

M-Pathways

College Resources Analysis System (CRAS)

Data Dictionary

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Michigan Administrative Information Services
University of Michigan
September 2008

Comments and Suggestions

Your feedback is very important to us. As a U-M Data Warehouse user, we encourage you to tell us what you like or dislike about this Data Dictionary. Your comments and suggestions will help us improve this and other MAIS documentation for you in the future.

Please e-mail your comments and suggestions to maishelpdesk@umich.edu. Thank you.

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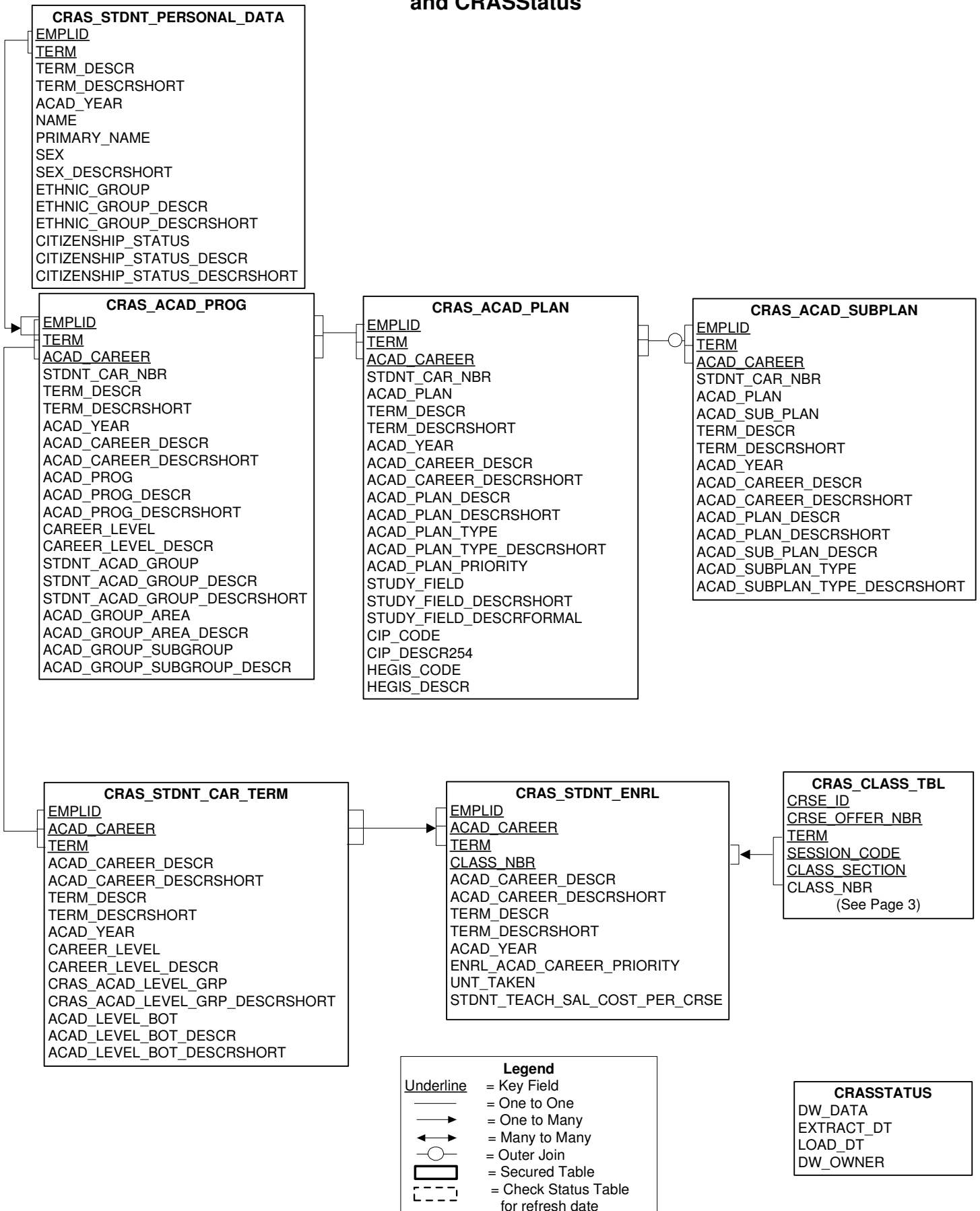
CRAS Tables Diagram

The CRAS Tables Diagram illustrates the *logical* relationships among the CRAS tables. A logical link (connecting line) between two tables indicates that there is a direct data relationship between the two tables. Physically, any tables with a common element can be joined. However, two tables with common elements may not necessarily have logical links to one another. Joining tables without logical links may produce undesired results; a thorough understanding of the data is needed to guarantee accurate results.

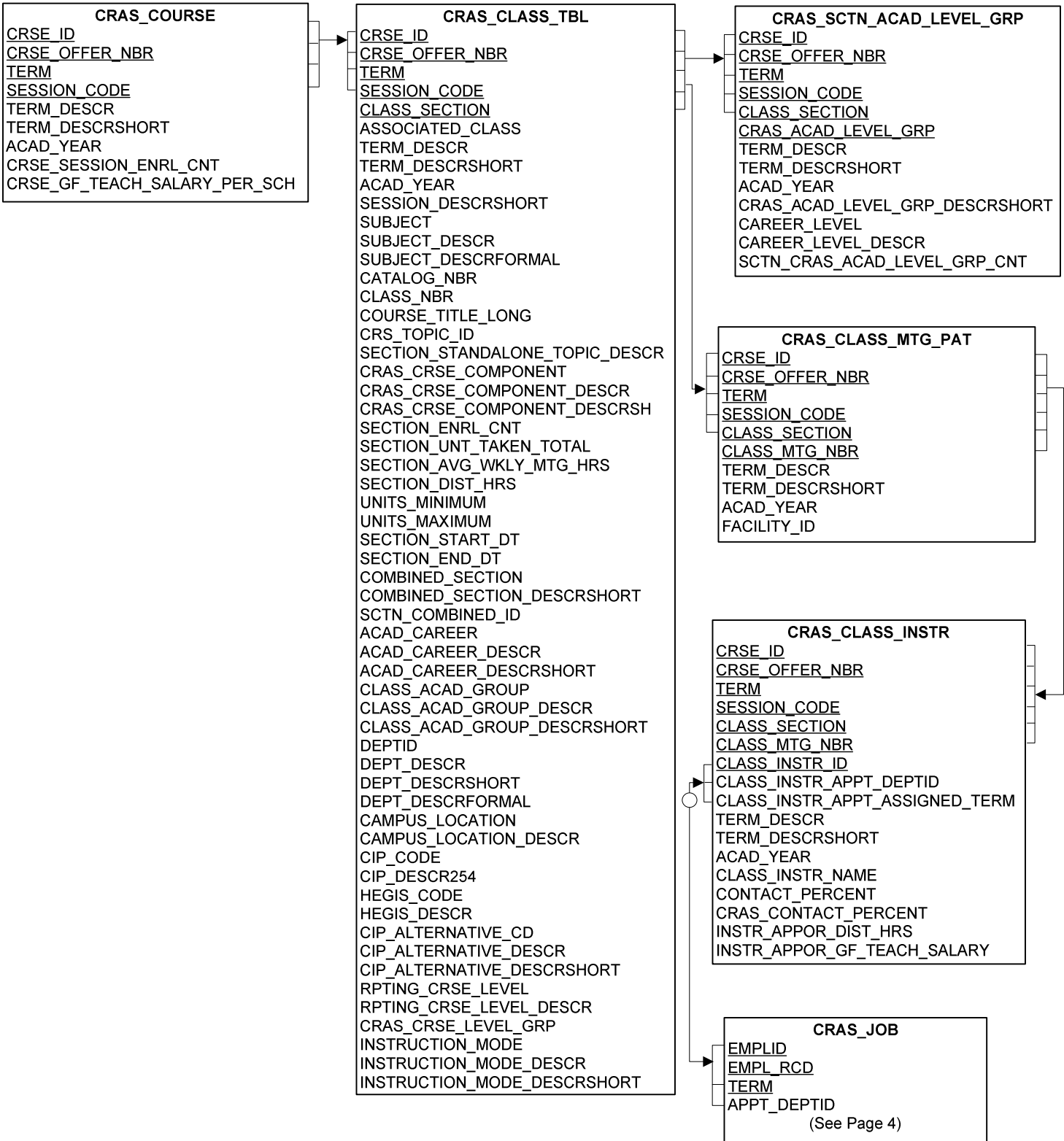
All tables within a data set are not necessarily refreshed on the same schedule. It is ***extremely important*** to query the status table to determine when the data in each table was last refreshed and to determine the impact this will have on query results.

