

2022-23 File Specifications

Indicator 6 Dual/Concurrent Enrollment

1. Overview

This document provides instructions to be used by colleges and universities in Connecticut to submit data to the Connecticut State Department of Education (CSDE) for high school students participating in dual/concurrent enrollment courses. These data will be used in the calculation for Indicator 6 of the Next Generation Accountability System (NGAS).

1.1. File Specification Changes

This updated file specification contains both:

- changes and additions made to **clarify the specifications**, denoted with an **asterisk (*)**, including a new section with [variable notes/examples](#) and a [file submission checklist](#); and
- **technical changes to the submission file**, denoted with a **double asterisk (**)**, including:
 - the addition of a [variable header row](#),
 - a change to the [CourseCode variable format](#), and
 - additional criteria for the [CreditsEarned](#) and [OfficialGrade](#) variables.

Please see [Appendix B: Document History](#) for a complete list of file specification changes.

1.2. Due Dates

To be included in the NGAS Indicator 6 calculations, **the data for a given academic year must be received by CSDE no later than August 15, 2023**. If grades have not been submitted for a course before your file is submitted, these records can be submitted with the 2023-24 data collection (due 8/15/2024).

1.3. Contact Information

Please contact [Danielle Bousquet](#) with all questions related to the file specifications or data submission.

1.4. File Submission

If your college/university has submitted data to the CSDE for this collection in prior years, you will receive an email with a link to a secure file dropoff. If this is the first submission for the college/university, contact the CSDE to request a link.

Once your file is uploaded, email [Danielle Bousquet](#) to confirm file receipt. *Do not submit your file as an email attachment.* Password protection is *not required* for the submitted file. If you choose to add a password to the file, the password *must be provided at the time of submission*.

Use the [File Submission Checklist](#) to ensure that your data can be loaded accurately into the CSDE data warehouse.

2. Data Exclusion Criteria (*updated guidance)

- Course records for students **attending a private high school** should not be included.
- Course records for students who are **homeschooled** should not be included.
- Course records for students who attend school **outside of Connecticut** should not be included.

3. Data File Specifications

- Files should be submitted in **CSV format**.
- Include all variable names in a **header row**. (****change in data file**)
- Use a blank cell** when inputting missing data, rather than N/A or other notation.
- Each file must include **all variables** from the table in Section 4 below. (***updated guidance**)
 - Variables should be **in the order that they appear** in the table below.
 - Include **all optional variables**, even if they are blank for all records.
 - Do not submit additional variables.
- File names should follow the naming convention below.

YYYY-YY_1234567_DualEnrollment_xxxxxxxxxx.csv

 - YYYY-YY: School Year during which data were submitted (2022-23)
 - 1234567: CSDE Assigned College Code (See [Appendix A](#) for a complete list.)
 - If multiple colleges/universities are submitting a file together through an organization such as CSCU or CCIC, use the organization name in place of the college code.
 - xxxxxxxxxx: Up to 10 optional characters (such as “version1” or “UConn”).

4. Variable Notes (***additional guidance**)

- See [Section 5](#) for a **variable summary table** including variable formats and examples.
- Use blank cells** to indicate missing values, rather than NA or other notation.
- Records that are **identical across all variables** will only be included once.

4.1. Student Matching Variables

FirstName (required), MiddleName, LastName (required), Birthdate (required), Gender, SASID, HighSchoolNCES, HighSchoolCode, HighSchoolName

The course records submitted must be matched to CT public school students before they can be included in any CSDE reports or the NGAS Indicator 6 calculations.

- At a minimum, **all records must include** the student’s *FirstName*, *LastName*, and *Birthdate*.
- While not required, including the State Assigned Student ID (**SASID**) **substantially increases the likelihood of record matches**, especially in cases where students have changed names, used nicknames, or entered their birthday incorrectly.
- While not required, including **high school information** also improves the likelihood of record matches. High school information can be provided in three forms:
 - HighSchoolNCES**: This field can be used to provide either the [National Center for Educational Statistics \(NCES\) code](#) (12 digits beginning with ‘09’) or the [College Board \(CEEB\) code](#) (6 digits beginning with ‘07’).
 - HighSchoolCode**: This field can be used to provide the high school’s [Connecticut assigned organization ID](#) (7 digits, may include leading zeros).
 - HighSchoolName**: This field can be used to provide the name of the high school.

4.2. College/University Identification (*CollegeCode*)

The **CollegeCode** variable is the 7-digit organization code **assigned by the CSDE** to the postsecondary institution submitting the data. All records should have the same value for the *CollegeCode* variable, and

these values should match the code used in the file names ([see Section 3](#)). A list of these codes is available in [Appendix A](#). This variable is required for all records.

