file.
 2. Do not provide a valid value that is also provided for one of the four other race fields (PCH-E0400, PCH-E0401, PCH-E0402 and PCH-E0404).
-

Comments: This is one of four new race fields that were added to complement the original one race field.
 See comments for PCHEES-E0400 (Student Race 1).

Last Updated: June 20, 2025

Data Element: Student Race 5

ID: PCH-E0404
Definition: A 3-digit code identifying a racial/ethnic origin of a student. (Fifth in a series of five)
Example: 123

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

See list of valid values for PCH-E0404 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value or 3 spaces must be provided in the appropriate field position in the collection file.
 2. Do not provide a valid value that is also provided for one of the four other race fields (PCH-E0400, PCH-E0401, PCH-E0402 and PCH-E0403).
-

Comments: This is one of four new race fields that were added to complement the original one race field.
[See comments for PCHEES-E0400 \(Student Race 1\).](#)

Last Updated: [June 20, 2025](#)

Data Element: **Student Hispanic Identity 1**

ID: PCH-E0410
Definition: A 3-digit code providing a Hispanic identity of a student. (First in a series of three)
Example: 123

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

See list of valid values for PCH-E0410 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value or 3 spaces must be provided in the appropriate field position in the collection file.
 2. Do not provide a valid value that is also provided for one of the two other Hispanic identity fields (PCH-E0411 and PCH-E0412).
 3. Do not provide 'H20' ('Non-Hispanic') if a value denoting a Hispanic origin (i.e., any value other than 'H20' or '999') is provided for one of the two other Hispanic identity fields (PCH-E0411 and PCH-E0412).
-

Comments: Two new Hispanic identity fields were added to complement this field.

Last Updated: July 5, 2009

Data Element: **Student Hispanic Identity 2**

ID: PCH-E0411
Definition: A 3-digit code providing a Hispanic identity of a student. (Second in a series of three)
Example: 123

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

See list of valid values for PCH-E0411 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value or 3 spaces must be provided in the appropriate field position in the collection file.
 2. Do not provide a valid value that is also provided for one of the two other Hispanic identity fields (PCH-E0410 and PCH-E0412).
 3. Do not provide 'H20' ('Non-Hispanic') if a value denoting a Hispanic origin (i.e., any value other than 'H20' or '999') is provided for one of the two other Hispanic identity fields (PCH-E0410 and PCH-E0412).
-

Comments: This is one of two new Hispanic identity fields that were added to complement the original one Hispanic identity field.

Last Updated: March 1, 2009

Data Element: **Student Hispanic Identity 3**

ID: PCH-E0412
Definition: A 3-digit code providing a Hispanic identity of a student. (Third in a series of three)
Example: 123

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

See list of valid values for PCH-E0412 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value or 3 spaces must be provided in the appropriate field position in the collection file.
 2. Do not provide a valid value that is also provided for one of the two other Hispanic identity fields (PCH-E0410 and PCH-E0411).
 3. Do not provide 'H20' ('Non-Hispanic') if a value denoting a Hispanic origin (i.e., any value other than 'H20' or '999') is provided for one of the two other Hispanic identity fields (PCH-E0410 and PCH-E0411).
-

Comments: This is one of two new Hispanic identity fields that were added to complement the original one Hispanic identity field.

Last Updated: March 1, 2009

Data Element: Student U.S. Immigration Status

ID: PCH-E0420
Definition: A two-alpha character code indicating the U.S. citizenship and/or visa type of students.
Example: YY

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

XX US Citizen
YY Immigrant
ZZ Non-Immigrant
99 Unknown **or not otherwise reported**

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide 'XX' ('U.S. Citizen') if '840' ('United States of America') was provided for PCH-E0530 (Student Nation of Citizenship at Last Admission).
-

Comments: In the original PCHEES III data model, some valid values were one-alpha character codes (e.g., 'C' for 'US Citizen'). These were changed to two-alpha character codes.

On 6/19/2017 the list of valid values was simplified, and all previously submitted us_immigration_status values were updated so they conformed to the new valid values. Old codes were converted as follows:

US Immigration Status	Description	Old Codes that were Converted
99	Unknown	99
XX	US Citizen	CZ
YY	Immigrant	PR, RT
ZZ	Non-Immigrant	All other codes that are not 99, CZ, PR or RT

Some institutions may be submitting '999' ('Unknown', previously 'Other') values for all students to protect student privacy in alignment with the [Keep Washington Working Act](#).

Last Updated: June 20, 2025

Data Element: Student WA Residency Status

ID: PCH-E0430

Definition: A 1-alpha character code indicating whether a student is a resident of the state of Washington as defined in [RCW 28B.15.012](#).

Example: R

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student

[PCH-F0100](#) FinalStudent

Valid Values:

R Resident

N Non-Resident

9 Unknown

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
-

Comments: Some institutions may be submitting '999' ('Unknown', previously 'Other') values for all students to protect student privacy in alignment with the [Keep Washington Working Act](#).

Last Updated: June 20, 2025

Data Element: **Student Admission Campus ID**

ID: PCH-E0096

Definition: A unique two-digit code identifying the campus of a reporting institution to which a student was last admitted in their current status (e.g., as a baccalaureate student entering after high school).

Example: 10

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

See list of [valid values for PCH-E0096](#) in Appendix A. For multi-campus institutions, submit '99' ('Unknown') when the campus to which a student was last admitted is not known (for example, if the student is returning to study after a long absence and admission records that far back are not available).

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value submitted must be a campus affiliated with the value submitted for PCH-E0090 (Institution ID).
-

Comments: New data element added following conversion of PCH-E0090 to institutional identifier. (See comments for PCH-E0090.)

Last Updated: June 3, 2009

Data Element: Student Primary Enrollment Campus ID

ID: PCH-E0098

Definition: Unique two-digit code indicating the primary campus providing courses in which a student is enrolled. (This is the campus providing the majority of a student's credit hours or—in cases where two or more campuses provide the same number of course hours—the campus at which the student first registered for classes.)

Example: 10

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

See list of [valid values for PCH-E0098](#) in Appendix A.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value submitted must be a campus affiliated with the value submitted for PCH-E0090 (Institution ID).
 3. When a completing student is not enrolled, provide the campus that awarded the completion. When a student has more than one completion in the same term and the awarding campuses are different, provide the campus with the highest number of awards (in case of a tie, the institution can provide either one) in PCH-E0098 (Student Primary Enrollment Campus ID)
-

Comments: New data element added following conversion of PCH-E0090 to institutional identifier. (See comments for PCH-E0090)

Last Updated: May 4, 2018

Data Element: Student Primary Enrollment Site

ID: PCH-E0432

Definition: Eight-digit code indicating the primary site at which students enrolled at a reporting institution receive instruction. (This is the site where a student is attempting the most credit hours, or—in cases where a student is attempting equal credit hours at multiple sites—the site at which the student first registered for classes.)

Example: 12345678

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student

[PCH-F0100](#) FinalStudent

Valid Values:

See list of valid values for PCH-E0432 under the Documentation tab in the PCHEES system.

Primary enrollment site codes for higher education institutions consist of '1000' + the 4-digit CEEB code for the institution.

Primary enrollment site codes for high schools consist of '20' + the 6-digit CEEB code for the high school.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '99999994' ('Other Site: In-State') if a student's primary enrollment site is a Washington site not listed as a valid value for PCH-E0432.
 3. Provide '99999995' ('Other Site: Out-of-State (Domestic)') if a student's primary enrollment site is an out-of-state domestic site(s).
 4. Provide '99999996' ('Other Site: Out-of-State (International)') if a student's primary enrollment site is an international site(s).
 5. Provide '99999998' ('No Site') if most of a student's instruction is delivered virtually (e.g., asynchronous web-based instruction) or to the student's home (e.g., correspondence instruction) rather than in a classroom or lab setting (either on a campus or at an off-campus site).
 6. When a completing student is not enrolled, provide the primary enrollment site that awarded the completion.
-

Comments: Valid values are no longer provided via institutional submission of 'Day10Site' and 'FinalSite' collection files. Rather, OFM will manage valid values centrally.

Last Updated: May 4, 2018

Data Element: **Student Baccalaureate Class Standing**

ID: PCH-E0434

Definition: Two-digit code indicating the beginning-of-term class standing of a student pursuing a first bachelor's degree at an institution, where such standing is a function of the total number of degree-creditable hours earned by the student prior to the term.

Example: 01

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student

[PCH-F0100](#) FinalStudent

Valid Values:

- 01 **Freshman**—A student pursuing a first bachelor's degree at the reporting institution during the reporting term who, as of the beginning of the term, has earned 0-44 quarter hours or 0-29 semester hours creditable toward that degree.
- 02 **Sophomore:** A student pursuing a first bachelor's degree at the reporting institution during the reporting term who, as of the beginning of the term, has earned 45-89 quarter hours or 30-59 semester hours creditable toward that degree.
- 03 **Junior:** A student pursuing a first bachelor's degree at the reporting institution during the reporting term who, as of the beginning of the term, has earned 90-134 quarter hours or 60-89 semester hours creditable toward that degree.
- 04 **Senior:** A student pursuing a first bachelor's degree at the reporting institution during the reporting term who, as of the beginning of the term, has earned 135+ quarter hours or 90+ semester hours creditable toward that degree.
- 88 **Not a Baccalaureate Student:** A student not pursuing a first bachelor's degree. This includes high school dual enrollment students, post-baccalaureate students, graduate students, professional students, and non-degree students.
- 99 **Unknown.**
-

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '88' ('Not a Baccalaureate Student') if, and only if, the value provided for PCH-E0500 (Student Type) does not equal '20' (Other Transition to Baccalaureate Degree Seeking Status), '21' (Baccalaureate Student Entering After High School'), '22' ('Baccalaureate Transfer Student'), or '23' ('Unknown Baccalaureate Student').
 3. Provide '99' ('Unknown') if, and only if, the value provided for PCH-E0500 ('Student Type') equals '99' ('Unknown'). When the class standing of a baccalaureate student is not precisely known because of delays in processing transfer credits, provide the value of PCH-E0434 that corresponds best to what is currently known about the hours earned by the student.
-

Comments: Data element modified to apply to baccalaureate students only. Previously in PCHEES the class standing data element served as the basic classification scheme for types of students; this function is now provided by PCH-E0500 (Student Type).

Last Updated: June 20, 2025

Data Element:	Student First Major: Program ID
----------------------	--

ID: PCH-E0440

Definition: Twelve-character alphanumeric code identifying the declared Program ID (PCH-E0220) for the student's primary (main) degree or certificate program at a reporting institution during a reporting term.

Example: 123456ABCDEF

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student

[PCH-F0100](#) FinalStudent

Valid Values:

Any twelve-character alphanumeric value for PCH-E0220 (Program ID) provided by a reporting campus/institution (as reported in Day10Program.txt or in FinalProgram.txt), also '99999999998' ('Undeclared or Not Applicable').

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '99999999998' ('Undeclared or Not Applicable') if, and only if, either a student has not declared a first major or the student's program of study is a non-credentialing program or avenue of study (e.g., non-degree enrollment for personal enrichment), hence not represented in the Day10Program.txt or FinalProgram.txt file.
-

Comments: At the July 16, 2014 PCHEES Stakeholder meeting, institutions decided to use CIP 240102 (General Studies) for students with undeclared majors. The institutions needed this for financial aid reporting. There was no system change; the institutions simply agreed to submit data this way. Therefore, data elements PCH-E0440 (Student First Major: Program ID) and PCH-E0442 (Student First Major: Program Concentration ID) may be coded this way.

Last Updated: September 21, 2017

Data Element: Student First Major: Program Concentration ID

ID: PCH-E0442

Definition: Eight-character alphanumeric code identifying the declared Concentration ID (PCH-E0230) for the student's primary (main) degree or certificate program at a reporting institution during a reporting term.

Example: 1234ABCD

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student

[PCH-F0100](#) FinalStudent

Valid Values:

Any 8-character alphanumeric value for PCH-E0230 (Program Concentration ID) affiliated with any value for PCH-E0220 (Program ID) provided by an institution (as reported in Day10Program.txt or in FinalProgram.txt), also '99999998' ('Undeclared or Not Applicable').

Data Submission Rules:

1. A valid value or '99999998' ('Undeclared or Not Applicable') must be provided in the appropriate field position in the collection file.
 2. Any valid value provided for this data element must be a value of PCH-E0230 (Program Concentration ID) affiliated in Day10Program.txt or FinalProgram.txt with the value of PCH-E0220 (Program ID) provided for PCH-E0440 (Student First Major: Program ID).
 3. Provide '99999998' ('Undeclared or Not Applicable') for this data element if and only if, '99999999998' ('Undeclared or Not Applicable') is provided for PCH-E0440 (Student First Major: Program ID).
-

Comments: At the July 16, 2014 PCHEES Stakeholder meeting, institutions decided to use CIP 240102 (General Studies) for students with undeclared majors. The institutions needed this for financial aid reporting. There was no system change; the institutions simply agreed to submit data this way. Therefore, data elements PCH-E0440 (Student First Major: Program ID) and PCH-E0442 (Student First Major: Program Concentration ID) may be coded this way.

Last Updated: September 21, 2017

Data Element: **Student Term GPA**

ID: PCH-E0450

Definition: The grade point average (GPA) for a student’s coursework during an enrollment term at an institution.

Example: 3.45

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student

[PCH-F0100](#) FinalStudent

Valid Values:

Any GPA value in ‘X.XX’ format between 0.00 and 4.00, also ‘9.98’ (‘Not Applicable’) and ‘9.99’ (‘Unknown’).

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide ‘9.98’ (‘Not Applicable’) if term GPA calculations are not applicable to a student’s program of study.
 3. Provide ‘9.99’ (‘Unknown’) if a student’s term GPA is unknown.
 4. ‘9.99’ (‘Unknown’) must be provided in all Day10Student collection file records.
-

Comments:

Last Updated: November 19, 2009

Data Element: **Student Cumulative Institutional GPA**

ID: PCH-E0452

Definition: A student's cumulative grade point average (GPA) for courses taken at a reporting institution upon the completion of an enrollment term. (Transfer coursework does not figure in this GPA value.)

Example: 3.45

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student

[PCH-F0100](#) FinalStudent

Valid Values:

Any GPA value in 'X.XX' format between 0.00 and 4.00, also '9.98' ('Not Applicable') and '9.99' ('Unknown').

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '9.98' ('Not Applicable') if term GPA calculations are not applicable to a student's program of study.
 3. Provide '9.99' ('Unknown') if a student's term GPA is unknown.
 4. '9.99' ('Unknown') must be provided in all Day10Student collection file records.
-

Comments:

Last Updated: November 19, 2009

Data Element: **Student Cumulative Overall GPA**

ID: PCH-E0454

Definition: A student's cumulative grade point average (GPA), combining transfer coursework as well as courses taken at a reporting institution upon the completion of an enrollment term.

Example: 3.45

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student

[PCH-F0100](#) FinalStudent

Valid Values:

Any GPA value in 'X.XX' format between 0.00 and 4.00, also '9.98' ('Not Applicable') and '9.99' ('Unknown').

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '9.98' ('Not Applicable') if term GPA calculations are not applicable to a student's program of study.
 3. Provide '9.99' ('Unknown') if a student's term GPA is unknown.
 4. '9.99' ('Unknown') must be provided in all Day10Student collection file records.
-

Comments:

Last Updated: November 19, 2009

Data Element: Student Military Affiliation

ID: PCH-E0460
Definition: Two-digit code indicating a student's military affiliation.
Example: 31

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

Valid Values for academic years less than 201718

10 Veteran, Before Global War on Terrorism
11 Veteran, Global War on Terrorism
19 Veteran, Period of Service Unknown
20 Not a Veteran
99 Unknown

Valid Values for academic years greater than or equal to 201718

30 Active Duty Military
31 Veteran (a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable).
32 Dependent or survivor of an active duty member or veteran
99 Unknown

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. PCH-E0460 (Military Affiliation) cannot be 99 (Unknown) when PCH-E0462 (Military Federal Benefit Type) is 10, 11, 12, 13, 15, or 16.
-

Comments: The Veteran Status data element was originally added at the request of UW. PCH-E0460 (Student Military Affiliation) was called "Student Veterans Status" for 199900-201617 and allowed institutions to report whether a student was a military veteran and, if so, of what era. Beginning 201718, the definition was changed to report if the student was a veteran, active duty military or dependent of an active military or veteran.

Last Updated: December 14, 2017

Data Element: Student Military Federal Benefits Type

ID: PCH-E0462

Definition: Two-digit code indicating the type of federal military benefits (if any) were received by a student enrolled at a reporting institution during the reporting term.

Example: 13

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student

[PCH-F0100](#) FinalStudent

Valid Values:

Valid Values for academic years less than 201718

- 10 Chapter 30 Benefits (Montgomery GI Bill, for Veterans)
- 11 Chapter 31 Benefits (Vocational Rehabilitation)
- 12 Chapter 32 Benefits (Veterans Educational Assistance Program)
- 13 Chapter 33 Benefits (New GI Bill, effective August 2009)
- 14 Chapter 35 Benefits (Survivors/Dependents of Disabled/Deceased Vets)
- 15 Chapter 1606 Benefits (Actively Drilling Reservists)
- 16 Chapter 1607 Benefits (Actively Drilling Reservists Previously Called to Duty)
- 20 Unknown Federal Benefits Received
- 30 No Federal Benefits Received
- 99 Unknown Whether Student Receives Federal Benefits

Valid Values for academic years greater than or equal to 201718

- 10 Chapter 30 Benefits (Montgomery GI Bill, for Veterans)
- 11 Chapter 31 Benefits (Vocational Rehabilitation)
- 12 Chapter 32 Benefits (Veterans Educational Assistance Program)
- 13 Chapter 33 Benefits (New GI Bill, effective August 2009)
- 14 Chapter 35 Benefits (Survivors/Dependents of Disabled/Deceased Vets)
- 15 Chapter 1606 Benefits (Actively Drilling Reservists)
- 16 Chapter 1607 Benefits (Actively Drilling Reservists Previously Called to Duty)
- 25 Other Federal Benefits
- 30 No Federal Benefits Received
- 99 Unknown Whether Student Receives Federal Benefits

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.

Comments: PCH-E0462 (Student Military Federal Benefits Type) was previously called ‘Student Veterans Federal Benefits Type’. On June 19, 2017, this data element was renamed to align with PCH-E0460 (Student Military Affiliation).

Last Updated: December 14, 2017

Data Element: **Student Tuition Fee Type**

ID: PCH-E0470

Definition: Two-digit code indicating the type of tuition fees (if any) charged to a student by a reporting institution for a reporting term, as defined in [RCW 28B.15.020](#), after waivers or non-resident fee exemptions representing foregone revenue for the institution have been applied.