Note: The CRAS Tables Diagram is shown on pages 2 through 5

Student Data and CRASStatus



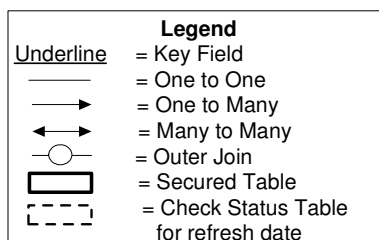
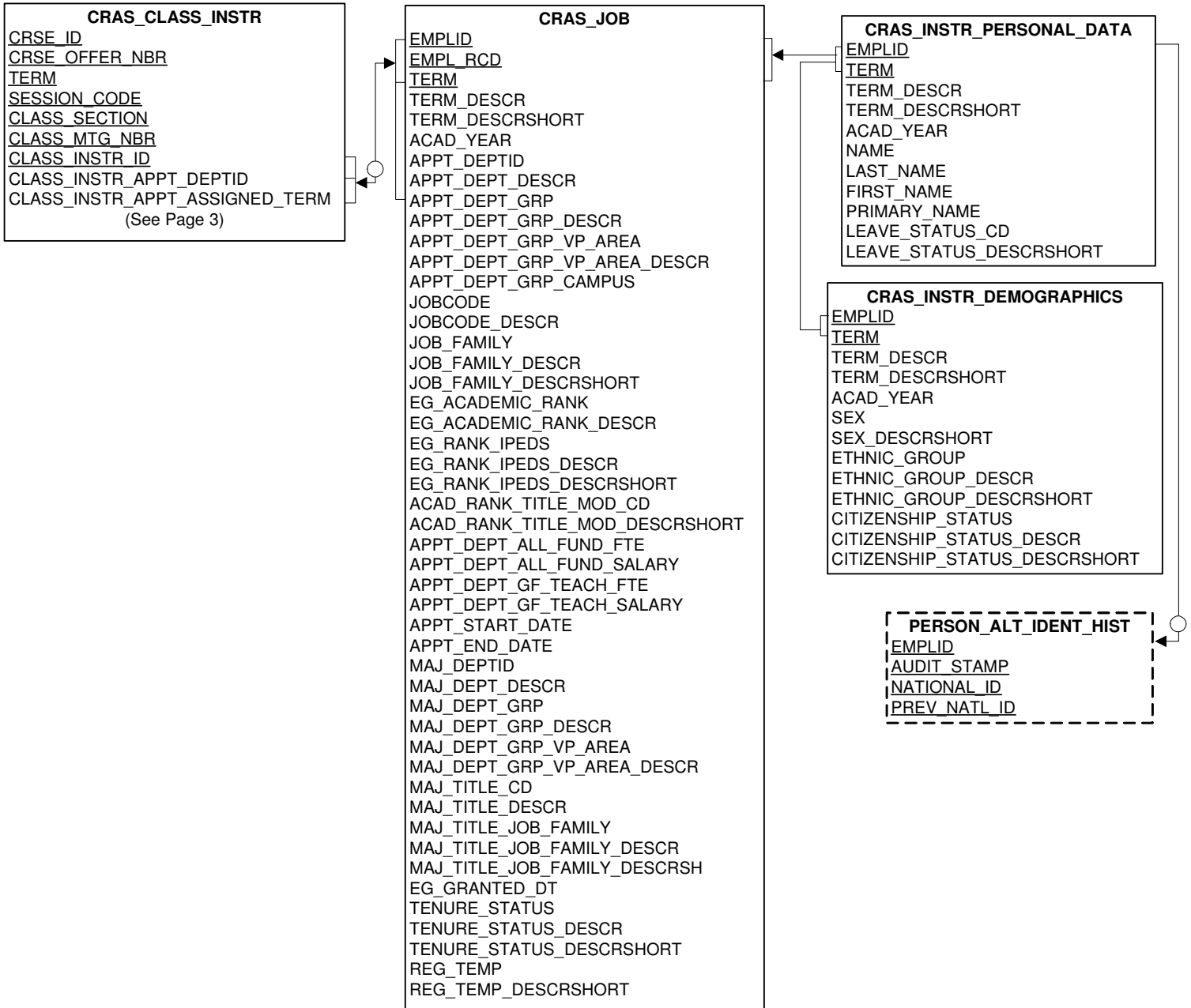
Class Data



Legend

- Underline = Key Field
- = One to One
- = One to Many
- ↔ = Many to Many
- = Outer Join
- ▭ = Secured Table
- ⋮ = Check Status Table for refresh date

Instructor Data



Standalone Tables

HE_DEPT_TBL
<u>DEPTID</u>
<u>DEPT_EFFDT</u>
<u>DEPT_END_DT</u>
DEPT_EFF_STATUS
DEPT_DESCR
DEPT_GRP
DEPT_GRP_DESCR
DEPT_GRP_VP_AREA
DEPT_GRP_VP_AREA_DESCR
DEPT_GRP_CAMPUS
DEPT_GRP_CAMPUS_DESCR
DEPT_ESTABLISHMENT
DEPT_ESTABLISHMENT_DESCR
DEPT_TENURE_FLG
DEPT_MANAGER_ID
DEPT_MANAGER_CAMPUS_ID
MANAGER_NAME
BENEFIT_GRP
BENEFIT_GRP_DESCRSHORT
TIMEKEEP_SYS
TIMEKEEP_SYS_DESCRSHORT
POSTING_PTO
PRIMARY_CIP
PRIMARY_CIP_DESCR
SECOND_CIP
SECOND_CIP_DESCR
COMMON_CIP
COMMON_CIP_DESCR

TERM_TBL
<u>ACAD_CAREER</u>
<u>TERM</u>
TERM_DESCR
TERM_DESCRSHORT
TERM_BEGIN_DT
TERM_END_DT
TERM_CODE
ACAD_YEAR
CAL_YEAR
WEEKS_OF_INSTRUCT
TERM_CATEGORY
TERM_CATEGORY_DESCRSHORT

SUBJECT_TBL
<u>SUBJECT</u>
<u>SUBJECT_EFFDT</u>
SUBJECT_EFF_STATUS
SUBJECT_DESCR
SUBJECT_DESCRSHORT
DEPTID
DEPT_DESCRSHORT
DEPT_DESCRFORMAL
CIP_CODE
CIP_DESCR
CIP_DESCR254
HEGIS_CODE
HEGIS_DESCR
HEGIS_DESCR60

Legend	
<u>Underline</u>	= Key Field
—	= One to One
→	= One to Many
↔	= Many to Many
○	= Outer Join
▭	= Secured Table
⋯	= Check Status Table for refresh date

CRAS Tables Description

The CRAS Tables Description provides the following information for each table in the U-M Data Warehouse CRAS data set:

<i>Physical Table Name</i>	Name for the table you can use in SQL queries.
<i>Logical Table Name</i>	Descriptive name of the table.
<i>Data Set Locations</i>	The names of the data sets in which the table resides.
<i>Table Description</i>	Description of the table.

