

**Implementation Guide
to the
P20W Education Standards Council**



XML Standards Format

for the

Education Course Inventory (Catalog)

Version 1.0.0

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Introduction

For the higher education community to achieve the timely, uniform, accurate and secure exchange of the academic information about the courses offered at an educational institution, the Postsecondary Electronic Standards Council (PESC) has developed and approved a standard format in eXtensible Markup Language (XML) for the Education Course Inventory. The schema was approved by PESC and this Implementation Guide is to assist the non-technical user in the implementation of the process for the exchange of course information electronically using the approved format.

It is intended for use by postsecondary educational institutions, by software vendors, and by state and federal education agencies.

The course inventory (catalog) is used by educational institutions to transmit current and historical records of course information at the sending institutions. When a student transfers (or intends to transfer) from one college or university to another, it is essential that the receiving institution can evaluate the course credit and transferability as quickly as possible so that a possible decision can be made about the admissibility of the student to the new school. In addition, the course information assists the new institution in advising the student as to how his/her prior academic record will be used to satisfy course requirements at the new school for the student's program objective there.

The course inventory contains current and historical course information, including course descriptions and other data that provide information for determining the level and content of the courses

For the electronic exchange of these records to be completely automated, it is essential that all users adhere strictly to the requirements of the schema. It is also important for all users to understand and comply with requirements outlined in this Implementation Guide.

This Implementation Guide is based on the PESC XML Educational Course Inventory Schema version 1.0.0.

Organization and Format

The schema for the Educational Course Inventory is fundamentally made up of four main parts:

1. Transmission Data
2. Course Inventory Information
3. Note Message
4. User Defined Extensions

However, each of these main parts branch to other parts and then subsequently to further branching.

This Guide is organized so that each level of branching is documented in the order as follows:

- Transmission Data Level I
 - Sub-level IA
 - Sub-level IA1
 - Sub-level IA1a
 - Sub-level IA1b
 - Sub-level IA1c
 - Sub-level IA2
 - Sub-level IA2a
 - Sub-level IA2b
 - Sub-level IB
 - Sub-level IB1
 - Sub-level IB1a

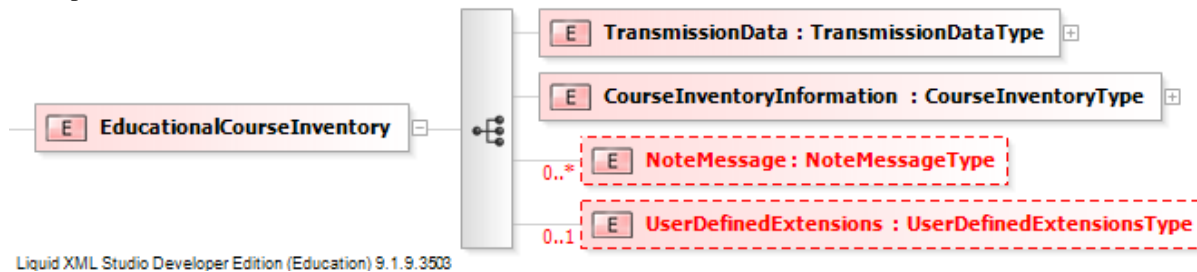
Course Inventory Information Level I

(Etc.)

In the heading for each level and sub-level, the position in the schema diagram about to be discussed is indicated.

The description of each new branching level is introduced with a diagram showing its relationship to the preceding branch. This diagram was copied from a representation of the Educational Course Inventory Schema from a software package developed by Liquid Technologies Limited called Liquid XML Studio.

Example:



In diagrams such as the one above, for schema validation purposes, a box with a solid border indicates that data element is a required element. A box with a dotted line indicates an optional data element. Likewise, a solid line indicates a required field and a dotted line indicates an optional field. A plus (+) sign to the right of a box (enclosing a data field) indicates there is further branching from this data field that is not shown on the diagram.

Each diagram includes a representation of a field or data element's repeatability. Under a given box, for example, "0...∞" would indicate an optional data element or field (with a minimum number of occurrences of zero) that can be repeated an infinite number of times. On the other hand, "1...3" would indicate a mandatory field (with at least one required instance) that can be repeated up to 3 times.

Under each diagram, a table will appear with five columns:

Tag Name: This is the name of the data field that will appear in the schema and in the instance document. The instance document is the actual course inventory/catalog information with actual data from an actual institution that is being exchanged. The format for the tag name is Upper Camel Case which takes the English name such as Transmission Data and eliminates the space between the two words and retains the capital letters of each word to make up the tag name.

Schema Use: This column indicates if the data element or field is required or optional in the instance document (actual course inventory/catalog information for an institution). If a field that is indicated as required in this column is not included in the instance document, the course inventory will normally be rejected by the receiving institution or agency's computer program (XML Parser). There will also usually be an indication in this column if the field can be sent multiple times.

Description: This is a brief description of the data included with that XML tag. This is normally taken from the description in the Core Main Schema for simple data elements.

Recommended Use: This is a recommendation from the developers of the Educational Course Inventory Schema and is based on good practice from AACRAO and general recommended implementation practices for exchanging course inventory/catalog information.

Required: If the schema use column indicates "Required", then this column will also indicate required. However, it is possible for the schema use column to show 'Optional', yet the

developers of this Guide feel it is essential to this schema. It will therefore be indicated as required to include the data in keeping with good practices in the AACRAO community.

Recommended: If the information for a field is available at the sending school, then ‘Recommended’ indicates that the field should be sent. This notation means that the developers of this Guide strongly feel that the data should be sent if it is available.

Optional: This indicates that it is strictly up to the sender to include the data or not. If it is normally included in a paper catalog, then the user will probably try to include it. There may be cases in specific state exchanges of course inventory information that items marked optional may be essential in that state. It may also be the case that all documents for the destination school might be received at a single location; thus the sender may need to provide Optional elements to identify the specific intended recipient.

Not Recommended: This is a recommendation by the developers of this Guide that the data not be sent. In the case of comments or notes, it is normally recommended that they not be included, since notes cannot normally be automatically be processed by the receiving school. An exception may be in a particular state where the note field is standardized for use in that one state and that formatted note (by prior agreement in that state) may be processed automatically by the receiving computer. In other cases, common practice may be to include data that is not recommended by AACRAO.

Format: This gives some parameters of how the data in a field is restricted by number of occurrences or length of the field.

minOcc 1 indicates that this field is required and at least one occurrence must be included in the instance document. MinOcc 0 indicates that the field is optional for schema validation purposes.

maxOcc 1 indicates that this field may only occur once in this position of the instance document; maxOcc 5 would indicate that the field may occur no more than 5 times in this position of the instance document.

maxOcc ∞ indicates that there is no limit to the number of occurrences of the field in the instance document.

minLength indicates the minimum number of characters that must be included in this field if the field is included in the instance document.

maxLength indicates the maximum length of the field if it is included in the instance document.

Comments: The Guide may include comments beneath the rows of the table, and also at the end of the last row of the table. These comments are provided to further explain something in the table row immediately above the comment row.

Code Illustration: Below the table of Tag Names, the Guide includes an illustration (snippet) of what that portion (described above) of a possible instance document might include and look like in XML format.

NoteMessage: You will find NoteMessage appearing throughout the schema and this Implementation Guide. This Guide almost always recommends against the routine use of note messages. Unless there is a prior agreed upon format for a note message between the sender and the receiver of the XML Educational Course Inventory, the note message cannot be interpreted and automatically processed by the receiver’s computer. Therefore, the use of the note message is generally discouraged.

UserDefinedExtensions: The User-Defined Extension Design Pattern is intended to address situations where an XML Schema message specification may have to carry sender-specific data that cannot be defined at the time the message specification is designed. The Schema has to allow for additional elements to be defined and used at a later date. The User-Defined Extensions Pattern serves as a placeholder for these to-be-defined fields. However, it can require that these fields are defined in a Schema by the organization that wants to use the extensions area.

Care should be taken not to use the user-defined extensions as a fall-back for doing appropriate research and design. It should only be used when in actuality, the organization defining the base Schema cannot define the additional elements that other organizations may need, and furthermore, is not interested in the data these other organizations want to exchange in the user-defined area.

The use of User-defined Extensions is beneficial when agreed upon by both the sending and receiving institutions. For best work practice, it is recommended that User-defined Extensions be used within the following scope:

- Mutually defined sub-schemas: For the transmittal and receipt of data agreed upon by both sending and receiving institutions.
- State systems: In the California CSU system, this would be the General Education requirements; UC would be the University of California requirements.
- Regional requirements

The benefit of using the User-defined Extensions is primarily the open nature of the xml design. Agreements may be designed to accommodate segments of data transmitted, which allows for the following:

- Allows strict standardization within system through design and implementation agreements.
- Users outside of the agreement may ignore the data defined in the User-defined Extensions as non-pertinent.
- No National standards must be agreed upon for use. Only the agreement between sending and receiving institutions.

Example Code:

```
<UserDefinedExtensions>
  <YearTerm>20042</YearTerm>
  <CourseAbbrev>ENG</CourseAbbrev>
  <CourseNumb>0114</CourseNumb>
  <SectNumb>02</SectNumb>
</UserDefinedExtensions>
```

Please reference Excerpt from PESC Guidelines for XML Architecture and Data Modeling page 46 (<http://www.pesc.org/info/policies/PESC-Guidelines-for-XML-Architecture-and-Data-Modeling-v3-0.doc>) for a full explanation on usage of this segment.

Development History and Acknowledgments

The AACRAO Committee on the Standardization of Postsecondary Education Electronic Data Exchange (SPEEDE) began working on a national standard format for the electronic exchange of postsecondary student records in 1989. Initially the work of the committee was funded by AACRAO. At about the same time, the US Department of Education's National Center for Education Statistics (NCES) began developing a national standard format for the electronic exchange of student records for Kindergarten through high school students. The K12 community was primarily represented by the Council of Chief State School Officers (CCSSO). To gain more credibility in the creation and widespread adoption of the standards, the two groups (AACRAO and NCES) approached the American National Standards Institute's (ANSI) Accredited Standards Committee (ASC) X12 for assistance in developing and approving the two standard formats.

ASC X12 reviewed the two proposals and insisted that only one standard be developed and approved. That standard would be the Kindergarten through Postsecondary Education Student Record. At that time, NCES decided to fund the work of the AACRAO SPEEDE Committee as well as those working on the K-12 standard. The ASC X12 standard was approved in the early 1990's as ANSI ASC X12 Transaction Set 130 for the Student Educational Record (Transcript). This was a standard in the Electronic Data Interchange or EDI format.

During this time period (before the Internet was widely available), an emphasis on the format was to send as much data as possible, using the fewest characters. This was because transmission costs were based on the number of characters or bytes being sent over the Value Added Electronic Networks (VANs).

This standard is now in use by a significant number of postsecondary institutions in the United States and Canada. Approximately 700,000 postsecondary transcripts are exchanged electronically in this EDI format through the University of Texas at Austin Internet Server in the ASC X12 EDI format each year.

Although the number of transcripts exchanged electronically in this ASC X12 EDI format is growing significantly each year, it was felt by the community that an alternative format should be explored.

PESC commissioned this exploration by creating the XML Forum to determine if an XML standard format might result in significantly increased use of an electronic exchange of student educational records.

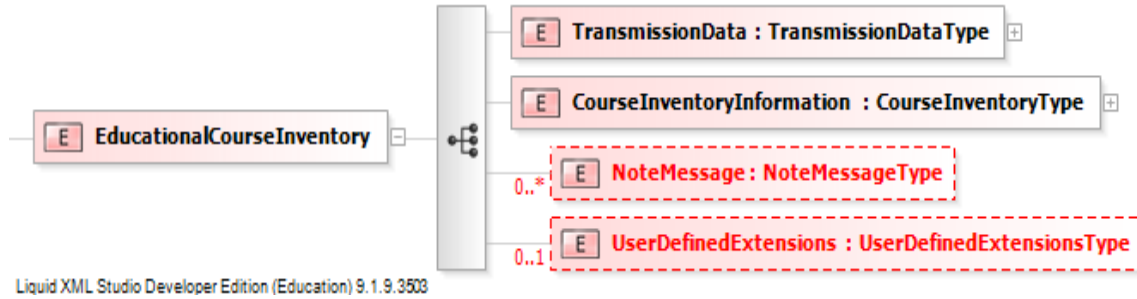
It was felt that the perceived complexity of the process of implementation of the EDI standards was one of the reasons that the EDI format was not being used by many schools. The wide and inexpensive availability of XML software tools and the already existing and pervasive use of XML by many schools' information technology staffs made the XML process appear to have a much better chance of rapid acceptance and implementation by postsecondary educational institutions.

The early efforts of the XML Forum emphasized the creation of standard core components. Once this work was significantly accomplished, PESC agreed to develop an XML Standard Format for the College Transcript to demonstrate that this could be done.

Bruce Marton from the University of Texas at Austin headed this effort and was largely supported by the AACRAO SPEEDE Committee that had developed the earlier EDI standard.

PESC approved the XML standard for the College Transcript in the summer of 2004.

Education Course Inventory



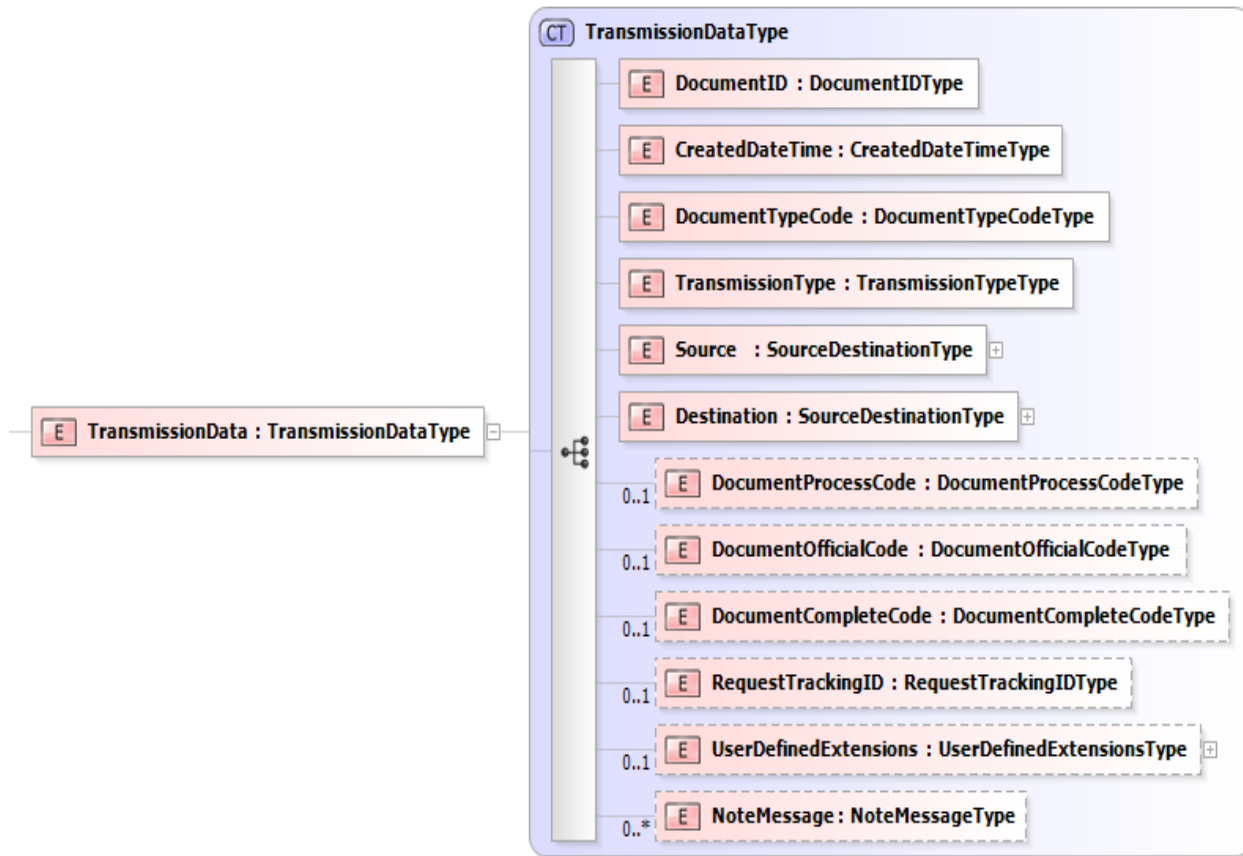
Tag Name	Schema Use	Description	Recommended Use	Format
TransmissionData	Required	Routing and header information	Required	minOcc 1 maxOcc 1
<i>Comment: This complex data element will be further expanded and explained on page 2 which follows.</i>				
CourseInventoryInformation	Required	Body of document. Information about individual courses and supporting data.	Required	minOcc 1 maxOcc 1
<i>Comment: This complex data element will be further expanded and explained on page 41 which follows.</i>				
NoteMessage	Optional Repeatable	Additional information about course inventory	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
<i>Comment: Although NoteMessage occurs frequently throughout this schema and Implementation Guide, it is almost always Not Recommended for inclusion. Of course, this is because it cannot normally be automatically processed by the receiving school's or agency's computer system. It may be recommended in some cases where a state or agency has established structured formats so that the receiving school's or agency's computer can process it automatically.</i>				
UserDefinedExtensions	Optional	Additional structured information. Requires mutually defined XML schema.	Optional	minOcc 0 maxOcc 1

Code illustration:

```

<EdColn:EducationCourseInventory XMLns:EdColn="urn:org:pecs:message:EducationCourseInventory:v1.0.0"
XMLns:AcRec="urn:org:pecs:sector:AcademicRecord:v1.6.0" XMLns:core="urn:org:pecs:core:CoreMain:v1.10.0"
XMLns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="urn:org:pecs:message:EducationCourseInventory:v1.0.0
/EducationCourseInventory_v1.0.0.xsd">
  <TransmissionData>
  *
  *
  </TransmissionData>
  <CourseInventoryInformation>
  *
  *
  </ CourseInventoryInformation >
  <NoteMessage/>
  <UserDefinedExtensions/>
</EdColn: EducationCourseInventory >
    
```


TransmissionData



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Tag Name	Schema Use	Description	Recommended Use	Format
DocumentID	Required	The File Transmission Date and Time stamp with additional unique qualifying characters	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 35
Comment: The structure of the DocumentID is up to the sender. However, the general practice is that it include the date and time plus other identifying data.				
CreatedDateTime	Required	The Date and Time stamp when the document was created	Required	minOcc 1 maxOcc 1 xs:datetime ccyy-mm-ddThh:ii:ss{+-GMT}
Tag Name	Schema Use	Description	Recommended Use	Format
DocumentTypeCode	Required	Type and purpose of document being transmitted	Required	minOcc 1 maxOcc 1 Enumerations: Change InstitutionRequest RequestedRecord Response StudentRequest ThirdPartyRequest