4.3. Course Timing variables (*AcademicYear* and *TermDescription*)

Course records should be identified by the **academic year** in which the course was taken (*AcademicYear*) and the **semester in which the credits were awarded** on the student's *postsecondary* transcript (*TermDescription*). Both of these variables are required for all records.

For most postsecondary institutions, all values of the **AcademicYear** variable will be 2022-23. If you have never submitted dual enrollment records to the CSDE, you may send **up to four academic years of data**. Do not submit dual enrollment records for an academic year that you have previously sent to the CSDE unless the records were not included in the previous submission. For example, if the grade for a course taken during the Summer 2022 semester wasn't recorded until 9/1/2022 (which is after the submission deadline for academic year 2021-22), that course record could be included with the 2022-23 submission.

The **TermDescription** variable should be formatted as Term+Year, using the abbreviations FALL (fall), WINT (winter), SPRG (spring), and SUMM (summer) for the term. For example, in the 2022-23 academic year, there will be four accepted values: FALL2022, WINT2022, SPRG2023, and SUMM2023.

- The Winter 2022 (WINT2022) semester includes all courses taken between the Fall 2022 (FALL2022) and Spring 2023 (SPRG2023) semesters. This can include courses taken in January 2023 if these courses are not included on the Spring 2023 transcript.
- In the case of multi-semester or full-year courses, the *TermDescription* should reflect the semester or semesters in which the student received postsecondary credit. For example, consider a 3.0-credit full-year course.
 - If the credit appears on the student's transcript as 1.5 credits in the fall semester and 1.5 credits in the spring semester, then two separate records should be sent – one for each semester – with 1.5 credits each.
 - If the credit appears on the student's transcript as 3.0 credits in the spring semester, then only one record should be sent – for the spring semester only – with 3.0 credits.

4.4. Course Property variables (*CourseSubject*, *CourseCode*^{**}, and *CourseTitle*)

(change in variable format)**

The *CourseSubject*, *CourseCode*, and *CourseTitle* variables provide information about the course being taken. These variables should reflect the course as it appears in the college/university's course catalog. All three of these variables are required. For example, for a course such as "BIO101 – Beginner Biology"

- *CourseSubject* = BIO or Biology
- *CourseCode* = 101
- *CourseTitle* = Beginner Biology

The **CourseSubject** variable is the department in which the course was taken. Values for *CourseSubject* can either be **full department titles** (such as Physics, Psychology, or Political Science) or **abbreviations** (such as PHYS, PSY, or POLSC). If the file being submitted contains abbreviations for the course subjects, a **key to these abbreviations needs to be provided**, unless an abbreviation key was provided in a previous year.

- The abbreviation key file can be in CSV or Excel format.

- The file should be named *YYYY-YY_1234567_KeyAbbreviations_xxxxxxxxxx.csv (or .xlsx)*
 - **YYYY-YY**: School Year during which data were submitted (2022-23)
 - **1234567**: CSDE Assigned College Code (See [Appendix A](#) for a complete list.)
 - **xxxxxxxxxx**: *OPTIONAL* - Up to 10 optional characters (e.g., “ver1” or “UCONN”)

The **CourseCode** variable should contain the **numerical code** by which the course is identified in the course catalog.

- **Leading zeros will be assumed to indicate a remedial course** (or course in which no college credit will be awarded). (**change in specification)
- At least the first 3 or 4 characters of the *CourseCode* must be the **numerical portion of the code**. If the *CourseCode* contains additional letters (such as L for a laboratory course), those characters should be placed at the end of the *CourseCode*.
- The *CourseCode* should not contain any characters used to differentiate campuses or sections.

4.5. Student Course Record variables (*CreditsEarned***, *OfficialGrade***, and *GradeDate*) (**additional variable criteria)

The *CreditsEarned*, *OfficialGrade*, and *GradeDate* variables provide information about how well the student performed in the course. The *CreditsEarned* and *OfficialGrade* variables are required, but the *GradeDate* variable is not.

The ***CreditsEarned***** variable should be expressed using an **academic credit system** (in which a typical student would take approximately 30 credits per academic year). Course records with 0.0 credits earned will not count toward the NGAS Indicator 6.

- *CreditsEarned* should be formatted with **exactly one decimal place** (such as 4.0).
- Course records with **greater than 9.0 credits** will result in an error.
- Course records that are not **multiples of 0.5** will result in an error.