The tables are ordered alphabetically by table physical name.

Physical Table Name	Logical Table Name	Data Set Locations	Table Description
CRAS_ACAD_PLAN	CRAS Academic Plan	M_CRDW1	Information about the academic plan associated with the primary academic program within a specific career a student has declared.
CRAS_ACAD_PROG	CRAS Academic Program	M_CRDW1	Information about the primary academic program within a specific career in which a student is matriculated.
CRAS_ACAD_SUBPLAN	CRAS Academic Sub-Plan	M_CRDW1	Information about the academic subplan declared by a student. A subplan is a further concentration or specialization within an academic plan.
CRAS_CLASS_INSTR	CRAS Class Instructor	M_CRDW1	Information about instructors who teach class sections, including information such as apportioned distributed hours and apportioned general fund teaching salary.
CRAS_CLASS_MTG_PAT	CRAS Class Meeting Pattern	M_CRDW1	Information about the number of class section meeting patterns and their locations.
CRAS_CLASS_TBL	CRAS Class Table	M_CRDW1	Information about class sections including course long title, academic career and academic group information, section standalone topic description, section enrollment count, section average weekly meeting hours and section distributed hours. For reporting purposes, only the home class data has been loaded for cross-listed courses and meet togethers, once the enrollment has been converted to the home class.
CRAS_COURSE	CRAS Course	M_CRDW1	A course is an organized set of activities pertaining to instruction in a particular subject matter, conducted during a given period of time. This table contains data elements that describe the course overall, for example, the course total enrollment count.
CRAS_INSTR_DEMOGRAPHICS	CRAS Instructor Demographics	M_CRDW1	Demographic information about an instructor, including information such as sex and ethnic group.
CRAS_INSTR_PERSONAL_DATA	CRAS Instructor Personal Data	M_CRDW1	Information about an instructor, including information such as current name and leave status.
CRAS_JOB	CRAS Job	M_CRDW1	Characteristics of an instructor's appointment within a department for a given term, including information such as appointing department all fundings full time equivalent and appointing department general fund teaching salary amount. An instructor can have multiple jobs (appointments) across departments.
CRAS_SCTN_ACAD_LEVEL_GRP	CRAS Section Academic Level Group	M_CRDW1	The enrollment in each section, summed by student academic level group. That is, one record is associated with each student academic level group for each class section.
CRAS_STDNT_CAR_TERM	CRAS Student Career Term	M_CRDW1	Information about an individual student's academic career and academic level for a given term.

Physical Table Name	Logical Table Name	Data Set Locations	Table Description
CRAS_STDNT_ENRL	CRAS Student Enrollment	M_CRDW1	Information about which class section a student has enrolled in during a given term including the student's academic career, the credit hours taken and the CRAS calculation of the cost per course for each student. For reporting purposes, the class number for all cross-listed courses and meet togethers is converted to its home class value.
CRAS_STDNT_PERSONAL_DATA	CRAS Student Personal Data	M_CRDW1	Demographic information about a currently registered student, including information such as current name, sex and ethnic group.
CRASSTATUS	CRAS Status	M_CRDW1	Status of the update schedule for the CRAS (College Resources Analysis System) tables.
HE_DEPT_TBL	Higher Education Department	M_HRDW1	Historical characteristics of departments, such as department name. This table includes Human Resource specific information as well, such as benefit group and timekeeping system information.
PERSON_ALT_IDENT_HIST	Person Alternate Identifier History	M_HRDW1	Social security number history for employees. Social Security numbers can change for a number of reasons. Two of them are: 1) error in the number; 2) non-US citizen employees are given a temporary number to use until their official number is received from the government.
SUBJECT_TBL	Subject Table	M_SRDW1	Information on a specific area of instruction within an academic group.
TERM_TBL	Term Table	M_SRDW1	The administrative time periods within which students are billed and statistics are accumulated.

CRAS Data Element Dictionary

The CRAS Data Element Dictionary contains all the elements found in the U-M Data Warehouse CRAS Tables, ordered alphabetically by element name. Here is a description of the information that the dictionary provides for each element:

<i>Physical Element Name</i>	Name for the element you can use in SQL queries.	
<i>Logical Element Name</i>	Descriptive name of the element.	
<i>Format Type</i>	Type of value of the element (for example: character, number, or date). <i>Note:</i> If the format type for an element is character or date, you must enclose the variable value in single quotes when entering queries.	
<i>Format Length</i>	Total length of the element. For data elements in the format “number,number”, the first number represents the total length of the element. The second number represents the number of digits to the right of the decimal.	
<i>Data Sets</i>	The names of the data sets that contain the element.	
<i>Table Locations</i>	The names of the tables in which the element is located.	
<i>Security Code</i>	The level of security imposed on the element. Values are:	
	P	Public data Data with no access restriction that may be released to the general public.
	R	Private/ Confidential data Data available to University employees who need to access these data to perform their official University duties. Unless otherwise noted, all institutional data is designated as Private/Confidential.
	S	Sensitive data Data available only to University employees who have specific authorization for access. Never release sensitive data in a manner that enables identifying data element values with a specific person or persons.
<i>Element Definition</i>	Description of the element.	
<i>Examples of Valid Values</i>	Either the specific codes that are valid for the element, or samples of the kind of values for the element.	

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
ACAD_CAREER	Academic Career Code	Character	4	M_CRDW1	CRAS_ACAD_PLAN CRAS_ACAD_PROG CRAS_ACAD_SUBPLAN CRAS_CLASS_TBL CRAS_STDNT_CAR_TERM CRAS_STDNT_ENRL	R	A code representing a grouping of academic programs for statistical purposes. An academic career exists for each school/college by level of program offered.	ULSA = UG LS&A; UENG = Ugrad Engr; GRAC = Rackham
ACAD_CAREER_DESCRSHORT	Academic Career Short Description	Character	10	M_CRDW1	M_SRDW1 TERM_TBL	R	An abbreviated textual description of the code representing a grouping of academic programs for statistical purposes. An academic career exists for each school/college by level of program offered.	UG LS&A; Ugrad Engr; Rackham
ACAD_CAREER_DESCR	Academic Career Description	Character	30	M_CRDW1	CRAS_ACAD_PLAN CRAS_ACAD_PROG CRAS_ACAD_SUBPLAN CRAS_CLASS_TBL CRAS_STDNT_CAR_TERM CRAS_STDNT_ENRL	R	A textual description of the code representing a grouping of academic programs for statistical purposes. An academic career exists for each school/college by level of program offered.	Undergraduate L S & A; Undergraduate Engineering; Rackham
ACAD_GROUP_AREA	Academic Group Area Code	Character	5	M_CRDW1	CRAS_ACAD_PROG	R	A code used to further group academic groups, used specifically for reporting. It combines academic groups Dental Hygiene into DEN and Residential College into LSA.	DEN = Dental; NUR = Nursing; PH = Public Health
ACAD_GROUP_AREA_DESCR	Academic Group Area Description	Character	30	M_CRDW1	CRAS_ACAD_PROG	R	A textual description of the code used to further group academic groups, used specifically for reporting. It combines academic groups Dental Hygiene into DEN and Residential College into LSA.	Dentistry; Nursing; Public Health