Comment: "Change" would be an appropriate value if the course inventory had previously been sent and this is a corrected or updated document. "Institution Request" would be appropriate if this course inventory is being sent at the request of a postsecondary institution.				
TransmissionType	Required	The nature of the transmission	Required	minOcc 1 maxOcc 1 Enumerations: Original Replace Duplicate Resubmission Reissue MutuallyDefined
Source	Required	This field is required and essential to indicate the source of the Course Inventory being sent. It is normally the sending school where the courses were/are offered.	Required	minOcc 1 maxOcc 1
Comment: This complex data element will be expanded on page 5 which follows.				
Destination	Required	This field is mandatory and essential to indicate the destination or recipient of the Course Inventory being sent.	Required	minOcc 1 maxOcc 1
Comment: This complex data element will be expanded on page 24 which follows.				
DocumentProcessCode	Optional	This element indicates a TEST or PRODUCTION document	Required if "TEST"; "PRODUCTION" implied, not recommended	minOcc 0 maxOcc 1 Enumerations: TEST PRODUCTION
Comment: If a test course inventory is being sent as part of the implementation testing process, or to identify a problem, then this data element would be included with the value "TEST". If this is not the case and this is a normal official document being sent, then this optional data element would not be included in the instance document.				
DocumentOfficialCode	Optional	This element indicates if the document is unofficial. Unofficial documents may be produced for reference purpose but may not be binding.	Required if Unofficial; "Official" implied, not recommended	minOcc 0 maxOcc 1 Enumerations: Official Unofficial
Comment: With a course inventory document, it would not be typical to send an "unofficial" document.				
DocumentCompleteCode	Optional	This element indicates whether the document conveys a complete record. Partial documents may be produced for information that is recorded in multiple media or formats. A value of Partial could mean that only a portion of the course inventory is being sent, or that the remainder will be sent in hard copy.	Required if not complete; "Complete" is implied, not recommended	minOcc 0 maxOcc 1 Enumerations: Partial Complete
RequestTrackingID	Optional	The unique ID associated with a request action that is returned to the requestor for document matching and tracking.	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 35
UserDefinedExtensions	Optional	Additional structured information. Requires mutually defined XML schema.	Not Recommended	minOcc 0 maxOcc 1
NoteMessage	Optional Repeatable	Additional information about transmission	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

TransmissionData (Continued)

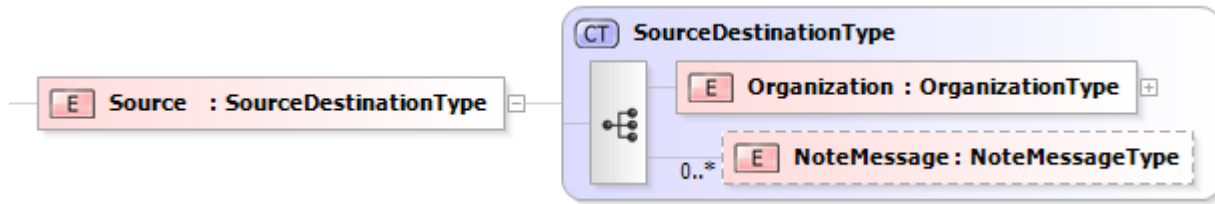
Code illustration:

```
<TransmissionData>
  <DocumentID>2011-06-12-2316139</DocumentID>
  <CreatedDateTime>2011-06-12T09:30:47-05:00</CreatedDateTime>
  <DocumentTypeCode>RequestedRecord</DocumentTypeCode>
  <TransmissionType>Original</TransmissionType>
  <Source>

  </Source>
  <Destination>

  </Destination>
  <DocumentProcessCode/>
  <DocumentOfficialCode/>
  <DocumentCompleteCode/>
  <RequestTrackingID/>
  <UserDefinedExtensions/>
  <NoteMessage/>
</TransmissionData>
```

TransmissionData.Source



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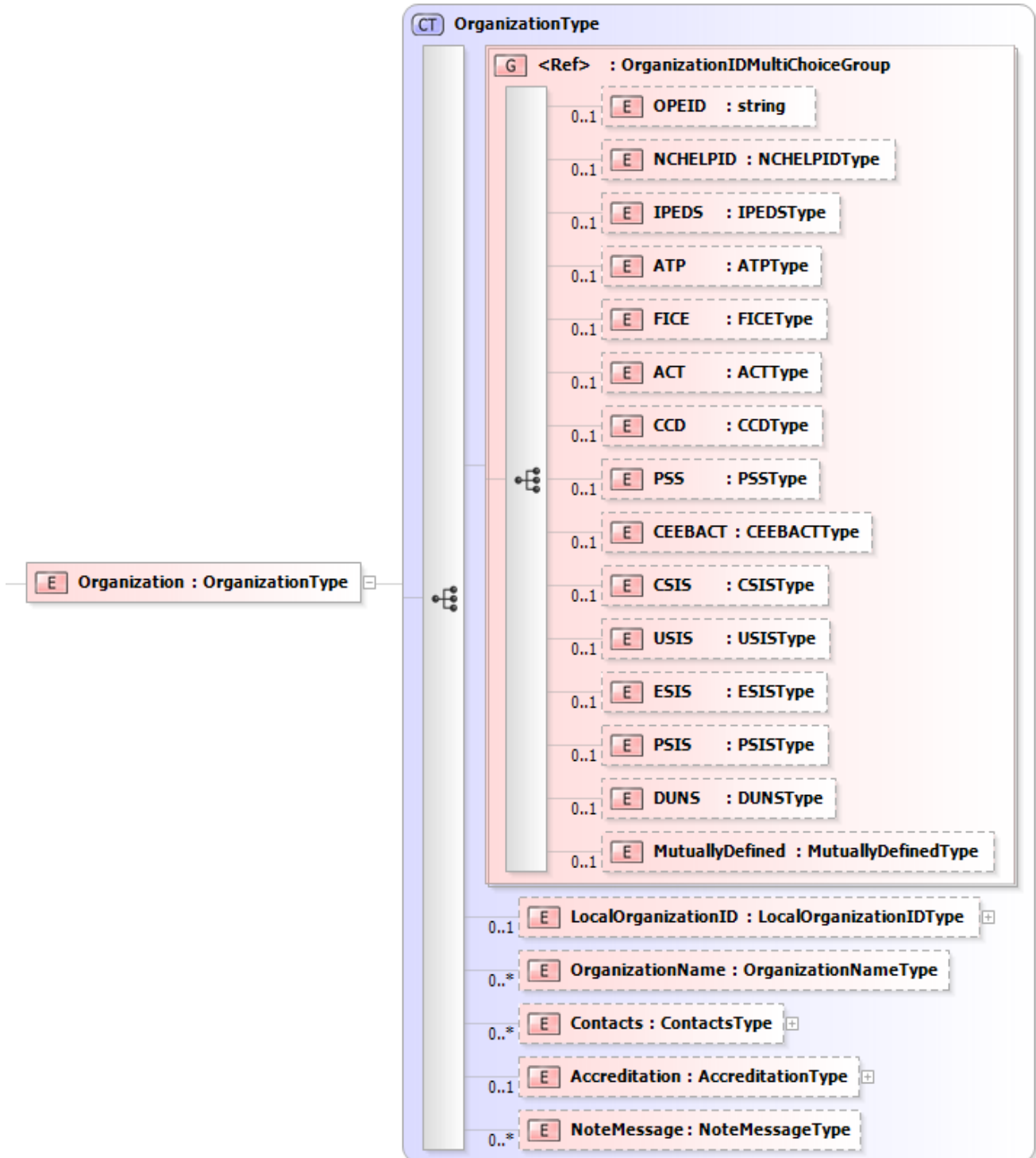
Tag Name	Schema Use	Description	Recommended Use	Format
Organization	Required	Non-person entity such as Organization, Institution, Agency or Business.	Required	minOcc 1 maxOcc 1
Comment: This complex data element will be expanded on page 6 which follows.				
NoteMessage	Optional Repeatable	Additional information about the Source of the document	Not recommended	minOcc 0 maxOcc ∞ min length 1 maxLength 80
Comment: This may provide additional information about the sending or source school or agency.				

Code illustration:

```

<Source>
  <Organization>
*
*
  </Organization>
  <NoteMessage/>
</Source>
    
```

TransmissionData.Source.Organization



TransmissionData.Source. Organization (Continued)

Tag Name	Schema Use	Description	Recommended Use	Format
[OrganizationIDMultiChoiceGroup]	Optional	Allowable Organization IDs choice	Strongly Recommended	minOcc 0 maxOcc ∞
Comment: [OrganizationIDMultiChoiceGroup] is not an XML tag and does not appear in an instance document. It allows the choice of one or more of the following code set tags to identify the institution or organization. It is important, if more than one of the identifying codes is used, that they be in the same order as they appear in the schema.				
OPEID	Optional choice	The unique identifier assigned by the US Office of Postsecondary Education for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 3 maxLength 8
NCHELPID	Optional choice	The unique identifier assigned by National Council on Higher Education Loan Programs for each data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 3 maxLength 8
Comment: The NCHELPID would not normally be an appropriate choice in this case since course inventory documents are not normally generated by the financial aid world.				
IPEDS	Optional choice	The unique identifier assigned by the Integrated Postsecondary Education Data System of the US National Center for Education Statistics (NCES) for each postsecondary data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
ATP	Optional choice	The unique identifier assigned by the Admissions Testing Program of the College Board for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
FICE	Optional choice	The unique identifier once maintained for the Federal Interagency Committee on Education by the US National Center for Education Statistics (NCES) for each postsecondary data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: Although the FICE code set is still widely used by many postsecondary institutions in the US, it has not been maintained by NCES or anyone else since late in the last century. Therefore, codes for new institutions created since then have been locally assigned and cannot be relied upon.				
ACT	Optional choice	The unique identifier for postsecondary educational institutions assigned by ACT, Inc. for the primary use in the distribution of education test scores. It is available at www.act.org	Recommended choice	minOcc 0 maxOcc 1 minLength 4 maxLength 4
CCD	Optional choice	The unique identifier assigned by the US National Center for Education Statistics (NCES) as the Common Core of Data for each data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 12 maxLength 12
Comment: The CCD is not a recommended choice to identify postsecondary school senders.				
PSS	Optional choice	The unique identifier assigned by the US Department of Education's National Center for Education Statistics for private K12 schools in the US.	Not Recommended	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: The PSS is not a recommended choice to identify postsecondary school senders.				

CEEBACT	Optional choice	The unique identifier assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: The CEEBACT code set is not a recommended choice to identify postsecondary school senders.				
CSIS	Optional choice	The unique identifier assigned by the Statistics Canada Canadian College Student Information System for each college data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: Since this code set has been used to identify colleges in Canada, it is not a recommended choice for postsecondary schools in the United States. This code set has been replaced by a new code set (PSIS) included below.				
USIS	Optional choice	The unique identifier assigned by the Statistics Canada University Student Information System for each university data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: Since this code set has been used to identify universities in Canada, it is not a recommended choice for postsecondary schools in the United States. This code set has been replaced by the new code set PSIS included below.				
ESIS	Optional choice	The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: The ESIS number would not be a normal choice to identify the sending postsecondary school that created a course inventory in the United States. However, it was used to identify a postsecondary school in Canada. This code set has been replaced by the new code set PSIS included below.				
PSIS	Optional choice	The unique identifier assigned by the Statistics Canada Postsecondary Student Information System for each data exchange partner.	Optional choice	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: The PSIS number would not be a normal choice to identify the sending postsecondary school that created a course inventory in the United States. However, it would be used to identify a postsecondary school in Canada.				
DUNS	Optional choice	Data Universal Numbering System (DUNS), unique nine character company identification number issued by Dun and Bradstreet Corporation.	Not Recommended	minOcc 0 maxOcc 1 minLength 9 maxLength 9
Comment: The DUNS number would not be a normal choice to identify the sending school that created a course inventory document.				
MutuallyDefined	Optional choice	This code set could be used by a selected set of trading partners if none of the other above code sets is appropriate.	Optional choice	minOcc 0 maxOcc 1 minLength 1 maxLength 60
Comment: If a Educational Course inventory is being sent by a school or agency that does not have a valid code in one of the other above code sets, and if that code and code set are recognized by the recipient, then this code set might be used for a set of limited exchange partners within a geographic region or used by customers of the same vendor.				
Comment: End of OrganizationIDMultiChoiceGroup choice set tags				
LocalOrganizationID	Optional	A code set typically used by a state, province or region to identify the sending school.	Optional	minOcc 0 maxOcc 1
Comment: This complex data element will be expanded on page 10 which follows.				
OrganizationName	Optional Repeatable	Name of Non-person entity such as Organization, Institution, Agency or Business.	Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 60
Comment: This is the name of the sending postsecondary school.				

Contacts	Optional Repeatable	To identify a person or an office at the sending school or agency to which administrative communications should be directed	Recommended	minOcc 0 maxOcc ∞
Comment: This complex data element will be further explained and expanded on page 11 which follows.				
Accreditation	Optional	To provide information about the accreditation that has been awarded to the sending school.	Recommended	minOcc 0 maxOcc 1
Comment: This complex data element will be further explained and expanded on page 22 which follows.				
NoteMessage	Optional Repeatable	Additional information about the organization	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

TransmissionData.Source.Organization (Continued)

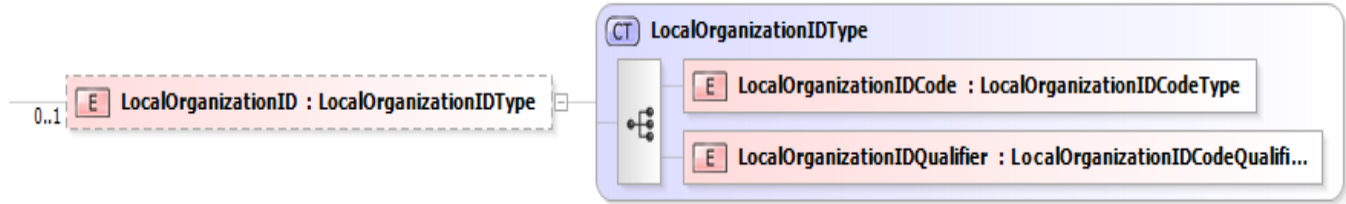
Code illustration:

```

<Organization>
  <ATP>123456</ATP>
  <FICE>654321</FICE>
  <ACT>1234</ACT>
  <LocalOrganizationID>
  </LocalOrganizationID>
  <OrganizationName>Southwestern University</OrganizationName>
  <Contacts>
  </Contacts>
  <Accreditation>
  </Accreditation>
  <NoteMessage/>
</Organization>
    
```


TransmissionData.Source.Organization.LocalOrganizationID

Note: Although the complex data element LocalOrganizationID is an optional data element, if you choose to send LocalOrganizationID, then you must send both LocalOrganizationIDCode and also LocalOrganizationIDQualifier.



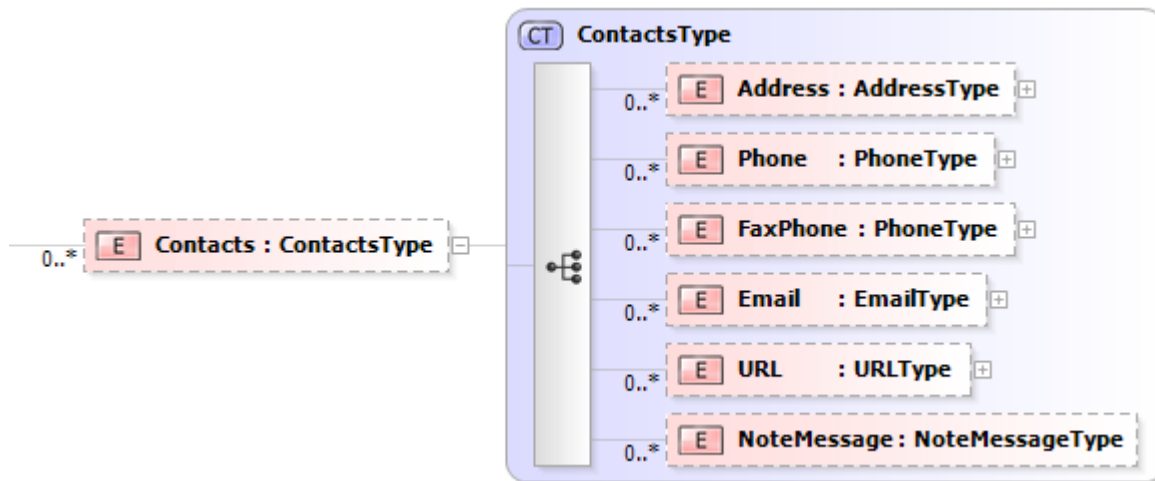
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Tag Name	Schema Use	Description	Recommended Use	Format
LocalOrganizationIDCode	Required	The code assigned for the sending school by the state, province or other mutually defined agency specified in the LocalOrganizationIDQualifier that follows.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 35
Comment: This is a required data element only if the Local Organization ID complex data element is sent. This is typically the administrative school code assigned by a state or province to specifically identify the sending school in that state				
LocalOrganizationIDQualifier	Required	This is the state, province or other mutually defined agency that assigned the Local D Code above.	Required	minOcc 1 maxOcc 1 Enumerations: See Code Set in Appendix A
Comment: This is a required data element only if the Local Organization ID complex data element is sent. This is typically the state or province that assigned the code to specifically identify the sending school in that state or province.				

Code illustration:

```
<LocalOrganizationID>
  <LocalOrganizationIDCode>2237901002</LocalOrganizationIDCode>
  <LocalOrganizationIDQualifier>TX</LocalOrganizationIDQualifier>
</LocalOrganizationID>
```

TransmissionData.Source.Organization.Contacts



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Tag Name	Schema Use	Description	Recommended Use	Format
Address	Optional Repeatabe	This is a combined Address Group for a choice between Domestic or International	Recommended	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 13 which follows.				
Phone	Optional Repeatabe	Phone number of source institution contact	Recommended	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 16 which follows.				
FaxPhone	Optional Repeatabe	Fax phone number of source institution contact	Recommended	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 18 which follows.				
Email	Optional Repeatabe	Email address of source institution contact	Recommended	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 20 which follows.				
URL	Optional Repeatabe	The Uniform Resource Locator of source institution	Optional	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 21 which follows.				
NoteMessage	Optional Repeatabe	Additional information about the contacts at the source institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
Comment: This is contact information included by the sending school to indicate the preferred means for the receiving school to contact the sending school in case there is a need for further communication. This is the only place in the instance document to include the name, address and contact information about the school that is sending the course inventory.				