Example: 10

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

10 Standard Resident Tuition Fees Paid and No Non-Standard (Self-Sustaining) Tuition Fees Paid
20 Standard Non-Resident Tuition Fees Paid and No Non-Standard (Self-Sustaining) Tuition Fees Paid
15 Partial Non-Resident Tuition Fees Paid and No Non-Standard (Self-Sustaining) Tuition Fees Paid
30 Non-Standard (Self-Sustaining) Tuition Fees Paid and No Standard Tuition Fees Paid
40 Standard Resident Tuition Fees Paid and Non-Standard (Self-Sustaining) Tuition Fees Paid
45 Partial Non-resident tuition fees paid and Non-Standard (Self-Sustaining) Tuition Fees Paid
50 Standard Non-Resident Tuition Fees Paid & Non-Standard (Self-Sustaining) Tuition Fees Paid
90 No Tuition Fees Paid

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. '10', '30', '40', or '90' must be provided if the value provided for PCH-E0430 (Student WA Residency Status) equals 'R' ('Resident').
 3. '30' or '90' must be provided if the value provided for PCH-E0430 (Student WA Residency Status) equals '9' ('Unknown').
-

Comments: Tuition fee waiver and exemption categories, previously included as valid values for this data element, are now included in six new data elements: PCH-E0472 through PCH-E0474 and PCH-E0480 through PCH-E0482.

Last Updated: June 14, 2012

Data Element: Student Non-Resident Tuition Fee Exemption 1

ID: PCH-E0472

Definition: Two-digit code indicating a type of exemption from non-resident tuition fees differential received by a student at a reporting institution for a reporting term, as defined in [RCW 28B.15.014](#). (First in a series of three)

Example: 10

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student

[PCH-F0100](#) FinalStudent

Valid Values:

- 10 Border-State Medicine & Dentistry Programs Exemption (e.g., WWAMI) (RCW 28B.15.225)
 - 11 American Indian Student Exemption (RCW 28B.15.0131)
 - 12 Border County Student Exemption (RCW 28B.15.0139)
 - 13 Western Undergraduate Exchange Program Exemption (RCW 28B.15.544)
 - 14 Border-State Reciprocity Programs Exemption: OR, ID, BC (RCW 28B.15.730,750,756)
 - 15 Institutional Exemption (RCW 28B.15.014)
 - 16 Other Exemption
-

Data Submission Rules:

1. A valid value or 2 spaces must be provided in the appropriate field position in the collection file.
2. For all valid values except for 15 and 16, do not provide a valid value that is also provided for PCH-E0473 (Student Non-Resident Tuition Fee Exemption 2) or for PCH-E0474 (Student Non-Resident Tuition Fee Exemption 3).
3. 2 spaces must be provided if the value provided for PCH-E0470 (Student Tuition Fee Type) equals '20' ('Standard Non-Resident Tuition Fees Paid and No Non-Standard Tuition Fees Paid') or '50' ('Standard Non-Resident Tuition Fees Paid and Non-Standard Tuition Fees Paid').
4. 2 spaces must be provided if the value provided for PCH-E0430 (Student WA Residency Status) equals 'R' ('Resident').
5. If a student has no exemptions, then provide two spaces for this data element, for PCH-E0473 (Student Non-Resident Tuition Fee Exemption 2), and for PCH-E0474 (Student Non-Resident Tuition Fee Exemption 3).
6. If a student has four or more exemptions, then report one exemption each of any three exemptions in this data element, in PCH-E0473 (Student Non-Resident Tuition Fee Exemption 2), and in PCH-E0474 (Student Non-Resident Tuition Fee Exemption 3).
7. If '11' ('American Indian Student Exemption') is provided for this data element, one or more of the student's registration records must provide a value of '901' ('No State Funds') for PCH-E0860 (Course Section Registration State Funding Source).
8. At least one valid value must be provided for PCH-E0472 (Student Non-Resident Tuition Fee Exemption 1) or PCH-E0473 (Student Non-Resident Tuition Fee Exemption 2) or PCH-E0474 (Student Non-Resident Tuition Fee Exemption 3) when either of the following conditions is true:
 - a. PCH-E0430 (Student WA Residency Status = 'N' and PCH-E0470 (Student Tuition Fee Type) equals '15' ('Partial Non-Resident Tuition Fees Paid and No Non-Standard (Self-Sustaining) Tuition Fees Paid')
 - b. PCH-E0430 (Student WA Residency Status = 'N' and PCH-E0470 (Student Tuition Fee Type) equals '45' ('Partial Non-resident tuition fees paid and Non-Standard (Self-Sustaining) Tuition Fees Paid')

Comments: This data element was previously called “Student Non-Resident Tuition Fee Exemption Type” and allowed institutions to report only one exemption per student. With the addition of PCH-E0473 (Student Non-Resident Tuition Fee Exemption 2) and PCH-E0474 (Student Non-Resident Tuition Fee Exemption 3), institutions can now report up to three exemptions per student.

Some institutions may be submitting ‘999’ (‘Unknown’, previously ‘Other’) values for all students to protect student privacy in alignment with the [Keep Washington Working Act](#).

Last Updated: June 20, 2025

Data Element: Student Non-Resident Tuition Fee Exemption 2

ID:	PCH-E0473
Definition:	Two-digit code indicating a type of exemption from non-resident tuition fees differential received by a student at a reporting institution for a reporting term, as defined in RCW 28B.15.014 . (Second in a series of three)
Example:	10

Collection Files Containing Data Element:

PCH-F0090	Day10Student
PCH-F0100	FinalStudent

Valid Values:

10	Border-State Medicine & Dentistry Programs Exemption (e.g., WWAMI) (RCW 28B.15.225)
11	American Indian Student Exemption (RCW 28B.15.0131)
12	Border County Student Exemption (RCW 28B.15.0139)
13	Western Undergraduate Exchange Program Exemption (RCW 28B.15.544)
14	Border-State Reciprocity Programs Exemption: OR, ID, BC (RCW 28B.15.730,750,756)
15	Institutional Exemption (RCW 28B.15.014)
16	Other Exemption

Data Submission Rules:

1. A valid value or 2 spaces must be provided in the appropriate field position in the collection file.
2. For all valid values except for 15 and 16, do not provide a valid value that is also provided for PCH-E0472 (Student Non-Resident Tuition Fee Exemption 1) or for PCH-E0474 (Student Non-Resident Tuition Fee Exemption 3).
3. 2 spaces must be provided if the value provided for PCH-E0470 (Student Tuition Fee Type) equals '20' ('Standard Non-Resident Tuition Fees Paid and No Non-Standard Tuition Fees Paid') or '50' ('Standard Non-Resident Tuition Fees Paid and Non-Standard Tuition Fees Paid').
4. 2 spaces must be provided if the value provided for PCH-E0430 (Student WA Residency Status) equals 'R' ('Resident').
5. If a student has no exemptions, then provide two spaces for this data element, for PCH-E0472 (Student Non-Resident Tuition Fee Exemption 1), and for PCH-E0474 (Student Non-Resident Tuition Fee Exemption 3).
6. If a student has four or more exemptions, then report one exemption each of any three exemptions in this data element, in PCH-E0472 (Student Non-Resident Tuition Fee Exemption 1), and in PCH-E0474 (Student Non-Resident Tuition Fee Exemption 3).
7. If '11' ('American Indian Student Exemption') is provided for this data element, one or more of the student's registration records must provide a value of '901' ('No State Funds') for PCH-E0860 (Course Section Registration State Funding Source).
8. At least one valid value must be provided for PCH-E0472 (Student Non-Resident Tuition Fee Exemption 1) or PCH-E0473 (Student Non-Resident Tuition Fee Exemption 2) or PCH-E0474 (Student Non-Resident Tuition Fee Exemption 13) when either of the following conditions is true:
 - a. PCH-E0430 (Student WA Residency Status = 'N' and PCH-E0470 (Student Tuition Fee Type) equals '15' ('Partial Non-Resident Tuition Fees Paid and No Non-Standard (Self-Sustaining) Tuition Fees Paid')
 - b. PCH-E0430 (Student WA Residency Status = 'N' and PCH-E0470 (Student Tuition Fee Type) equals '45' ('Partial Non-resident tuition fees paid and Non-Standard (Self-Sustaining) Tuition Fees Paid')

Comments: See the comments for PCH-E0472 (Student Non-Resident Tuition Fee Exemption 1).

Last Updated: March 29, 2022

Data Element: Student Non-Resident Tuition Fee Exemption 3

ID: PCH-E0474

Definition: Two-digit code indicating a type of exemption from non-resident tuition fees differential received by a student at a reporting institution for a reporting term, as defined in [RCW 28B.15.014](#). (Third in a series of three)

Example: 10

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

10 Border-State Medicine & Dentistry Programs Exemption (e.g., WWAMI) (RCW 28B.15.225)
11 American Indian Student Exemption (RCW 28B.15.0131)
12 Border County Student Exemption (RCW 28B.15.0139)
13 Western Undergraduate Exchange Program Exemption (RCW 28B.15.544)
14 Border-State Reciprocity Programs Exemption: OR, ID, BC (RCW 28B.15.730,750,756)
15 Institutional Exemption (RCW 28B.15.014)
16 Other Exemption

Data Submission Rules:

1. A valid value or 2 spaces must be provided in the appropriate field position in the collection file.
2. For all valid values except for 15 and 16, do not provide a valid value that is also provided for PCH-E0472 (Student Non-Resident Tuition Fee Exemption 1) or for PCH-E0473 (Student Non-Resident Tuition Fee Exemption 2).
3. 2 spaces must be provided if the value provided for PCH-E0470 (Student Tuition Fee Type) equals '20' ('Standard Non-Resident Tuition Fees Paid and No Non-Standard Tuition Fees Paid') or '50' ('Standard Non-Resident Tuition Fees Paid and Non-Standard Tuition Fees Paid').
4. 2 spaces must be provided if the value provided for PCH-E0430 (Student WA Residency Status) equals 'R' ('Resident').
5. If a student has no exemptions, then provide two spaces for this data element as well as for PCH-E0472 (Student Non-Resident Tuition Fee Exemption 1) and PCH-E0473 (Student Non-Resident Tuition Fee Exemption 2).
6. If a student has four or more exemptions, then report one exemption each of any three exemptions in this data element, in PCH-E0472 (Student Non-Resident Tuition Fee Exemption 1), and in PCH-E0473 (Student Non-Resident Tuition Fee Exemption 2).
7. If '11' ('American Indian Student Exemption') is provided for this data element, one or more of the student's registration records must provide a value of '901' ('No State Funds') for PCH-E0860 (Course Section Registration State Funding Source).
8. At least one valid value must be provided for PCH-E0472 (Student Non-Resident Tuition Fee Exemption 1) or PCH-E0473 (Student Non-Resident Tuition Fee Exemption 2) or PCH-E0474 (Student Non-Resident Tuition Fee Exemption 13) when either of the following conditions is true:
 - a. PCH-E0430 (Student WA Residency Status = 'N' and PCH-E0470 (Student Tuition Fee Type) equals '15' ('Partial Non-Resident Tuition Fees Paid and No Non-Standard (Self-Sustaining) Tuition Fees Paid')
 - b. PCH-E0430 (Student WA Residency Status = 'N' and PCH-E0470 (Student Tuition Fee Type) equals '45' ('Partial Non-resident tuition fees paid and Non-Standard (Self-Sustaining) Tuition Fees Paid')

Comments: See the comments for PCH-E0472 (Student Non-Resident Tuition Fee Exemption 1).

Last Updated: March 29, 2022

Data Element: Student Tuition Fee Waiver 1

ID: PCH-E0480

Definition: Two-digit code indicating a waiver from tuition fees received by a student at a reporting institution for a reporting term. (First in a series of three)

Example: 10

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student

[PCH-F0100](#) FinalStudent

Valid Values:

- 10 Child of Law Enforcement Officer or Fire Fighter Exemption (RCW 28B.15.380)
- 11 Senior Citizen Waiver (RCW 28B.15.540)
- 12 Student from Foreign Nations Waiver (RCW 28B.15.556)
- 13 State Employee or Higher Education Employee Waiver (RCW 28B.15.558)
- 14 Graduate Service Appointment Exemption (RCW 28B.15.615)
- 15 Military Service or National Guard Waiver (RCW 28B.15.621)
- 17 Other Waiver
- 18 Unemployed or Underemployed Persons Waiver (RCW 28B.15.522) [CTC students only]

Data Submission Rules:

1. A valid value or 2 spaces must be provided in the appropriate field position in the collection file.
2. For all valid values except for 17, do not provide a valid value that is also provided for PCH-E0481 (Student Tuition Fee Waiver 2) or for PCH-E0482 (Student Tuition Fee Waiver 3).
3. If a student has no waivers, then provide two spaces for this data element, for PCH-E0481 (Student Tuition Fee Waiver 2), and for PCH-E0482 (Student Tuition Fee Waiver 3).
4. If a student has four or more waivers, then report one waiver for each of any three waivers in this data element, in PCH-E0481 (Student Tuition Fee Waiver 2), and in PCH-E0482 (Student Tuition Fee Waiver 3).
5. Provide '11' ('Senior Citizen Waiver') only if 'R' ('Resident') is provided for PCH-E0430 (Student WA Residency Status).
6. Provide '12' ('Student from Foreign Nations Waiver') only if 'CZ' ('U.S. Citizen') is not provided for PCH-E0420 (Student U.S. Immigration Status).
7. A student receiving waiver '12' ('Student from Foreign Nations Waiver') is not eligible for other waivers; thus, provide 2 spaces for PCH-E0481 (Student Tuition Fee Waiver 2), and for PCH-E0482 (Student Tuition Fee Waiver 3) if '12' is provided for this data element.
8. Provide '11' ('Senior Citizen Waiver') only if the value provided for PCH-E0380 (Student Birth Date) corresponds to an age of 59 years or greater at the start of the enrollment term.
9. If '11' ('Senior Citizen Waiver') or '13' ('State Employee or Higher Education Employee Waiver') is provided for this data element, one or more of the student's registration records must provide a value of '901' ('No State Funds') for PCH-E0860 (Course Section Registration State Funding Source).
10. Provide '18' ('Unemployed or Underemployed Persons Waiver') only if the value provided for PCH-E0090 (Institution ID) denotes a community or technical college, since this waiver is available only to community and technical college students.

Comments: This data element was previously called “Student Tuition Fee Waiver Type” and allowed institutions to report only one waiver per student. With the addition of PCH-E0481 (Student Tuition Fee Waiver 2) and PCH-E0482 (Student Tuition Fee Waiver 3), institutions can now report up to three waivers per student.

Last Updated: June 14, 2012

Data Element: Student Tuition Fee Waiver 2

ID: PCH-E0481

Definition: Two-digit code indicating a waiver from tuition fees received by a student at a reporting institution for a reporting term. (Second in a series of three)

Example: 10

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

- 10 Child of Law Enforcement Officer or Fire Fighter Exemption (RCW 28B.15.380)
 - 11 Senior Citizen Waiver (RCW 28B.15.540)
 - 12 Student from Foreign Nations Waiver (RCW 28B.15.556)
 - 13 State Employee or Higher Education Employee Waiver (RCW 28B.15.558)
 - 14 Graduate Service Appointment Exemption (RCW 28B.15.615)
 - 15 Military Service or National Guard Waiver (RCW 28B.15.621)
 - 17 Other Waiver
 - 18 Unemployed or Underemployed Persons Waiver (RCW 28B.15.522) [CTC students only]
-

Data Submission Rules:

1. A valid value or 2 spaces must be provided in the appropriate field position in the collection file.
2. For all valid values except for 17, do not provide a valid value that is also provided for PCH-E0480 (Student Tuition Fee Waiver 1) or for PCH-E0482 (Student Tuition Fee Waiver 3).
3. If a student has no waivers, then provide two spaces for this data element, for PCH-E0480 (Student Tuition Fee Waiver 1), and for PCH-E0482 (Student Tuition Fee Waiver 3).
4. If a student has four or more waivers, then report one waiver for each of any three waivers in this data element, in PCH-E0480 (Student Tuition Fee Waiver 1), and in PCH-E0482 (Student Tuition Fee Waiver 3).
5. Provide '11' ('Senior Citizen Waiver') only if 'R' ('Resident') is provided for PCH-E0430 (Student WA Residency Status).
6. Provide '12' ('Student from Foreign Nations Waiver') only if 'CZ' ('U.S. Citizen') is not provided for PCH-E0420 (Student U.S. Immigration Status).
7. A student receiving waiver '12' ('Student from Foreign Nations Waiver') is not eligible for other waivers; thus, provide 2 spaces for PCH-E0480 (Student Tuition Fee Waiver 1), and for PCH-E0482 (Student Tuition Fee Waiver 3) if '12' is provided for this data element.
8. Provide '11' ('Senior Citizen Waiver') only if the value provided for PCH-E0380 (Student Birth Date) corresponds to an age of 59 years or greater at the start of the enrollment term.
9. If '11' ('Senior Citizen Waiver') or '13' ('State Employee or Higher Education Employee Waiver') is provided for this data element, one or more of the student's registration records must provide a value of '901' ('No State Funds') for PCH-E0860 (Course Section Registration State Funding Source).
10. Provide '18' ('Unemployed or Underemployed Persons Waiver') only if the value provided for PCH-E0090 (Institution ID) denotes a community or technical college, since this waiver is available only to community and technical college students.

Comments: See the comments for PCH-E0480 (Student Tuition Fee Waiver 1).

Last Updated: June 14, 2012

Data Element: Student Tuition Fee Waiver 3

ID: PCH-E0482

Definition: Two-digit code indicating a waiver from tuition fees received by a student at a reporting institution for a reporting term. (Third in a series of three)

Example: 10

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

- 10 Child of Law Enforcement Officer or Fire Fighter Exemption (RCW 28B.15.380)
 - 11 Senior Citizen Waiver (RCW 28B.15.540)
 - 12 Student from Foreign Nations Waiver (RCW 28B.15.556)
 - 13 State Employee or Higher Education Employee Waiver (RCW 28B.15.558)
 - 14 Graduate Service Appointment Exemption (RCW 28B.15.615)
 - 15 Military Service or National Guard Waiver (incl. Children & Spouses) (RCW 28B.15.621)
 - 17 Other Waiver
 - 18 Unemployed or Underemployed Persons Waiver (RCW 28B.15.522) [CTC students only]
-

Data Submission Rules:

1. A valid value or 2 spaces must be provided in the appropriate field position in the collection file.
2. For all valid values except for 17, do not provide a valid value that is also provided for PCH-E0480 (Student Tuition Fee Waiver 1) or for PCH-E0481 (Student Tuition Fee Waiver 2).
3. If a student has no waivers, then provide two spaces for this data element, for PCH-E0480 (Student Tuition Fee Waiver 1), and for PCH-E0481 (Student Tuition Fee Waiver 2).
4. If a student has four or more waivers, then report one waiver for each of any three waivers in this data element, in PCH-E0480 (Student Tuition Fee Waiver 1), and in PCH-E0481 (Student Tuition Fee Waiver 2).
5. Provide '11' ('Senior Citizen Waiver') only if 'R' ('Resident') is provided for PCH-E0430 (Student WA Residency Status).
6. Provide '12' ('Student from Foreign Nations Waiver') only if 'CZ' ('U.S. Citizen') is not provided for PCH-E0420 (Student U.S. Immigration Status).
7. A student receiving waiver '12' ('Student from Foreign Nations Waiver') is not eligible for other waivers; thus, provide 2 spaces for PCH-E0480 (Student Tuition Fee Waiver 1), and for PCH-E0481 (Student Tuition Fee Waiver 2) if '12' is provided for this data element.
8. Provide '11' ('Senior Citizen Waiver') only if the value provided for PCH-E0380 (Student Birth Date) corresponds to an age of 59 years or greater at the start of the enrollment term.
9. If '11' ('Senior Citizen Waiver') or '13' ('State Employee or Higher Education Employee Waiver') is provided for this data element, one or more of the student's registration records must provide a value of '901' ('No State Funds') for PCH-E0860 (Course Section Registration State Funding Source).
10. Provide '18' ('Unemployed or Underemployed Persons Waiver') only if the value provided for PCH-E0090 (Institution ID) denotes a community or technical college, since this waiver is available only to community and technical college students.