If the college/university uses a different type of credit system (such as total hours of instruction or Carnegie credits), or if the *CreditsEarned* values will not meet the requirements above, please contact [Danielle Bousquet](#) before submitting the file to discuss how the CSDE should interpret your records.

The ***OfficialGrade***** variable is used to determine if the student was successful in the course. The *OfficialGrade* **should be entered as a letter grade** (A+, A, A-, B+, ..., D+, D, D-, F). Students must earn at least a C to be considered as having passed the course. Any other *OfficialGrade* entries, such as P (pass), F (fail), W (withdrawn), I (incomplete), R (remedial), AU (audit), **will not be counted toward the NGAS Indicator 6**, regardless of how many credits were earned.

5. Variable Summary Table

Click on a variable name below for additional guidance.

Variable Name	Type	Length	Required	Description	Accepted Values	Examples
FirstName	String	25	Yes	Student First Name		
MiddleName	String	25	No	Student Middle Name or Initial		
LastName	String	25	Yes	Student Last Name		
Birthdate	Date	8	Yes	Student Birthdate	Format: MMDDYYYY	04052005
Gender	String	1	No	Student Gender	F (Female); M (Male); N (Non-Binary)	
SASID	String	10	No	10-digit State Assigned Student ID	10-digit number (no leading zeros)	1234567890
HighSchoolNCES	String	12	No	National High School Code (either NCES or CEEB)	NCES: 12-digit ID beginning with 09 CEEB: 6-digit ID beginning with 07	
HighSchoolCode	String	7	No	High School Code (CSDE Assigned)	7-digit ID (may include leading zeros)	
HighSchoolName	String	120	No	High School Name		
CollegeCode	String	7	Yes	CSDE-Assigned College Code	7-digit ID (See Appendix A)	
AcademicYear	String	7	Yes	Academic Year	YYYY-YY	2021-22
TermDescription	String	8	Yes	Term Season and Year	FALL, WINT, SPRG, SUMM + Year (No space; See notes above)	SPRG2022
CourseSubject	String	25	Yes	Course Subject/Department	Full Subject Names or Abbreviations (If not providing full names, an abbreviation key must be provided. See notes above)	BIO Biology
CourseCode (**changed)	String	8	Yes	Course Catalog Number	Numerical portion of course code (**See changed specification in notes above)	1234
CourseTitle	String	100	Yes	Title of the course as it appears in course catalog		
CreditsEarned (**updated criteria)	Number	3	Yes	Number of credits earned by the student	One decimal place (**See updated criteria in notes above)	3.0
OfficialGrade (**updated criteria)	String	3	Yes	Letter grade earned in the course	A+, A, A-, ..., D+, D, D-, F (**See updated criteria in notes above)	
GradeDate	Date	8	No	Date on which the grade was assigned	Format: MMDDYYYY	04052020

6. File Submission Checklist (*additional guidance)

Please use the following checklist to ensure that the data file submitted can be loaded correctly.

File Format

- ☐ 1. File is saved in **CSV format**.
- ☐ 2. If the file is password protected, the **password is sent to [Danielle Bousquet](#)**.
*** Note: Password protection is not required. ***
- ☐ 3. Column names are included in a **header row**.
- ☐ 4. Columns are in the **correct order** ([see section 5](#)).
 - FirstName, MiddleName, LastName, Birthdate, Gender, SASID, HighSchoolNCES, HighSchoolCode, HighSchoolName, CollegeCode, AcademicYear, TermDescription, CourseSubject, CourseCode, CourseTitle, CreditsEarned, OfficialGrade, GradeDate
- ☐ 5. **All 18 columns** are present in the file, including optional columns, even if they are blank for all records ([see section 5](#)).
- ☐ 6. **No additional columns** are included in the file ([see section 5](#)).
- ☐ 7. File is saved using the convention: **2022-23_1234567_DualEnrollment_xxxxxxxx.csv** ([see section 3](#)).
 - 1234567 = seven-digit college code
 - xxxxxxxxxx = 10 optional characters (e.g., "version1" or "UCONN")
- ☐ 8. If subject abbreviations are used for the *CourseSubject* column, an **abbreviation key** has been provided ([see section 4.4](#)).
- ☐ 9. There are **no duplicate** course records.
- ☐ 10. Missing values are left blank (i.e., Missing values are not filled in with NA, N/A, --, etc.).