TransmissionData.Source.Organization.Contacts (Continued)

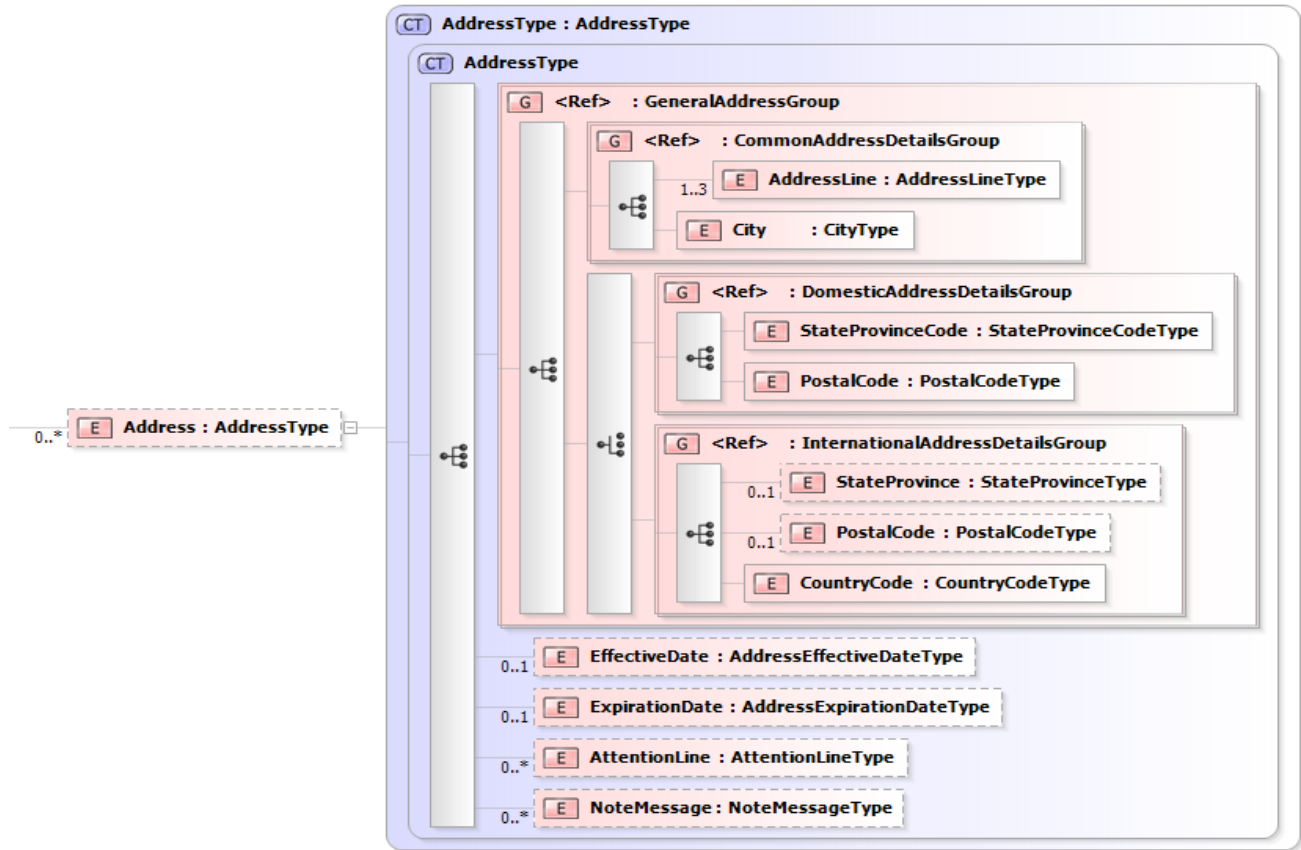
Code illustration:

```

    <Contacts>
      <Address>
*
*
      </Address>
      <Phone>
*
*
      </Phone>
      <Email>
*
      </Email>
      <URL>
*
      </URL>
      <NoteMessage/>
    </Contacts>

```

TransmissionData.Source.Organization.Contacts.Address



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Tag Name	Schema Use	Description	Recommended Use	Format
<i>GeneralAddressGroup</i>	Required	This Address Group is for items common to all Addresses	Required	minOcc 1 maxOcc 1
Comment: [<i>GeneralAddressGroup</i>] does not appear in the instance document. It requires the use of <i>CommonAddressDetailsGroup</i> and the choice of one of either <i>DomesticAddressDetailsGroup</i> or <i>InternationalAddressDetailsGroup</i> . This group is required in the schema only if you choose to send the address of the contact.				
<i>CommonAddressDetailsGroup</i>	Required	This Address Group is for items common to all Addresses	Required	minOcc 1 maxOcc 1
Comment: [<i>CommonAddressDetailsGroup</i>] does not appear in the instance document. If the address of a contact is included in the course inventory, then this must be sent. It is required and must be paired with one of either <i>DomesticAddressDetailsGroup</i> or <i>InternationalAddressDetailsGroup</i> .				
AddressLine	Required Repeatable	Local delivery information such as street, building number, PO box, or apartment portion of a postal address of a Contact at the Sending (Source) School.	Required	minOcc 1 maxOcc 3 minLength 1 maxLength 40
City	Required	The city portion of the Address of a Contact at the Sending (Source) School.	Required	minOcc 1 maxOcc 1 minLength 2 maxLength 30

<i>DomesticAddressDetailsGroup</i>	Required choice	This Address Group is for items specific to US and Canadian Addresses	Required for domestic addresses	minOcc 1 maxOcc 1
Comment: <i>[DomesticAddressDetailsGroup] does not appear in the instance document. If the complex data element address has a United States or Canadian Postal Code and a US State or Canadian Province Code, then this should be the required choice.</i>				
StateProvinceCode	Required	Code for US states, etc., and Canadian provinces.	Required	minOcc 1 maxOcc 1 Enumerations: See Appendix A
PostalCode	Required	The postal code portion of the Address.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 17
<i>InternationalAddressDetailsGroup</i>	Required choice	This Address Group is for items specific for International Addresses	Required for international addresses	minOcc 1 maxOcc 1
Comment: <i>[InternationalAddressDetailsGroup] does not appear in the instance document. This choice is for addresses that do not have a US or Canadian postal code.</i>				
StateProvince	Optional	The literal name of the state, province or territory of a postal address of the source of this document. Use for addresses outside US or Canada.	Recommended Refer to common postal practices of the source country	minOcc 0 maxOcc 1 minLength 2 maxLength 30
Comment: <i>For an internet resource of states or other geographical subdivisions in countries other than the US and Canada, you might choose to refer to the website of the Universal Postal Union at http://www.upu.int</i>				
PostalCode	Optional	The postal code portion of the Address.	Recommended Refer to common postal practices of the source country	minOcc 0 maxOcc 1 minLength 1 maxLength 17
Comment: <i>For an internet resource of states or other geographical subdivisions in countries other than the US and Canada, you might choose to refer to the website of the Universal Postal Union at http://www.upu.int</i>				
CountryCode	Required	Code indicating Country. Use ISO 3166-1 alpha-2 standard.	Required	minOcc 1 maxOcc 1 Enumerations: See Appendix B1 or B2
EffectiveDate	Optional	The date when this address for the source institution became or will become valid	Optional	minOcc 0 maxOcc 1 Format is xs:Date or ccy-mm-dd
ExpirationDate	Optional	The date when this address for the source institution will or did become no longer valid	Optional	minOcc 0 maxOcc 1 Format is xs:Date or ccy-mm-dd
AttentionLine	Optional	The individual or office name within the postal address where inquiries should be directed.	Optional	minOcc 1 maxOcc ∞ minLength 1 maxLength 45
Comment: <i>This might be used to indicate where questions about the record should be sent. For example, Registrar, Enrollment Management Office, or Information Technology Department.</i>				
NoteMessage	Optional Repeatable	Addition 1 information about the addresses of the contacts at the source school	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

TransmissionData.Source.Organization.Contacts.Address (Continued)

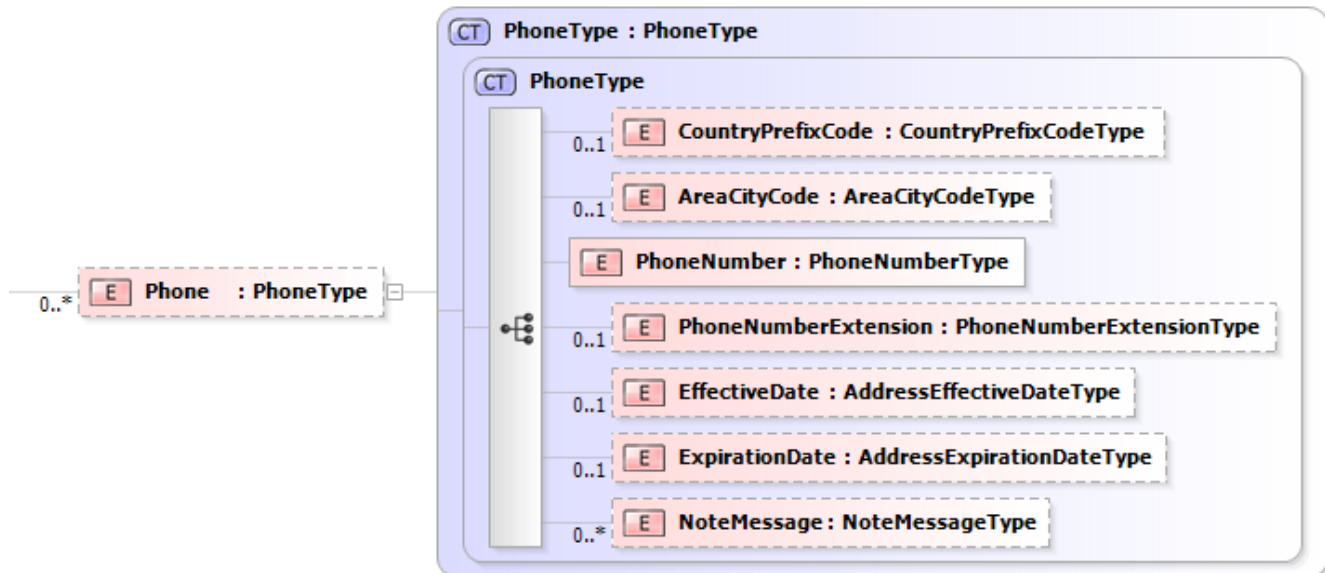
Code illustration:

```
<Address>
  <AddressLine>Office of the Registrar</AddressLine>
  <AddressLine>1 University Station</AddressLine>
  <City>Austin</City>
  <StateProvinceCode>TX</StateProvinceCode>
  <PostalCode>78712</PostalCode>
  <AttentionLine>Jane Shaugness</AttentionLine>
  <NoteMessage/>
</Address>
```

Code illustration 2 (International Address):

```
<Address>
  <AddressLine>Altova Corporation</AddressLine>
  <AddressLine>Rudolfsplatz 13a/9</AddressLine>
  <City>Wien</City>
  <StateProvince/>
  <PostalCode>A-1010</PostalCode>
  <CountryCode>AT</CountryCode>
  <EffectiveDate/>
  <ExpirationDate/>
  <NoteMessage/>
</Address>
```

TransmissionData.Source.Organization.Contacts.Phone



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Tag Name	Schema Use	Description	Recommended Use	Format
CountryPrefixCode	Optional	International dialing code	Optional within the US	minOcc 0 maxOcc 1 minLength 1 maxLength 3
Comment: For phones in the US, the CountryPrefixCode has a value of "1" or "001". If the course inventory is being sent from and to an entity in the US, it is not necessary to include this data element.				
AreaCityCode	Optional	Regional dialing code or area code	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 5
PhoneNumber	Required	Telephone number	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 11
Comment: The phone number will typically be sent as a string of numbers with no spaces, periods or dashes.				
PhoneNumberExtension	Optional	The extended telephone addressing information used in addition to phone number such as a PBX extension, a pager PIN, or FAX sub-address	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 5
EffectiveDate	Optional	The date when this phone for the sending or source school or agency will or did become valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccyy-mm-dd
ExpirationDate	Optional	The date when this phone for the sending or source school or agency will or was no longer valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccyy-mm-dd
NoteMessage	Optional Repeatable	Additional information about the phone number of the contact at the source institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

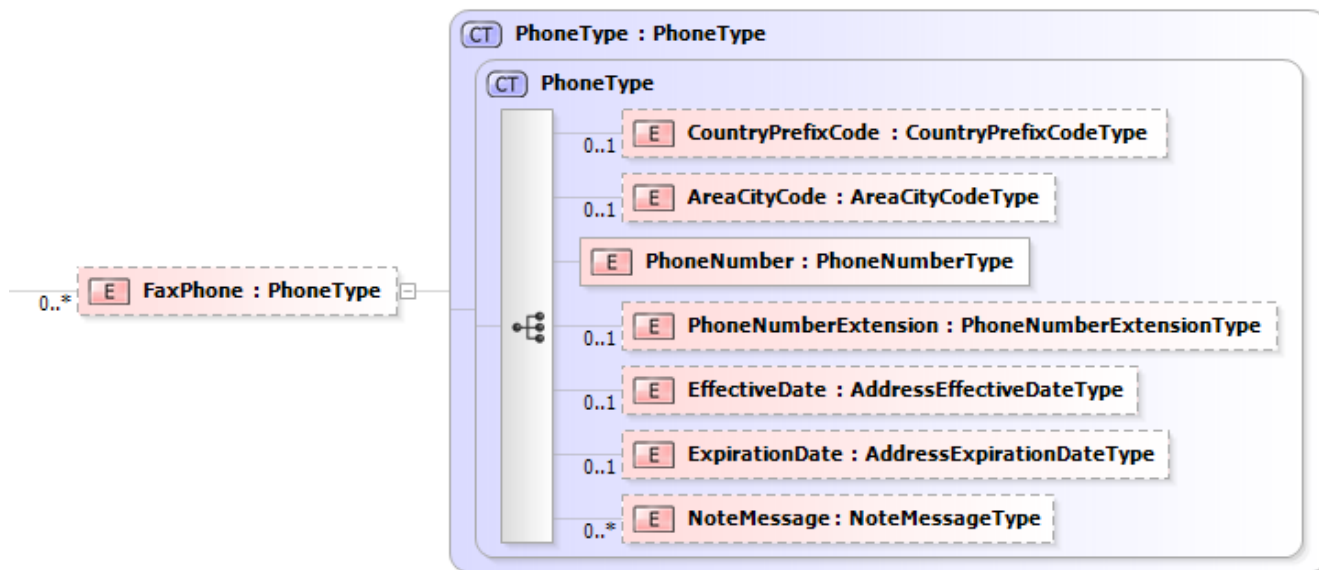
TransmissionData.Source.Organization.Contacts.Phone (Continued)

Code illustration:

```
<Phone>
  <CountryPrefixCode/>
  <AreaCityCode>512</AreaCityCode>
  <PhoneNumber>4142505</PhoneNumber>
<PhoneNumberExtension/>
  <EffectiveDate/>
  <ExpirationDate/>
  <NoteMessage/>
</Phone>
```


TransmissionData.Source.Organization.Contacts.FaxPhone

Note: Although the complex data element FaxPhone is an optional data element, if you choose to send the FaxPhone of a Contact at the Sending Institution, then you must send a phone number.



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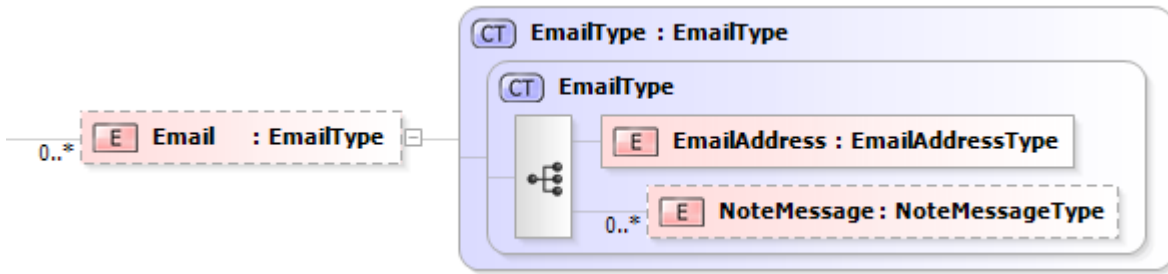
Tag Name	Schema Use	Description	Recommended Use	Format
CountryPrefixCode	Optional	International dialing code	Optional within the US	minOcc 0 maxOcc 1 minLength 1 maxLength 3
Comment: For fax phones in the US, the CountryPrefixCode has a value of "1" or "001". If the course inventory is being sent to an entity in the US, it is not necessary to include this data element.				
AreaCityCode	Optional	Regional dialing code or area code	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 5
PhoneNumber	Required	Telephone number	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 11
Comment: The phone number will typically be sent as a string of numbers with no spaces, periods or dashes.				
PhoneNumberExtension	Optional	The extended telephone addressing information used in addition to phone number such as a PBX extension, a pager PIN, or FAX sub-address	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 5
EffectiveDate	Optional	The date when this fax phone for the sending or source school or agency will or did become valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccy-mm-dd
ExpirationDate	Optional	The date when this fax phone for the sending or source school or agency will be or was no longer valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccy-mm-dd
NoteMessage	Optional Repeatable	Additional information about the fax phone number of the contact at the source institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

TransmissionData.Source.Organization.Contacts.FaxPhone (Continued)

Code illustration:

```
<FaxPhone>  
  <CountryPrefixCode/>  
  <AreaCityCode>512</AreaCityCode>  
  <PhoneNumber>4142505</PhoneNumber>  
<PhoneNumberExtension/>  
  <EffectiveDate/>  
  <ExpirationDate/>  
  <NoteMessage/>  
</FaxPhone>
```

TransmissionData.Source.Organization.Contacts.Email



Liquid XML Studio Developer Edition (Education) 9.1.9.3503

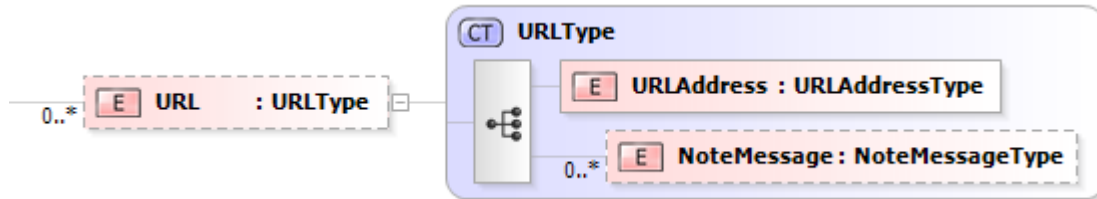
Tag Name	Schema Use	Description	Recommended Use	Format
EmailAddress	Required	The numbers, letters, and symbols used to identify an electronic mail (Email) user within a network.	Required	minOcc 1 maxOc 1 minLength 1 maxLength 128
NoteMessage	Optional Repeatable	Additional information about the email address of the contact at the sending school	Not recommended	minOcc 0 maxOc ∞ minLength 1 maxLength 80

Code illustration:

```
<Email>
  <EmailAddress>registrar@anyuniversity.edu</EmailAddress>
  <NoteMessage/>
</Email>
```

TransmissionData.Source.Organization.Contacts.URL

Note: Although the complex data element URL is an optional data element, if you choose to send the URL of the Sending Institution, then you must send the URLAddress.