Comments: See the comments for PCH-E0480 (Student Tuition Fee Waiver 1).

Last Updated: June 14, 2012

Data Element: Student Self-Reported Disability Status

ID: PCH-E0490

Definition: One-character alphanumeric code indicating whether a student reported having a physical or mental impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, walking, learning, working, etc.

Example: Y

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student

[PCH-F0100](#) FinalStudent

Valid Values:

Y Student reports having a disability

N Student reports not having a disability

9 Disability status of student is not known (previously 'U')

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.

Comments: OFM is currently re-evaluating the usefulness of this data element with an eye to possibly retiring it after the 2009-10 PCHEES collection cycle.

Last Updated: September 9, 2008

Data Element: Student Pell Grant Status

ID: PCH-E0491
Definition: One-character alphanumeric code indicating whether a student received a Pell grant during the term.
Example: Y

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

Y Student received a Pell Grant
N Student did not receive a Pell Grant
9 Student's Pell grant status is not known

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '9' (Student's Pell grant status is not known) in all Day10Admission collection file records.
 3. Provide 'Y' (Student received a Pell Grant) or 'N' (Student did not receive a Pell Grant) for Final Student collection file records when PCH-E0500 (Student Type) is not 41, 42, 43, 44 or 50.
 4. Provide 'N' (Student did not receive a Pell Grant) in the appropriate field position in the Final Student collection file when PCH-E0500 (Student Type) is 41, 42, 43, 44 or 50.
-

Comments:

Last Updated: September 4, 2019

Data Element: Student Washington College Grant Status

ID: PCH-E0492

Definition: One-character alphanumeric code indicating whether a student received a Washington College Grant (previously known as the State Need Grant) during the term. See the comment below about the name change.

Example: Y

Collection Files Containing Data Element:

[PCH-F0090](#) Day10Student
[PCH-F0100](#) FinalStudent

Valid Values:

Y Student received a Washington College grant
N Student did not receive a Washington College grant
9 Student's Washington College grant status is not known

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '9' (Student's Washington College grant status is not known) in all Day10 Admission collection file records.
 3. Provide 'Y' (Student received a Washington College Grant) or 'N' (Student did not receive a Washington College Grant) for Final Student collection file records when PCH-E0500 (Student Type) is not 41, 42, 43, 44 or 50.
 4. Provide 'N' (Student did not receive a Washington College Grant) in the appropriate field position in the Final Student collection file when PCH-E0500 (Student Type) is 41, 42, 43, 44 or 50.
-

Comments: In July 2019, the name for the State Need grant was changed to Washington College grant. Large changes in eligibility are effective beginning with academic year 202021.

Last Updated: May 6, 2020

Data Element:	Student Type
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ID:	PCH-E0500
Definition:	Two-digit code indicating the current category of a student's enrollment at an institution.
Example:	21

Collection Files Containing Data Element:

PCH-F0070	Day10Admission
PCH-F0080	FinalAdmission

Valid Values:

- 10 **High School Dual Enrollment Student:** A high school student enrolled during the reporting term as a dual enrollment student (e.g., Running Start or College in High School) at the reporting institution. “Dual enrollment” (also referred to as “concurrent enrollment”) courses allow students to earn both high school and college credit for the same course.
- 20 **Other Transition to Baccalaureate Degree Seeking Status:** A student enrolled during the reporting term in a program of study leading to a first bachelor's degree at the reporting institution who first enrolled as a non-degree seeking student.
Excludes:
1. Students who began their studies at the reporting institution following completion of high school or an equivalent (e.g., home school), including early admits to baccalaureate study and former high school dual enrollment students. (Use code 21)
 2. Students who were previously enrolled after high school as a student at a postsecondary institution but have not yet earned a bachelor's degree. (Use code 22)
 3. Baccalaureate students whose last admission status is unknown. (Use code 23)
- 21 **Baccalaureate Student Entering After High School:** A student enrolled during the reporting term in a program of study leading to a first bachelor's degree at the reporting institution who began these studies at the reporting institution following completion of high school or an equivalent avenue of academic preparation (e.g., home school). Includes early admission to baccalaureate study, also former high school dual enrollment students (regardless of where they were enrolled as dual enrollment students).
- 22 **Baccalaureate Transfer Student:** A student enrolled during the reporting term in a program of study leading to a first bachelor's degree at the reporting institution who was previously enrolled after high school as a student at a postsecondary institution.
- 23 **Unknown Baccalaureate Student:** A student enrolled during the reporting term in a program of study leading to a first bachelor's degree, but whose last admissions status is unknown.
- 30 **Other Undergraduate Student:** A student taking undergraduate courses for credit during the reporting term at the reporting institution who is not formally enrolled in a program of study leading to a bachelor's degree. Includes non-degree or certificate students (previously described as a “Non-Matriculated”) as well as students who already have a bachelor's degree from a postsecondary institution (previously described as “Unclassified 5”) but who are enrolled during the reporting term in a course of study creditable toward a second bachelor's degree or certificate.
Excludes:
1. High school dual enrollment students, e.g., Running Start, College in High School, or other dual/concurrent enrollment programs. (Use code 10)
 2. Baccalaureate students (i.e., a student pursuing a first bachelor's degree; see codes 20-23)
 3. Students transitioning from non-degree seeking to degree seeking status. (Use code 20 for Baccalaureate students, code 43 for Graduate students or code 44 for Professional students.)
 4. Graduate or professional students. (See codes 41-50)

- 41 **Graduate Student:** A student enrolled during the reporting term in a program of graduate study creditable toward a master's degree, post-Master's certificate, or an academic doctoral degree at the reporting institution. Includes students formerly enrolled as a Baccalaureate, post-Baccalaureate, or professional student at the reporting institution or at another postsecondary institution, also students transferring from a graduate program of study at another postsecondary institution.
- 42 **Professional Student:** A student enrolled during the reporting term in a professional degree or certificate program at the reporting institution-- e.g., J.D., D.D.S., M.D., D.PH. (UW), D.V.M., D.PHAR (WSU), MED.S. (WSU Pre-Med program). Includes students formerly enrolled as a baccalaureate, post-baccalaureate, or graduate student at the reporting institution or at another postsecondary institution, also students transferring from a professional degree program at another postsecondary institution.
- 43 **Other Transition to Graduate Degree Seeking Status:** A student enrolled during the reporting term in a program of study leading to a graduate degree at the reporting institution who was previously enrolled at the reporting institution as a non-degree seeking student at the graduate or professional level.
Excludes:
1. All undergraduate students (see codes 10 and 20-30)
2. Graduate or Professional students. (See codes 41, 42, 44 and-50)
3. Students whose last admission status is unknown. (See codes 23 or 99)
- 44 **Other Transition to Professional Degree Seeking Status:** A student enrolled during the reporting term in a program of study leading to a professional degree at the reporting institution who was previously enrolled at the reporting institution as a non-degree seeking student at the graduate or professional level.
Excludes:
1. All undergraduate students (see codes 10 and 20-30)
2. Graduate or Professional students. (See codes 41, 42, 43 and-50)
3. Students whose last admission status is unknown. (See codes 23 or 99)
- 50 **Other Graduate/Professional Student:** A student taking graduate or professional courses for credit during the reporting term at the reporting institution who is not formally enrolled in a program of study leading to the award of a graduate level credential.
Excludes:
1. All undergraduate students (see codes 10 and 20-30)
2. Students seeking a graduate or professional degree. (See codes 41-44)
- 99 **Unknown.**

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
2. Provide '10' ('High School Dual Enrollment Student') if value provided for PCH-E0502 (Student Running Start Affiliation) equals '10' ('Current Running Start Student').
3. When a student enrolls in coursework prior to their actual admit term (referred to here as "Early Enrollment Term") then the student's PCH-E0500 Student Type must be 30 (Other Undergraduate Student), 50 (Other Graduate/Professional Student) or 99 (Unknown) for their Early Enrollment Term. For example, if a transfer student is admitted in Fall 201011 but they enroll in Summer 201011 term to get started early then the student must be classified as follows:
Summer term 201011 the student would be PCH-E0500 Student Type = 30
Fall term 201011 the student would be PCH-E0500 Student Type = 22

Comments: The label for value 30 was changed from 'Post-Baccalaureate Student' to 'Other Undergraduate Student', and its definition was widened to include all students taking undergraduate courses for credit who are not high school dual enrollment students, baccalaureate students, graduate students, or professional students.

The definition of value 41='Graduate Student' was widened to include non-degree/certificate students taking graduate courses for credit.

Because of the above-noted changes to values 30 and 41, the value 90='Other Student' was dropped.

Research on high school dual enrollment should avoid using day 10 data due to under-reporting; use final data for this type of research.

Last Updated: June 20, 2025

Data Element: Student Running Start Affiliation

ID: PCH-E0502
Definition: Two-digit code indicating whether a student is a current or former Running Start student.
Example: 20

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission
[PCH-F0080](#) FinalAdmission

Valid Values:

10 Current Running Start Student
20 Former Running Start Student
30 Neither Current nor Former Running Start Student
99 Unknown Running Start Affiliation

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
-

Comments: New data element added to restore ability to identify current and former Running Start students, formerly tracked by retired data element Registration Type.

Last Updated: June 20, 2025

Data Element: Student Admit Year

ID: PCH-E0505

Definition: The academic year in which a student first enrolled in coursework after the student was last admitted to the institution for a particular Student Type (PCH-E0500). When a student transitions from non-degree seeking status to degree seeking status and is not formally admitted then this is the academic year when the student first became Student Type (PCH-E0500) 20, 43 or 44. This academic year is a 12 month period extending from the beginning of Summer term of one calendar year to the end of Spring term of the next calendar year.

Example: 200607

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission
[PCH-F0080](#) FinalAdmission

Valid Values:

Any academic year expressed in the format 'XXXXYY', where 'XXXX' represents the starting calendar year, and 'YY' represents the last two digits of the ending calendar year, of the enrollment year (e.g., '200607' for the enrollment year beginning with the Summer 2006 term and ending with the Spring 2007 term).

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file when PCH-E0500 (Student Type) is 20, 21, 22, 23, 41, 42, 43 or 44.
 2. Provide a blank or a valid value in the appropriate field position in the collection file when PCH-E0500 (Student Type) is 10, 30, 50 or 99.
 3. When either PCH-E0505 (Student Admit Year) is blank or PCH-E0506 (Student Admit Term) is blank then both fields must be blank.
 4. Non-blank values must be less than or equal to PCH-E0010 (Enrollment Year).
 5. Non-blank values must be greater than or equal to 198081.
-

Comments:

Last Updated: September 4, 2019

Data Element: Student Admit Term

ID: PCH-E0506

Definition: The academic term (either a quarter or a semester) in which a student first enrolled in coursework after the student was last admitted to the institution for a particular Student Type (PCH-E0500). When a student transitions from non-degree seeking status to degree seeking status and is not formally admitted then this is the academic term when the student first became Student Type (PCH-E0500) 20, 43 or 44.

Example: FL

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

SM Summer (Quarter System, Semester System)

FL Fall (Quarter System, Semester System)

WN Winter (Quarter System Only)

SP Spring (Quarter System, Semester System)

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file when PCH-E0500 (Student Type) is 20, 21, 22, 23, 41, 42, 43 or 44.
 2. Provide a blank or a valid value in the appropriate field position in the collection file when PCH-E0500 (Student Type) is 10, 30, 50 or 99.
 3. When either PCH-E0505 (Student Admit Year) is blank or PCH-E0506 (Student Admit Term) is blank then both fields must be blank.
 4. When the value submitted for PCH-E0505 (Student Admit Year) equals PCH-E0010 (Enrollment Year) then PCH-E0506 (Student Admit Term) must be equal or prior to PCH-E0050 (Enrollment Term).
-

Comments:

Last Updated: September 4, 2019

Data Element: Student County of Origin at Last Admission

ID: PCH-E0510

Definition: A code indicating the Washington county of origin of students at the time of their last admission as a particular admission type (e.g., baccalaureate entering after high school) to a campus.

Example: 27

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission
[PCH-F0080](#) FinalAdmission

Valid Values:

See list of [valid values for PCH-E0510](#) in Appendix A.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '98' ('Out of State') when the student's county of origin is not within Washington. (REVISED; '99' was previously used for this purpose.)
 3. Provide '99' ('Unknown') when the student's county of origin is an unknown Washington county or when it is not even known whether the student's county of origin is within Washington. (REVISED; '75' was previously used for this purpose.)
-

Comments: Some institutions may be submitting '999' ('Unknown', previously 'Other') values for all students to protect student privacy in alignment with the [Keep Washington Working Act](#).

Last Updated: June 20, 2025

Data Element: Student State of Origin at Last Admission

ID: PCH-E0520

Definition: An acronym indicating the U.S. state or territory or origin for a student at the time of their last admission as a particular admission type (e.g., baccalaureate entering after high school) to a campus.

Example: TN

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

See list of [valid values for PCH-E0520](#) in Appendix.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '98' ('Non-US Jurisdiction') for students whose state or territory of origin is not within the USA. (REVISED; 'OC' was previously used for this purpose.)
 3. Provide '99' ('Unknown') for students whose state or territory of origin is unknown. (REVISED; 'UK' was previously used for this purpose.)
-

Comments: This element, formerly called 'State/Province of Origin at Last Admission', used to include Canadian provinces and territories. These entries have now been removed. '98' ('Non-US Jurisdiction') must now be used for Canadian students.

Last Updated: May 19, 2009

Data Element: Student Nation of Citizenship at Last Admission

ID: PCH-E0530

Definition: A 3-digit code indicating a student's nation of citizenship at the time of their last admission as a particular admission type (e.g., baccalaureate entering after high school) to a campus.

Example: 056

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

See list of [valid values for PCH-E0530](#) in Appendix A: Lists of Valid Values.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. For international students, report **the** Nation of Citizenship specified on student's visa.
 3. Provide '999' ('Unknown', previously 'Other') for students whose Nation of Citizenship is unknown **or not otherwise reported**.
-

Comments: Name of data element changed from "Nation of Origin" to "Nation of Citizenship".

Some institutions may be submitting '999' ('Unknown', previously 'Other') values for all students to protect student privacy in alignment with the [Keep Washington Working Act](#).

Last Updated: June 3, 2009

Data Element: **Student K-12 State ID**

ID: PCH-E0542

Definition: 10-digit State Student Identifier (SSID) number assigned by the Office of Superintendent of Public Instruction (OSPI) for unique identification of each public school student in the State of Washington.

Example: 1234567890

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

A 10-digit SSID number assigned by OSPI to a student while enrolled in the Washington public schools.

Data Submission Rules:

1. A valid value or 10 spaces must be provided in the appropriate field position in the collection file.
 2. Provide 10 spaces if a student's SSID is unknown or if the student was not assigned a SSID.
-

Comments: New element added to facilitate ERDC record-level matches between PCHEES and K-12 data sets.

Last Updated: January 10, 2009

Data Element:	Student High School Code
----------------------	---------------------------------

ID: PCH-E0550

Definition: The six-digit College Board (CEEB) code for the high school last attended by a student enrolled at an institution.

Example: 123456

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission
[PCH-F0080](#) FinalAdmission

Valid Values:

Any valid six-digit College Board (CEEB) code for a high school, either in-state or out of state, plus '999997' ('Other High School') and '999999' ('Unknown').

Use '999997' ('Other High School') when the high school attended by a student is not represented in the list of valid values for PCH-E0550. (To avoid overuse of this code, please present a list of such high schools to OFM for future inclusion in the list of valid values.)

See list of valid values for PCH-E0550 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '999999' ('Unknown') if, and only if, a student's high school is unknown, or the student did not attend a high school with a valid CEEB code.
-

Comments: Unlike in the original PCHEES data model, where only in-state CEEB high school codes (and a generic out-of-state code) were offered as valid values, all CEEB high school codes from all states and foreign countries are represented in the current PCHEES data model.

'999999' ('Unknown') substituted for 6 spaces as a submission option.

Last Updated: September 28, 2010

Data Element: **Student High School Completion Type**

ID: PCH-E0556

Definition: Two-digit code indicating whether a student enrolled at a reporting institution received a high school diploma or a general equivalency diploma (GED).

Example: 10

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission
[PCH-F0080](#) FinalAdmission

Valid Values:

10 Earned a high school diploma.
20 Earned a general equivalency diploma (GED).
30 Did not earn a high school diploma or a general equivalency diploma (GED).
80 Still attending high school.
99 Unknown.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '80' (Still attending high school) if the value provided for PCH-E0500 (Student Type) equals '10' (High School Dual Enrollment Student).
-

Comments: New element added to identify both high school diploma and GED recipients.

Last Updated: June 14, 2012

Data Element: Student High School Completion Year

ID: PCH-E0560

Definition: The four-digit calendar year in which a student enrolled at a reporting institution earned either a high school diploma or a general equivalency diploma (GED).

Example: 2006

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

Any calendar year in 'YYYY' format (e.g., '2006') falling within 100 years of the enrollment year.

Data Submission Rules:

1. A valid value or 4 spaces must be provided in the appropriate field position in the collection file.
 2. Provide 4 spaces if the value provided for PCH-E0556 (Student High School Completion Type) equals '30' ('Did not earn a high school diploma or a general equivalency diploma (GED)') or '80' ('Still attending high school').
 3. Provide 4 spaces if the year in which a student earned a high school diploma or a general equivalency diploma (GED) is unknown.
-

Comments:

Last Updated: November 4, 2009

Data Element: Student High School GPA

ID: PCH-E0570

Definition: The final grade point average (GPA) which a student who was admitted to a reporting institution earned at the high school from which he/she graduated.

Example: 3.45

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

Any GPA value in 'X.XX' format between '0.00' and '4.00', also '9.98' ('Not Applicable') and '9.99' ('Unknown').