Columns Formats

- ☐ 1. There are values for **all records** in the **required columns** ([see section 5](#)).
 - FirstName, LastName, Birthdate, CollegeCode, AcademicYear, TermDescription, CourseSubject, CourseCode, CourseTitle, CreditsEarned, OfficialGrade
- ☐ 2. *Birthdate* and *GradeDate* columns use the date format **MMDDYYYY** (e.g., 04052005).
- ☐ 3. All *Gender* values are **uppercase** and match the accepted values: **F, M, or N**.
- ☐ 4. *AcademicYear* follows the format **YYYY-YY** (e.g., 2022-23; [see section 4.3](#)).
- ☐ 5. All *TermDescription* values are **uppercase** and match the accepted values. For example, records for the 2022-23 academic year should only use the values: **FALL2022, WINT2022, SPRG2023, or SUMM2023** ([see section 4.3](#)).
- ☐ 6. *CourseCode* values only begin with a **leading zero** if the course is considered **remedial** ([see section 4.4](#)).
- ☐ 7. *CourseCode* values only include the **numerical portion** of the course code ([see section 4.4](#)).
- ☐ 8. All *Credits Earned* values have exactly **one decimal place** (e.g., 3.0; [see section 4.5](#)).
- ☐ 9. All *OfficialGrade* values are **uppercase** and match the accepted values ([see section 4.5](#)):
 - A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P, W, AU, I, R

Appendix A: CSDE Assigned College/University Codes

The following 7-digit codes should be used in the [file name](#) and [CollegeCode variable](#).

College/University Name	Code
Albertus Magnus College	1000039
Asnuntuck Community College	5750038
Bais Binyomin Academy	1010039
Capital Community College	5760038
Central Connecticut State University	7010038
Charter Oak State College	7050138
Clemens College	1030039
Connecticut College	1040039
Eastern Connecticut State University	7020038
Fairfield University	1050039
Gateway Community College	5770038
Goodwin University	5420039
Hartford Seminary	1070039
Holy Apostles College and Seminary	1080039
Housatonic Community College	5780038
Legion of Christ College of Humanities	1090039
Lincoln College of New England	1100039
Lyme Academy College of Fine Arts	1110039
Manchester Community College	5790038
Middlesex Community College	5800038
Mitchell College	1120039
Naugatuck Valley Community College	5810038
Northwestern Connecticut Community College	5820038
Norwalk Community College	5830038
Paier College of Art	1130039

College/University Name	Code
Post University	1140039
Quinebaug Valley Community College	5840038
Quinnipiac University	1150039
Rensselaer at Hartford	1160039
Sacred Heart University	1170039
Sanford-Brown College	1180039
Southern Connecticut State University	7030038
St. Basil College	1190039
St. Joseph College	1200039
St. Thomas Seminary	1210039
St. Vincent's College	1220039
Talmudic Institute of Connecticut	1230039
The Graduate Institute	1240039
Three Rivers Community College	5860038
Trinity College	1250039
Tunxis Community College	5850038
U. S. Coast Guard Academy	6000038
University of Bridgeport	1260039
University of Connecticut	9470038
University of Hartford	1270039
University of New Haven	1280039
Wesleyan University	1290039
Western Connecticut State University	7040038
Yale University	1300039

Appendix B: Document History

Updates made 7/6/2023:

Section	Reason	Change Description
1.3-4	Change contact	The CSDE contacts were changed.

Updates made 6/1/2023:

Section	Reason	Change Description
N/A	Clarity	Section numbers, Section 1.1 (File Specification Changes), and Appendix B (Document History) were added to clarify file specification changes moving forward.
N/A	Clarity	Due dates and example dates were changed to the 2022-23 school year.
1.4	Respond to FAQ	The “File Submission” section was added.
2.2	Clarity	“Data Inclusion/Exclusion” was changed to “Data Exclusion Criteria,” and the language in this section was reframed so that this section only contained data exclusion criteria (rather than a mix of both).
3	Respond to FAQ	The “Data File Specifications” section was updated to include information on frequently asked questions, such as how to include missing data and optional variables.
3	Change to File	The file specifications now include a required header row with the variable names.
4	Respond to FAQ	The “Variable Notes” section was added to provide more complete information on the variables requested, as well as to include information on frequently asked questions.
4.4	Variable Format Change	The <i>CourseCode</i> variable format was updated to no longer include leading zeros unless the course is remedial.
4.5	Variable Criteria Added	Additional requirements were placed on the <i>CreditsEarned</i> and <i>OfficialGrade</i> variables to ensure data comparability between different colleges/universities.
5.0	Variable Format Change and Criteria Added	The changes to sections 4.4 and 4.5 above were added to the Variable Summary Table.
6.0	Respond to FAQ	The “File Submission Checklist” was added to assist with data quality validation.