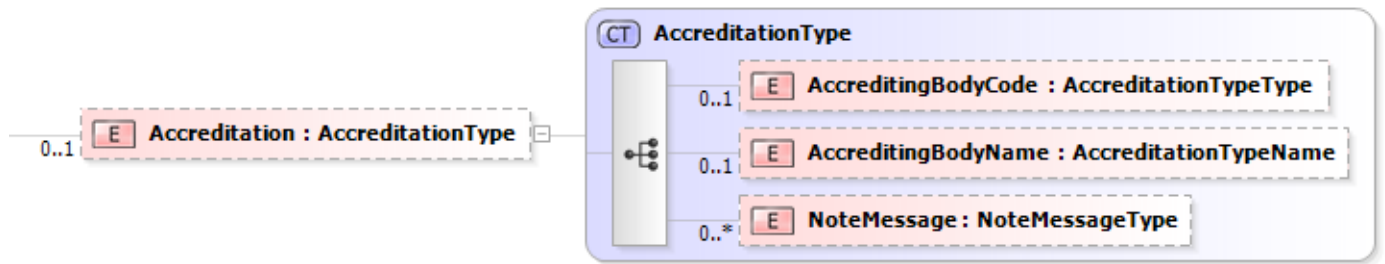
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Tag Name	Schema Use	Description	Recommended Use	Format
URLAddress	Required	The Uniform Resource Locator (URL) address of the sending school or of a contact at the sending school	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 512
NoteMessage	Optional Repeatabe	Additional information about the URL address of the source institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Code illustration:

```
<URL>
  <URLAddress>www.anyuniversity.edu</URLAddress>
  <NoteMessage />
</URL>
```

TransmissionData.Source.Organization.Accreditation



Liquid XML Studio Developer Edition (Education) 9.1.9.3503

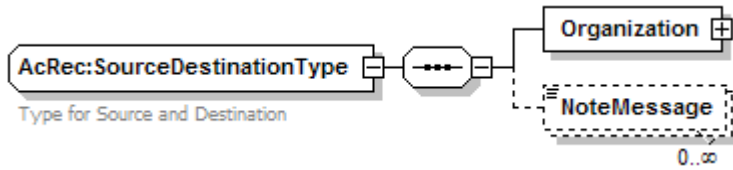
Tag Name	Schema Use	Description	Recommended Use	Format
AccreditingBodyCode	Optional	This is the acronym for the regional or other accrediting body that has given accreditation to the school sending the course inventory	Optional	minOcc 0 maxOcc 1 Enumerations: MSA NCA-HLC NCA-CASI NEASC-CIHE NEASC-CTCI NWCCU SACS WASC-ACCJC WASC-ACSCU Other
<p>Comment: This is information that might be included in the institution's course catalog</p> <p>MSA – Middle States Association of Colleges and Schools, Commission on Higher Education</p> <p>NCA-HLC – North Central Association of Colleges and Schools, Higher Learning Commission</p> <p>NCA-CASI – North Central Association of Colleges and Schools, Commission on Accreditation and School Improvement, Board of Trustees</p> <p>NEASC-CIHE – New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education</p> <p>NEASC-CTCI – New England Association of Schools and Colleges, Inc., Commission on Technical and Career Institutions</p> <p>NWCCU – Northwest Commission on Colleges and Universities</p> <p>SACS – Southern Association of Colleges and Schools, Commission on Colleges</p> <p>WASC-ACCJC – Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges</p> <p>WASC-ACSCU – Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities</p> <p>Other – Other accrediting bodies not shown above</p>				
AccreditingBodyName	Optional	The name of the accrediting body.	Optional	minOcc 0 maxOc 1 minLength 1 maxLength 80
<p>Comment: This is the specific name of the accrediting body. It would only be important to include it, if the enumerated value of "Other" were used in the data element "AccreditingBodyCode".</p>				
NoteMessage	Optional Repeatable	Additional information about the accreditation of the sending high school	Not recommended	minOcc 0 maxOc ∞ minLength 1 maxLength 80

TransmissionData.Source.Organization.Accreditation (Continued)

Code illustration:

```
<Accreditation>  
  <AccreditingBodyCode>SACS</AccreditingBodyCode>  
  <AccreditingBodyName>Southern Association of Colleges and Schools</AccreditingBodyName>  
  <NoteMessage/>  
</Accreditation>
```

TransmissionData.Destination



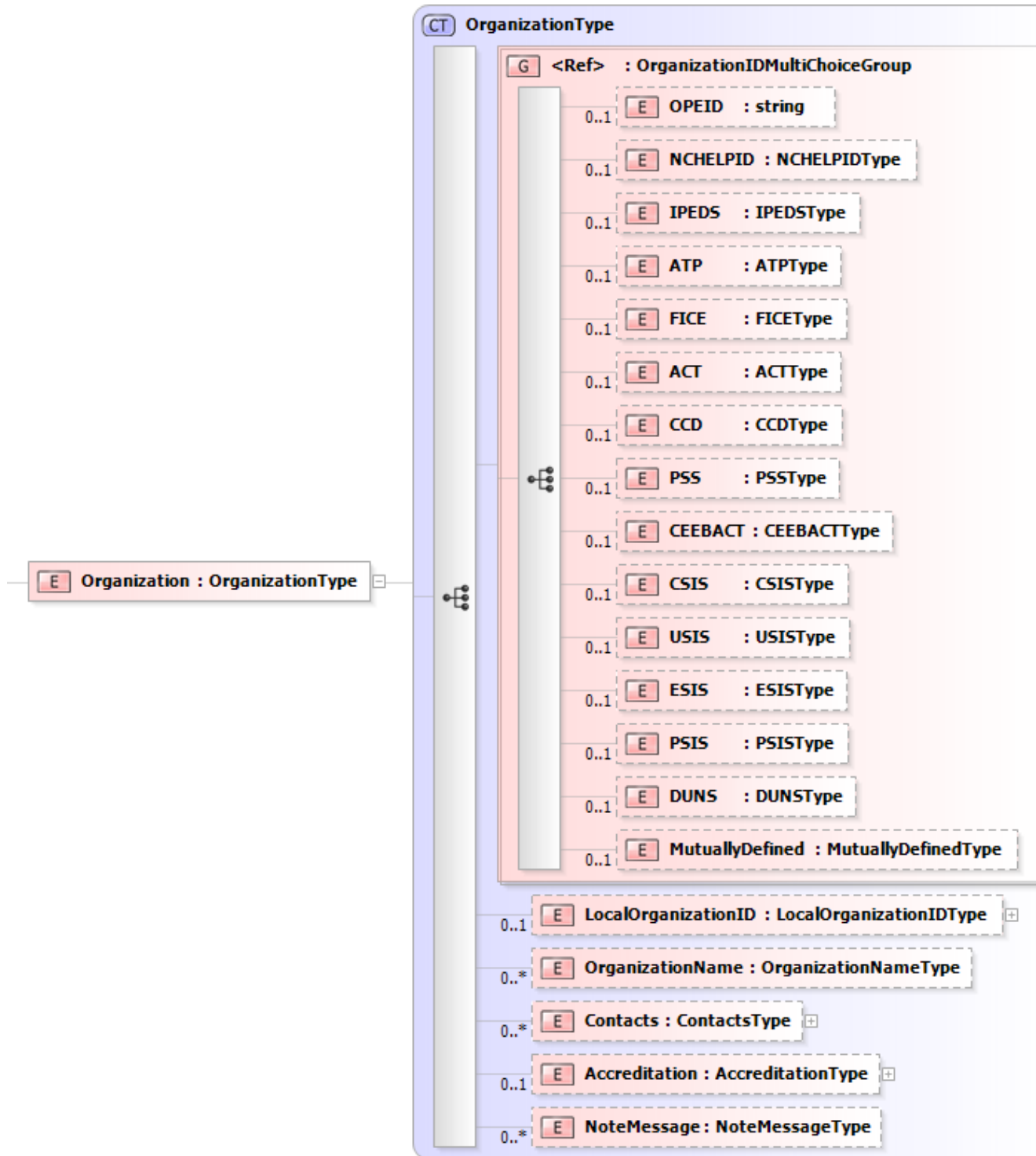
Tag Name	Schema Use	Description	Recommended Use	Format
Organization	Required	Non-person entity such as Organization, Institution, Agency or Business.	Required	minOcc 1 maxOcc 1
Comment: This complex data element will be expanded on page 25 which follows.				
NoteMessage	Optional Repeatable	Additional information about destination organization or school.	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
Comment: This is the postsecondary school or other agency to which this course inventory is being sent.				

Code illustration:

```

<Destination>
  <Organization>
*
  </Organization>
  <NoteMessage/>
</Destination>
    
```

TransmissionData.Destination.Organization



TransmissionData.Destination.Organization (Continued)

Tag Name	Schema Use	Description	Recommended Use	Format
[OrganizationIDMultiChoiceGroup]	Optional	Allowable Organization IDs choice	Strongly Recommended	minOcc 0 maxOcc ∞
Comment: [OrganizationIDMultiChoiceGroup] is not an XML tag and does not appear in an instance document. It allows the choice of one or more of the following code set tags to identify the institution or organization. It is important, if more than one of the identifying codes is used, that they be in the same order as they appear in the schema.				
OPEID	Optional choice	The unique identifier assigned by the US Office of Postsecondary Education for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 3 maxLength 8
NHELPIID	Optional choice	The unique identifier assigned by National Council on Higher Education Loan Programs for each data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 3 maxLength 8
Comment: The NHELPIID would not normally be an appropriate choice in this case since course inventory documents are not normally generated by the financial aid world.				
IPEDS	Optional choice	The unique identifier assigned by the Integrated Postsecondary Education Data System of the US National Center for Education Statistics (NCES) for each postsecondary data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
ATP	Optional choice	The unique identifier assigned by the Admissions Testing Program of the College Board for each data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
FICE	Optional choice	The unique identifier once maintained for the Federal Interagency Committee on Education by the US National Center for Education Statistics (NCES) for each postsecondary data exchange partner.	Recommended choice	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: Although the FICE code set is still widely used by many postsecondary institutions in the US, it has not been maintained by NCES or anyone else since late in the last century. Therefore, codes for new institutions created since then have been locally assigned and cannot be relied upon.				
ACT	Optional choice	The unique identifier for postsecondary educational institutions assigned by ACT, Inc. for the primary use in the distribution of education test scores. It is available at www.act.org	Recommended choice	minOcc 0 maxOcc 1 minLength 4 maxLength 4
CCD	Optional choice	The unique identifier assigned by the US National Center for Education Statistics (NCES) as the Common Core of Data for each data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 12 maxLength 12
Comment: The CCD is not a recommended choice to identify postsecondary school senders.				
PSS	Optional choice	The unique identifier assigned by the US Department of Education's National Center for Education Statistics for private K12 schools in the US.	Not Recommended	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: The PSS is not a recommended choice to identify postsecondary school senders.				

CEEBACT	Optional choice	The unique identifier assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: The CEEBACT code set is not a recommended choice to identify postsecondary school senders.				
CSIS	Optional choice	The unique identifier assigned by the Statistics Canada Canadian College Student Information System for each college data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: Since this code set has been used to identify colleges in Canada, it is not a recommended choice for postsecondary schools in the United States. This code set has been replaced by a new code set (PSIS) included below.				
USIS	Optional choice	The unique identifier assigned by the Statistics Canada University Student Information System for each university data exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 6 maxLength 6
Comment: Since this code set has been used to identify universities in Canada, it is not a recommended choice for postsecondary schools in the United States. This code set has been replaced by the new code set PSIS included below.				
ESIS	Optional choice	The unique identifier assigned by the Statistics Canada Enhanced Student Information System for each data postsecondary exchange partner.	Not Recommended	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: The ESIS number would not be a normal choice to identify the sending postsecondary school that created a course inventory in the United States. However, it was used to identify a postsecondary school in Canada. This code set has been replaced by the new code set PSIS included below.				
PSIS	Optional choice	The unique identifier assigned by the Statistics Canada Postsecondary Student Information System for each data exchange partner.	Optional choice	minOcc 0 maxOcc 1 minLength 8 maxLength 8
Comment: The PSIS number would not be a normal choice to identify the sending postsecondary school that created a course inventory in the United States. However, it would be used to identify a postsecondary school in Canada.				
DUNS	Optional choice	Data Universal Numbering System (DUNS), unique nine character company identification number issued by Dun and Bradstreet Corporation.	Not Recommended	minOcc 0 maxOcc 1 minLength 9 maxLength 9
Comment: The DUNS number would not be a normal choice to identify the sending school that created an Educational Course Inventory.				
MutuallyDefined	Optional choice	This code set could be used by a selected set of trading partners if none of the other above code sets is appropriate.	Optional choice	minOcc 0 maxOcc 1 minLength 1 maxLength 60
Comment: If an Educational Course Inventory is being sent by a school or agency that does not have a valid code in one of the other above code sets, and if that code and code set are recognized by the recipient, then this code set might be used for a set of limited exchange partners within a geographic region or used by customers of the same vendor.				
Comment: End of OrganizationIDMultiChoiceGroup choice set tags				
LocalOrganizationID	Optional	A code set typically used by a state, province or region to identify the sending school.	Optional	minOcc 0 maxOcc 1
Comment: This complex data element will be expanded on page 10 which follows.				
OrganizationName	Optional Repeatable	Name of Non-person entity such as Organization, Institution, Agency or Business.	Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 60
Comment: This is the name of the sending postsecondary school.				

Contacts	Optional Repeatable	To identify a person or an office at the sending school or agency to which administrative communications should be directed	Recommended	minOcc 0 maxOcc ∞
Comment: This complex data element will be further explained and expanded on page 11 which follows.				
Accreditation	Optional	To provide information about the accreditation that has been awarded to the sending school.	Recommended	minOcc 0 maxOcc 1
Comment: This complex data element will be further explained and expanded on page 22 which follows.				
NoteMessage	Optional Repeatable	Additional information about the organization	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

TransmissionData.Destination.Organization (Continued)

Code illustration:

```

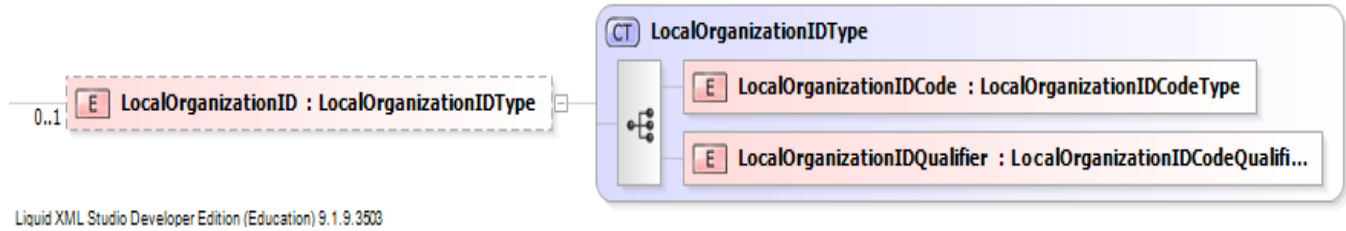
<Organization>
  <ATP>135790</ATP>
  <FICE>123456</FICE>
  <ACT>1234</ACT>
  <LocalOrganizationID>

  </LocalOrganizationID>
  <OrganizationName>Southwestern University</OrganizationName>
  <Contacts>

  </Contacts>
  <Accreditation/>
</NoteMessage/>
</Organization>
    
```

TransmissionData.Destination.Organization.LocalOrganizationID

Note: Although the complex data element LocalOrganizationID is an optional data element, if you choose to send LocalOrganizationID, then you must send both LocalOrganizationIDCode and also LocalOrganizationIDQualifier.

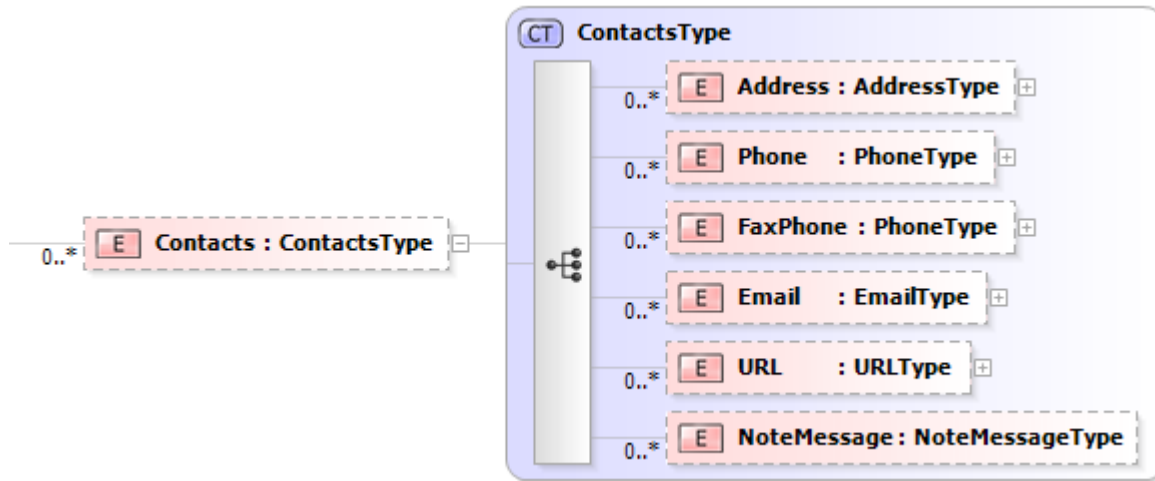


Tag Name	Schema Use	Description	Recommended Use	Format
LocalOrganizationIDCode	Required	The code assigned for the sending school by the state, province or other mutually defined agency specified in the LocalOrganizationIDQualifier that follows.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 35
Comment: This is a required data element only if the Local Organization ID complex data element is sent. This is typically the administrative school code assigned by a state or province to specifically identify the sending school in that state				
LocalOrganizationIDQualifier	Required	This is the state, province or other mutually defined agency that assigned the Local D Code above.	Required	minOcc 1 maxOcc 1 Enumerations: See Code Set in Appendix A
Comment: This is a required data element only if the Local Organization ID complex data element is sent. This is typically the state or province that assigned the code to specifically identify the sending school in that state or province.				