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
ACAD_GROUP_SUBGROUP	Academic Group Subgroup Code	Character	6	M_CRDW1	CRAS_ACAD_PROG	R	A code used to split special academic programs from their normal academic group, used specifically for reporting. It separates academic groups Business Administration Evening from Business Administration, PGMed from Med, and LSA Inteflex and Residential College from LSA.	INTFLX = LSA Inteflex; RC = LSA Residential College; BAEVE = Business Admin - Evening
ACAD_GROUP_SUBGROUP_DESCR	Academic Group Subgroup Description	Character	30	M_CRDW1	CRAS_ACAD_PROG	R	A textual description of the code used to split special academic programs from their normal academic group, used specifically for reporting. It separates academic groups Business Administration Evening from Business Administration, PGMed from Med, and LSA Inteflex and Residential College from LSA.	LSA Inteflex; LSA Residential College; Business Admin - Evening
ACAD_LEVEL_BOT	Academic Level Beginning Of Term Code	Character	3	M_CRDW1	CRAS_STDNT_CAR_TERM	R	A code representing the student's academic level, based on number of credits completed toward a degree, at the beginning of the term.	11 = Freshman; 23 = Grad Mastr; 31 = Pro 1 st Yr
ACAD_LEVEL_BOT_DESCRSHORT	Academic Level Beginning Of Term Short Description	Character	10	M_CRDW1	CRAS_STDNT_CAR_TERM	R	An abbreviated textual description of the code representing the student's academic level, based on number of credits earned toward a degree, at the beginning of the term.	Freshman; Grad Mastr; Pro 1 st Yr
ACAD_LEVEL_BOT_DESCR	Academic Level Beginning Of Term Description	Character	30	M_CRDW1	CRAS_STDNT_CAR_TERM	R	A textual description of the code representing the student's academic level, based on number of credits earned toward a degree, at the beginning of the term.	Freshman; Graduate Master; Professional First Year
ACAD_PLAN	Academic Plan Code	Character	10	M_CRDW1	CRAS_ACAD_PLAN CRAS_ACAD_SUBPLAN	R	A code representing an area of study within an academic program; usually consisting of a field/concentration and degree.	7740ABLSA = Psychology BA; 7740PHD = Psychology PhD; 4920LSA = LSA Undeclared

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
ACAD_PLAN_DESCR	Academic Plan Description	Character	30	M_CRDW1	CRAS_ACAD_PLAN CRAS_ACAD_SUBPLAN	R	A textual description of the code representing an area of study within an academic program; usually consisting of a field/concentration and degree.	Psychology BA; Psychology PhD; Undeclared
ACAD_PLAN_DESCRSHORT	Academic Plan Short Description	Character	10	M_CRDW1	CRAS_ACAD_PLAN CRAS_ACAD_SUBPLAN	R	An abbreviated textual description of the code representing an area of study within an academic program; usually consisting of a field/concentration and degree.	Psych; Psych; LSA-Undecl
ACAD_PLAN_PRIORITY	Academic Plan Priority Code	Character	1	M_CRDW1	CRAS_ACAD_PLAN	R	A code indicating that an academic plan within an academic program is the student's priority academic plan. If the student has only one plan within the program, that is the priority plan. If there are multiple plans, the priority plan is selected as follows: If the student has one or more plans with type of MAJ (major) or CON (concentration) which are not "undeclared" or "unclassified", the one with the lowest plan sequence number is the priority plan. Otherwise, if the student has one or more undeclared/unclassified MAJ or CON plans, the one with the lowest plan sequence number is the priority plan. If no MAJ or CON plans exist, then the plan with the lowest plan sequence number from the remaining plan types (specialization, minor, or honors) is selected as the priority plan. This last case should not occur; if it does, there is a data entry error.	1; blank

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
ACAD_PLAN_TYPE	Academic Plan Type Code	Character	3	M_CRDW1	CRAS_ACAD_PLAN	R	A code representing how a student is pursuing an area of study within an academic program.	MAJ = Major; MIN = Minor; CON = Concentrtn
ACAD_PLAN_TYPE_DESCRSHORT	Academic Plan Type Short Description	Character	10	M_CRDW1	CRAS_ACAD_PLAN	R	An abbreviated textual description of the code representing how a student is pursuing an area of study within an academic program.	Major; Minor; Concentrtn
ACAD_PROG	Academic Program Code	Character	5	M_CRDW1	CRAS_ACAD_PROG	R	A code which uniquely identifies the area within the University to which an applicant is admitted and from which a student graduates.	00008 = UG LSA; 00093 = Biolo-M.S.; 00409 = Psych-Ph.D
ACAD_PROG_DESCR	Academic Program Description	Character	30	M_CRDW1	CRAS_ACAD_PROG	R	A textual description of the code which uniquely identifies the area within the University to which a student is admitted and from which a student graduates.	Lit, Science & Arts UG Degree; Biology Mas; Psychology Doc
ACAD_PROG_DESCRSHORT	Academic Program Short Description	Character	10	M_CRDW1	CRAS_ACAD_PROG	R	An abbreviated textual description of the code which uniquely identifies the area within the University to which an applicant is admitted and from which a student graduates.	UG LSA; Biolo-M.S.; Psych-Ph.D
ACAD_RANK_TITLE_MOD_DESCRSHORT	Academic Rank Title Modifier Short Description	Character	10	M_CRDW1	CRAS_JOB	R	An abbreviated textual description of the code that represents one of the following modifiers of an instructional staff member's appointment title: visiting, adjunct, clinical, research.	Visiting; Adjunct; Clinical; Research

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
ACAD_RANK_TITLE_MOD_CD	Academic Rank Title Modifier Code	Character	1	M_CRDW1	CRAS_JOB	R	A code that represents one of the following modifiers of an instructional staff member's appointment title: visiting, adjunct, clinical, research. Effective July 2001, as appointments are renewed in the HR system, clinical titles will consist only of those equivalent to the former Clin II titles. The former Clin I titles will be coded as "adjunct", along with the other titles historically categorized as adjunct.	V = Visiting; A = Adjunct; C = Clinical; R = Research
ACAD_SUB_PLAN	Academic Sub Plan Code	Character	10	M_CRDW1	CRAS_ACAD_SUBPLAN	R	A code representing a further specialization within an academic plan.	EARLYCHILD = EarlyChild; TERRES = Terrestria; ETHSTDS = EthStds
ACAD_SUB_PLAN_DESCR	Academic Sub Plan Description	Character	30	M_CRDW1	CRAS_ACAD_SUBPLAN	R	A textual description of the code representing a further specialization within an academic plan.	Early Childhood Education; Terrestrial Ecosystem; Ethnic Studies
ACAD_SUBPLAN_TYPE	Academic Sub Plan Type Code	Character	3	M_CRDW1	CRAS_ACAD_SUBPLAN	R	A code representing how a student is pursuing a further specialization within an academic plan.	MAJ = Major; SUB = Sub Field; MIN = Minor
ACAD_SUBPLAN_TYPE_DESCRSHORT	Academic Sub Plan Type Short Description	Character	10	M_CRDW1	CRAS_ACAD_SUBPLAN	R	An abbreviated textual description of the code representing how a student is pursuing a further specialization within an academic plan.	Major; Sub Field; Minor