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '9.98' ('Not Applicable') if the value provided for PCH-E0556 (Student High School Completion Type) equals '20' ('Student earned a GED'), '30' ('Did not earn a high school diploma or a GED '), or '80' (Still attending high school).
 3. Provide '9.99' ('Unknown') if the value provided for PCH-E0556 (Student High School Completion Type) equals '10' ('Student earned a high school diploma') but a student's final high school GPA is unknown.
 4. Provide '9.99' ('Unknown') if the value provided for PCH-E0556 (Student High School Completion Type) equals '99' ('Unknown').
-

Comments:

Last Updated: November 04, 2009

Data Element: Student Previous Institution Code

ID: PCH-E0580

Definition: The four-digit College Board (CEEB) code for the last previous higher education institution (if any) attended after high school by a student admitted to a reporting institution.

Example: 3456

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

Any valid four-digit College Board (CEEB) code for a higher education institution, either in-state or out of state, plus '9997' ('Other Institution'), '9998' ('No Previous Institution Attended After High School') and '9999' ('Unknown Whether Attended Previous Institution After High School').

Use '9997' ('Other Institution') when the institution previously attended by a student is not represented in the list of valid values for PCH-E0580. (To avoid overuse of this code, please present a list of such institutions to OFM for future inclusion in the list of valid values.)

See list of valid values for PCH-E0580 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
2. Provide '9998' ('No Previous Institution Attended After High School') if the value provided for PCH-E0500 (Student Type) equals '10' ('High School Dual Enrollment Student') or '21' ('Baccalaureate Student Entering from High School').
3. The value '9998' ('No Previous Institution Attended After High School') is not a valid value for the following Student Types (PCH-E0500):
 - 20 Other Transition to Baccalaureate Degree Seeking Status
 - 22 Baccalaureate Transfer Student
 - 23 Unknown Baccalaureate Student
 - 41 Graduate Student
 - 42 Professional Student
 - 43 Other Transition to Graduate Degree Seeking Status
 - 44 Other Transition to Professional Degree Seeking Status
 - 50 Other Graduate/Professional Student
 - 99 Unknown
4. Provide the reporting institution's four-digit CEEB code (PCH-E0090 Institution ID) as the value for PCH-E0580 if a student last attended the reporting institution in a different capacity than that currently reported in PCH-0500 (Student Type)—e.g., a student whose current admission type is 'Graduate Student' but whose prior participation in higher education was as a baccalaureate student at the same institution.

5. Provide the reporting institution's four-digit CEEB code (PCH-E0090 Institution ID) as the value for PCH-E0580 if the value provided for PCH-E0500 (Student Type) equals '20' ('Other Transition to Baccalaureate Degree Seeking Student'), '43' ('Other Transition to Graduate Degree Seeking Status') or '44' ('Other Transition to Professional Degree Seeking Status')

Comments: This data element was previously used to store both college and high school codes. PCH-E0550 (Student High School Code) now exists for storage of high school codes.

Unlike in the original PCHEES data model, where only in-state CEEB college codes (and a generic out-of-state code) were offered as valid values, all CEEB college codes from all states and foreign countries are represented in the current PCHEES data model.

Last Updated: May 23, 2019

Data Element: Student Previous Institution GPA

ID: PCH-E0600

Definition: The final cumulative grade point average (GPA) which a student admitted to a reporting institution earned at their previous higher education institution (if any).

Example: 3.45

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

Any GPA value in 'X.XX' format between 0.00 and 4.00, also '9.98' ('Not Applicable') and '9.99' ('Unknown').

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '9.98' ('Not Applicable') if a student did not attend previously another higher education institution after high school (i.e., if the value provided for PCH-E0580 = '9998').
 3. Provide '9.99' ('Unknown') if a student's final cumulative previous institution GPA is unknown or if it is not known whether a student attended previously another higher education institution after high school (i.e., if the value provided for PCH-E0580 = '9999').
-

Comments:

Last Updated: January 19, 2010

Data Element: Student Previous Institution Degree/Certificate Level

ID: PCH-E0610

Definition: Two-digit code designating the IPEDS level of the degree or certificate associated with a program of study offered by an institution.

Example: 01

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission
[PCH-F0080](#) FinalAdmission

Valid Values:

Valid values for 2007-08 through 2009-10:

- 01 Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours) received by student
- 02 Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours) received by student
- 03 Associate's degree received by student
- 04 Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 contact or clock hours) received by student
- 05 Bachelor's degree received by student
- 06 Post-baccalaureate certificate received by student
- 07 Master's degree received by student
- 08 Post-master's certificate received by student
- 09 Doctor's degree received by student
- 10 First-professional degree received by student
- 11 First-professional certificate (Post-degree) received by student
- 98 No award, degree or certificate received by student
- 99 Unknown what, if any, award, degree or certificate received by student (including cases where it is unknown whether student attended a previous higher education institution)

Valid values beginning 2010-11:

- 01 Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours) received by student
- 02 Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours) received by student
- 03 Associate's degree received by student
- 04 Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 contact or clock hours) received by student
- 05 Bachelor's degree received by student
- 06 Post-baccalaureate certificate received by student
- 07 Master's degree received by student
- 08 Post-master's certificate received by student
- 17 Doctor's Degrees (Research/Scholarship) received by student
- 18 Doctor's Degrees (Professional Practice) received by student
- 19 Doctor's Degrees (Other) received by student
- 98 No award, degree or certificate received by student
- 99 Unknown what, if any, award, degree or certificate received by student (including cases where it is unknown whether student attended a previous higher education institution)

One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
2. Provide '98' ('No award, degree or certificate received by student') if a student did not receive a degree or certificate from their previous higher education institution or if he/she did not attend a previous higher education institution after high school (i.e., if the value provided for PCH-E0580 = '9998').
4. Provide '99' ('Unknown') if it is not known: (a) what award, degree or certificate was received by a student attending a previous higher education institution after high school; (b) whether a student attending a previous higher education institution after high school received an award, degree or certificate; or even (c) whether a student attended a previous higher education institution after high school (i.e., if the value provided for PCH-E0580 = '9999').

Comments:

Last Updated: June 16, 2011

Data Element: Student Previous Institution Degree DTA/AST Status

ID: PCH-E0611

Definition: One-character alphanumeric code indicating whether a student's previous institution associate's degree (as reported in PCH-E0610) is a direct transfer agreement or associate of science transfer associate's degree.

Example: Y

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

Y Student's previous degree was a DTA or AST Associate's Degree
N Student's previous degree was not a DTA or AST Associate's Degree
9 Student's previous degree level is unknown

Data Submission Rules:

1. Provide "Y" if Student Previous Institution Degree/Certificate Level (PCH-E0610) equals "03" (Associate's Degree received by student) and the associate's degree is a DTA or AST.
 2. Provide "N" if (a) Student Previous Institution Degree/Certificate Level (PCH-E0610) is not equal to "03" (Associate's Degree received by student) and Student Previous Institution Degree/Certificate Level (PCH-E0610) not equal to "99" (Unknown) OR (b) Student Previous Institution Degree/Certificate Level (PCH-E0610) equals "03" (Associate's Degree received by student) and the associate's degree is not a DTA or AST.
 3. Provide "9" if Student Previous Institution Degree/Certificate Level (PCH-E0610) equals "99" (Unknown).
-

Comments:

Last Updated: July 3, 2013

Data Element:	Student Previous Institution Degree/Certificate Acronym
----------------------	--

ID: PCH-E0620

Definition: Acronym for the degree or certificate (if any) received from the higher education institution (if any) attended previously by a student admitted to a reporting institution.

Example: MFA

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

Official acronyms for the degrees or certificates received from a previous higher education institution.

Data Submission Rules:

1. Provide a valid value or 15 spaces in the appropriate field position in the collection file.
 2. If acronym has fewer than 15 characters, then right-pad or left-pad with spaces until the resulting string has 15 characters.
 3. Provide 15 spaces if a student did not receive a degree or certificate from their previous higher education institution or if a student did not attend a previous higher education institution (i.e., if the value provided for PCH-E0580 = '9998') or if it is not known whether a student attended previously another higher education institution after high school (i.e., if the value provided for PCH-E0580 = '9999').
-

Comments: This data element was previously called "Type of Associate Degree" and, as the name indicates, was limited to acronyms for associate degrees.

Length of field modified from 10 to 15 characters in width.

Last Updated: January 15, 2009

Data Element: **Baccalaureate Previous Credits Transferred: Total**

ID: PCH-E0640

Definition: Total number of college credits earned by a student prior to their first admission (either via transfer or after high school) as a baccalaureate student at a reporting campus/institution and accepted as transfer credits by the reporting institution. Included in this total are college credits accepted for transfer that were earned by the student while in high school (Running Start, College in High School, AP, or IB credits) as well as college credits accepted for transfer that were earned as an undergraduate at other institutions (including the most recent previous institution reported in PCH-E0580).

Example: 030.50

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

A six-digit decimal numeric string, expressed in 'XXX.XX' format, between '000.00' and '135.00'

Data Submission Rules:

1. Provide a valid value or 6 spaces in the appropriate field position in the collection file.
2. Provide a valid value if: (a) the value provided for PCH-E0500 (Student Type) equals '20' (Other Transition to Baccalaureate Degree Seeking Status), '21' ('Baccalaureate Student Entering after High School') or '22' ('Baccalaureate Transfer Student') or '23' ('Unknown Baccalaureate Student'); and (b) the reporting institution or agency records baccalaureate transfer credits.
3. Provide 6 spaces if the value provided for PCH-E0500 (Student Type) does not equal '20' (Other Transition to Baccalaureate Degree Seeking Status), '21' ('Baccalaureate Student Entering after High School') or '22' ('Baccalaureate Transfer Student') or '23' ('Unknown Baccalaureate Student').
4. Provide '000.00' as the valid value if, at the time of data collection, a baccalaureate student at a reporting institution or agency that records baccalaureate transfer credits has not received transfer credits for prior college coursework, even if it is possible that the student will receive transfer credits for that coursework at a later juncture.
5. Any value provided must be equal to or lesser than the value provided for PCH-E0630 (Baccalaureate Previous Credits Earned—Total).
6. A value must be provided if a value is provided for PCH-E0670 (Baccalaureate Dual Enrollment Transfer Credits: AP) or for PCH-E0680 (Baccalaureate Dual Enrollment Transfer Credits: IB).
7. Any value provided must be equal to or greater than the sum of the values provided for PCH-E0670 (Baccalaureate Dual Enrollment Transfer Credits: AP) and PCH-E0680 (Baccalaureate Dual Enrollment Transfer Credits: IB).
8. Any value provided must not exceed 135.00 credits. This rule does not apply to The Evergreen State College because of non-institutional credits associated with Consortium programs that may cause the credits to go above this limit.
9. 6 spaces must be provided in all Day10Admission collection file records.

Comments: In the previous version of Admission.txt (NewAdmit.txt), PCH-E0640 was used to store either the total number of prior college credits accepted for transfer at the time of admission or, for institutions that do not make transfer credit decisions at the time of admission, simply the total number of prior college credits earned that were reported to the institution at the time of admission. PCH-E0630 now exists to capture information about prior coursework; and PCH-0640 has been revised to capture information about transfer decisions regarding prior coursework.

Last Updated: September 4, 2019

Data Element: **Baccalaureate Previous Credits Transferred: AP**

ID: PCH-E0670

Definition: Total number of Advanced Placement (AP) transfer credits awarded by a reporting institution to a baccalaureate student (entering either via transfer or after high school).

Example: 027.75

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

A six-digit decimal numeric string, expressed in 'XXX.XX' format, between '000.00' and '135.00'

Data Submission Rules:

1. Provide a valid value or 6 spaces in the appropriate field position in the collection file.
 2. Provide a valid value if: (a) the value provided for PCH-E0500 (Student Type) equals '20' (Other Transition to Baccalaureate Degree Seeking Status), '21' ('Baccalaureate Student Entering after High School') or '22' ('Baccalaureate Transfer Student') or '23' ('Unknown Baccalaureate Student'); and (b) the reporting institution or agency records baccalaureate transfer credits.
 3. Provide 6 spaces if the value provided for PCH-E0500 (Student Type) does not equal '20' (Other Transition to Baccalaureate Degree Seeking Status), '21' ('Baccalaureate Student Entering after High School') or '22' ('Baccalaureate Transfer Student') or '23' ('Unknown Baccalaureate Student').
 4. Provide '000.00' as the valid value if a baccalaureate student at a reporting institution or agency that records baccalaureate transfer credits (a) did not take Advanced Placement courses, or (b) has yet to receive transfer credits for their Advanced Placement coursework.
 5. 6 spaces must be provided in all Day10Admission collection file records.
-

Comments:

Last Updated: June 20, 2025

Data Element: Baccalaureate Previous Credits Transferred: IB

ID: PCH-E0680

Definition: Total number of International Baccalaureate (IB) transfer credits awarded by a reporting institution to a baccalaureate student (entering either via transfer or after high school).

Example: 027.75

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

A six-digit decimal numeric string, expressed in 'XXX.XX' format, between '000.00' and '135.00'

Data Submission Rules:

1. Provide a valid value or 6 spaces in the appropriate field position in the collection file.
 2. Provide a valid value if: (a) the value provided for PCH-E0500 (Student Type) equals '20' (Other Transition to Baccalaureate Degree Seeking Status), '21' ('Baccalaureate Student Entering after High School') or '22' ('Baccalaureate Transfer Student') or '23' ('Unknown Baccalaureate Student'); and (b) the reporting institution or agency records baccalaureate transfer credits.
 3. Provide 6 spaces if the value provided for PCH-E0500 (Student Type) does not equal '20' (Other Transition to Baccalaureate Degree Seeking Status), '21' ('Baccalaureate Student Entering after High School') or '22' ('Baccalaureate Transfer Student') or '23' ('Unknown Baccalaureate Student').
 4. Provide '000.00' as the valid value if a baccalaureate student at a reporting institution or agency that records baccalaureate transfer credits (a) did not take IB courses, or (b) has yet to receive transfer credits for their IB coursework.
 5. 6 spaces must be provided in all Day10Admission collection file records.
-

Comments:

Last Updated: June 20, 2025

Data Element: Student SAT Math Score

ID: PCH-E0690

Definition: A student's highest score on the Math portion of the Scholastic Aptitude Test (SAT) when the student took the SAT before March 1, 2016.

NOTE: The SAT tests changed beginning in March 1, 2016. The new test scores (tests taken on or after 3/1/2016) are reported in data elements PCH-E1030, PCH-E1031, PCH-E1035, PCH-E1036 and PCH-E1037. The old test scores (tests taken before 3/1/2016) are reported in data elements PCH-E0690, PCH-E0691 and PCH-E0692.

Example: 730

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

Any three-digit integer string that is a multiple of ten between '200' and '800' (e.g., '730')

Data Submission Rules:

1. Provide a valid value (not spaces) when the SAT Date Taken (PCH-E1020) is less than March 1, 2016, and the student took the SAT Math Test.
 2. Provide 3 spaces if a student did not take the SAT Math Test or the student's score on the exam is unknown.
 3. Must be blank if SAT Date Taken (PCH-E1020) is greater than or equal to March 1, 2016
-

Comments: Users of this data should note that the SAT tests changed beginning in March 1, 2016. The scores for SAT tests taken before and after this date are not equivalent. Old and new scores must not be used in conjunction without proper concordance. [Concordance tables](#) are available from the College Board.

Last Updated: June 19, 2017

Data Element: Student SAT Critical Reading Score

ID: PCH-E0691

Definition: A student's highest score on the Critical Reading portion of the Scholastic Aptitude Test (SAT) when the student took the SAT before March 1, 2016.

NOTE: The SAT tests changed beginning in March 1, 2016. The new test scores (tests taken on or after 3/1/2016) are reported in data elements PCH-E1030, PCH-E1031, PCH-E1035, PCH-E1036 and PCH-E1037. The old test scores (tests taken before 3/1/2016) are reported in data elements PCH-E0690, PCH-E0691 and PCH-E0692.

Example: 730

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

Any three-digit integer string that is a multiple of ten between '200' and '800' (e.g., '730')

Data Submission Rules:

1. Provide a valid value (not spaces) when the SAT Date Taken (PCH-E1020) is less than March 1, 2016, and the student took the SAT Critical Reading Test.
 2. Provide 3 spaces when the student did not take the SAT Critical Reading test or the student's score on the exam is unknown.
 3. Must be blank if SAT Date Taken (PCH-E1020) is greater than or equal to March 1, 2016.
-

Comments: Users of this data should note that the SAT tests changed beginning in March 1, 2016. The scores for SAT tests taken before and after this date are not equivalent. Old and new scores must not be used in conjunction without proper concordance. [Concordance tables](#) are available from the College Board.

Last Updated: June 19, 2017

Data Element: **Student SAT Writing Score**

ID: PCH-E0692

Definition: A student's highest section score on the Writing portion of the Scholastic Aptitude Test (SAT) when the student took the SAT before March 1, 2016.

NOTE: The SAT tests changed beginning in March 1, 2016. The new test scores (tests taken on or after 3/1/2016) are reported in data elements PCH-E1030, PCH-E1031, PCH-E1035, PCH-E1036 and PCH-E1037. The old test scores (tests taken before 3/1/2016) are reported in data elements PCH-E0690, PCH-E0691 and PCH-E0692.

Example: 730

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission
[PCH-F0080](#) FinalAdmission

Valid Values:

Any three-digit integer string that is a multiple of ten between '200' and '800' (e.g., '730')

Data Submission Rules:

1. Provide a valid value (not spaces) when the SAT Date Taken (PCH-E1020) is less than March 1, 2016, and the student took the SAT Writing Test.
 2. Provide 3 spaces when the SAT Date Taken (PCH-E1020) is less than March 1, 2016, and the student did not take the SAT Writing Test or the student's score on the exam is unknown.
 3. Must be blank if SAT Date Taken (PCH-E1020) is greater than or equal to March 1, 2016.
-

Comments: Users of this data should note that the SAT tests changed beginning in March 1, 2016. The scores for SAT tests taken before and after this date are not equivalent. Old and new scores must not be used in conjunction without proper concordance. [Concordance tables](#) are available from the College Board.

Last Updated: June 19, 2017

Data Element: **Student ACT English Score**

ID: PCH-E0694

Definition: A student's highest score on the English section of the American College Testing Program (ACT) assessment.

Example: 25

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

Any two-digit integer string between '01' and '36'

Data Submission Rules:

1. Provide a valid value or 2 spaces in the appropriate field position in the collection file.
 2. Left-pad single-digit scores (i.e., scores between 1 and 9) with a zero.
 3. Provide 2 spaces if a student did not take the exam or if the student's score on the exam is unknown.
-

Comments:

Last Updated: March 1, 2009

Data Element: **Student ACT Math Score**

ID: PCH-E0695

Definition: A student's highest score on the Math section of the American College Testing Program (ACT) assessment.