Code illustration:

```
<LocalOrganizationID>
  <LocalOrganizationIDCode>2237901002</LocalOrganizationIDCode>
  <LocalOrganizationIDQualifier>TX</LocalOrganizationIDQualifier>
</LocalOrganizationID>
```

TransmissionData.Destination.Organization.Contacts



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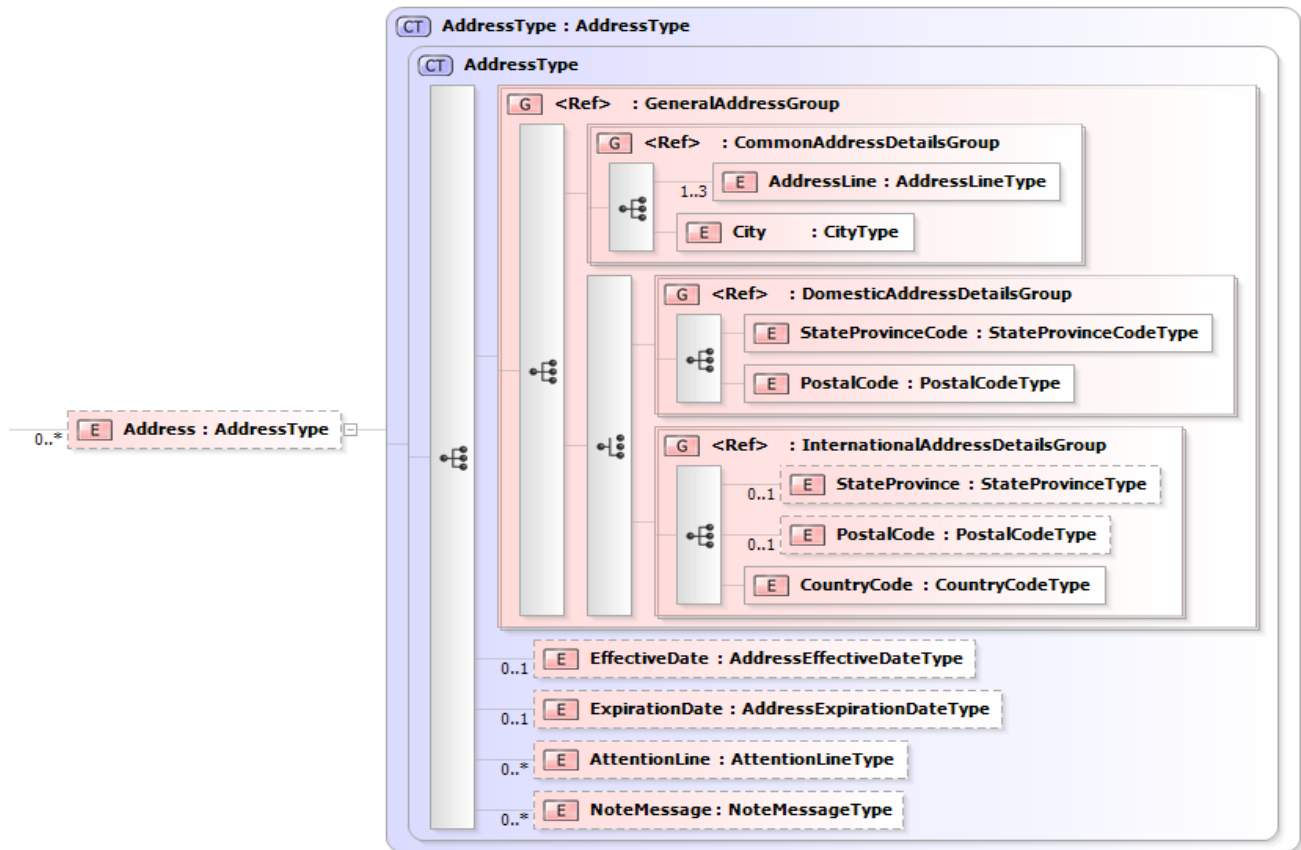
Tag Name	Schema Use	Description	Recommended Use	Format
Address	Optional Repeatabe	This is a combined Address Group for a choice between Domestic or International	Recommended	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 13 which follows.				
Phone	Optional Repeatabe	Phone number of source institution contact	Recommended	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 16 which follows.				
FaxPhone	Optional Repeatabe	Fax phone number of source institution contact	Recommended	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 18 which follows.				
Email	Optional Repeatabe	Email address of source institution contact	Recommended	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 20 which follows.				
URL	Optional Repeatabe	The Uniform Resource Locator of source institution	Optional	minOcc 0 maxOcc ∞
Comment: This complex data element will be expanded on page 21 which follows.				
NoteMessage	Optional Repeatabe	Additional information about the contacts at the source institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
Comment: This is contact information included by the sending school to indicate the preferred means for the receiving school to contact the sending school in case there is a need for further communication. This is the only place in the instance document to include the name, address and contact information about the school that is sending the course inventory.				

TransmissionData.Destination.Organization.Contacts (Continued)

Code illustration:

```
    <Contacts>
      <Address>
*
*
      </Address>
      <Phone>
*
*
      </Phone>
      <Email>
*
      </Email>
      <URL>
*
      </URL>
      <NoteMessage/>
    </Contacts>
```

TransmissionData.Destination.Organization.Contacts.Address



Liquid XML Studio Developer Edition (Education) 9.1.9.3503

Tag Name	Schema Use	Description	Recommended Use	Format
<i>GeneralAddressGroup</i>	Required	This Address Group is for items common to all Addresses	Required	minOcc 1 maxOcc 1
Comment: [<i>GeneralAddressGroup</i>] does not appear in the instance document. It requires the use of <i>CommonAddressDetailsGroup</i> and the choice of one of either <i>DomesticAddressDetailsGroup</i> or <i>InternationalAddressDetailsGroup</i> . This group is required in the schema only if you choose to send the address of the contact.				
<i>CommonAddressDetailsGroup</i>	Required	This Address Group is for items common to all Addresses	Required	minOcc 1 maxOcc 1
Comment: [<i>CommonAddressDetailsGroup</i>] does not appear in the instance document. If the address of a contact is included in the course inventory, then this must be sent. It is required and must be paired with one of either <i>DomesticAddressDetailsGroup</i> or <i>InternationalAddressDetailsGroup</i> .				
AddressLine	Required Repeatable	Local delivery information such as street, building number, PO box, or apartment portion of a postal address of a Contact at the Sending (Source) School.	Required	minOcc 1 maxOcc 3 minLength 1 maxLength 40
City	Required	The city portion of the Address of a Contact at the Sending (Source) School.	Required	minOcc 1 maxOcc 1 minLength 2 maxLength 30

<i>DomesticAddressDetailsGroup</i>	Required choice	This Address Group is for items specific to US and Canadian Addresses	Required for domestic addresses	minOcc 1 maxOcc 1
Comment: [<i>DomesticAddressDetailsGroup</i>] does not appear in the instance document. If the complex data element address has a United States or Canadian Postal Code and a US State or Canadian Province Code, then this should be the required choice.				
StateProvinceCode	Required	Code for US states, etc., and Canadian provinces.	Required	minOcc 1 maxOcc 1 Enumerations: See Appendix A
PostalCode	Required	The postal code portion of the Address.	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 17
<i>InternationalAddressDetailsGroup</i>	Required choice	This Address Group is for items specific for International Addresses	Required for international addresses	minOcc 1 maxOcc 1
Comment: [<i>InternationalAddressDetailsGroup</i>] does not appear in the instance document. This choice is for addresses that do not have a US or Canadian postal code.				
StateProvince	Optional	The literal name of the state, province or territory of a postal address of the source of this document. Use for addresses outside US or Canada.	Recommended Refer to common postal practices of the source country	minOcc 0 maxOcc 1 minLength 2 maxLength 30
Comment: For an internet resource of states or other geographical subdivisions in countries other than the US and Canada, you might choose to refer to the website of the Universal Postal Union at http://www.upu.int				
PostalCode	Optional	The postal code portion of the Address.	Recommended Refer to common postal practices of the source country	minOcc 0 maxOcc 1 minLength 1 maxLength 17
Comment: For an internet resource of states or other geographical subdivisions in countries other than the US and Canada, you might choose to refer to the website of the Universal Postal Union at http://www.upu.int				
CountryCode	Required	Code indicating Country. Use ISO 3166-1 alpha-2 standard.	Required	minOcc 1 maxOcc 1 Enumerations: See Appendix B1 or B2
EffectiveDate	Optional	The date when this address for the source institution became or will become valid	Optional	minOcc 0 maxOcc 1 Format is xs:Date or ccy-mm-dd
ExpirationDate	Optional	The date when this address for the source institution will or did become no longer valid	Optional	minOcc 0 maxOcc 1 Format is xs:Date or ccy-mm-dd
AttentionLine	Optional	The individual or office name within the postal address where inquiries should be directed.	Optional	minOcc 1 maxOcc ∞ minLength 1 maxLength 45
Comment: This might be used to indicate where questions about the record should be sent. For example, Registrar, Enrollment Management Office, or Information Technology Department.				
NoteMessage	Optional Repeatable	Addition 1 information about the addresses of the contacts at the source school	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

TransmissionData.Destination.Organization.Contacts.Address (Continued)

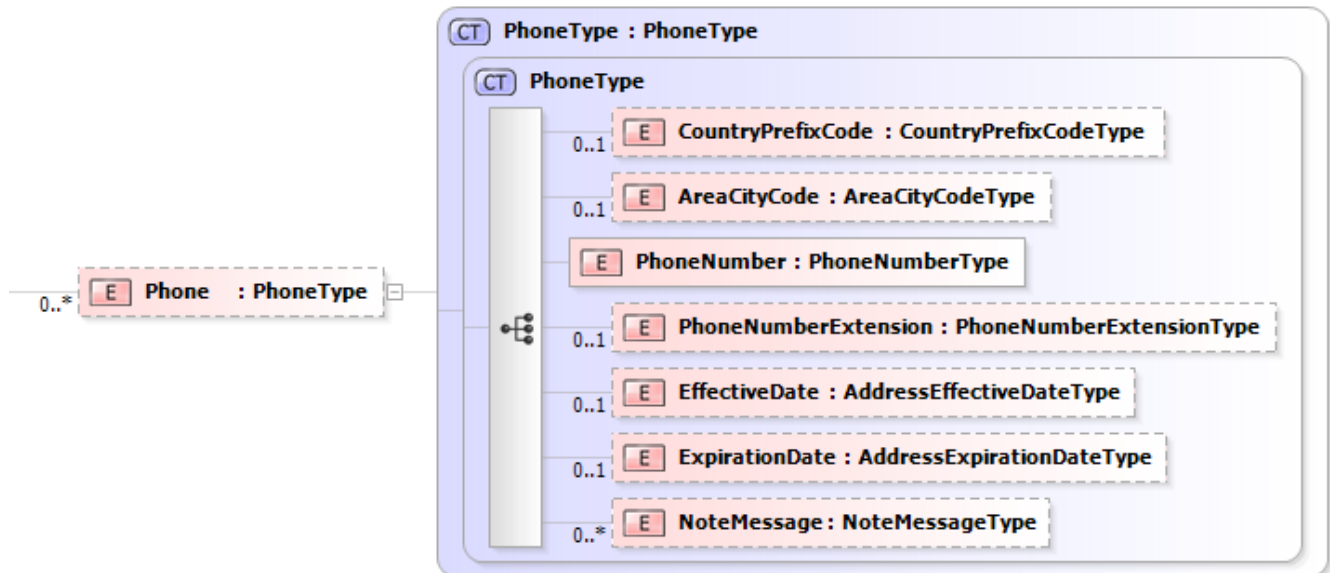
Code illustration:

```
<Address>
  <AddressLine>Office of the Registrar</AddressLine>
  <AddressLine>1 University Station</AddressLine>
  <City>Austin</City>
  <StateProvinceCode>TX</StateProvinceCode>
  <PostalCode>78712</PostalCode>
  <AttentionLine>Jane Shaugness</AttentionLine>
  <NoteMessage/>
</Address>
```

Code illustration 2 (International Address):

```
<Address>
  <AddressLine>Altova Corporation</AddressLine>
  <AddressLine>Rudolfsplatz 13a/9</AddressLine>
  <City>Wien</City>
  <StateProvince/>
  <PostalCode>A-1010</PostalCode>
  <CountryCode>AT</CountryCode>
  <EffectiveDate/>
  <ExpirationDate/>
  <NoteMessage/>
</Address>
```

TransmissionData.Destination.Organization.Contacts.Phone



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Tag Name	Schema Use	Description	Recommended Use	Format
CountryPrefixCode	Optional	International dialing code	Optional within the US	minOcc 0 maxOcc 1 minLength 1 maxLength 3
Comment: For phones in the US, the CountryPrefixCode has a value of "1" or "001". If the course inventory is being sent from and to an entity in the US, it is not necessary to include this data element.				
AreaCityCode	Optional	Regional dialing code or area code	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 5
PhoneNumber	Required	Telephone number	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 11
Comment: The phone number will typically be sent as a string of numbers with no spaces, periods or dashes.				
PhoneNumberExtension	Optional	The extended telephone addressing information used in addition to phone number such as a PBX extension, a pager PIN, or FAX sub-address	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 5
EffectiveDate	Optional	The date when this phone for the sending or source school or agency will or did become valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccyy-mm-dd
ExpirationDate	Optional	The date when this phone for the sending or source school or agency will or was no longer valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccyy-mm-dd
NoteMessage	Optional Repeatable	Additional information about the phone number of the contact at the source institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

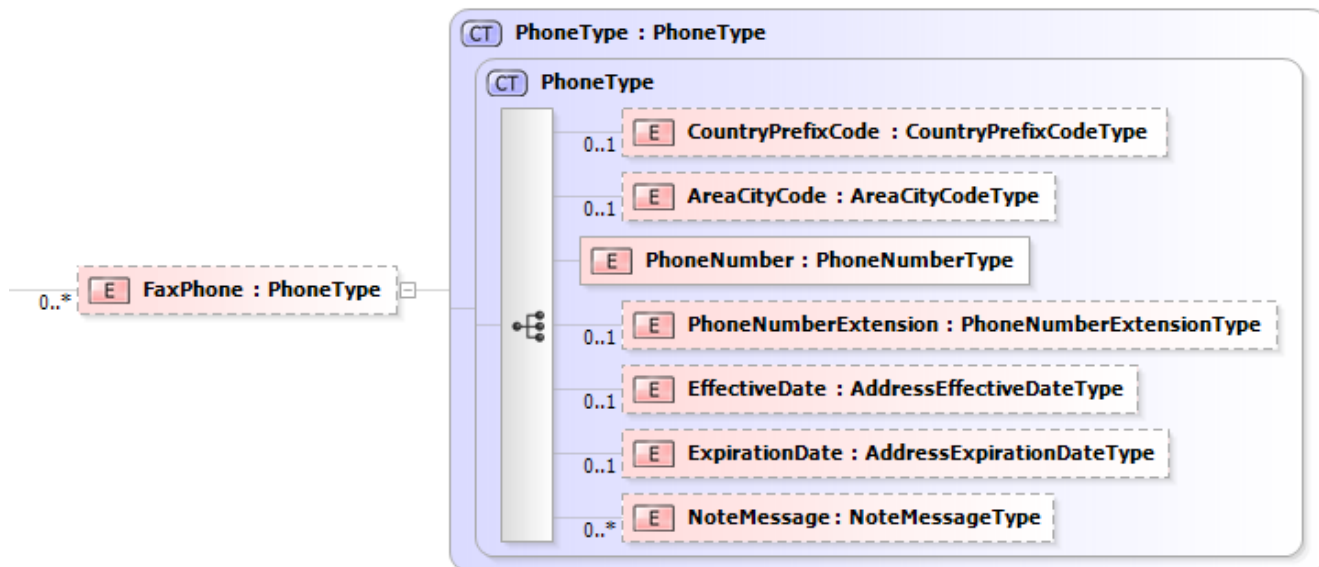
TransmissionData.Destination.Organization.Contacts.Phone (Continued)

Code illustration:

```
<Phone>
  <CountryPrefixCode/>
  <AreaCityCode>512</AreaCityCode>
  <PhoneNumber>4142505</PhoneNumber>
<PhoneNumberExtension/>
  <EffectiveDate/>
  <ExpirationDate/>
  <NoteMessage/>
</Phone>
```

TransmissionData.Destination.Organization.Contacts.FaxPhone

Note: Although the complex data element FaxPhone is an optional data element, if you choose to send the FaxPhone of a Contact at the Sending Institution, then you must send a phone number.



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Tag Name	Schema Use	Description	Recommended Use	Format
CountryPrefixCode	Optional	International dialing code	Optional within the US	minOcc 0 maxOcc 1 minLength 1 maxLength 3
Comment: For fax phones in the US, the CountryPrefixCode has a value of "1" or "001". If the course inventory is being sent to an entity in the US, it is not necessary to include this data element.				
AreaCityCode	Optional	Regional dialing code or area code	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 5
PhoneNumber	Required	Telephone number	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 11
Comment: The phone number will typically be sent as a string of numbers with no spaces, periods or dashes.				
PhoneNumberExtension	Optional	The extended telephone addressing information used in addition to phone number such as a PBX extension, a pager PIN, or FAX sub-address	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 5
EffectiveDate	Optional	The date when this fax phone for the sending or source school or agency will or did become valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccyy-mm-dd
ExpirationDate	Optional	The date when this fax phone for the sending or source school or agency will be or was no longer valid	Optional	minOcc 0 maxOcc 1 xs:Date or ccyy-mm-dd

Tag Name	Schema Use	Description	Recommended Use	Format
NoteMessage	Optional Repeatable	Additional information about the fax phone number of the contact at the source institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

TransmissionData.Destination.Organization.Contacts.FaxPhone (Continued)

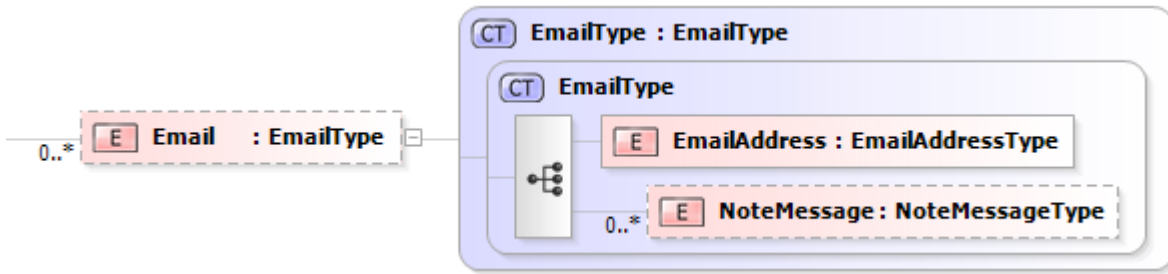
Code illustration:

```

<FaxPhone>
  <CountryPrefixCode/>
  <AreaCityCode>512</AreaCityCode>
  <PhoneNumber>4142505</PhoneNumber>
<PhoneNumberExtension/>
  <EffectiveDate/>
  <ExpirationDate/>
  <NoteMessage/>
</FaxPhone>

```

TransmissionData.Destination.Organization.Contacts.Email



Liquid XML Studio Developer Edition (Education) 9.1.9.3503

Tag Name	Schema Use	Description	Recommended Use	Format
EmailAddress	Required	The numbers, letters, and symbols used to identify an electronic mail (Email) user within a network.	Required	minOcc 1 maxOc 1 minLength 1 maxLength 128
NoteMessage	Optional Repeatable	Additional information about the email address of the contact at the sending school	Not recommended	minOcc 0 maxOc ∞ minLength 1 maxLength 80

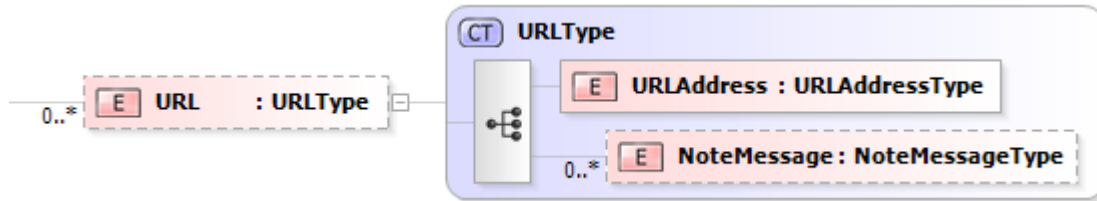
Code illustration:

```

<Email>
  <EmailAddress>registrar@anyuniversity.edu</EmailAddress>
  <NoteMessage/>
</Email>
    
```

TransmissionData.Destination.Organization.Contacts.URL

Note: Although the complex data element URL is an optional data element, if you choose to send the URL of the Sending Institution, then you must send the URLAddress.