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
ACAD_YEAR	Academic Year	Character	4	M_CRDW1	CRAS_ACAD_PLAN CRAS_ACAD_PROG CRAS_ACAD_SUBPLAN CRAS_CLASS_INSTR CRAS_CLASS_MTG_PAT CRAS_CLASS_TBL CRAS_COURSE CRAS_INSTR_DEMOGRAPHICS CRAS_INSTR_PERSONAL_DATA CRAS_JOB CRAS_SCTN_ACAD_LEVEL_GRP CRAS_STDNT_CAR_TERM CRAS_STDNT_ENRL CRAS_STDNT_PERSONAL_DATA	R	The school year; beginning with the Summer term and ending with the following Spring-Summer term. An academic year can span two calendar years. Every term has an associated academic year. The date of the end of the academic year determines the code value of this element. For example, "2002" represents the academic year beginning July 2001 and ending June 2002.	1998; 1999; 2000
				M_SRDW1	TERM_TBL			
APPT_DEPT_ALL_FUND_SALARY	Appointing Department All Funds Salary Amount	Number	12	M_CRDW1	CRAS_JOB	R	An individual's total term salary from all appointments in a given department regardless of title or funding source. For example, "9,000" could be \$5,000 paid from a General Fund account + \$4,000 paid from a sponsored research account.	9,000
APPT_DEPT_ALL_FUND_FTE	Appointing Department All Funds Full Time Equivalent	Number	7,6	M_CRDW1	CRAS_JOB	R	The total FTE (full-time-equivalent) appointment fraction for an individual in a given department for a term regardless of title or funding source. See "Appendix C: Detailed Description of Selected Elements" for more information.	0.00; 0.3875; 0.36325; 0.170008; 1.00
APPT_DEPT_DESCR	Appointing Department Description	Character	30	M_CRDW1	CRAS_JOB	R	A textual description of the code indicating the department which is granting an appointment and may be responsible for commitment of title and tenure. This may or may not be the department responsible for funding the appointment.	Physics Department; College of Lit, Science & Arts; UMH Administration

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
APPT_DEPT_GF_TEACH_SALARY	Appointing Department General Fund Teaching Salary	Number	12	M_CRDW1	CRAS_JOB	R	An individual's salary amount for a term from all appointments with a teaching title in a given department paid from the General Fund. This field will always contain the data value of zero for appointments in the Medical School, Dental School and English Language Institute.	25,000
APPT_DEPT_GF_TEACH_FTE	Appointing Department General Fund Teaching Full Time Equivalent	Number	7,6	M_CRDW1	CRAS_JOB	R	The FTE (full-time-equivalent) appointment fraction for an individual from all appointments with a teaching title in a given department paid from the General Fund for a term. This field will always contain the data value of zero for appointments in the Medical School, Dental School and English Language Institute.	0.00; 0.3875; 0.36325; 0.170008; 1.00
APPT_DEPT_GRP	Appointing Department Group Code	Character	20	M_CRDW1	CRAS_JOB	R	A code indicating the department group of the employee's appointing department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	COLLEGE_OF_LS&A; MEDICAL_SCHOOL; UM_HOSPITAL
APPT_DEPT_GRP_CAMPUS	Appointing Department Group Campus Code	Character	20	M_CRDW1	CRAS_JOB	R	A code indicating the campus of the employee's appointing department.	UM_ANN-ARBOR; UM_DEARBORN; UM_FLINT
APPT_DEPT_GRP_DESCR	Appointing Department Group Description	Character	30	M_CRDW1	CRAS_JOB	R	A textual description of the code indicating the department group of the employee's appointing department. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	College of Lit, Science and Arts; Medical School; U of M Hospital

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
APPT_DEPT_GRP_VP_AREA	Appointing Department Group Vice President Area Code	Character	20	M_CRDW1	CRAS_JOB	R	A code indicating the vice presidential area of the employee's appointing department by President, Vice President, or Chancellor, based on direct reporting lines.	PRVST_EXC_VP_ACA_AFF ; VP_STUDENT_AFFAIRS; EXC_VP_MED_AFF
APPT_DEPT_GRP_VP_AREA_DESCR	Appointing Department Group Vice President Area Description	Character	30	M_CRDW1	CRAS_JOB	R	A textual description of the code indicating the vice presidential area of the employee's appointing department by President, Vice President, or Chancellor, based on direct reporting lines.	Provost & Exec VP Academic Aff; VP for Student Affairs; Exec. VP for Medical Affairs
APPT_DEPTID	Appointing Department Identification Code	Character	10	M_CRDW1	CRAS_JOB	R	A code indicating the department which is granting an appointment and may be responsible for commitment of title and tenure. This may or may not be the department responsible for funding the appointment.	184500 = Physics Department; 170000 = College of Lit, Science & Arts; 311679 = UMH Administration
APPT_END_DATE	Appointment End Date	Date		M_CRDW1	CRAS_JOB	R	The last date on which an appointment is in effect. September 9, 3999 represents that an appointment is open-ended.	09/09/2005
APPT_START_DATE	Appointment Start Date	Date		M_CRDW1	CRAS_JOB	R	The date on which an appointment begins.	02/10/2001
ASSOCIATED_CLASS	Associated Class	Number	4	M_CRDW1	CRAS_CLASS_TBL	R	A number that links all class sections that constitute a single course offering within the same term and session. For the purpose of distributing course credit across sections within the CRAS data set, these data values are sometimes changed from the values found in the HE Prod Curriculum system.	1; 2; 14
AUDIT_STAMP	Audit Stamp	Date/Time		M_HRDW1	PERSON_ALT_IDENT_HIST	R	The date and time the last update was performed.	01/01/2000 12:31:00 PM