Example: 25

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

Any two-digit integer string between '01' and '36'

Data Submission Rules:

1. Provide a valid value or 2 spaces in the appropriate field position in the collection file.
 2. Left-pad single-digit scores (i.e., scores between 1 and 9) with a zero.
 3. Provide 2 spaces if a student did not take the exam or if the student's score on the exam is unknown.
-

Comments:

Last Updated: March 1, 2009

Data Element: Student ACT Reading Score

ID: PCH-E0696

Definition: A student's highest score on the Reading section of the American College Testing Program (ACT) assessment.

Example: 25

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

Any two-digit integer string between '01' and '36'

Data Submission Rules:

1. Provide a valid value or 2 spaces in the appropriate field position in the collection file.
 2. Left-pad single-digit scores (i.e., scores between 1 and 9) with a zero.
 3. Provide 2 spaces if a student did not take the exam or if the student's score on the exam is unknown.
-

Comments:

Last Updated: March 1, 2009

Data Element: **Student ACT Science Score**

ID: PCH-E0697

Definition: A student's highest score on the Science section of the American College Testing Program (ACT) assessment.

Example: 25

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

Any two-digit integer string between '01' and '36'

Data Submission Rules:

1. Provide a valid value or 2 spaces in the appropriate field position in the collection file.
 2. Left-pad single-digit scores (i.e., scores between 1 and 9) with a zero.
 3. Provide 2 spaces if a student did not take the exam or if the student's score on the exam is unknown.
-

Comments:

Last Updated: March 1, 2009

Data Element: **Student ACT Composite Score**

ID: PCH-E0698

Definition: A student's highest composite score on the American College Testing Program (ACT) assessment. (This score is an average of a student's scores on the English, Math, Reading, and Science subject exams.)

Example: 25

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) FinalAdmission

Valid Values:

Any two-digit integer string between '01' and '36'

Data Submission Rules:

1. Provide a valid value or 2 spaces in the appropriate field position in the collection file.
 2. Left-pad single-digit scores (i.e., scores between 1 and 9) with a zero.
 3. Provide 2 spaces if a student did not take the exam or if the student's score on the exam is unknown.
-

Comments:

Last Updated: March 1, 2009

Data Element: Student ACT Writing Score

ID: PCH-E0699
Definition: A student’s highest score on the optional writing section of the American College Testing Program (ACT) assessment.
Example: 10

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission
[PCH-F0080](#) FinalAdmission

Valid Values:

Any two-digit integer string between ‘02’and ‘12’

Data Submission Rules:

1. Provide a valid value or 2 spaces in the appropriate field position in the collection file.
 2. Left-pad single-digit scores (i.e., scores between 1 and 9) with a zero.
 3. Provide 2 spaces if a student did not take the exam or if the student’s score on the exam is unknown.
-

Comments:

Last Updated: March 19, 2009

Data Element:	Course ID
----------------------	------------------

ID: PCH-E0700

Definition: Twelve-character alphanumeric code that uniquely identifies a distinct (single- or multiple-section) for-credit course offered by a reporting institution during a reporting term.

Example: PHIL 114

Collection Files Containing Data Element:

PCH-F0110	Day10Course
PCH-F0120	FinalCourse
PCH-F0130	Day10Registration
PCH-F0140	FinalRegistration

Valid Values:

Any twelve-character alphanumeric string that uniquely identifies a distinct (single- or multiple-section) course offered by a reporting institution during a reporting term. Typically, this value (e.g., 'PHIL 114') will be constructed by appending together (1) a six-character alphanumeric string containing the course acronym (e.g., 'PHIL ') and (2) a six-character alphanumeric string containing the course number (' 114').

NEW: Do *not* include Course Section ID (PCH-E0710) values in this string, since it is supposed to be a unique identifier for a distinct course offered singly or multiply during a reporting term, not for any one particular offering of the course during the term. Individual course sections are to be uniquely identified by the combination of the Course ID and Course Section ID values provided by the reporting institution.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. If a Course ID value contains fewer than 12 alphanumeric characters, append spaces to the right or to the left of the acronym until the resulting string contains 12 alphanumeric characters.
 3. Each value provided must be unique (i.e., it must represent one and only one for-credit course offered singly or multiply by an institution during a reporting term).
-

Comments:

Last Updated: September 18, 2008

Data Element:	Course Section ID
----------------------	--------------------------

ID: PCH-E0710

Definition: A six- character alphanumeric string that individuates multiple sections of the same course offered by a reporting institution during a reporting term.

Example: 000001

Collection Files Containing Data Element:

PCH-F0110	Day10Course
PCH-F0120	FinalCourse
PCH-F0130	Day10Registration
PCH-F0140	FinalRegistration

Valid Values:

Any six- character alphanumeric string that individuates multiple sections of the same course offered by a reporting institution during a reporting term.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. If value contains fewer than 6 alphanumeric characters, append spaces to the right or to the left until the resulting string contains alphanumeric characters.
 3. The value provided must be unique (i.e., it must represent one and only one section of a course).
-

Comments: Data element was widened from 3 to 6 characters at the request of several institutions.

Last Updated: September 18, 2008

Data Element:	Course Number
----------------------	----------------------

ID: PCH-E0720

Definition: A standardized 3-digit course catalog number for a course section offered by a reporting institution, where the first digit indicates the course level for the course section. 0 indicates a pre-undergraduate level course, 1 to 2 indicates a lower-level undergraduate course, 3 to 4 indicates an upper-level undergraduate course, and 5 or higher indicates a graduate/professional level course.

Example: 114

Collection Files Containing Data Element:

[PCH-F0110](#) Day10Course

[PCH-F0120](#) FinalCourse

Valid Values:

Any standardized 3-digit course catalog number for a course section offered by a reporting campus/ institution lying between '000' and '999', where the first digit indicates the course level for the course section. 0 indicates a pre-undergraduate level course, 1 to 2 indicates a lower-level undergraduate course, 3 to 4 indicates an upper-level undergraduate course, and 5 or higher indicates a graduate/ professional level course.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. All digits in the value must be numeric.
-

Comments:

Last Updated: January 16, 2009

Data Element:**Course Title**

ID: PCH-E0730

Definition: The course title for a course section offered by a reporting institution during a reporting term, as listed in the course catalog for the institution.

Example: The Moral Philosophy of Immanuel Kant

Collection Files Containing Data Element:

[PCH-F0110](#) Day10Course

[PCH-F0120](#) FinalCourse

Valid Values:

Any 100-character alphanumeric string that provides the title for a course offered by an institution

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. If a course title contains fewer than 100 alphanumeric characters, append spaces to the right or to the left until the resulting string contains 100 alphanumeric characters.
-

Comments:

Last Updated: September 18, 2008

Data Element:	Course Subject
----------------------	-----------------------

ID: PCH-E0740

Definition: A description of the course subject of a course section offered by a reporting institution during a reporting term.

Example: Philosophy

Collection Files Containing Data Element:

[PCH-F0110](#) Day10Course

[PCH-F0120](#) FinalCourse

Valid Values:

Any 30-character alphanumeric string providing an institutional description of a course subject area associated with a course section offered by a reporting institution during a reporting term. (A description provided by the institution need not match the NCES Classification of Instructional Programs (CIP) description for the course subject.)

NOTE: Course acronyms (e.g., 'PHIL') may be used for this data element if subject descriptions are not available.

Data Submission Rules:

1. A valid value or 30 spaces must be provided in the appropriate field position in the collection file.
 2. If a course subject description has fewer than 30 alphanumeric characters, then right-pad or left-pad with spaces until the resulting string has 30 alphanumeric characters.
-

Comments:

Last Updated: September 18, 2008

Data Element:	Course Subject CIP Code
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ID: PCH-E0750

Definition: Six-digit NCES Classification of Instructional Programs (CIP) code for the course subject of a course section offered by a reporting institution during a reporting term.

Example: 230501

Collection Files Containing Data Element:

[PCH-F0110](#) Day10Course

[PCH-F0120](#) FinalCourse

Valid Values:

Any valid six-digit NCES 2000 or NCES 2010 Classification of Instructional Programs (CIP) code.

See list of valid values for PCH-E0750 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. CIP codes are frequently represented as 'XX.XXXX', where the first two digits denote a broad area of instruction, and the latter four digits represent a sub-area of instruction. Do **not** provide CIP codes in this format. Instead, provide the six numbers without the period.
-

Comments: This data element was previously represented by two data elements: CIP Major and CIP Minor.

Last Updated: September 23, 2008

Data Element:	Course Section Instructional Type
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ID: PCH-E0760

Definition: Two-digit code indicating the instructional type of a course section offered by a reporting institution during a reporting term.

Example: 10

Collection Files Containing Data Element:

[PCH-F0110](#) Day10Course

[PCH-F0120](#) FinalCourse

Valid Values:

- 10 Organized Class Section: Lecture/Seminar
 - 11 Organized Class Section: Lab/Studio/Discussion/Recitation
 - 12 Organized Class Section: Lecture/Seminar + Lab/Studio/Discussion/Recitation
 - 20 Individualized Instruction: Directed/Independent Study/Research
 - 99 Unknown
-

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
-

Comments:

Last Updated: September 23, 2008

Data Element:	Course Section Duration
----------------------	--------------------------------

ID:	PCH-E0770
Definition:	Two-digit code indicated whether a course section is a single-term course section or is instead a multiple-course section.
Example:	10

Collection Files Containing Data Element:

PCH-F0110	Day10Course
PCH-F0120	FinalCourse

Valid Values:

10	Single-term course section
20	Multiple-term course section

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
-

Comments: This data element, first called 'Course Section Completion Status', was added to account for differences between the course-taking activity reported in the PCHEES Day 10 collection and that reported for the same term in the PCHEES Final collection. However, several technical difficulties have since been identified with such a corroboration. Accordingly, the data element has now been re-purposed to provide information on whether a course section is a single-term course section or is instead a multiple-term course section.

Last Updated: May 20, 2010

Data Element:	Course Section Instruction Delivery Type
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ID:	PCH-E0780
Definition:	Two-digit code indicating the primary mode of delivery for the instruction in a course section offered by a reporting institution during a reporting term.
Example:	10

Collection Files Containing Data Element:

PCH-F0110	Day10Course
PCH-F0120	FinalCourse

Valid Values:

00	Face-to-Face Instruction: A course section in which more than 25% of the instruction involves face-to-face contact between students and an instructor(s).
10	Distance Instruction: Pre-Recorded: A course section in which 75% or more of instruction is delivered via videotapes, CD's, DVD's or other types of portable video/audio technology rather than via face-to-face contact between students and an instructor(s).
20	Distance Instruction: Correspondence: A course section in which 75% or more of instruction is delivered via mailed information rather than via face-to-face contact between students and an instructor(s).
30	Distance Instruction: Web-Based: A course section in which 75% or more of instruction is delivered online using web tools rather than via face-to-face contact between students and an instructor(s).
40	Distance Instruction: Interactive Television: A course section in which 75% or more of instruction is delivered via K-20 or network-based video conferencing tools in real (synchronous) time with two-way remote (rather than face-to-face) interaction between instructor and students.
50	Distance Instruction: Broadcast: A course section in which 75% of instruction is delivered via satellite, cable, streaming video over the internet, or other broadcast technology in real (synchronous) time, albeit with one-way remote interaction only (as opposed either to face-to-face interaction or to two-way remote interaction) between instructor and students.
99	Unknown

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.

Comments:	This data element supersedes two previous data elements: Distance Learning Indicator and Distance Learning Type.
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Last Updated:	March 25, 2009
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Data Element:	Course Section Instruction Delivery Site
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ID: PCH-E0790

Definition: Eight-digit code indicating the primary site in which students receive instruction in a course section offered by a reporting institution during a reporting term.

Example: 12345678

Collection Files Containing Data Element:

[PCH-F0110](#) Day10Course
[PCH-F0120](#) FinalCourse

Valid Values:

See list of valid values for PCH-E0790 under the Documentation tab in the PCHEES system.

Instruction delivery site codes for higher education institutions consist of '1000' + the 4-digit CEEB code for the institution.

Instruction delivery site codes for high schools consist of '20' + the 6-digit CEEB code for the high school.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '99999994' ('Other Site: In-State') if the instruction is delivered to a Washington site not listed as a valid value for PCH-E0790.
 3. Provide '99999995' ('Other Site: Out-of-State (Domestic)') if the instruction is delivered to a domestic out-of-state site not listed as a valid value for PCH-E0790.
 4. Provide '99999996' ('Other Site: Out-of-State (International)') if the instruction is delivered to an international site not listed as a valid value for PCH-E0790.
 5. Provide '99999997' ('Multiple Sites') if the instruction is delivered to multiple sites.
 6. Provide '99999998' ('No Site') if the instruction is not delivered to a site, but only virtually (e.g., asynchronous web-based instruction) or to the student's home (e.g., correspondence instruction) rather than in a classroom or lab setting (either on-campus or at an off-campus site).
 7. Do not provide '99999998' ('No Site') if the value provided for PCH-E0780 (Course Section Instruction Delivery Type) equals '00' ('Traditional Instruction').
 8. Provide '99999999' ('Unknown') if the site of instructional delivery is unknown.
-

Comments: This data element was previously called 'Receiving Site Code'.

Valid values are no longer provided via institutional submission of 'Day10Site' and 'FinalSite' collection files. Rather, OFM will manage valid values centrally.

Last Updated: July 11, 2009

Data Element:	Course Section Online Learning Type
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ID: PCH-E0800

Definition: Two-digit code indicating the primary way in which web tools are used (if at all) in a course section at a reporting institution during a reporting term.

Example: 10

Collection Files Containing Data Element:

[PCH-F0110](#) Day10Course

[PCH-F0120](#) FinalCourse

Valid Values:

- 10 **Complete Online Learning:** A course section in which 75% or more of instruction is delivered online rather than via face-to-face contact between students and an instructor(s). Identical to '30' ('Distance Instruction: Web-Based') value for PCH-E0780 (Course Section Instruction Delivery Type).
- 20 **Hybrid Online Learning:** A course section in which some, but less than 75%, of instruction is delivered online rather than via face-to-face contact between students and an instructor(s).
- 30 **Enhanced Online Learning:** A course section that requires access to web based tools but where use of these tools does not displace any face-to-face seat time.
- 40 **Optional Online Learning:** A course section in which each student can choose either to attend class sessions or to receive instruction online.
- 98 **No Online Learning:** A course section that does not require access to web tools either as a substitute for, or as a supplement to, face-to-face seat time.
- 99 **Unknown**
-

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value '10' ('Complete Online Learning') must be provided if the value provided for PCH-E0780 (Course Section Instruction Delivery Type) equals '30' ('Distance Instruction: Web-Based').
-

Comments:

Last Updated: March 25, 2009

Data Element:	Course Section Start Date
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ID: PCH-E0810
Definition: The start date for a course section offered by an institution.
Example: 20060828

Collection Files Containing Data Element:

[PCH-F0110](#) Day10Course
[PCH-F0120](#) FinalCourse

Valid Values:

Any actual date expressed in the format 'YYYYMMDD', where 'YYYY' is the year (e.g., '2006'), 'MM' is the number for the month (e.g., '08' for August), and 'DD' is the number for a day in the month (e.g., '26').

Data Submission Rules:

1. A valid value or 8 spaces must be provided in the appropriate field position in the collection file.
 2. Provide 8 spaces if the value provided for PCH-E0830 (Course Section Variable Dates Indicator) = 'Y' ('Yes').
 3. Provide a valid value if the value provided for PCH-E0830 (Course Section Variable Dates Indicator) = 'N' ('No').
 4. The course section start date provided must not be later than the course section end date (PCH-E0820) provided.
-

Comments:

Last Updated: September 24, 2008

Data Element:	Course Section End Date
----------------------	--------------------------------

ID: PCH-E0820
Definition: The end date for a course section offered by an institution.
Example: 20061205

Collection Files Containing Data Element:

[PCH-F0110](#) Day10Course
[PCH-F0120](#) FinalCourse

Valid Values:

Any actual date expressed in the format 'YYYYMMDD', where 'YYYY' is the year (e.g., '2006'), 'MM' is the number for the month (e.g., '08' for August), and 'DD' is the number for a day in the month (e.g., '26').

Data Submission Rules:

1. A valid value or 8 spaces must be provided in the appropriate field position in the collection file.
 2. Provide 8 spaces if the value provided for PCH-E0830 (Course Section Variable Dates Indicator) = 'Y' ('Yes').
 3. Provide a valid value if the value provided for PCH-E0830 (Course Section Variable Dates Indicator) = 'N' ('No').
 4. The course section end date provided must not be earlier than the course section start date (PCH-E0810) provided.
-

Comments:

Last Updated: September 24, 2008

Data Element: **Course Section Variable Dates Indicator**

ID: PCH-E0830

Definition: A one-alpha code indicating whether different students enrolled in a course section start and end the course section on the same or on varying dates.

Example: N

Collection Files Containing Data Element:

[PCH-F0110](#) Day10Course
[PCH-F0120](#) FinalCourse

Valid Values:

Y Yes, the start date and the end date vary for different students enrolled in the course section.
N No, all students enrolled in the course section starts and ends the course section on the same dates.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
-

Comments:

Last Updated: September 24, 2008

Data Element: **Course Section Administrative Unit**

ID: PCH-E0832

Definition: A 30-character alphanumeric string describing the administrative unit for a course section offered by a reporting institution during a reporting term.

Example: Dept. of Philosophy & Religion

Collection Files Containing Data Element:

[PCH-F0110](#) Day10Course

[PCH-F0120](#) FinalCourse

Valid Values:

Any description of the institutionally-defined administrative unit for a course section offered by the reporting institution during a reporting term

Data Submission Rules:

1. A valid value or 30 spaces must be provided in the appropriate field position in the collection file.
 2. If the administrative unit description has fewer than 30 characters, then right-pad or left-pad with spaces until the resulting string has 30 characters.
-

Comments:

Last Updated: March 1, 2009

Data Element: **Course Section Registration Sequence**

ID: PCH-E0840

Definition: One-digit integer used to individuate multiple registrations for the same course section by the same student during a reporting term.

Example: 1

Collection Files Containing Data Element:

[PCH-F0130](#) Day10Registration

[PCH-F0140](#) FinalRegistration

Valid Values:

Any integer between 0 and 9 used to represent a single registration for a course section by a student during a reporting term.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value provided must be unique (i.e., it must represent one and only one registration for a particular course section by a particular student during a reporting term).
-

Comments: Valid value changed from an alphanumeric value to a numeric value only.

Last Updated: October 14, 2015

Data Element:	Course Section Repeat Course Indicator
----------------------	---

ID: PCH-E0850

Definition: One-alpha character code indicating whether a course taken by a student during a reporting term is identical to another course taken previously by the same student in which the grade given for the second course supersedes the grade given in the first course.