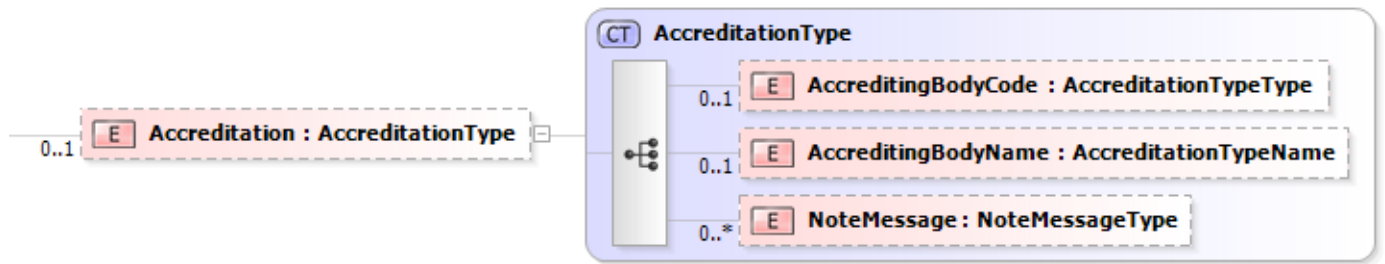
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Tag Name	Schema Use	Description	Recommended Use	Format
URLAddress	Required	The Uniform Resource Locator (URL) address of the sending school or of a contact at the sending school	Required	minOcc 1 maxOcc 1 minLength 1 maxLength 512
NoteMessage	Optional Repeatable	Additional information about the URL address of the source institution	Not recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Code illustration:

```
<URL>
  <URLAddress>www.anyuniversity.edu</URLAddress>
  <NoteMessage />
</URL>
```

TransmissionData.Destination.Organization.Accreditation



Liquid XML Studio Developer Edition (Education) 9.1.9.3503

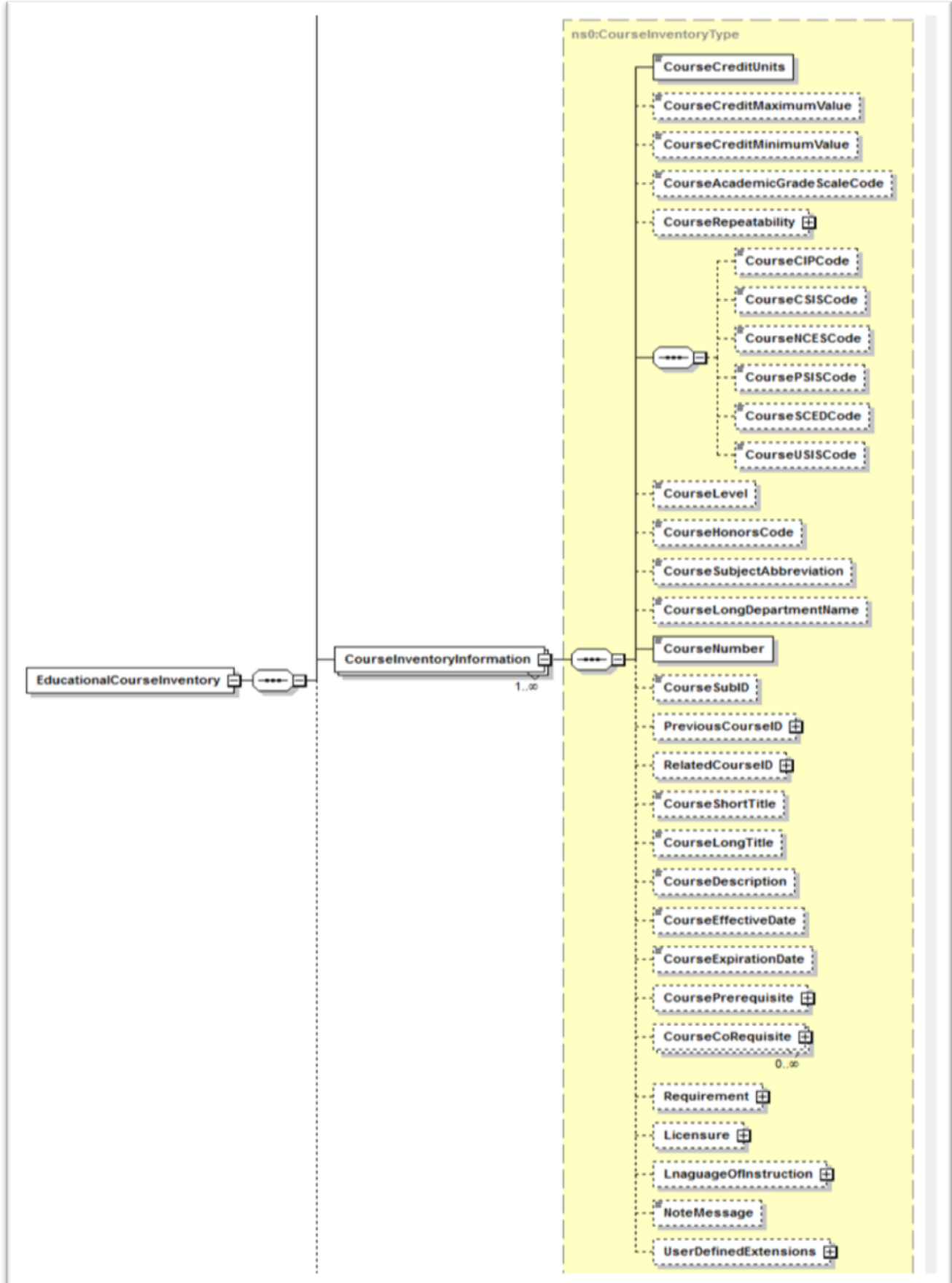
Tag Name	Schema Use	Description	Recommended Use	Format
AccreditingBodyCode	Optional	This is the acronym for the regional or other accrediting body that has given accreditation to the school sending the course inventory	Optional	minOcc 0 maxOcc 1 Enumerations: MSA NCA-HLC NCA-CASI NEASC-CIHE NEASC-CTCI NWCCU SACS WASC-ACCJC WASC-ACSCU Other
<p>Comment: This is information that might be included in the institution's course catalog</p> <p>MSA – Middle States Association of Colleges and Schools, Commission on Higher Education</p> <p>NCA-HLC – North Central Association of Colleges and Schools, Higher Learning Commission</p> <p>NCA-CASI – North Central Association of Colleges and Schools, Commission on Accreditation and School Improvement, Board of Trustees</p> <p>NEASC-CIHE – New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education</p> <p>NEASC-CTCI – New England Association of Schools and Colleges, Inc., Commission on Technical and Career Institutions</p> <p>NWCCU – Northwest Commission on Colleges and Universities</p> <p>SACS – Southern Association of Colleges and Schools, Commission on Colleges</p> <p>WASC-ACCJC – Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges</p> <p>WASC-ACSCU – Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities</p> <p>Other – Other accrediting bodies not shown above</p>				
AccreditingBodyName	Optional	The name of the accrediting body.	Optional	minOcc 0 maxOc 1 minLength 1 maxLength 80
<p>Comment: This is the specific name of the accrediting body. It would only be important to include it, if the enumerated value of "Other" were used in the data element "AccreditingBodyCode".</p>				
NoteMessage	Optional Repeatable	Additional information about the accreditation of the sending high school	Not recommended	minOcc 0 maxOc ∞ minLength 1 maxLength 80

TransmissionData.Destination.Organization.Accreditation (Continued)

Code illustration:

```
<Accreditation>  
  <AccreditingBodyCode>SACS</AccreditingBodyCode>  
  <AccreditingBodyName>Southern Association of Colleges and Schools</AccreditingBodyName>  
  <NoteMessage/>  
</Accreditation>
```

CourseInventoryInformation



Tag Name	Schema Use	Description	Recommended Use	Format
CourseCreditUnits	Optional	<p>The type of credit (unit, semester, or quarter) associated with the credit hours earned for the course.</p> <p>CarnegieUnits: A common unit of credit used in secondary schools in the US. The unit was developed in 1906 by the Carnegie Foundation as a measure of the amount of time a student has studied a subject. For example, a total of 120 hours in one subject -- meeting 4 or 5 times a week for 40 to 60 minutes, for 36 to 40 weeks each year -- earns the student one "Carnegie unit" of high school credit. Fourteen units were deemed to constitute the minimum amount of preparation that may be interpreted as "four years of academic or high school preparation".</p> <p>ClockHours: A unit used primarily for non-credit courses, or for a non-credit (but required) lab or clinic part of a college credit course. It is typically defined as either a 50 minute or a 60 minute hour.</p> <p>ContinuingEducationUnits: A Continuing Education Unit is defined as ten contact (60 minute) hours in a non-credit course with prescribed requirements and evaluation methods.</p> <p>NoCredit: This is typically used for a non credit course for which no credit is ever awarded. However, it could also be used for an individual student for a regular course for which prior agreement has been reached to award no credit for this particular student for this course.</p> <p>Other: Any type of a unit of credit not described in any of the other enumerated values. It should be further clarified by an instance of NoteMessage.</p> <p>Quarter: A unit of credit that describes the value of a lecture course that meets for 50 minutes per week for a term or session that meets from 10 to 12 weeks. It is typically associated with a quarter system calendar, but this is not necessarily required.</p> <p>Semester: A unit of credit that describes the value of a lecture course that meets for 50 minutes per week for a term or session that meets for 15 or 16 weeks. It is typically associated with a semester or trimester system calendar, but this is not necessarily required.</p> <p>Units: This is a loosely defined unit of measure of the worth of the course that is neither a quarter nor a semester unit. It is more often used for secondary school courses.</p>	Required	<p>Enumerations:</p> <ul style="list-style-type: none"> NoCredit Quarter Semester Units ClockHours CarnegieUnits ContinuingEducationUnits Unreported Other

		Unreported: Since this data element would not normally be required, this value would be rarely used. If the data element was to be required and the credit unit for the course was not known, then this value could be used.		
CourseCreditMaximumValue	Optional	The maximum credit value for which the course is offered	Recommended	minOcc 0 maxOcc 1 xs:decimal
CourseCreditMinimumValue	Optional	The minimum credit value for which the course is offered	Recommended	minOcc 0 maxOcc 1 xs:decimal
CourseAcademicGradeScaleCode	Optional	The grading scale used by an academic educational institution for an academic course.	Recommended	minOcc 0 maxOcc 1 See Appendix H
Comment: Grade scale is based on the American Medical Colleges Admissions Services (AMCAS) grading scale, values 01 through 99. See Appendix H for a complete list of code values.				
CourseRepeatability	Optional	Indicates if the course is repeatable for credit, and the maximum credit for which it may be repeated	Recommended	minOcc 0 maxOcc 1
CourseCIPCode	Optional Choice	The Classification of Instructional Programs (CIP) code to describe the area of study for the course.	Optional choice	minOcc 0 maxOcc 1 minLength 1 maxLength 10
Comment: Although this code set created and approved by the US Department of Education's National Center for Education Statistics is for academic programs, it is frequently used to describe the content of an academic course. See http://nces.ed.gov/pubs2002/cip2000/				
CourseCSISCode	Optional Choice	The Statistics Canada College Student Information System (CSIS) code to describe the area of study for the course.	Optional choice	minOcc 0 maxOcc 1 minLength 1 maxLength 10
CourseNCESCode	Optional Choice	The code set developed (or being developed by the United States Department of Education's National Center for Education Statistics)	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 10
CoursePSISCode	Optional Choice	The Statistics Canada Postsecondary Student Information System (PSIS) code to describe the area of study for the course	Not Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 10
CourseSCEDCode	Optional Choice	The School Codes for the Exchange of Data (SCED) code set being developed for the United States Department of Education's National Center for Education Statistics to describe the content and level of a course	Not Recommended	minOcc 0 maxOcc 1 minLength 12 maxLength 12
Comment: The SCED is a code set to describe the content of a high school course.				
CourseUSISCode	Optional Choice	The Statistics Canada University Student Information System (USIS) code to describe the area of study for the course.	Optional choice	minOcc 0 maxOcc 1 minLength 1 maxLength 10
Comment: The two code sets immediately above were created to describe academic programs at Canadian postsecondary schools. As with the CIP code above, they can also be used to describe the content of a course at a Canadian postsecondary school.				

CourseLevel	Optional	The level of work demonstrated by successful completion of the academic course being described	Recommended	minOcc 0 maxOcc 1 Enumerations: Accelerated AdultBasic AdvancedPlacement Basic InternationalBaccalaureate CollegeLevel CollegePreparatory Dual Dual HS/Undergrad Dual Grad/Upper GiftedTalented GraduateProfessional Honors LowerDivision NonAcademic Regents Remedial SpecialEducation TechnicalPreparatory UpperDivision Vocational
CourseHonorsCode	Optional	Indication whether the course is an Honors course, or has an option for students to take it as an honors course	Recommended	minOcc 0 maxOcc 1 Enumerations: Honors Honors Option
CourseSubjectAbbreviation	Optional	The alphabetic abbreviation of the academic department or discipline offering the course. It is one part of the total course identifier.	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 10
Comment: As with all recommended data elements, if the sending school does not use alphabetic abbreviations as part of the course numbering system, then this data element would not exist and would not be included. However, it is important to include the complete identifier to identify the course in the combination of CourseSubjectAbbreviation and CourseNumber, since both are alphanumeric fields.				
CourseLongDepartmentName	Optional	The full name of the department of the course	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 80
Comment: This may be the full name of the abbreviation in the CourseSubjectAbbreviation field, but in many instances the subject abbreviation may be a subset of the department that offers the course. This field is intended to provide the name for the department offering the course, not just the subject area. For example, Spanish might be the subject area, and Modern Languages the full department name.				
CourseNumber	Optional	The official reference number portion of a course identifier. This number frequently designates the level of the course as well as the level of the student expected to enroll in the course	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 15
Comment: As with all recommended data elements, if the sending school does not use numbers as part of the course numbering system, then this data element would not exist and would not be included.				
CourseSubID	Optional	An additional reference number that distinguishes an aspect of the course from other instances of the same course	Optional	minOcc 0 maxOcc 1 minLength 1 maxLength 15
Comment: The Sub Number is used to distinguish certain instances of a course that are not marked by a different, unique number. An example would be instances of a course number that are taught overseas, or have an additional learning component.				
PreviousCourseID	Optional	The previous course ID for the current course in the course inventory.	Recommended	minOcc 0 maxOcc ∞

RelatedCourseID	Optional	The course ID for a course related to the one in the course inventory.	Recommended	minOcc maxOcc	0 ∞
CourseShortTitle	Optional	The name or title of the course taken by a student at an academic institution.	Recommended	minOcc maxOcc minLength maxLength	0 1 1 60
Comment: The short course title is often the title as it is displayed on the student transcript.					
CourseLongTitle	Optional	The full name or title of the course taken by a student at an academic institution.	Recommended	minOcc maxOcc minLength maxLength	0 1 1 120
CourseDescription	Required	The text description describing the content of the course, as carried in the sending institution's course catalog	Required	minLength maxLength	1 255
Comment: The course description may also contain information about course corequisites and prerequisites maintained in text by the sending institution.					
CourseEffectiveDate	Optional	The date the course was first officially offered by the sending institution.	Optional	minOcc maxOcc xs:date	0 1
Comment: The format of date is ccyy-mm-dd.					
CourseExpirationDate	Optional	The date the course was no longer officially offered by the sending institution.	Optional	minOcc maxOcc xs:date	0 1
Comment: CourseEffectiveDate and CourseExpirationDate are not related to the beginning and ending dates of a term, but are the dates the courses became official offerings, and stopped being official offerings of the sending institution. The format for the date is ccyy-mm-dd.					
CoursePrerequisite	Optional	Information determining if there is a course prerequisite, and if so information about the prerequisite	Optional	minOcc maxOcc	0 ∞
CourseCorequisite	Optional	Information determining if there is a course corequisite, and if so information about the corequisite	Optional	minOcc maxOcc	0 ∞
Requirement	Optional Repeatable	Curriculum requirements satisfied by successful completion of this course	Optional	minOcc maxOcc	0 ∞
Comment: This complex data element will be expanded on page 57 which follows.					
Licensure	Optional Repeatable	Licensure requirements satisfied by successful completion of this course	Optional	minOcc maxOcc	0 ∞
Comment: This complex data element will be expanded on page 59 which follows.					
LanguageOfInstruction	Optional Repeatable	Language associated with one or more aspects of the course	Optional	minOcc maxOcc	0 ∞
Comment: This optional data element would not be sent if the language is English and the sending school is in the United States. This complex data element will be expanded on page 60 which follows.					
NoteMessage	Optional Repeatable	Additional information about the course	Not Recommended	minOcc maxOcc minLength maxLength	0 ∞ 1 80
UserDefinedExtensions	Optional	Additional structured information. Requires mutually defined XML schema.	Optional	minOcc maxOcc	0 1
Comment: This is the appropriate place in the instance document to include courses taken at the sending school. It is also the appropriate place to include courses taken at another school if sufficient information is available to include data about the session at the other school.					

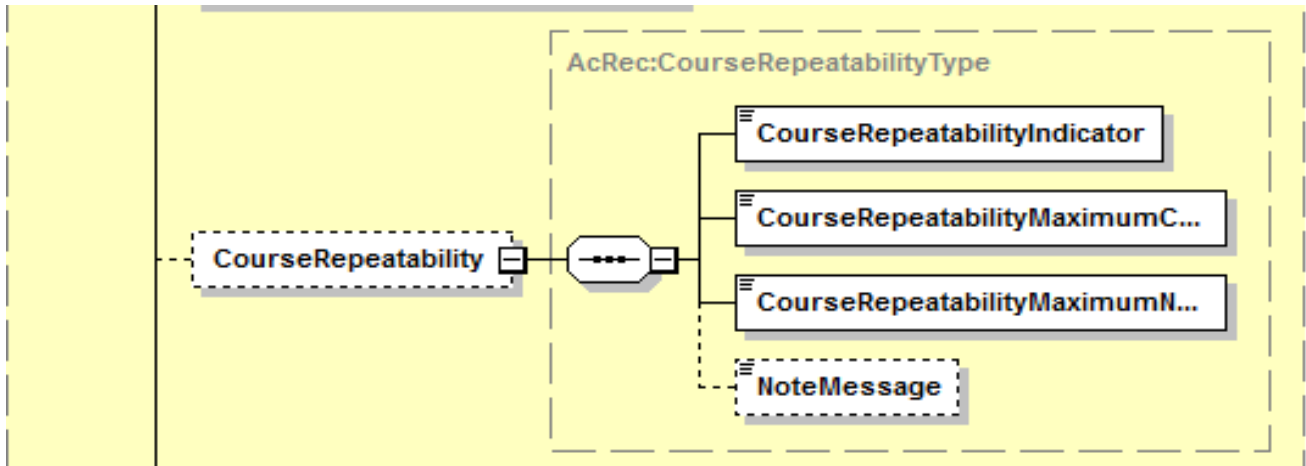
CourseInventoryInformation (Continued)**Code illustration:**

```

<CourseInventoryInformation>
  <CourseCreditUnits>Semester </CourseCreditUnits>
  <CourseCreditMaximumValue>5.00</CourseCreditMaximumValue>
  <CourseCreditMinimumValue>1.00</CourseCreditMinimumValue>
  <CourseAcademicGradeScaleCode>25</CourseAcademicGradeScaleCode>
  <CourseRepeatability>
*
*
    </CourseRepeatability>
    <CourseCIPCode>999</CourseCIPCode>
    <CourseCreditLevel>LowerDivision</CourseCreditLevel>
    <CourseHonorsCode>Honors Option</CourseHonorsCode>
    <CourseSubjectAbbreviation>SPAN</CourseSubjectAbbreviation>
    <CourseLongDepartmentName>ModernLanguages</CourseLongDepartmentName>
    <CourseNumber>315K</CourseNumber>
    <PreviousCourseID>
*
*
      </PreviousCourseID>
      <RelatedCourseID>
*
*
        </RelatedCourseID>
        <CourseShortTitle>HISTORY OF THE US 1</CourseTitle>
        <CourseLongTitle>History of the United States since 1865</CourseLongTitle>
        <CourseDescription>A general survey of United States history from the Civil War to the present day, with emphasis upon
          national political, diplomatic, economic, constitutional, social and intellectual developments.</CourseDescription>
        <CourseEffectiveDate>1985-09-01</CourseEffectiveDate>
        <CourseExpirationDate>2007-08-05</CourseExpirationDate>
        <PrerequisiteCourseCondition> </PrerequisiteCourseCondition>
        <CorequisiteCourseCondition> </CorequisiteCourseCondition>
        <Requirement>
*
*
          </Requirement>
          <Attribute>
*
*
            </Attribute>
            <Proficiency>
*
*
              </Proficiency>
              <Licensure>
*
*
                </Licensure>
                <LanguageOfInstruction>
*
*
                  </LanguageOfInstruction>
                  <NoteMessage>String</NoteMessage>
                  <UserDefinedExtensions/>
                </CourseInventoryInformation>