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
BENEFIT_GRP	Benefit Group Code	Character	1	M_HRDW1	HE_DEPT_TBL	R	A code indicating whether a department is considered a hospital department for benefits purposes.	H = Hospital; O = Other
BENEFIT_GRP_DESCRSHORT	Benefit Group Short Description	Character	10	M_HRDW1	HE_DEPT_TBL	R	An abbreviated textual description of the code indicating whether a department is considered a hospital department for benefits purposes.	Hospital; Other
CAL_YEAR	Calendar Year	Character	4	M_SRDW1	TERM_TBL	R	The year beginning January 1 and ending December 31 in the format of CCYY. The calendar year of a Term.	1998; 1999; 2000
CAMPUS_LOCATION	Campus Location Code	Character	10	M_CRDW1	CRAS_CLASS_TBL	R	A code representing the registration location.	AA CAMPUS = Ann Arbor; BIO = BioStation; DAV = Camp Davis
CAMPUS_LOCATION_DESCR	Campus Location Description	Character	30	M_CRDW1	CRAS_CLASS_TBL	R	The name of the registration location.	Ann Arbor Campus; Biological Station; Camp Davis
CAREER_LEVEL	Career Level Code	Character	1	M_CRDW1	CRAS_ACAD_PROG CRAS_SCTN_ACAD_LEVEL_GRP CRAS_STDNT_CAR_TERM	R	A code representing the level of a student's career.	U = Undergraduate; G = Graduate; P = Graduate-Professional
CAREER_LEVEL_DESCR	Career Level Description	Character	21	M_CRDW1	CRAS_ACAD_PROG CRAS_STDNT_CAR_TERM CRAS_SCTN_ACAD_LEVEL_GRP	R	A textual description of the code representing the level of a student's career.	Undergraduate; Graduate; Graduate-Professional
CATALOG_NBR	Catalog Number	Character	10	M_CRDW1	CRAS_CLASS_TBL	R	A number which along with the subject uniquely identifies an instructional course at U of M. For reporting purposes, all cross-listed courses and meet togethers are shown under their home catalog number.	455; 500; 803
CIP_ALTERNATIVE_DESCRSHORT	Classification Of Instructional Programs Alternative Short Description	Character	10	M_CRDW1	CRAS_CLASS_TBL	R	An abbreviated textual description of the code representing the state budget category code.	EngLangLit; ConstrTrd; Medicine
CIP_ALTERNATIVE_CD	Classification Of Instructional Programs Alternative Code	Character	13	M_CRDW1	CRAS_CLASS_TBL	R	A code representing the state budget category code.	115 = EngLangLit; 140 = ConstrTrd; 160 = Medicine

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
CIP_ALTERNATIVE_DESCR	Classification Of Instructional Programs Alternative Description	Character	30	M_CRDW1	CRAS_CLASS_TBL	R	A textual description of the code representing the state budget category code.	English Language, Literature; Construction Trades; Medicine
CIP_CODE	Classification Of Instructional Programs Code	Character	13	M_CRDW1	CRAS_ACAD_PLAN CRAS_CLASS_TBL	R	A code representing the Classification of Instructional Programs. This code represents a classification of a specific academic field for use in governmental reporting.	52.0301 = Accounting; 14.0201 = Aerospace, Aeronautical and As; 05.0201 = African-American/Black Studies
				M_SRDW1	SUBJECT_TBL			
CIP_DESCR	Classification Of Instructional Programs Description	Character	30	M_SRDW1	SUBJECT_TBL	R	A textual description of the code representing the Classification of Instructional Programs.	Accounting; Aerospace, Aeronautical and As; African-American/Black Studies
CIP_DESCR254	Classification Of Instructional Programs Long Description	Character	254	M_CRDW1	CRAS_ACAD_PLAN CRAS_CLASS_TBL	R	A full textual description of the code representing the Classification of Instructional Programs.	Accounting; Aerospace, Aeronautical and Astronautical Engineering; African-American/Black Studies
				M_SRDW1	SUBJECT_TBL			
CITIZENSHIP_STATUS	Citizenship Status Code	Character	1	M_CRDW1	CRAS_INSTR_DEMOGRAPHICS CRAS_STDNT_PERSONAL_DATA	R	A code representing the person's current status relative to United States citizenship. A blank value in this field indicates that the data was not available in HEPROD.	1 = U.S. Citzn; 2 = Perm. Res.; 3 = Non Res.; 4 = Tax Treaty; N = Not Indic.
CITIZENSHIP_STATUS_DESCR	Citizenship Status Description	Character	30	M_CRDW1	CRAS_INSTR_DEMOGRAPHICS CRAS_STDNT_PERSONAL_DATA	R	A textual description of the code representing the person's current status relative to United States citizenship. A blank value in this field indicates that the data was not available in HEPROD.	U.S. Citizen; Permanent Resident; Non-Resident Alien; Alien Under Tax Treaty Not Indicated
CITIZENSHIP_STATUS_DESCRSHORT	Citizenship Status Short Description	Character	10	M_CRDW1	CRAS_INSTR_DEMOGRAPHICS CRAS_STDNT_PERSONAL_DATA	R	An abbreviated textual description of the code representing the person's current status relative to United States citizenship. A blank value in this field indicates that the data was not available in HEPROD.	U.S. Citzn; Perm. Res.; Non Res.; Tax Treaty; Not Indic.

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
CLASS_ACAD_GROUP	Class Academic Group	Character	5	M_CRDW1	CRAS_CLASS_TBL	R	A code representing a school or college which offers classes, including Division of Kinesiology and Academic Outreach. For reporting purposes, all cross-listed courses and meet togethers are shown in their home academic group.	ART = Atr&Des; NUR = Nursing; PH = Public Health
CLASS_ACAD_GROUP_DESCR	Class Academic Group Description	Character	30	M_CRDW1	CRAS_CLASS_TBL	R	A textual description of the code representing a school or college which offers classes, including Division of Kinesiology and Academic Outreach. For reporting purposes, all cross-listed courses and meet togethers are shown in their home academic group.	Art and Design; Nursing; Public Health
CLASS_ACAD_GROUP_DESCRSHORT	Class Academic Group Short Description	Character	10	M_CRDW1	CRAS_CLASS_TBL	R	An abbreviated textual description of the code representing a school or college which offers classes, including Division of Kinesiology and Academic Outreach. For reporting purposes, all cross-listed courses and meet togethers shown in to their home academic group.	Art&Des; Nursing; PH
CLASS_INSTR_APPT_ASSIGNED_TERM	Class Instructor Appointment Assigned Term Code	Character	4	M_CRDW1	CRAS_CLASS_INSTR	R	A code which assigns a half-term or full-term course's instructional activity to the full-term instructional appointment that pays for the teaching. For example, 1340 matches both spring-half and summer-half courses taught in calendar year 2001 to spring-summer (May-Aug) appointments in the CRAS_JOB table.	1340

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
CLASS_INSTR_APPT_DEPTID	Class Instructor Appointing Department Identification Code	Character	10	M_CRDW1	CRAS_CLASS_INSTR	R	The department identification code for a department in which an instructional staff member holds an appointment and which is associated with a course for which the individual has teaching responsibility. In general, this can be thought of as the department which is paying the salary of an individual who is teaching a particular course. See "Appendix C: Detailed Description of Selected Elements" for more information.	184500 = Physics Department; 170000 = College of Lit, Science & Arts
CLASS_INSTR_ID	Class Instructor Identification Code	Character	11	M_CRDW1	CRAS_CLASS_INSTR	R	The employee identification number of an individual who has responsibility for teaching a course. A value beginning with "CRAS" is inserted when the instructor's employee identification code is not available in the production system.	03917394; 15490961; 84220609; CRAS170000
CLASS_INSTR_NAME	Class Instructor Name	Character	50	M_CRDW1	CRAS_CLASS_INSTR	R	The name by which a person is known for teaching responsibilities. This is a person's preferred name, if available; otherwise, this is a person's primary name. Person name format is Last, First Middle. A value of "Unknown" is inserted when the instructor's name is not available in the production system.	de la Garza, Barbara Marie; Smith Jr, Joseph L; Washington, William Boyd; Unknown