Example: Y

Collection Files Containing Data Element:

[PCH-F0130](#) Day10Registration
[PCH-F0140](#) FinalRegistration

Valid Values:

Y Yes, the course is a repeat course in which the grade given supersedes an earlier grade.
N No, the course is not a repeat course in which the grade given supersedes an earlier grade.
9 Unknown (valid only for Day10Registration submissions)

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
2. '9' ('Unknown') must be provided in all Day10Registration collection file records.
3. '9' ('Unknown') may not be provided in all FinalRegistration collection file records.

Comments:

Last Updated: July 6, 2009

Data Element: **Course Section Registration** **State Funding Source**

ID: PCH-E0860

Definition: Three-digit code indicating the state funding source for a course section registration, this being the primary type of state funds (if any) that covers all or part of a student's enrollment in a course section.

Example: 123

Collection Files Containing Data Element:

[PCH-F0130](#) Day10Registration

[PCH-F0140](#) FinalRegistration

Valid Values:

Effective beginning 2007-08:

100 State Funds Appropriated to Institution Providing Course
201 State-Funded Contract with SBCTC for EWU & Clark College Partnership
203 State-Funded Contract with SBCTC for CWU & Edmonds Community College Partnership
204 State-Funded Contract with SBCTC for CWU & Pierce College Partnership
205 State-Funded Contract with SBCTC for CWU & U Center of N Puget Sound Partnership
206 State-Funded Contract with SBCTC for TESC & U Center of N Puget Sound Partnership
207 State-Funded Contract with SBCTC for WWU & U Center of N Puget Sound Partnership
301 State-Funded Contract for Running Start Courses
401 State-Funded Contract for College in High School Courses
801 Other State Funds
901 No State Funds

Effective beginning 2010-11:

100 State Funds Appropriated to Institution Providing Course
201 State-Funded Contract with SBCTC for EWU & Clark College Partnership
203 State-Funded Contract with SBCTC for CWU & Edmonds Community College Partnership
204 State-Funded Contract with SBCTC for CWU & Pierce College Partnership
205 State-Funded Contract with SBCTC for CWU & U Center of N Puget Sound Partnership
206 State-Funded Contract with SBCTC for TESC & U Center of N Puget Sound Partnership
207 State-Funded Contract with SBCTC for WWU & U Center of N Puget Sound Partnership
208 State-Funded Contract with SBCTC for UW-Bothell & U Center of N Puget Sound Partnership
209 State-Funded Contract with SBCTC for WSU & Olympic College Partnership
210 State-Funded Contract with SBCTC for WWU & Olympic College Partnership
211 State-Funded Contract with SBCTC for WWU & Peninsula College Partnership
301 State-Funded Contract for Running Start Courses
401 State-Funded Contract for College in High School Courses
801 Other State Funds
901 No State Funds

Effective beginning 2014-15:

100	State Funds Appropriated to Institution Providing Course
201	State-Funded Contract with SBCTC for EWU & Clark College Partnership
203	State-Funded Contract with SBCTC for CWU & Edmonds Community College Partnership
204	State-Funded Contract with SBCTC for CWU & Pierce College Partnership
205	State-Funded Contract with WSU for CWU & U Center of N Puget Sound Partnership
206	State-Funded Contract with WSU for TESC & U Center of N Puget Sound Partnership
207	State-Funded Contract with WSU for WWU & U Center of N Puget Sound Partnership
208	State-Funded Contract with WSU for UW-Bothell & U Center of N Puget Sound Partnership
209	State-Funded Contract with SBCTC for WSU & Olympic College Partnership
210	State-Funded Contract with SBCTC for WWU & Olympic College Partnership
211	State-Funded Contract with SBCTC for WWU & Peninsula College Partnership
301	State-Funded Contract for Running Start Courses
401	State-Funded Contract for College in High School Courses
801	Other State Funds
901	No State Funds

Effective beginning 2025-26:

100	State Funds Appropriated to Institution Providing Course
201	State-Funded Contract with SBCTC for EWU & Clark College Partnership
203	State-Funded Contract with SBCTC for CWU & Edmonds Community College Partnership
204	State-Funded Contract with SBCTC for CWU & Pierce College Partnership
205	State-Funded Contract with WSU for CWU & U Center of N Puget Sound Partnership
206	State-Funded Contract with WSU for TESC & U Center of N Puget Sound Partnership
207	State-Funded Contract with WSU for WWU & U Center of N Puget Sound Partnership
208	State-Funded Contract with WSU for UW-Bothell & U Center of N Puget Sound Partnership
209	State-Funded Contract with SBCTC for WSU & Olympic College Partnership
210	State-Funded Contract with SBCTC for WWU & Olympic College Partnership
211	State-Funded Contract with SBCTC for WWU & Peninsula College Partnership
301	State-Funded Contract for Running Start Courses
302	Other State Funding Dual Enrollment Taught at Institution
303	Non-State/Unknown Funding Dual Enrollment Taught at Institution
401	State-Funded Contract for College in High School Courses
402	Other State Funding Dual Enrollment Taught at High School
403	Non-State/Unknown Funding Dual Enrollment Taught at High School
801	Other State Funds
901	No State Funds

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
2. Provide '901' ('No State Funds') if the value provided for PCH-E0910 (Course Section Remedial Learning Indicator) equals 'Y' ('Yes') but the value provided for PCH-E0920 (Course Section Remedial Learning Registration Type) equals '2' ('Remedial: Not Required').
3. Provide '901' ('No State Funds') if the registration is covered by an American Indian Non-Resident Tuition Fee Exemption (indicated by an '11' value provided for PCH-E0472 (Student Non-Resident Tuition Fee Exemption 1), PCH-E0473 (Student Non-Resident Tuition Fee Exemption 2), or PCH-E0474 (Student Non-Resident Tuition Fee Exemption 3)).
4. Provide '901' ('No State Funds') if the registration is covered by a Senior Citizen Tuition Fee Waiver (indicated by an '11' value provided for PCH-E0480 (Student Tuition Fee Waiver 1), PCH-E0481 (Student Tuition Fee Waiver 2), or PCH-E0482 (Student Tuition Fee Waiver 3)).

5. Provide '901' ('No State Funds') if the registration is covered by a State Employee or Higher Education Employee Tuition Fee Waiver (indicated by a '13' value provided for PCH-E0480 (Student Tuition Fee Waiver 1), PCH-E0481 (Student Tuition Fee Waiver 2), or PCH-E0482 (Student Tuition Fee Waiver 3)).
6. Provide '901' ('No State Funds') if the registration is covered by a Military Service or National Guard Tuition Fee Waiver (indicated by a '15' value provided for PCH-E0480 (Student Tuition Fee Waiver 1), PCH-E0481 (Student Tuition Fee Waiver 2), or PCH-E0482 (Student Tuition Fee Waiver 3)).
7. If '301' (State-Funded Contract for Running Start Courses, [RCW 28A.600.300](#)) is provided for this data element, PCH-0500 (Student type) must be '10' (High School Dual Enrollment Student) and PCH-E0502 (Student Running Start Affiliation) must be '10' (Current Running Start Student).
8. If '302' (Other State Funding Dual Enrollment Taught at Institution) or 303 (Non-State/Unknown Funding Dual Enrollment Taught at Institution) is provided for this data element, PCH-0500 (Student type) must be '10' (High School Dual Enrollment Student).
9. If '401' (State-Funded Contract for College in High School Courses, [RCW 28A.600.287](#)) is provided for this data element, PCH-0500 (Student type) must be '10' (High School Dual Enrollment Student).
10. If '402' (Other State Funding Dual Enrollment Taught at High School) or 403 (Non-State/Unknown Funding Dual Enrollment Taught at High School) is provided for this data element, PCH-0500 (Student type) must be '10' (High School Dual Enrollment Student).

Comments: This data element was renamed 'Course Section Registration State Funding Source' (from 'Course Section Registration State Funding Indicator') and lengthened from 1 to 3 characters to accommodate the data element's transformation from (1) a simple indicator flag for whether a course section registration is state-funded, to (2) a data element with valid values representing a variety of state funding sources. This change was necessitated by the conversion of PCH-E0090 (Institution ID) to an institutional identifier; and it makes possible the retirement of the old Course Section Registration Contract Funding Type data element. PCHEES will no longer track non-state-funded contract funding.

Funding sources 302, 303, 402, and 403 were added in July, 2025. Also, to reflect the more generic nature of the data element, i.e., its use to cover state and non-state funded courses, the data element was renamed to 'Course Section Registration Funding Source' (from 'Course Section Registration State Funding Source').

Last Updated: June 20, 2025

Data Element:	Course Section Credit Hours Attempted
----------------------	--

ID: PCH-E0880

Definition: Credit hours attempted by a student in a (registration for a) course section offered by a reporting institution.

Example: 03.00

Collection Files Containing Data Element:

[PCH-F0130](#) Day10Registration

[PCH-F0140](#) FinalRegistration

Valid Values:

A five-digit decimal numeric string, expressed in 'XX.XX' format, greater than '00.00' and less than or equal to '99.99'.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
-

Comments:

Last Updated: August 11, 2021

Data Element:	Course Section Credit Hours Earned
----------------------	---

ID:	PCH-E0890
Definition:	Credit hours earned by a student in a (registration for a) course section offered by a reporting institution.
Example:	03.00

Collection Files Containing Data Element:

PCH-F0130	Day10Registration
PCH-F0140	FinalRegistration

Valid Values:

A five-digit decimal numeric string, expressed in 'XX.XX' format, between '00.00' and '99.99'

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. '00.00' must be provided for all Day10Registration collection file records.
 3. The value provided must not exceed that provided for PCH-E0880 (Course Section Credit Hours Attempted) when the value provided for PCH-E0770 (Course Section Duration) equals '10' ('Single-Term Course Section').
 4. **The** value provided must not exceed the sum of values provided for PCH-E0880 (Course Section Credit Hours Attempted) in the current term and earlier terms when the value provided for PCH-E0770 (Course Section Duration) equals '20' ('Multiple-Term Course Section').
-

Comments:

Last Updated: June 20, 2025

Data Element: **Course Section Grade Letter**

ID: PCH-E0900

Definition: One-character alphanumeric code indicating the grade or posting status received by a student for their performance in a course section offered by an institution.

Example: W

Collection Files Containing Data Element:

[PCH-F0130](#) Day10Registration
[PCH-F0140](#) FinalRegistration

Valid Values:

A Student received a letter grade in the A- to A range or its numeric equivalent.
B Student received a letter grade in the B- to B+ range or its numeric equivalent.
C Student received a letter grade in the C- to C+ range or its numeric equivalent.
D Student received a letter grade in the D- to D+ range or its numeric equivalent.
F Student received a letter grade of F or its numeric equivalent.
S Student received a 'Satisfactory' grade. [Previously 'P']
U Student received an 'Unsatisfactory' grade.
W Withdrawn: Student withdrew from the course before the completion of the reporting term.
I Incomplete: Student received an as-yet-unresolved incomplete status for the course.
X No Posting: Student's grade or status for the course has yet to be posted.
7 Continuing course: grade not yet assigned
8 Student dropped the course (not an official withdrawal assigned a 'W' grade).

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. 'X' ('No Posting') must be provided in all Day10Registration collection file records.
 3. Provide '7' only when: (a) the value provided for PCH-E0770 (Course Section Duration) equals '20' ('Multiple-Term Course Section') and (b) the value provided for PCH-E0890 (Course Section Credit Hours Earned) equals '0.00'.
-

Comments: Name of data element changed from "Course Section Posting Status" to "Course Section Grade".

New valid value ('8'): Added to cover circumstance when a student is allowed or required to drop a course section without the drop qualifying as an official withdrawal from the course that triggers a 'W' grade assignment on the student's transcript.

New valid value ('7'): Added to cover circumstance when a student is in the midst of a multiple-term course section for which a grade will be assigned only after completion of the course section in a future term.

Last Updated: May 20, 2010

Data Element:	Course Section Grade Number
----------------------	------------------------------------

ID: PCH-E0902

Definition: Numeric equivalent of a letter grade received by a student for their performance in a course section offered by an institution.

Example: 3.0

Collection Files Containing Data Element:

[PCH-F0130](#) Day10Registration
[PCH-F0140](#) FinalRegistration

Valid Values:

Any number in X.X format between 0.0 and 4.0, also 9.8 ('Not Applicable') and 9.9 ('Unknown').

Data Submission Rules:

1. Provide a value between 3.4* and 4.0 if 'A' was provided for PCH-E0900 (Course Section Grade Letter).
2. Provide a value between 2.4** and 3.4* if 'B' was provided for PCH-E0900 (Course Section Grade Letter).
3. Provide a value between 1.4*** and 2.4** if 'C' was provided for PCH-E0900 (Course Section Grade Letter).
4. Provide a value between 0.7 and 1.4*** if 'D' was provided for PCH-E0900 (Course Section Grade Letter).
5. Provide a value between 0.0 and 0.6 if 'F' was provided for PCH-E0900 (Course Section Grade Letter).
6. Provide 9.8 ('Not applicable') if 'S' ('Satisfactory'), 'U' ('Unsatisfactory'), 'W' ('Withdrawn'), or '8' ('Dropped') was provided for PCH-E0900 (Course Section Grade Letter).
7. Provide 9.9 ('Unknown') if 'I' ('Incomplete'), 'X' ('Not Posted') or '7' ('Continuing') was provided for PCH-E0900 (Course Section Grade Letter).
8. 9.9 must be provided in all Day10Registration collection file records.

*Overlapping upper and lower bounds are necessary owing to institutional differences in numeric grade ranges for A and B letter grades.

**Overlapping upper and lower bounds are necessary owing to institutional differences in numeric grade ranges for B and C letter grades.

***Overlapping upper and lower bounds are necessary owing to institutional differences in numeric grade ranges for C and D letter grades.

Comments: New data element.

Last Updated: June 30, 2010

Data Element: **Course Section Remedial Learning Indicator**

ID: PCH-E0910

Definition: One-alpha character code indicating whether a course section at a reporting institution is designed to remedy an academic deficiency so that students can subsequently take regular for-credit academic courses.

Example: Y

Collection Files Containing Data Element:

[PCH-F0110](#) Day10Course

[PCH-F0120](#) FinalCourse

Valid Values:

Y Yes, the course section is a remedial course section.

N No, the course section is not a remedial course section.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
-

Comments:

Last Updated: September 23, 2008

Data Element:	Course Section Remedial Learning Registration Type
----------------------	---

ID: PCH-E0920

Definition: One-digit code indicating whether a registration for a course section at a reporting institution is a registration for a remedial course and, if so, whether it is required for the student's progress toward a degree.

Example: 1

Collection Files Containing Data Element:

[PCH-F0130](#) Day10Registration

[PCH-F0140](#) FinalRegistration

Valid Values:

- 1 **Required:** The course section is a remedial course section and the student's registration for the course section is required for progress towards a degree.
- 2 **Not Required:** The course section is a remedial course section but the student's registration for the course section is not required for progress towards a degree.
- 3 **Not Applicable:** The course section is not a remedial course section.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
2. Provide '3' ('Not Applicable') if the value provided for PCH-E910 (Course Section Remedial Learning Indicator) equals 'N'.

Comments: This data element was previously called "Required for Progress toward Degree Flag".

Last Updated: October 3, 2008

Data Element:	Student Completion Year
----------------------	--------------------------------

ID: PCH-E0040

Definition: The 12 month period, in which a student is awarded a degree or certificate from an institution, extending from the beginning of Summer term of one calendar year to the end of Spring term of the next calendar year.

Example: 200607

Collection Files Containing Data Element:

[PCH-F0150](#) Completion

Valid Values:

Any enrollment year expressed in the format 'XXXXYY', where 'XXXX' represents the starting calendar year, and 'YY' represents the last two digits of the ending calendar year, of the enrollment year (e.g., '200607' for the enrollment year beginning with the Summer 2006 term and ending with the Spring 2007 term).

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value provided must equal the enrollment year sub-string (positions 5 through 10) in the name of the collection file (e.g., '200708' in '3603200708FLCompletion.txt').
-

Comments:

Last Updated: July 30, 2010

Data Element:	Student Completion Term
----------------------	--------------------------------

ID: PCH-E0080

Definition: The academic term in which a student is awarded a degree from an institution.

Example: FL

Collection Files Containing Data Element:

[PCH-F0150](#) Completion

Valid Values:

SM Summer (Quarter System, Semester System)

FL Fall (Quarter System, Semester System)

WN Winter (Quarter System Only)

SP Spring (Quarter System, Semester System)

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value provided must equal the enrollment term sub-string (positions 11 and 12) in the name of the collection file (e.g., 'FL' in '3603200708FLCompletion.txt').
-

Comments:

Last Updated: July 30, 2010

Data Element: **Student Completion Campus ID**

ID: PCH-E0094

Definition: A unique two-digit code identifying which campus of a reporting institution awards a degree or certificate to a student.

Example: 10

Collection Files Containing Data Element:

[PCH-F0150](#) Completion

Valid Values:

See list of [valid values for PCH-E0094](#) in Appendix A.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
2. The value submitted must be a campus affiliated with the value submitted for PCH-E0090 (Institution ID).

Comments: New data element added following conversion of PCH-E0090 from “Agency ID” to “Institution ID”. (See comments for PCH-E0090)

Last Updated: May 2, 2009

Data Element: **Student Completion First Major: Program ID (REVISED)**

ID: PCH-E0930

Definition: Twelve character alphanumeric code identifying the primary field of study in a degree or certificate program completed by a student at a reporting institution during a reporting term.

Example: 123456ABCDEF

Collection Files Containing Data Element:

[PCH-F0150](#) Completion

Valid Values:

Any twelve-character alphanumeric value for PCH-E0220 (Program ID) provided by a reporting campus/institution, as reported in Day10Program.txt or in FinalProgram.txt.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. The value of '999999999998' ('Undeclared or Not Applicable') is not valid for this data element because all completion records must have a primary field of study.
-

Comments: This data element was previously named 'Student Degree First Major'.

Last Updated: June 13, 2011

Data Element: **Student Completion First Major: Program Concentration ID**

ID: PCH-E0932

Definition: Eight-character alphanumeric code identifying the area of concentration within the primary field of study associated with a degree or certificate completed by a student at a reporting institution during a reporting term.

Example: 1234ABCD

Collection Files Containing Data Element:

[PCH-F0150](#) Completion

Valid Values:

Any eight-character alphanumeric value for PCH-E0230 (Program Concentration ID) affiliated with any value for PCH-E0220 (Program ID) provided by an institution, as reported in Day10Program.txt or in FinalProgram.txt.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide for this data element a value of PCH-E0230 (Program Concentration ID) affiliated in Day10Program.txt or FinalProgram.txt with the value of PCH-E0220 (Program ID) provided for PCH-E0930 (Student Completion First Major: Program ID).
-

Comments:

Last Updated: January 14, 2009

Data Element: **Student Completion Second Major**

ID: PCH-E0940

Definition: Six-digit NCES Classification of Instructional Programs (CIP) identifying a second major completed by a student at a reporting institution during a reporting term.