```


CourseInventoryInformation.CourseRepeatability



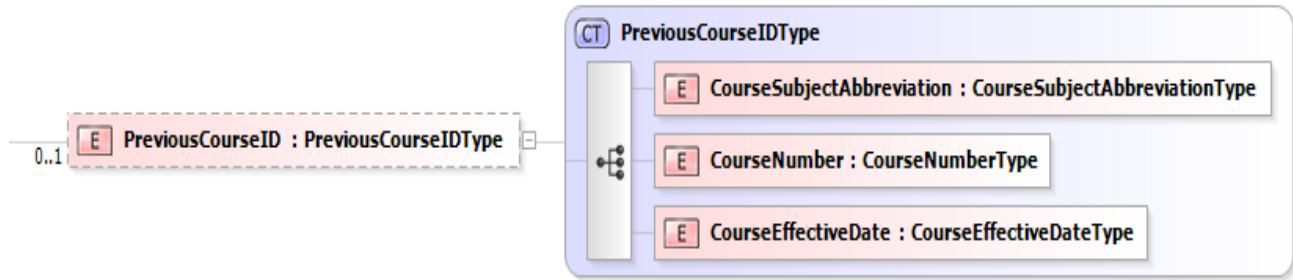
Tag Name	Schema Use	Description	Recommended Use	Format
CourseRepeatabilityIndicator	Optional	Code indicating whether or not the course can be repeated for credit.	Recommended	minLength 1 maxLength 3 Enumeration: Yes No
CourseRepeatabilityMaximumCredit	Optional	The maximum hours for which the course may be taken for credit	Recommended	minOcc 0 maxOcc 1 xs:decimal
CourseRepeatabilityMaximumNumber	Optional	The maximum number of times the course may be taken or completed for credit	Recommended	minOcc 0 maxOcc 1 xs:integer
Comment: Because each institution's rules may be different about what the maximum number relates to (e.g., attempts, enrollments, completions, a note message should be added if using this field.				
NoteMessage	Optional Repeatable	Additional information about the requirement	Not Recommended	minLength 1 maxLength 80

Code illustration:

```

<CourseRepeatability>
  <CourseRepeatabilityIndicator>Yes</CourseRepeatabilityCode>
  <CourseRepeatabilityMaximumCredit>12.0</CourseRepeatabilityMaxCredit>
  <CourseRepeatabilityMaximumNumber> </CourseRepeatabilityMaxNumber>
  <NoteMessage>String</NoteMessage>
</CourseRepeatability>
    
```

CourseInventoryInformation.PreviousCourseID



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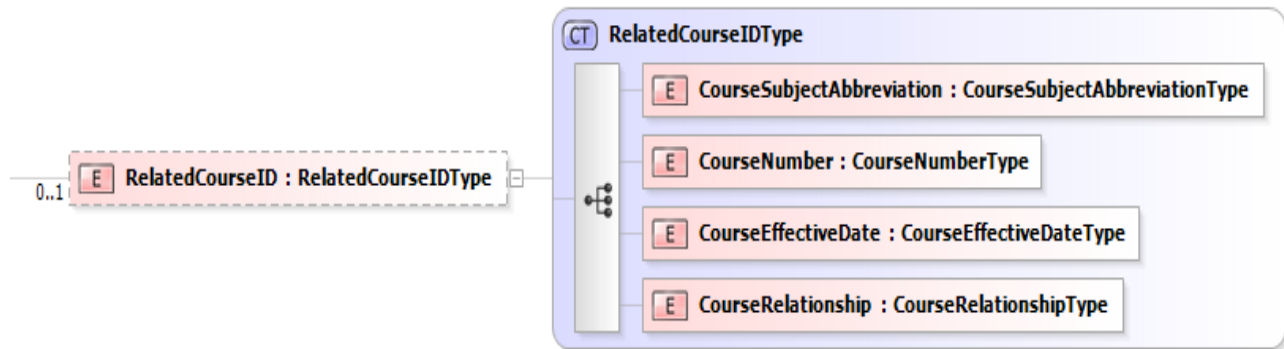
Tag Name	Schema Use	Description	Recommended Use	Format
CourseSubjectAbbreviation	Optional	The alphabetic abbreviation of the academic department or discipline offering the course. It is one part of the total course identifier.	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 10
CourseNumber	Optional	The official reference number portion of a course identifier. This number frequently designates the level of the course as well as the level of the student expected to enroll in the course	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 15
<i>Comment: The Previous Course ID is intended to be the immediately preceding course subject and number for the current course (it is not intended to be the first subject and course number).</i>				
CourseEffectiveDate	Optional	The date the course was first officially offered by the sending institution.	Optional	minOcc 0 maxOcc 1 xs:date
<i>Comment: The format of date is ccyy-mm-dd.</i>				

Code illustration:

```

<PreviousCourseID>
  <CourseSubjectAbbreviation>SPN</CourseSubjectAbbreviation>
  <CourseNumber>312</CourseNumber>
  <CourseEffectiveDate>1975-09-01</CourseEffectiveDate>
</PreviousCourseID>
  
```

CourseInventoryInformation.RelatedCourseID



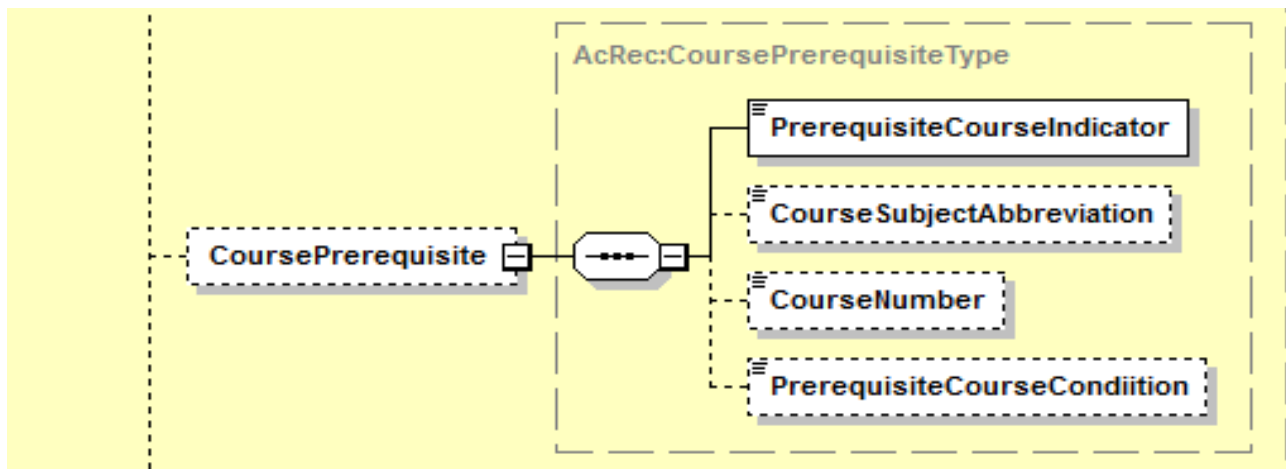
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Tag Name	Schema Use	Description	Recommended Use	Format
CourseSubjectAbbreviation	Optional	The alphabetic abbreviation of the academic department or discipline offering the course. It is one part of the total course identifier.	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 10
CourseNumber	Optional	The official reference number portion of a course identifier. This number frequently designates the level of the course as well as the level of the student expected to enroll in the course	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 15
CourseEffectiveDate	Optional	The date the course was first officially offered by the sending institution.	Optional	minOcc 0 maxOcc 1 xs:date
Comment: The format of date is ccyy-mm-dd.				
CourseRelationship	Optional	The relationship between the primary course and this related course	Recommended	minOcc 0 maxOcc 1 Enumerations: Cross Listed Graduate Undergraduate Replacement
Comment: The course relationship should be used to describe two courses that are related in some formal way, for example cross listed courses (e.g. Bot 1114 and Zoo 1114); a graduate course linked to an undergraduate course; or a course that may be used as a replacement or substitution for a specific course, particularly toward a student's degree requirements.				

Code illustration:

```
<RelatedCourseID>  
  <CourseSubjectAbbreviation>MLL</CourseSubjectAbbreviation>  
  <CourseNumber>312</CourseNumber>  
  <CourseEffectiveDate>1975-09-01</CourseEffectiveDate>  
  <CourseRelationship> </CourseRelationship>  
</RelatedCourseID>
```

CourseInventoryInformation.CoursePrerequisite

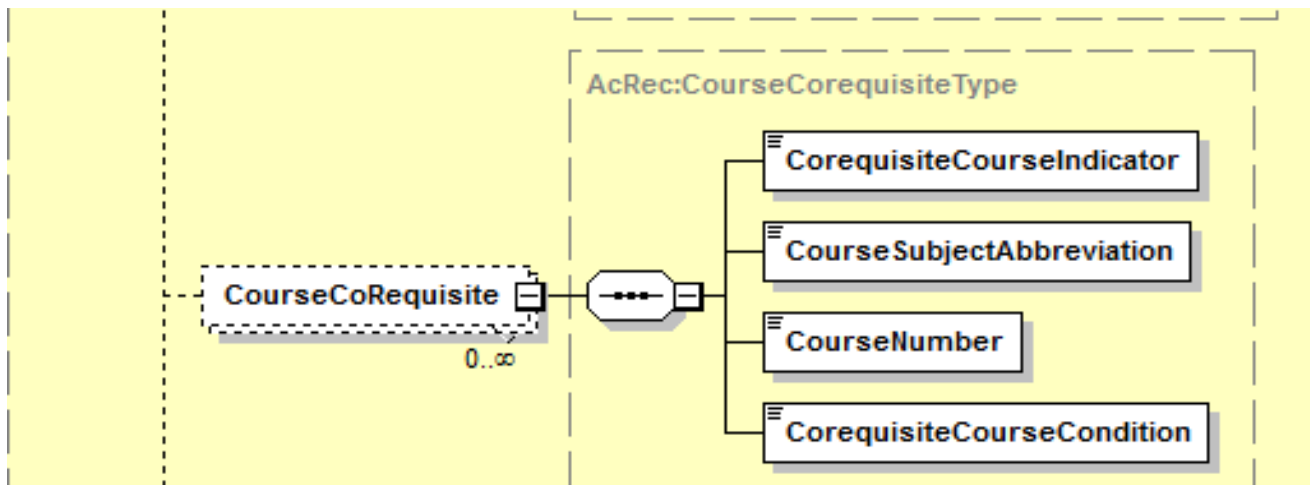


Tag Name	Schema Use	Description	Recommended Use	Format
PrerequisiteCourseIndicator	Required	Code indicating whether or not there is a prerequisite for the	Conditional	Enumerations: Yes No
<i>Comment: If any information is sent in the CoursePrerequisite element, this code must be sent.</i>				
CourseSubjectAbbreviation	Optional	The alphabetic abbreviation of the academic department or discipline offering the course. It is one part of the total course identifier.	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 10
CourseNumber	Optional	The official reference number portion of a course identifier. This number frequently designates the level of the course as well as the level of the student expected to enroll in the course	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 15
PrerequisiteCourseCondition	Optional	Prerequisite conditions that are non-course related.	Recommended	minOcc 0 maxOcc 1 Enumerations: Achievement Experience Status Score
<i>Comment: If the PrerequisiteCourseCode is Yes, then either CourseSubjectAbbreviation and CourseNumber, or Prerequisite CourseCondition should be sent. Both could also be sent if appropriate.</i>				

Code illustration:

```
<CoursePrerequisite>  
  <CoursePrerequisiteIndicator>Yes</CoursePrerequisiteCode>  
  <CourseSubjectAbbreviation>MLL</CourseSubjectAbbreviation>  
  <CourseNumber>212</CourseNumber>  
  <PrerequisiteCourseCondition>Experience</ PrerequisiteCourseCondition >  
</CoursePrerequisite>
```

CourseInventoryInformation.CourseCorequisite

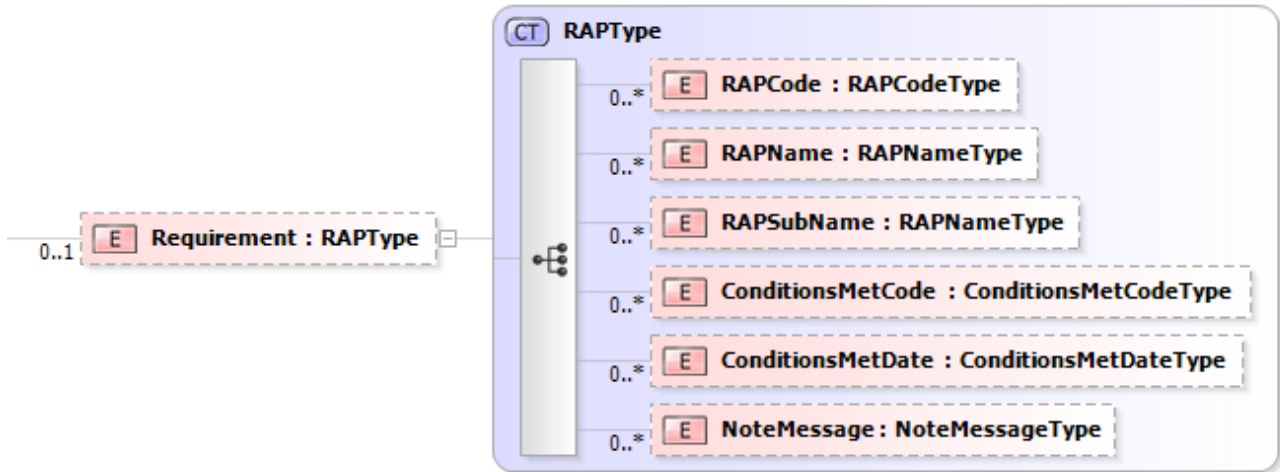


Tag Name	Schema Use	Description	Recommended Use	Format
CorequisiteCourseIndicator	Required	Code indicating whether or not there is a prerequisite for the	Conditional	Enumerations: Yes No
<i>Comment: If any information is sent in the CoursePrerequisite element, this code must be sent.</i>				
CourseSubjectAbbreviation	Optional	The alphabetic abbreviation of the academic department or discipline offering the course. It is one part of the total course identifier.	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 10
CourseNumber	Optional	The official reference number portion of a course identifier. This number frequently designates the level of the course as well as the level of the student expected to enroll in the course	Recommended	minOcc 0 maxOcc 1 minLength 1 maxLength 15
CorequisiteCourseCondition	Optional	Prerequisite conditions that are non-course related.	Recommended	minOcc 0 maxOcc 1 Enumerations: Achievement Experience Status Score
<i>Comment: If the CorequisiteCourseCode is Yes, then either CourseSubjectAbbreviation and CourseNumber, or Corequisite CourseCondition should be sent. Both could also be sent if appropriate.</i>				

Code illustration:

```
<CourseCorequisite>  
  <CourseCorequisiteIndicator>Yes</CourseCorequisiteCode>  
  <CourseSubjectAbbreviation>SPAN</CourseSubjectAbbreviation>  
  <CourseNumber>312</CourseNumber>  
  <CorequisiteCourseCondition>Experience</ CorequisiteCourseCondition >  
</CourseCorequisite>
```


CourseInventoryInformation.Requirement



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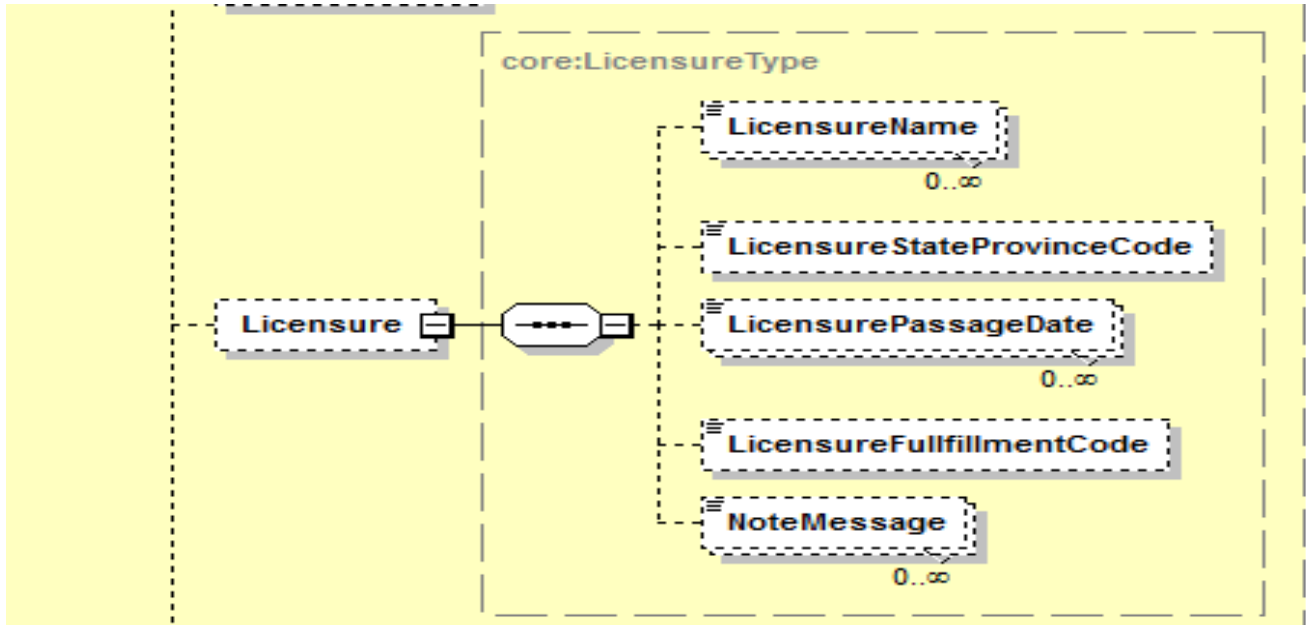
Tag Name	Schema Use	Description	Recommended Use	Format
RAPCode	Optional Repeatable	Requirement demonstrated or earned by completion of this course, in addition to or as part of an academic award.	Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLengt 3
Comment: If this data element is to be used effectively, a code set should be created by a state or region. An example is given below in the Code Illustration. If not, then User Defined Extensions would be an alternate method of including this information.				
RAPName	Optional Repeatable	Literal name of requirement or standard	Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 60
RAPSubName	Optional Repeatable	Literal name of subsection of requirement. This could also include the category of the standard.	Optional	minOcc 0 maxOcc ∞ minLength 1 maxLength 60
ConditionsMetCode	Optional Repeatable	Indicates whether and how conditions for the requirement have been attained.	Recommended	minOcc 0 maxOcc ∞ Enumerations: Yes No Conditional MutuallyDefined
ConditionsMetDate	Optional Repeatable	Date requirement was met.	Not Recommended	minOcc 0 maxOcc ∞ xs:date
Comment: The format of date is cyy-mm-dd.				
NoteMessage	Optional Repeatable	Additional information about the requirement	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80
Comment: For example, the Requirement part of the course could be used to indicate that completion of this course satisfies a computer literacy requirement for graduation or a Community Service requirement. It could also be use to indicate that this course meets a requirement for admission to the state university system.				