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
CLASS_MTG_NBR	Class Meeting Number	Number	2	M_CRDW1	CRAS_CLASS_INSTR CRAS_CLASS_MTG_PAT	R	A number which represents the meeting location or meeting time of a class. A class will have multiple meeting numbers if a class has multiple meeting locations or times. A value of zero indicates that there was no CLASS_MTG_PAT row for this class in the production system, and one was derived in this data set.	1; 2; 3; 0
CLASS_NBR	Class Number	Number	5	M_CRDW1	CRAS_CLASS_TBL CRAS_STDNT_ENRL	R	A number which uniquely identifies a class section within a term. This number prints on the schedule of classes and is the number entered for student enrollment requests. For reporting purposes, all cross-listed courses and meet together are converted to their home class number.	186; 10,088; 10,569; 10,757
CLASS_SECTION	Class Section Code	Character	4	M_CRDW1	CRAS_CLASS_INSTR CRAS_CLASS_MTG_PAT CRAS_CLASS_TBL CRAS_SCTN_ACAD_LEVEL_GRP	R	A number, assigned by the instructional department, which in conjunction with a course subject and catalog number uniquely identifies each section of every course.	011; 019; 052
COMBINED_SECTION	Combined Section Code	Character	1	M_CRDW1	CRAS_CLASS_TBL	R	A code indicating if a section has been combined. For reporting purposes, these class sections have been collapsed and appear only in their home class section.	C = Combined
COMBINED_SECTION_DESCRSHORT	Combined Section Short Description	Character	10	M_CRDW1	CRAS_CLASS_TBL	R	An abbreviated textual description of the code indicating if a section has been combined.	Combined
COMMON_CIP	Common Classification Of Instructional Programs Code	Character	13	M_HRDW1	HE_DEPT_TBL	R	A code representing the tertiary classification used in governmental reporting of the specific academic field associated with a department.	54.0101 = History, General; 13.1314 = Physical Education Teaching an; 25.0101 = Library Science/Librarianship

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
COMMON_CIP_DESCR	Common Classification Of Instructional Programs Description	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code representing the tertiary classification used in governmental reporting of the specific academic field associated with a department.	History, General; Physical Education Teaching an; Library Science/Librarianship
CONTACT_PERCENT	Contact Percent	Number	4	M_CRDW1	CRAS_CLASS_INSTR	R	The percentage of responsibility the instructor has to teach a class. This data is displayed exactly as it appears in the HE Prod Curriculum system.	33; 100
COURSE_TITLE_LONG	Course Long Title	Character	100	M_CRDW1	CRAS_CLASS_TBL	R	The name of a course that prints in the time schedule.	17 th Century France; 19 ^c Chinese Hist; Administrative Law

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
CRAS_ACAD_LEVEL_GRP	College Resources Analysis System Academic Level Group Code	Character	1	M_CRDW1	CRAS_SCTN_ACAD_LEVEL_GRP CRAS_STDNT_CAR_TERM	R	A code which groups student academic levels which indicate a student's progression toward a degree or certificate in a specific academic program as of the beginning of the term. Academic levels are grouped as follows: Lower: freshmen, sophomore, and undergraduate NCFD (Not Candidate for Degree) students. Upper: junior and senior students. Doctoral: intermediate, pre-candidate, candidate, and post-candidate students. Masters: masters and graduate NCFD students. Law: first professional, masters and NCFD Law students. Grad-Prof: first professional and NCFD students in Medicine, Dentistry, and Pharmacy. Special: all other academic level categories not included in other CRAS_ACAD_LEVEL_GRP codes (primarily students pursuing Rackham certificates).	1 = LOWER; 2 = UPPER; 3 = MASTERS; 4 = DOCTORAL; 5 = LAW; 6 = SPECIAL; 7 = GRAD-PROF
CRAS_ACAD_LEVEL_GRP_DESCRSHORT	College Resources Analysis System Academic Level Group Short Description	Character	10	M_CRDW1	CRAS_SCTN_ACAD_LEVEL_GRP CRAS_STDNT_CAR_TERM	R	An abbreviated textual description of the code which groups student academic levels which indicate a student's progression toward a degree or certificate in a specific academic program as of the beginning of the term.	LOWER; UPPER; MASTERS; DOCTORAL; LAW; SPECIAL; GRAD-PROF

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
CRAS_CONTACT_PERCENT	College Resources Analysis System Contact Percent	Number	4	M_CRDW1	CRAS_CLASS_INSTR	R	The percentage of an individual's responsibility for the instruction in a section of a course. If an individual is solely responsible for teaching a particular section, the percent responsibility is 100%. In cases of shared instruction in a given section, each individual is credited with a portion of the responsibility such that the sum of the percentages for all individuals involved is 100%. This data is derived from CONTACT_PERCENT to ensure that it conforms to the PCSUM methodology.	100; 50
CRAS_CRSE_COMPONENT	College Resources Analysis System Course Component Code	Character	3	M_CRDW1	CRAS_CLASS_TBL	R	A code representing the type of class section. Only the seven class section types recognized by the state exist in the CRAS data set. All types have been converted to the seven recognized types as follows: ACL = LAB CAS = LAB CLL = LAB CLN = LAB CNF = SEM DIS = DIS ERC = LAB FLD = LAB HP = LAB IND = IND LAB = LAB LEC = LEC MDC = SEM PSI = PSI PTP = LAB REC = REC RES = IND SEM = SEM SMA = SEM SPI = LAB	DIS = Discussion; LEC = Lecture; LAB = Laboratory

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
CRAS_CRSE_COMPONENT_DESCR	College Resources Analysis System Course Component Description	Character	30	M_CRDW1	CRAS_CLASS_TBL	R	A textual description of the code representing the type of class section.	Discussion; Lecture; Laboratory
CRAS_CRSE_COMPONENT_DESCRSH	College Resources Analysis System Course Component Short Description	Character	10	M_CRDW1	CRAS_CLASS_TBL	R	An abbreviated textual description of the code representing the type of class section.	Discussion; Lecture; Laboratory
CRAS_CRSE_LEVEL_GRP	College Resources Analysis System Course Level Group	Character	7	M_CRDW1	CRAS_CLASS_TBL	R	A grouping of course levels, used to support reporting such as official CRAS reporting.	100-299; 300-499; 500-699; 700 +
CRS_TOPIC_ID	Course Topic Identification Code	Number	3	M_CRDW1	CRAS_CLASS_TBL	R	A code representing the topics/content of a course.	0; 27; 74
CRSE_GF_TEACH_SALARY_PER_SCH	Course General Fund Teaching Salary Per Student Credit Hour	Number	12	M_CRDW1	CRAS_COURSE	R	The direct instructional salary cost per student credit hour in a course, calculated using the Presidents Council, State Universities of Michigan (PCSUM) methodology (see Appendix B).	259; 616; 1,035
CRSE_ID	Course Identification Code	Character	6	M_CRDW1	CRAS_CLASS_INSTR CRAS_CLASS_MTG_PAT CRAS_CLASS_TBL CRAS_COURSE CRAS_SCTN_ACAD_LEVEL_GRP	R	A sequential number which uniquely identifies an instructional course at the U of M.	001040; 001630; 002131
CRSE_OFFER_NBR	Course Offering Number	Number	2	M_CRDW1	CRAS_CLASS_INSTR CRAS_CLASS_MTG_PAT CRAS_CLASS_TBL CRAS_COURSE CRAS_SCTN_ACAD_LEVEL_GRP	R	A number which identifies each offering of a course. A course may have multiple offerings if the same course is offered by more than one department (i.e: cross listing) or more than one subject within a department.	1; 2; 3
CRSE_SESSION_ENRL_CNT	Course Session Enrollment Count	Number	5	M_CRDW1	CRAS_COURSE	R	The total number of students enrolled for credit in a course session within a term.	52; 187
DEPT_DESCR	Department Name	Character	30	M_CRDW1	CRAS_CLASS_TBL	R	A textual description of the code that identifies each academic or administrative unit that has programmatic, operational and fiscal (including budgetary) responsibility.	Physics Department; College of Lit, Science & Arts; UMH Administration;
				M_HRDW1	HE_DEPT_TBL			