Example: 230501

Collection Files Containing Data Element:

[PCH-F0150](#) Completion

Valid Values:

Any valid six-digit NCES 2000 Classification of Instructional Programs (CIP) code in 'XXXXXX' format, plus '999998' ('None').

See list of valid values for PCH-E0940 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '999998' ('None') if, and only if, a student did not complete a second major.
 3. CIP codes are frequently represented as 'XX.XXXX', where the first two digits denote a broad area of instruction, and the latter four digits represent a sub-area of instruction. Do **not** provide CIP codes in this format. Instead, provide the six numbers without the period.
-

Comments: This data element was previously named 'Student Degree Second Major'.

Last Updated: July 5, 2009

Data Element: **Student Completion First Minor**

ID: PCH-E0950

Definition: Six-digit NCES Classification of Instructional Programs (CIP) identifying a first minor completed by a student at a reporting institution during a reporting term.

Example: 230501

Collection Files Containing Data Element:

[PCH-F0150](#) Completion

Valid Values:

Any valid six-digit NCES 2000 Classification of Instructional Programs (CIP) code in 'XXXXXX' format, plus '999998' ('None').

See list of valid values for PCH-E0950 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '999998' ('None') if, and only if, a student did not complete a first minor.
 3. CIP codes are frequently represented as 'XX.XXXX', where the first two digits denote a broad area of instruction, and the latter four digits represent a sub-area of instruction. Do **not** provide CIP codes in this format. Instead, provide the six numbers without the period.
-

Comments: This data element was previously named 'Student Degree First Minor'.

Last Updated: July 5, 2009

Data Element: **Student Completion Second Minor**

ID: PCH-E0960

Definition: Six-digit NCES Classification of Instructional Programs (CIP) identifying a second minor completed by a student at a reporting institution during a reporting term.

Example: 230501

Collection Files Containing Data Element:

[PCH-F0150](#) Completion

Valid Values:

Any valid six-digit NCES 2000 Classification of Instructional Programs (CIP) code in 'XXXXXX' format, plus '999998' ('None').

See list of valid values for PCH-E0960 under the Documentation tab in the PCHEES system.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
 2. Provide '999998' ('None') if, and only if, a student did not complete a second minor.
 3. CIP codes are frequently represented as 'XX.XXXX', where the first two digits denote a broad area of instruction, and the latter four digits represent a sub-area of instruction. Do **not** provide CIP codes in this format. Instead, provide the six numbers without the period.
-

Comments: This data element was previously named 'Student Degree Second Minor'.

Last Updated: July 5, 2009

Data Element: Student Teaching Certification ID

ID: PCH-E0970

Definition: Seven-character alphanumeric Certification Number assigned to a student by the Washington Office of Superintendent of Public Instruction (OSPI) when approving teacher certification paperwork submitted for the student by the reporting institution.

Example: 123456A

Collection Files Containing Data Element:

[PCH-F0150](#) Completion

Valid Values:

Any valid seven-character alphanumeric OSPI Certification Number

Data Submission Rules:

1. A valid value or 7 spaces must be provided in the appropriate field position in the collection file.
 2. Provide 7 spaces if a student was not assigned a Certification Number by OSPI.
-

Comments: This data element replaces PCH-E0970 (Student Degree First Endorsement) and PCH-E0980 (Student Degree Second Endorsement). There is no longer any need for institutions to submit endorsement information to OFM, since OFM will be able to collect more of this information, and in greater detail, directly from OSPI once a student's OSPI Certification Number is provided in PCHEES submissions.

Last Updated: January 16, 2009

Data Element:	Student Completion Non-Institutional Credits Earned
----------------------	--

ID:	PCH-E0990
Definition:	Total credits earned elsewhere but applied towards completion of a student's program of study at an institution.
Example:	102.50

Collection Files Containing Data Element:

[PCH-F0150](#) Completion

Valid Values:

Any numeric string in 'XXX.XX' format between '000.00' and '999.99'

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
-

Comments: This data element was previously restricted to the first degree received by a student at a reporting institution.
This data element was previously named 'Student Degree Non-Institutional Credits Earned'.

Last Updated: January 15, 2009

Data Element: **Student Completion Institutional Credits Earned**

ID: PCH-E1000

Definition: Total credits earned at a reporting institution and applied towards a student's completion of a program of study at that institution. (This number does not include credits earned elsewhere but applied toward completion of the program of study.)

Example: 045.50

Collection Files Containing Data Element:

[PCH-F0150](#) Completion

Valid Values:

Any numeric string in 'XXX.XX' format between '000.00' and '999.99'

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.
-

Comments: This data element was previously restricted to the first degree received by a student at a reporting institution.
 This data element was previously named 'Student Degree Institutional Credits Earned'.

Last Updated: January 15, 2009

Data Element: Student Post-Baccalaureate Degree Indicator

ID: PCH-E1010

Definition: One-alpha character code indicating whether a student completing a program of study at a reporting institution had previously earned a bachelor's degree at the same or at another institution.

Example: Y

Collection Files Containing Data Element:

[PCH-F0150](#) Completion

Valid Values:

Y Yes, the student earned a bachelor's degree at the same or at another institution prior to completing their current program of study at the reporting institution.

N No, the student did not earn a bachelor's degree at the same or at another institution prior to completing their current program of study at the reporting institution.

Data Submission Rules:

1. A valid value must be provided in the appropriate field position in the collection file.

Comments:

Last Updated: October 5, 2008

Data Element:	Student SAT Date Taken
----------------------	-------------------------------

ID: PCH-E1020

Definition: Eight character date when the student took the Scholastic Aptitude Test (SAT). The SAT scoring changed beginning in March 1, 2016, and the new test scores are not equivalent to the older test scores. Scores where the student took the SAT before March 1, 2016 are old scores and those taken after March 1, 2016 are the new scores. This date field will be used to determine whether the student SAT scores are from the old or new test.

NOTE: The SAT tests changed beginning in March 1, 2016. The new test scores (tests taken on or after 3/1/2016) are reported in data elements PCH-E1030, PCH-E1031, PCH-E1035, PCH-E1036 and PCH-E1037. The old test scores (tests taken before 3/1/2016) are reported in data elements PCH-E0690, PCH-E0691 and PCH-E0692.

Example: 20160826

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) Final Admission

Valid Values:

Any actual date expressed in the format 'YYYYMMDD', where 'YYYY' is the year (e.g., '2016'), 'MM' is the number for the month (e.g., '08' for August), and 'DD' is the number for a day in the month (e.g., '26').

Data Submission Rules:

1. A valid date value must be provided if values exist for PCH-E0690 (Student SAT Math Score), PCH-E0691 (Student SAT Critical Reading (Verbal) Score), PCH-E0692 (Student SAT Writing Score), PCH-E1030 (Student SAT Math Section Score), PCH-E1031 (Student SAT Evidence Based Reading and Writing Section Score), PCH-E1035 (Student SAT Math Subsection Score), PCH-E1036 (Student SAT Reading Subsection Score) or PCH-E1037 (Student SAT Writing and Language Subsection Score).
 2. The date must be provided in 'YYYYMMDD' format in the appropriate field position in the collection file. **If** a date is not required then provide 8 spaces.
 3. The value provided must not be earlier than 19700101 (January 1, 1970)
 4. If a date is provided, the date must be less than the date of submission.
-

Comments:

Last Updated: June 19, 2017

Data Element: Student SAT Math Section Score

ID: PCH-E1030

Definition: A student's highest section score on the Math portion of the Scholastic Aptitude Test (SAT) when the student took the SAT on or after March 1, 2016.

NOTE: The SAT tests changed beginning in March 1, 2016. The new test scores (tests taken on or after 3/1/2016) are reported in data elements PCH-E1030, PCH-E1031, PCH-E1035, PCH-E1036 and PCH-E1037. The old test scores (tests taken before 3/1/2016) are reported in data elements PCH-E0690, PCH-E0691 and PCH-E0692.

Example: 730

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) Final Admission

Valid Values:

Any three-digit integer string that is a multiple of ten between '200' and '800' (e.g., '730')

Data Submission Rules:

1. Provide 3 spaces when PCH-E1020 (Student SAT Date Taken) is less than March 1, 2016 or blank (all spaces).
 2. Provide a valid value (not spaces) when PCH-E1020 (Student SAT Date Taken) is greater than or equal to March 1, 2016 and the Student took the SAT test.
 3. If either SAT section score is provided (PCH-E1030 or PCH-E1031) then both section scores (PCH-E1030 and PCH-E1031) must be provided.
 4. If any SAT subsection score is provided (PCH-E1035, PCH-E1036, PCH-1037) then both section scores (PCH-E1030 and PCH-E1031) must be provided.
-

Comments: Users of this data should note that the SAT tests changed beginning in March 1, 2016. The scores for SAT tests taken before and after this date are not equivalent. Old and new scores must not be used in conjunction without proper concordance. [Concordance tables](#) are available from the College Board.

Last Updated: June 2018

Data Element: Student SAT Evidence-based Reading and Writing Section Score

ID: PCH-E1031

Definition: A student's highest section score on the Evidence-Based Reading and Writing portion of the Scholastic Aptitude Test (SAT) when the student took the SAT on or after March 1, 2016.

NOTE: The SAT tests changed beginning in March 1, 2016. The new test scores (tests taken on or after 3/1/2016) are reported in data elements PCH-E1030, PCH-E1031, PCH-E1035, PCH-E1036 and PCH-E1037. The old test scores (tests taken before 3/1/2016) are reported in data elements PCH-E0690, PCH-E0691 and PCH-E0692.

Example: 730

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) Final Admission

Valid Values:

Any three-digit integer string that is a multiple of ten between '200' and '800' (e.g., '730')

Data Submission Rules:

1. Provide 3 spaces when PCH-E1020 (Student SAT Date Taken) is less than March 1, 2016 or blank (all spaces).
 2. Provide a valid value (not spaces) when PCH-E1020 (Student SAT Date Taken) is greater than or equal to March 1, 2016 and the Student took the SAT test.
 3. If either SAT section score is provided (PCH-E1030 or PCH-E1031) then both section scores (PCH-E1030 and PCH-E1031) must be provided.
 4. If any SAT subsection score is provided (PCH-E1035, PCH-E1036, PCH-1037) then both section scores (PCH-E1030 and PCH-E1031) must be provided.
-

Comments: Users of this data should note that the SAT tests changed beginning in March 1, 2016. The scores for SAT tests taken before and after this date are not equivalent. Old and new scores must not be used in conjunction without proper concordance. [Concordance tables](#) are available from the College Board.

Last Updated: June 2018

Data Element: Student Math SubSection Score

ID: PCH-E1035

Definition: A student’s highest score on the Math subsection portion of the Scholastic Aptitude Test (SAT) when the student took the SAT on or after March 1, 2016.

NOTE: The SAT tests changed beginning in March 1, 2016. The new test scores (tests taken on or after 3/1/2016) are reported in data elements PCH-E1030, PCH-E1031, PCH-E1035, PCH-E1036 and PCH-E1037. The old test scores (tests taken before 3/1/2016) are reported in data elements PCH-E0690, PCH-E0691 and PCH-E0692.

Example: 27

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission
[PCH-F0080](#) Final Admission

Valid Values:

Any two-digit integer string between ‘10’ and ‘40’.

Data Submission Rules:

1. Provide 2 spaces when PCH-E1020 (SAT Date Taken) is less than March 1, 2016 or blank (all spaces).
 2. When the SAT Date Taken is greater than or equal to March 1, 2016 and the student’s SAT Math Subsection test score is available, a valid value (not spaces) must be provided.
 3. Provide 2 spaces when SAT Date Taken is greater than or equal to March 1, 2016 and (a student didn't take the SAT Math subsection test or the student’s Math Subsection test score is not available).
-

Comments: Users of this data should note that the SAT tests changed beginning in March 1, 2016. The scores for SAT tests taken before and after this date are not equivalent. Old and new scores must not be used in conjunction without proper concordance. [Concordance tables](#) are available from the College Board.

Last Updated: June 2018

Data Element: Student Reading SubSection Score

ID: PCH-E1036

Definition: A student's highest score on the Reading subsection portion of the Scholastic Aptitude Test (SAT) when the student took the SAT on or after March 1, 2016.

NOTE: The SAT tests changed beginning in March 1, 2016. The new test scores (tests taken on or after 3/1/2016) are reported in data elements PCH-E1030, PCH-E1031, PCH-E1035, PCH-E1036 and PCH-E1037. The old test scores (tests taken before 3/1/2016) are reported in data elements PCH-E0690, PCH-E0691 and PCH-E0692.

Example: 27

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission

[PCH-F0080](#) Final Admission

Valid Values:

Any two-digit integer string between '10' and '40'.

Data Submission Rules:

1. Provide 2 spaces when PCH-E1020 (SAT Date Taken) is less than March 1, 2016 or blank (all spaces).
 2. When the SAT Date Taken is greater than or equal to March 1, 2016 and the student's SAT Reading Subsection test score is available, a valid value (not spaces) must be provided.
 3. Provide 2 spaces when SAT Date Taken is greater than or equal to March 1, 2016 and (a student didn't take the SAT Reading subsection test or the student's Reading Subsection test score is not available).
-

Comments: Users of this data should note that the SAT tests changed beginning in March 1, 2016. The scores for SAT tests taken before and after this date are not equivalent. Old and new scores must not be used in conjunction without proper concordance. [Concordance tables](#) are available from the College Board.

Last Updated: June 2018

Data Element: **Student Writing and Language SubSection Score**

ID: PCH-E1037

Definition: A student's highest score on the Writing and Language subsection portion of the Scholastic Aptitude Test (SAT) when the student took the SAT on or after March 1, 2016.

NOTE: The SAT tests changed beginning in March 1, 2016. The new test scores (tests taken on or after 3/1/2016) are reported in data elements PCH-E1030, PCH-E1031, PCH-E1035, PCH-E1036 and PCH-E1037. The old test scores (tests taken before 3/1/2016) are reported in data elements PCH-E0690, PCH-E0691 and PCH-E0692.

Example: 27

Collection Files Containing Data Element:

[PCH-F0070](#) Day10Admission
[PCH-F0080](#) Final Admission

Valid Values:

Any two-digit integer string between '10' and '40'.

Data Submission Rules:

1. Provide 2 spaces when PCH-E1020 (SAT Date Taken) is less than March 1, 2016 or blank (all spaces).
 2. When the SAT Date Taken is greater than or equal to March 1, 2016 and the student's SAT Writing and Language Subsection test score is available, a valid value (not spaces) must be provided.
 3. Provide 2 spaces when SAT Date Taken is greater than or equal to March 1, 2016 and (a student didn't take the SAT Writing and Language subsection test or the student's Writing and Language Subsection test score is not available).
-

Comments: Users of this data should note that the SAT tests changed beginning in March 1, 2016. The scores for SAT tests taken before and after this date are not equivalent. Old and new scores must not be used in conjunction without proper concordance. [Concordance tables](#) are available from the College Board.

Last Updated: June 2018

Appendix A: Lists of Valid Values

All data elements listed in PCHEES Collection Fields include descriptions of valid values, typically with a list of the allowed values. Some columns have a relatively large number of valid values; rather than including all values in the element description, the lists of allowed values are presented in this section.

PCH-V0090	Institution ID
PCH-V0092	Course Provider Campus ID
PCH-V0096	Student Admission Campus ID
PCH-V0098	Student Primary Enrollment Campus ID
PCH-V0094	Student Completion Campus ID
PCH-V0510	Student County of Origin at Last Admission
PCH-V0520	Student State of Origin at Last Admission
PCH-V0530	Student Nation of Citizenship at Last Admission

Valid Values:	Institution ID (PCH-E0090)
----------------------	-----------------------------------

Effective beginning 2007-08:

4044	Central Washington University
4292	The Evergreen State College
4301	Eastern Washington University
4705	Washington State University
4854	University of Washington
4947	Western Washington University

Effective beginning 2015-16:

4044	Central Washington University
4292	The Evergreen State College
4301	Eastern Washington University
C050	Eastern Washington University Semesterly
4705	Washington State University
4854	University of Washington
4947	Western Washington University

Effective beginning 2017-18:

4044	Central Washington University
4292	The Evergreen State College
4301	Eastern Washington University
C050	Eastern Washington University Semesterly
4705	Washington State University
C051	Washington State University College of Medicine
4854	University of Washington
4947	Western Washington University

Comments: Most institution codes use four-digit CEEB codes following conversion of PCH-E0090 to institutional identifier. (See comments for PCH-E0090.)

Two year institution IDs were removed from the list of valid values for PCH-E0090 in April 2013. Two year institution data is no longer collected by the PCHEES system.

Institution ID C050 was created in August 2015 for the collection of semester enrollment and completion data from Eastern Washington University (EWU). This new institution ID allows us to separate EWU quarter data from their semester data.

Institution ID C051 was created in June 2018 for the collection of semester enrollment and completion data from Washington State University (WSU) College of Medicine. This new institution ID allows us to separate WSU College of Medicine data from the other WSU data.

Last Updated: May 4, 2018

Valid Values:

- Course Provider Campus ID (PCH-E0092)**
- Student Completion Campus ID (PCH-E0094)**
- Student Admission Campus ID (PCH-E0096)**
- Student Primary Enrollment Campus ID (PCH-E0098)**

Effective beginning 2007-08:

- 10 CWU Campus (Ellensburg)
- 12 EWU Campus (Cheney)
- 14 TESC Campus (Olympia)
- 16 UW Bothell Campus
- 17 UW Seattle Campus
- 18 UW Tacoma Campus
- 20 WSU Pullman Campus
- 21 WSU Spokane Campus
- 22 WSU Tri-Cities Campus
- 23 WSU Vancouver Campus
- 26 WWU Campus (Bellingham)
- 99 Unknown (valid for PCH-E0096 only)

Effective beginning 2015-16:

- 10 CWU Campus (Ellensburg)
- 12 EWU Campus (Cheney)
- 75 EWU Campus (Cheney) (Semesterly)
- 14 TESC Campus (Olympia)
- 16 UW Bothell Campus
- 17 UW Seattle Campus
- 18 UW Tacoma Campus
- 20 WSU Pullman Campus
- 21 WSU Spokane Campus
- 22 WSU Tri-Cities Campus
- 23 WSU Vancouver Campus
- 26 WWU Campus (Bellingham)
- 99 Unknown (valid for PCH-E0096 only)

Effective beginning 2017-18:

10	CWU Campus (Ellensburg)
12	EWU Campus (Cheney)
75	EWU Campus (Cheney) (Semesterly)
14	TESC Campus (Olympia)
16	UW Bothell Campus
17	UW Seattle Campus
18	UW Tacoma Campus
20	WSU Pullman Campus
21	WSU Spokane Campus
22	WSU Tri-Cities Campus
23	WSU Vancouver Campus
77	WSU Pullman Campus (College of Medicine)
78	WSU Spokane Campus (College of Medicine)
79	WSU Tri-Cities Campus (College of Medicine)
80	WSU Vancouver Campus (College of Medicine)
26	WWU Campus (Bellingham)
99	Unknown (valid for PCH-E0096 only)

Comments: New data elements were added following conversion of PCH-E0090 to institutional identifier. (See comments for PCH-E0090.)