CourseInventoryInformation.Requirement (Continued)

Code illustration:

```
<Requirement>
  <RAPCode>9TX</RAPCode>
  <RAPName>TXDegReq</RAPName>
  <RAPSubName>UT Austin Writing Component</RAPSubName>
  <ConditionsMetCode>Yes</ConditionsMetCode>
  <ConditionsMetDate/>
  <NoteMessage/>
</Requirement>
```

CourseInventoryInformation.Licensure



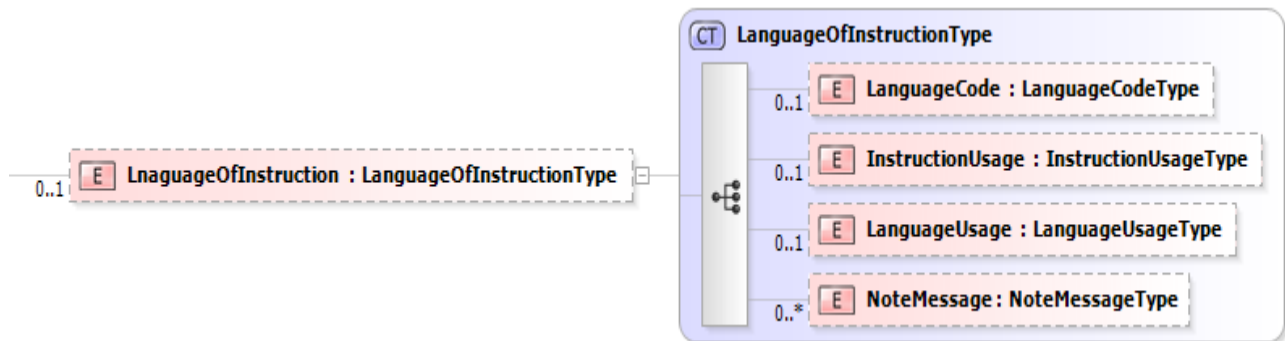
Tag Name	Schema Use	Description	Recommended Use	Format
LicensureName	Optional Repeatable	Free-form name of license or certification.	Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 60
LicensureStateProvinceCode	Optional	Code for US states, etc., and Canadian provinces.	Optional	minOcc 1 maxOcc 1 Enumerations: See Appendix A
LicensurePassageDate	Optional Repeatable	Date of licensure passage	Optional	minOcc 0 maxOcc ∞ xs:date
Comment: The format for date is ccyy-mm-dd.				
LicensureFullfillmentCode	Optional	Code defining the level of fulfillment of course information toward licensure	Optional	minOcc 1 maxOcc 1 Enumerations: Complete Partial Contribute
NoteMessage	Optional Repeatable	Additional information about the licensure	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Code illustration:

```

<Licensure>
  <LicensureName>Occupational Therapy Assistant</LicensureName>
  <LicensureStateProvinceCode>NY</LicensureStateCode>
  <LicensurePassageDate>1992-05-20</LicensurePassageDate>
  <LicensureFullfillmentCode>Partial</LicensureFullfullmentCode>
  <NoteMessage/>
</Licensure>
    
```

Student.AcademicRecord.AcademicSession.Course.LanguageOfInstruction



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Tag Name	Schema Use	Description	Recommended Use	Format
LanguageCode	Optional	Code indicating the language being used, using ISO 639-2 code (Alpha-3) set. These codes are available at http://www.loc.gov/standards/iso639-2/	Recommended	minOcc 0 maxOcc 1 See Language Codes in Appendix C1 or C2.
InstructionUsage	Optional	The use of the language in the context of instruction. <i>Instruction</i> - Language of Instruction <i>Examination</i> - Language of Examination <i>WrittenExam</i> - Language in which Examination is written	Recommended	minOcc 0 maxOcc 1 Enumeration: Instruction Examination WrittenExam
LanguageUsage	Optional	Defines the use of the language at the course level, in addition to instruction usage	Optional	minOcc 0 maxOcc 1 Enumeration: Always Sometimes SomeSections
NoteMessage	Optional Repeatable	Additional information about the language of instruction	Not Recommended	minOcc 0 maxOcc ∞ minLength 1 maxLength 80

Comment: This is an optional data element. If it is not included, it is assumed the language of instruction was English if the school sending the record is in the United States.

Code illustration:

```

<LanguageOfInstruction>
  <LanguageCode>fre</LanguageCode>
  <InstructionUsage>Examination</InstructionUsage>
  <LanguageUsage>SomeSections</LanguageUsage>
  <NoteMessage/>
</LanguageOfInstruction>
    
```

Appendix A – StateProvinceCode

StateProvinceCode	Description	StateProvinceCode	Description
AA	Military-Americas	NB	New Brunswick
AB	Alberta	NC	North Carolina
AE	Military-Europe	ND	North Dakota
AK	Alaska	NE	Nebraska
AL	Alabama	NF	Newfoundland
AP	Military-Pacific	NH	New Hampshire
AR	Arkansas	NJ	New Jersey
AS	American Samoa	NL	Newfoundland And Labrador
AZ	Arizona	NM	New Mexico
BC	British Columbia	NS	Nova Scotia
CA	California	NT	Northwest Territories
CO	Colorado	NU	Nunavut
CT	Connecticut	NV	Nevada
CZ	Canal Zone	NY	New York
DC	District Of Columbia	OH	Ohio
DE	Delaware	OK	Oklahoma
FL	Florida	ON	Ontario
FM	Federated States Of Micronesia	OR	Oregon
GA	Georgia	PA	Pennsylvania
GU	Guam	PE	Prince Edward Island
HI	Hawaii	PR	Puerto Rico
IA	Iowa	PW	Republic Of Palau
ID	Idaho	QC	Quebec
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
KS	Kansas	SD	South Dakota
KY	Kentucky	SK	Saskatchewan
LA	Louisiana	TN	Tennessee
MA	Massachusetts	TX	Texas
MB	Manitoba	UT	Utah
MD	Maryland	VA	Virginia
ME	Maine	VI	Virgin Islands
MH	Marshall Islands	VT	Vermont
MI	Michigan	WA	Washington
MN	Minnesota	WI	Wisconsin
MO	Missouri	WV	West Virginia
MP	Northern Mariana Islands	WY	Wyoming
MS	Mississippi	YT	Yukon
MT	Montana		

Appendix B – CountryCode

CountryCode	Description	CountryCode	Description
AD	Andorra	ES	Spain
AE	United Arab Emirates	ET	Ethiopia
AF	Afghanistan	FI	Finland
AG	Antigua And Barbuda	FJ	Fiji
AI	Anguilla	FK	Falkland Islands (Malvinas)
AL	Albania	FM	Micronesia, Federated States Of
AM	Armenia	FO	Faroe Islands
AN	Netherlands Antilles	FR	France
AO	Angola	GA	Gabon
AQ	Antarctica	GB	United Kingdom
AR	Argentina	GD	Grenada
AS	American Samoa	GE	Georgia
AT	Austria	GF	French Guiana
AU	Australia	GH	Ghana
AW	Aruba	GI	Gibraltar
AX	Åland Islands	GL	Greenland
AZ	Azerbaijan	GM	Gambia
BA	Bosnia And Herzegovina	GN	Guinea
BB	Barbados	GP	Guadeloupe
BD	Bangladesh	GQ	Equatorial Guinea
BE	Belgium	GR	Greece
BF	Burkina Faso	GS	South Georgia And The South Sandwich Islands
BG	Bulgaria	GT	Guatemala
BH	Bahrain	GU	Guam
BI	Burundi	GW	Guinea Bissau
BJ	Benin	GY	Guyana
BM	Bermuda	HK	Hong Kong
BN	Brunei Darussalam	HM	Heard Island And Mcdonald Islands
BO	Bolivia	HN	Honduras
BR	Brazil	HR	Croatia
BS	Bahamas	HT	Haiti
BT	Bhutan	HU	Hungary
BV	Bouvet Island	ID	Indonesia
BW	Botswana	IE	Ireland
BY	Belarus	IL	Israel
BZ	Belize	IN	India
CA	Canada	IO	British Indian Ocean Territory
CC	Cocos (Keeling) Islands	IQ	Iraq
CD	Congo, The Democratic Republic Of The	IR	Iran, Islamic Republic Of
CF	Central African Republic	IS	Iceland
CG	Congo	IT	Italy
CH	Switzerland	JM	Jamaica
CI	Cote D'ivoire	JO	Jordan
CK	Cook Islands	JP	Japan
CL	Chile	KE	Kenya
CM	Cameroon	KG	Kyrgyzstan
CN	China	KH	Cambodia
CO	Colombia	KI	Kiribati
CR	Costa Rica	KM	Comoros
CS	Serbia And Montenegro	KN	Saint Kitts And Nevis
CU	Cuba	KP	Korea, Democratic People's Republic Of
CV	Cape Verde	KR	Korea, Republic Of
CX	Christmas Island	KW	Kuwait
CY	Cyprus	KY	Cayman Islands
CZ	Czech Republic	KZ	Kazakhstan
DE	Germany	LA	Lao People's Democratic Republic
DJ	Djibouti	LB	Lebanon
DK	Denmark	LC	Saint Lucia
DM	Dominica	LI	Liechtenstein
DO	Dominican Republic	LK	Sri Lanka
DZ	Algeria	LR	Liberia
EC	Ecuador	LS	Lesotho
EE	Estonia	LT	Lithuania
EG	Egypt	LU	Luxembourg
EH	Western Sahara	LV	Latvia
ER	Eritrea		

CountryCode	Description	CountryCode	Description
LY	Libyan Arab Jamahiriya	SB	Solomon Islands
MA	Morocco	SC	Seychelles
MC	Monaco	SD	Sudan
MD	Moldova, Republic Of	SE	Sweden
MG	Madagascar	SG	Singapore
MH	Marshall Islands	SH	Saint Helena
MK	Macedonia, The Former Yugoslav Republic Of	SI	Slovenia
ML	Mali	SJ	Svalbard And Jan Mayen
MM	Myanmar	SK	Slovakia
MN	Mongolia	SL	Sierra Leone
MO	Macao	SM	San Marino
MP	Northern Mariana Islands	SN	Senegal
MQ	Martinique	SO	Somalia
MR	Mauritania	SR	Suriname
MS	Montserrat	ST	Sao Tome And Principe
MT	Malta	SV	El Salvador
MU	Mauritius	SY	Syrian Arab Republic
MV	Maldives	SZ	Swaziland
MW	Malawi	TC	Turks And Caicos Islands
MX	Mexico	TD	Chad
MY	Malaysia	TF	French Southern Territories
MZ	Mozambique	TG	Togo
NA	Namibia	TH	Thailand
NC	New Caledonia	TJ	Tajikistan
NE	Niger	TK	Tokelau
NF	Norfolk Island	TL	Timor Leste
NG	Nigeria	TM	Turkmenistan
NI	Nicaragua	TN	Tunisia
NL	Netherlands	TO	Tonga
NO	Norway	TR	Turkey
NP	Nepal	TT	Trinidad And Tobago
NR	Nauru	TV	Tuvalu
NU	Niue	TW	Taiwan, Province Of China
NZ	New Zealand	TZ	Tanzania, United Republic Of
OM	Oman	UA	Ukraine
PA	Panama	UG	Uganda
PE	Peru	UM	United States Minor Outlying Islands
PF	French Polynesia	US	United States
PG	Papua New Guinea	UY	Uruguay
PH	Philippines	UZ	Uzbekistan
PK	Pakistan	VA	Holy See (Vatican City State)
PL	Poland	VC	Saint Vincent And The Grenadines
PM	Saint Pierre And Miquelon	VE	Venezuela
PN	Pitcairn	VG	Virgin Islands, British
PR	Puerto Rico	VI	Virgin Islands, U.S.
PS	Palestinian Territory, Occupied	VN	Viet Nam
PT	Portugal	VU	Vanuatu
PW	Palau	WF	Wallis And Futuna
PY	Paraguay	WS	Samoa
QA	Qatar	YE	Yemen
RE	Reunion	YT	Mayotte
RO	Romania	ZA	South Africa
RU	Russian Federation	ZM	Zambia
RW	Rwanda	ZW	Zimbabwe
SA	Saudi Arabia		

Appendix C – CourseAcademicGradeScaleCode

I. Five or more passing grades (alpha with +/-)												
Code	Grades Used											
Wt	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0
01	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
02	A+,A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
03	A		B+	B		C+	C		D+	D		F
04	A+, A		B+	B		C+	C		D+	D		F
05	A+, A	A-	B+	B	B-	C+	C	C-	D+	D		F
06	A	A-	B+	B	B-	C+	C	C-				F
07	A		B+	B		C+	C			D		F
08	A	A-	B+	B	B-	C+	C	C-	D+	D		F
09	A	A-	B+	B	B-	C+	C	C-		D		F
10	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E/NC
11	A+, A	A-	B+	B	B-	C+	C	C-				
12	A+, A	A-	B+	B	B-	C+	C	C-	D+	D	D-	
13	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	
14	Non-standard system using 5 or more alpha grades, no "F"											
15	Non-standard system using 5 or more alpha grades, and "F"											

II. ABCD/F with Halfstep Grades (AB, BC, etc.)									
Code	Grades Used								
Wt	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.5	0.0
16	A	AB	B	BC	C	CD	D	DF	F
17	A	AB	B	BC	C		D		F
18	A		B	C+	C		D		F
19	A	B+	B	C+	C	D+	D		F
20	A	B+	B	C+	C		D		F
21	A	B+	B	C+	C	C-	D		F
22	A+,A	B+	B	C+	C	D+	D		F
23	Other ABCDF system with halfstep grades, no "F" grade								
24	Other ABCDF system with halfstep grades and "F" grade								

III. ABCD/F Type (4 passing letter grades)					
Code	Grades Used				
Wt	4.0	3.0	2.0	1.0	0.0
25	A	B	C	D	F
26	A	B	C	D	NC/N
27	A	B	C	D	E
28	H	S+	S	S-	U
29	E	S	M	I	F
30	DN	HP	P	HCO	NC
31	D	E	G	Q	U/F
32	H	E	G	P	U
33	S	H	P	LP	F
34	E	VG	G	P	F
35	HO	HP	PA	CR	NC
36	A	B	C	D	
37	A	B	C	D	U/R
38	Other ABCD/F type system, no "F" grade				
39	Other ABCD/F type system, with "F" grade				

IV. ABC/F Type (3 passing letter grades)				
Code	Grades Used			
Wt	4.0	3.0	2.0	0.0
40	A	B	C	F
41	H	HP	CR	NC
42	H	HP	P	F
43	A	B	C	NC
44	A	B	C	
45	H	HP	P	NP
46	HH	H	P	
47	HH	H	P	F
48	E	G	P	U/F
53	Other ABC/F type system, with no "F" grade			
54	Other ABC/F type system, with "F" grade			

V. Graduate School Grading Systems (not normally found in Manual)					
Code	Grades Used				
Wt	4.0	3.7	3.0	2.7	0.0
49	H	HP	P	LP	U/F
50	H	HP	P		F
51	DIST	HIGH PASS	PASS	LOW PASS	F
52	H	HP	P		U

VI. Pass/Fail Type (one or two passing grades)	
Code	Grades Used
Two passing grades, each converted to an American Medical Colleges Admissions Service (AMCAS) grade of "P"; failing grade converted to "N"	
55	Pass/Fail: HP and P, F
56	Pass/Fail: H and P, F
57	Pass/Fail: HP and P, N/NC
58	Pass/Fail: H and P, U
59	Other Pass/Fail types with two passing grades
One passing grade, converted to AMCAS grade of "P"; failing grade converted to AMCAS grade of "N"	
60	Pass/Fail: P, F
61	Pass/Fail: SAT, U
62	Pass/Fail: CR, NC
63	Pass/Fail: S, U
64	Other Pass/Fail types with one passing grade

VII. Numeric - Percent Type												
Code	Grades Used											
Wt	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0
65	100-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	66-63	62-60	59-0
66	100-90			89-80			79-70			69-60		59-0
67	100-94	93-90		89-85			84-75			74-70		69-0
68	100-90			89-80			79-70			69-65		64-0
69	100-93			92-85			84-77			76-70		69-0
70	100-93			92-84			83-75			74-70		69-0
71	100-90			89-80		79-76	75-70			69-60		59-0
72	100-90		89-85	84-80		79-75	74-70					69-0
73	Other numeric grading system - percent type											

VIII. Numeric - Percent Type												
Code	Grades Used											
Wt	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0
74	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0
77	1			2			3			4		5
79	4.0			3.0			2.0			1.0		0.0
80	1+,1	1-	2+	2	2-	3+	3	3-	4+	4	4-	5/6
81	3.0			2.0			1.0					0.0
82	Other numeric grading system - 4.0 or integer type											

IX. Numeric (4.0 type) Grading Systems using Halfstep Grades										
Code	Grades Used									
Wt	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.5	0.0	
76	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.5	0.0	
78	4.0	3.5	3.0	2.5	2.0		1.0		0.0	
82	Other numeric grading system - 4.0 or integer type									
75	Continuous 4.0 scale (4.0 to 0.0)									

X. Numeric - Canadian Type												
Code	Grades Used											
Wt	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0
83	9	8	7		6	5		4	3			2,1
84	10,9	8	7		6	5		4	3	2	1	0
85	100-87	86-80	79-76	75-73	72-70	69-66	65-63	62-60	59-56	55-53	52-50	49-0
86	100-84	83-75	74-72	71-69	68-66	65-64	63-62	61-60	59-56	55-53	52-50	49-0
87	100-87	86-80	79-75	74-70	69-65	64-60	59-55	54-50				49-0
88	100-87	86-80	79-75	74-70	69-65	64-62	61-59	58-55	54-52	51-48	47-45	44-0
89	Other numeric grading system - Canadian											

XI. Miscellaneous grades used for transcripts	
Code	Description
500	Current Enrollment; Course in Progress; Permanent grade not yet assigned
501	Passing grade in a course (credit or non-credit) which is normally, or based on student option, given a pass/fail or satisfactory/unsatisfactory designation
502	Failing grade in a course (credit or non-credit) which is normally, or based on student option, given a pass/fail or satisfactory/unsatisfactory designation
503	Credit established by advanced placement examination, departmental or institutional credit, credit by exam, etc.
504	Transfer credit; grade not carried on receiving institution's transcript
505	Incomplete
506	Withdrew (without penalty or pass/fail designation)
507	Withdrew passing
509	Withdrew failing
510	Honors grade
511	Audited or visited the course
512	Exempted course
513	No grade reported yet by instructor (although the course has ended)
514	Failing/no pass/unsatisfactory grade awarded because incomplete not resolved satisfactorily
515	Repeated course
517	Grade Scale Unknown
530	Other passing/satisfactory grade not described above
540	Other not passing/unsatisfactory grade not described above