Two year campus IDs were removed from the list of valid values in April 2013. Two year institution data is no longer collected by the PCHEES system.

Campus ID 75 was created in August 2015 for the collection of semester enrollment and completion data from Eastern Washington University (EWU). This new campus ID allows us to separate EWU quarter data from their semester data.

Campus IDs 77, 78, 79 and 80 were created in May 2018 for the collection of semester enrollment and completion data from Washington State University (WSU) College of Medicine. These new campus IDs allow us to separate WSU College of Medicine data from the other WSU data.

Last Updated: May 4, 2018

Valid Values: Student State of Origin at Last Admission (PCH-E0520)

ABBREVIATION	FULL NAME
AA	Armed Forces Americas
AE	Armed Forces Europe, Canada, Africa, Middle East
AK	Alaska
AL	Alabama
AP	Armed Forces Pacific
AR	Arkansas
AS	American Samoa
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MI	Michigan
MN	Minnesota
MO	Missouri
MP	Northern Mariana Islands
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon

ABBREVIATION	FULL NAME
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VI	Virgin Islands
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming
98	Non-US Jurisdiction (formerly 'OC' for 'Out of Country')
99	Unknown (formerly 'UK')

Comments: The following records were removed from the list of valid values for PCH-E0520 because they are now valid values for PCH-E0530 (Student Nation of Citizenship at Last Admission and so must correspond to a value of "99" ('Not in United States or Canada') for PCH-E0180 or PCH-E0520.

- FM: Federated States of Micronesia
- MH: Marshall Islands
- PW: Palau

(These three newly sovereign nations were formerly part of the Trust Territory of the Pacific Islands administered by the United States of America but have been in a Compact of Free Association (COFA) with the USA since 1984.)

The following records, each a reference to a Canadian province or territory, were removed from the list of valid values for PCH-E0180 and PCH-E0520 in keeping with the decision to limit PCH-E0180 and PCH-E0520 to American states and territories:

- BC British Columbia
- MB Manitoba
- NB New Brunswick
- NF Newfoundland
- NS Nova Scotia
- NT Northwest Territories
- ON Ontario
- PE Prince Edward Island
- QC Quebec
- SK Saskatchewan
- YT Yukon

Last Updated: July 13, 2011

Valid Values: Student County of Origin at Last Admission (PCH-E0510)

COUNTY CODE	COUNTY NAME
01	Adams
02	Asotin
03	Benton
04	Chelan
05	Clallam
06	Clark
07	Columbia
08	Cowlitz
09	Douglas
10	Ferry
11	Franklin
12	Garfield
13	Grant
14	Grays Harbor
15	Island
16	Jefferson
17	King
18	Kitsap
19	Kittitas
20	Klickitat
21	Lewis
22	Lincoln
23	Mason
24	Okanogan
25	Pacific
26	Pend Oreille
27	Pierce
28	San Juan
29	Skagit
30	Skamania
31	Snohomish
32	Spokane
33	Stevens
34	Thurston
35	Wahkiakum
36	Walla Walla
37	Whatcom
38	Whitman
39	Yakima
98	Out of State (previously 99)
99	Unknown (previously 75)

Comments: Note that [these codes from the OFM](#) are different from [US Census FIPS codes](#).

Last Updated: July 13, 2011

Valid Values: Student Nation of Citizenship at Last Admission (PCH-E0530)

COUNTRY CODE	COUNTRY NAME
004	Afghanistan
248	Aland Islands
008	Albania
012	Algeria
020	Andorra
024	Angola
660	Anguilla
028	Antigua And Barbuda
032	Argentina
051	Armenia
533	Aruba
036	Australia
040	Austria
031	Azerbaijan
044	Bahamas
048	Bahrain
050	Bangladesh
052	Barbados
112	Belarus
056	Belgium
084	Belize
204	Benin
060	Bermuda
064	Bhutan
068	Bolivia (Plurinational State of)
535	Bonaire, Sint Eustatius and Saba
070	Bosnia And Herzegovina
072	Botswana
076	Brazil
096	Brunei Darussalam
100	Bulgaria
854	Burkina Faso
108	Burundi
132	Cabo Verde
116	Cambodia
120	Cameroon
124	Canada

COUNTRY CODE	COUNTRY NAME
136	Cayman Islands
140	Central African Republic
148	Chad
152	Chile
156	China
166	Cocos (Keeling) Islands
170	Colombia
174	Comoros
178	Congo
180	Congo, The Democratic Republic Of The
184	Cook Islands
188	Costa Rica
384	Côte D'Ivoire
191	Croatia
192	Cuba
531	Curaçao
196	Cyprus
203	Czechia
208	Denmark
262	Djibouti
212	Dominica
214	Dominican Republic
218	Ecuador
818	Egypt
222	El Salvador
226	Equatorial Guinea
232	Eritrea
233	Estonia
231	Ethiopia
238	Falkland Islands (Malvinas)
234	Faroe Islands
242	Fiji
246	Finland
250	France
254	French Guiana
258	French Polynesia
266	Gabon
270	Gambia
268	Georgia
276	Germany

COUNTRY CODE	COUNTRY NAME
288	Ghana
292	Gibraltar
300	Greece
304	Greenland
308	Grenada
312	Guadeloupe
320	Guatemala
831	Guernsey
324	Guinea
624	Guinea-Bissau
328	Guyana
332	Haiti
336	Holy See (Vatican City State)
340	Honduras
344	Hong Kong
348	Hungary
352	Iceland
356	India
360	Indonesia
364	Iran, Islamic Republic Of
368	Iraq
372	Ireland
833	Isle of Man
376	Israel
380	Italy
388	Jamaica
392	Japan
832	Jersey
400	Jordan
398	Kazakhstan
404	Kenya
296	Kiribati
408	Korea, Democratic People's Republic Of
410	Korea, Republic Of
414	Kuwait
417	Kyrgyzstan
418	Lao People's Democratic Republic
428	Latvia
422	Lebanon
426	Lesotho

COUNTRY CODE	COUNTRY NAME
430	Liberia
434	Libya
438	Liechtenstein
440	Lithuania
442	Luxembourg
446	Macao
450	Madagascar
454	Malawi
458	Malaysia
462	Maldives
466	Mali
470	Malta
584	Marshall Islands
474	Martinique
478	Mauritania
480	Mauritius
175	Mayotte
484	Mexico
583	Micronesia, Federated States Of
498	Moldova, Republic Of
492	Monaco
496	Mongolia
499	Montenegro
500	Montserrat
504	Morocco
508	Mozambique
104	Myanmar
516	Namibia
520	Nauru
524	Nepal
528	Netherlands
540	New Caledonia
554	New Zealand
558	Nicaragua
562	Niger
566	Nigeria
570	Niue
574	Norfolk Island
807	North Macedonia
578	Norway

COUNTRY CODE	COUNTRY NAME
512	Oman
586	Pakistan
585	Palau
275	Palestine, State of
591	Panama
598	Papua New Guinea
600	Paraguay
604	Peru
608	Philippines
612	Pitcairn
616	Poland
620	Portugal
634	Qatar
638	Réunion
642	Romania
643	Russian Federation
646	Rwanda
654	Saint Helena
659	Saint Kitts And Nevis
662	Saint Lucia
666	Saint Pierre And Miquelon
670	Saint Vincent And The Grenadines
652	Saint Barthélemy
663	Saint Martin (French part)
882	Samoa
674	San Marino
678	Sao Tome And Principe
680	Sark
682	Saudi Arabia
686	Senegal
688	Serbia
690	Seychelles
694	Sierra Leone
702	Singapore
534	Sint Maarten (Dutch part)
703	Slovakia
705	Slovenia
090	Solomon Islands
706	Somalia
710	South Africa

COUNTRY CODE	COUNTRY NAME
724	Spain
144	Sri Lanka
736	Sudan (Valid for years 200708 to 201112. Sudan split into two nations beginning 201213.)
728	South Sudan (Sudan split into two nations beginning 201213.)
729	Sudan (Sudan split into two nations beginning 201213.)
740	Suriname
744	Svalbard And Jan Mayen Islands
748	Eswatini (formerly Swaziland)
752	Sweden
756	Switzerland
760	Syrian Arab Republic
158	Taiwan, Province Of China
762	Tajikistan
834	Tanzania, United Republic Of
764	Thailand
626	Timor-Leste
768	Togo
772	Tokelau
776	Tonga
780	Trinidad And Tobago
788	Tunisia
792	Turkey
795	Turkmenistan
796	Turks And Caicos Islands
798	Tuvalu
800	Uganda
804	Ukraine
784	United Arab Emirates
826	United Kingdom
840	United States
581	United States Minor Outlying Islands
858	Uruguay
860	Uzbekistan
548	Vanuatu
862	Venezuela (Bolivarian Republic of)
704	Vietnam
092	Virgin Islands (British)
876	Wallis And Futuna Islands
732	Western Sahara
887	Yemen

COUNTRY CODE	COUNTRY NAME
894	Zambia
716	Zimbabwe
999	Unknown (previously Other)

Comments: Country codes are from the [United Nations Department of Economic and Social Affairs Statistics Division](#).

The following records were removed from the list of valid values for PCH-E0530 because they also appear as valid values for PCH-E0520 (Student State/Province of Origin at Last Admission) and so must correspond to a value of '840' ('United States') for PCH-E0530:

016	American Samoa	(PCH-E0520 value = 'AS')
316	Guam	(PCH-E0520 value = 'GU')
580	Northern Mariana Islands	(PCH-E0520 value = 'MP')
630	Puerto Rico	(PCH-E0520 value = 'PR')
850	Virgin Islands (U.S.)	(PCH-E0520 value = 'VI')

These records also were removed from the list of valid values for PCH-E0530:

074	Bouvet Island	(an uninhabited, sub-Antarctic volcanic island)
249	France, Metropolitan	(not required, since France is a valid value)

The following records were restored to the list of valid values for PCH-E0530, and correspondingly removed from the list of valid values for PCH-E0180 (Enrollment Site State) and PCH-E0520 (Student State of Origin at Last Submission). These three newly sovereign nations were formerly part of the Trust Territory of the Pacific Islands administered by the United States of America but have been in a Compact of Free Association (COFA) with the USA since 1984.

FM	Federated States of Micronesia
MH	Marshall Islands
PW	Palau

2024:

A record was added for a country in the UN list that was not represented in the PCHEES nation table.

166	Cocos (Keeling) Islands
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Name of data element changed from "Nation of Origin" to "Nation of Citizenship".

2025:

Removed 530 = Netherlands Antilles. Required changing the nation for two [site] records.

Last Updated: June 20, 2025

Appendix B: How to Report Dual/Concurrent Enrollment High School Students

The addition of several new codes for PCH-E0860 (Course Section Registration Funding Source) complicates how to report dual-enrollment high school students. Some dual-enrollment high school students may be enrolled in formal programs such as Running Start and College in High School.

- 1. High school students participating in the State-Funded Running Start Program (RCW 28A.600.300)** should be reported as:

Admission File

- a. Student Type = 10 High School Dual Enrollment Student
- b. Running Start Affiliation = 10 Current Running Start Student
- c. High School Completion Type = 80 Still Attending High School
- d. High School Completion Year = blank

Registration File

- a. At least one course registration must have Funding Source:
301 = State-Funded Contract for Running Start Courses
- b. It is possible there could be additional course registrations with Funding Source:
 - 302 = Non-State-Funded High School Contracts for Courses Provided by the Higher Education Institution
 - 303 = Non-State/Unknown Funding Dual Enrollment Taught at Institution
 - 401 = State-Funded Contract for College in High School Courses
 - 402 = Non-State-Funded High School Contracts for Courses Provided by the High School
 - 403 = Non-State/Unknown Funding Dual Enrollment Taught at High School

- 2. High school students participating in the State-Funded College in High School Program (RCW 28a.600.287)** should be reported as:

Admission File

- a. Student Type = 10 High School Dual Enrollment Student
- b. Running Start Affiliation should be one of the following:
 - 20 = Former Running Start (would likely be rare)
 - 30 = No Running Start Affiliation
 - 99 = Unknown
- c. High School Completion Type = 80 Still Attending High School
- d. High School Completion Year = blank

Registration File

- a. At least one course registration must have Funding Source:
401 State-Funded Contract for College in High School Courses
- b. It is possible there could be additional course registrations with Funding Source:
 - 301 State-Funded Contract for Running Start Courses
 - 302 = Non-State-Funded High School Contracts for Courses Provided by the Higher Education Institution
 - 303 = Non-State/Unknown Funding Dual Enrollment Taught at Institution
 - 402 = Non-State-Funded High School Contracts for Courses Provided by the High School
 - 403 = Non-State/Unknown Funding Dual Enrollment Taught at High School

3. High school students participating in Non-State-Funded programs with the Courses Provided by the Higher Education Institution should be reported as:

Admission File

- a. Student Type = 10 High School Dual Enrollment Student
- b. Running Start Affiliation should be one of the following:
 - 20 = Former Running Start (would likely be rare)
 - 30 = No Running Start Affiliation
 - 99 = Unknown
- c. High School Completion Type = 80 Still Attending High School

Registration File

- a. At least one course registration must have Funding Source:
302 = Non-State-Funded High School Contracts for Courses Provided by the Higher Education Institution
- b. It is possible there could be additional course registrations with Funding Source:
 - 301 State-Funded Contract for Running Start Courses
 - 303 = Non-State/Unknown Funding Dual Enrollment Taught at Institution
 - 401 = State-Funded College in High School Contracts
 - 402 = Non-State-Funded High School Contracts for Courses Provided by the High School
 - 403 = Non-State/Unknown Funding Dual Enrollment Taught at High School

4. High school students participating in Non-State-Funded programs with the Courses Provided by the High School should be reported as:

Admission File

- a. Student Type = 10 High School Dual Enrollment Student
- b. Running Start Affiliation
 - 20 = Former Running Start (would likely be rare)
 - 30 = No Running Start Affiliation
 - 99 = Unknown
- c. High School Completion Type = 80 Still Attending High School

Registration File

- a. At least one course registration must have the following Funding Source:
402 = Non-State-Funded High School Contracts for Courses Provided by the High School
- b. It is possible there could be additional course registrations with Funding Source:
 - 301 State-Funded Contract for Running Start Courses
 - 303 = Non-State/Unknown Funding Dual Enrollment Taught at Institution
 - 302 = Other State Funding Dual Enrollment Taught at Institution
 - 401 = State-Funded College in High School Contracts
 - 403 = Non-State/Unknown Funding Dual Enrollment Taught at High School

5. High School Students enrolled in Courses at a higher education institution who are not participating in any dual credit program, concurrent enrollment program, or articulated credit program, i.e., non-matriculated high school students taking courses but not seeking a degree (e.g., basket weaving or any credit bearing course) and not participating in a High School Dual Enrollment program.

These students should be reported as:

Admission File

- a. Student Type = 10 High School Dual Enrollment Student
- b. Running Start Affiliation should be one of the following:
 - 20 = Former Running Start (would likely be rare)
 - 30 = No Running Start Affiliation
 - 99 = Unknown
- c. High School Completion Type = 80 Still Attending High School

Registration File

- a. None of the student's course registrations during the term are funded by any of the following Funding Sources:
 - 301 State-Funded Running Start Contracts
 - 302 = Other State Funding Dual Enrollment Taught at Institution
 - 401 = State-Funded College in High School Contracts
 - 402 = Other State Funding Dual Enrollment Taught at High School
- b. It is possible there could be additional course registrations with Funding Source:
 - 303 = Non-State/Unknown Funding Dual Enrollment Taught at Institution
 - 403 = Non-State/Unknown Funding Dual Enrollment Taught at High School

Last Updated: June 20, 2025

Appendix C: PCHEES History

PCHEES was built to provide data for Higher Education Enrollment Reports (HEER), Budget Driver Reports, and Public Higher Education Enrollment Projections published by the OFM Forecasting Division.

PCHEES was originally written as a Microsoft Access database application, which was then migrated to Microsoft SQL Server.

Ten years of enrollment data collected from public four-year post-secondary institutions in Washington on the tenth day of each academic term were stored in the original PCHEES database.

PCHEES was expanded to accept institutional submissions of data on student admissions, term enrollment outcomes, and degree completions. This expansion was undertaken to support the research and reporting needs of higher education institutions, the Washington Student Achievement Council (previously known as Higher Education Coordinating Board), and OFM's Education Research and Data Center (ERDC). The PCHEES database will serve as the primary source for public four-year higher education data in the ERDC's new Statewide Longitudinal Education Data System.

Last Updated: July 15, 2024

Appendix D: Document History

2025-06-20

Some minor formatting changes were made in 2025. Any code changes are noted in the element descriptions.

- Version number was incremented to date of publication.
- Added Appendix B (How to Report Dual/Concurrent Enrollment High School Students).
- Font changed from Arial to Source Sans Pro, consistent with current OFM conventions.

2024-07-26

Major formatting changes were made to this document in 2024. Only those substantive changes to data are shown in red font. "Last updated" dates on pages were only updated when there were substantive data changes.

- Version number was incremented to 1.21.
- Changed a tremendous amount of text that was in Normal style to different styles, e.g.,
 - Minor sections with lines above and below title to a style. Eliminated lots of paragraph marks for this.
 - Many subsections/elements had the element title and then a line. There were too many horizontal lines.
 - A horizontal line was added above the element title so it is clear that what is between two horizontal lines is a single conceptual unit.
 - Styles were used for this, including vertical offsets to eliminate a lot of paragraph marks.
- A double line was added at the end of each section or element so it is clear when we have gotten to the end of that element. Some elements wrapped over multiple pages, and this may not have been obvious before.
- Standardized submission dates were changed to 3 letter abbreviations, using monospace font.
- Changed some hyperlinks to blue underlined font for being obvious it is a link and not just underlined.
- For various elements with IDs, changed the format to paragraphs with additional padding after and removed many paragraph marks.
- Changes to formatting that removed unnecessary white space decreased the page length by approximately 20 pages.
- Changed language from "should" to "must". "Should" implies that compliance to data formats is optional.
- Changed "his/her" to "their"

- Removed many tab characters that were in paragraphs. Probably due to previous formatting using tabs rather than hanging indents.
 - Substituted "space tab" character and "tab space" character with "tab" character.
 - Removed space at the end of paragraph.
 - Converted multiple spaces to single spaces.
 - Standardized table formats. Row height 0.2 inches, repeat header row across multiple pages.
 - Used a consistent outline style for headings to include in the table of contents for viewing as a PDF, and removed outline style for many lines of text that do not need to be in the table of contents.
-
-