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
DEPT_DESCRFORMAL	Department Formal Description	Character	50	M_CRDW1 M_SRDW1	CRAS_CLASS_TBL SUBJECT_TBL	R	A textual description used for formal purposes of the code that identifies each academic or administrative unit that has programmatic, operational and fiscal (including budgetary) responsibility.	Physics Department; College of Literature, Science and the Arts
DEPT_DESCRSHORT	Department Short Description	Character	10	M_CRDW1 M_SRDW1	CRAS_CLASS_TBL SUBJECT_TBL	R	An abbreviated textual description of the code that identifies each academic or administrative unit that has programmatic, operational and fiscal (including budgetary) responsibility.	Physics De; L S & A;
DEPT_EFF_STATUS	Department Effective Status Code	Character	1	M_HRDW1	HE_DEPT_TBL	R	A code specifying the current status of a U of M department.	A = Active; I = Inactive
DEPT_EFFDT	Department Effective Date	Date		M_HRDW1	HE_DEPT_TBL	R	The date when the department status becomes effective.	01/01/1998
DEPT_END_DT	Department End Date	Date		M_HRDW1	HE_DEPT_TBL	R	The last date on which the department status is effective. September 9, 3999 represents that the department status is open-ended.	01/01/1999
DEPT_ESTABLISHMENT	Department Establishment Code	Character	12	M_HRDW1	HE_DEPT_TBL	R	A code representing the department location.	AA = Univ of Michigan - Ann Arbor; FLNT = Univ of Michigan – Flint; DRBN = Univ of Michigan – Dearborn; UMICH = Univ of Michigan – Hospital
DEPT_ESTABLISHMENT_DESCR	Department Establishment Description	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code representing the department location.	Univ of Michigan - Ann Arbor; Univ of Michigan – Flint; Univ of Michigan – Dearborn; Univ of Michigan – Hospital

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
DEPT_GRP	Department Group Code	Character	20	M_HRDW1	HE_DEPT_TBL	R	A code used to group U of M departments for reporting purposes. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	COLLEGE_OF_LS&A; MEDICAL_SCHOOL; UM_HOSPITAL
DEPT_GRP_CAMPUS	Department Group Campus Code	Character	20	M_HRDW1	HE_DEPT_TBL	R	A code used to identify department groups by campus.	UM_ANN-ARBOR; UM_DEARBORN; UM_FLINT
DEPT_GRP_CAMPUS_DESCR	Department Group Campus Description	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code used to identify department groups by campus.	Univ of Mich-Ann-Arbor; Univ of Mich-Dearborn; Univ of Mich-Flint
DEPT_GRP_DESCR	Department Group Description	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code used to group U of M departments for reporting purposes. This description is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	College of Lit, Science and Arts; Medical School; U of M Hospital
DEPT_GRP_VP_AREA	Department Group Vice President Area Code	Character	20	M_HRDW1	HE_DEPT_TBL	R	A code used to group U of M department groups by President, Vice President, or Chancellor, based on direct reporting lines.	PRVST_EXC_VP_ACA_AFF ; VP_STUDENT_AFFAIRS; EXC_VP_MED_AFF
DEPT_GRP_VP_AREA_DESCR	Department Group Vice President Area Description	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code used to group U of M department groups by President, Vice President, or Chancellor, based on direct reporting lines.	Provost & Exec VP Academic Aff; VP for Student Affairs; Exec. VP for Medical Affairs
DEPT_MANAGER_CAMPUS_ID	Department Manager Campus Identification Code	Character	16	M_HRDW1	HE_DEPT_TBL	R	The U of M unqiename assigned to a person in a department who receives financial reports such as Statement of Activity.	jsmith; anndoe
DEPT_MANAGER_ID	Department Manager Identification Code	Character	11	M_HRDW1	HE_DEPT_TBL	R	A system assigned number used to uniquely identify a person in a department who receives financial reports such as Statement of Activity.	25582542

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
DEPT_TENURE_FLG	Department Tenure Flag	Character	1	M_HRDW1	HE_DEPT_TBL	R	A code indicating whether a department is a tenure granting department.	Y = Yes; N = No
DEPTID	Department Identification Code	Character	10	M_CRDW1	CRAS_CLASS_TBL	R	A code that identifies each academic or administrative unit that has programmatic, operational and fiscal (including budgetary) responsibility. For reporting purposes, all cross-listed courses and meet togethers are shown in their home department in the CRAS_CLASS_TBL.	184500 = Physics Department; 170000 = College of Lit, Science & Arts; 311679 = UMH Administration
				M_HRDW1	HE_DEPT_TBL			
				M_SRDW1	SUBJECT_TBL			
DW_DATA	Data Warehouse Data	Character	50	M_CRDW1	CRASSTATUS	R	The names of the data warehouse objects that were loaded. These objects could be a data set, a group of tables or an individual table.	CRAS Tables; HE_DEPT_TBL; TERM_TBL
DW_OWNER	Data Warehouse Owner	Character	8	M_CRDW1	CRASSTATUS	R	The owner (oracle schema) of the data warehouse objects that were loaded.	m_crdw1; m_hrdw1; m_srdw1
EG_ACADEMIC_RANK	Education/ Government Academic Rank Code	Character	3	M_CRDW1	CRAS_JOB	R	A code currently used by Human Resource Records and Information Services (HRRIS) and Office of Budget and Planning (OBP), which groups certain JobCodes for governmental reporting purposes.	003 = Assistant Professor; 040 = Visiting Research Scientist; 050 = Graduate Student Instructor
EG_ACADEMIC_RANK_DESCR	Education/ Government Academic Rank Description	Character	30	M_CRDW1	CRAS_JOB	R	A textual description of the code currently used by Human Resource Record and Information Services (HRRIS) and Office of Budget and Planning (OBP), which groups certain JobCodes for governmental reporting purposes.	Assistant Professor; Visiting Research Scientist; Graduate Student Instructor
EG_GRANTED_DT	Education/ Government Granted Date	Date		M_CRDW1	CRAS_JOB	R	The date that tenure was first effective for an instructional appointment.	08/10/2000

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
EG_RANK_IPEDS	Education/ Government Rank Integrated Post- Secondary Education Data System Code	Character	2	M_CRDW1	CRAS_JOB	R	A code used to group academic ranks for Integrated Post-Secondary Education Data System (IPEDS) federal reporting and for CRAS reporting.	1 = Professor; 2 = Assoc Prf; 3 = Assist Prf; 4 = Instructor; 5 = Lecturer; 6 = GSI; 7 = CRAS
EG_RANK_IPEDS_DESCRSHORT	Education/ Government Rank Integrated Post- Secondary Education Data System Short Description	Character	10	M_CRDW1	CRAS_JOB	R	An abbreviated textual description of the code used to group academic ranks for Integrated Post-Secondary Education Data System (IPEDS) federal reporting and for CRAS reporting.	Professor; Assoc Prf; Assist Prf; Instructor; Lecturer; GSI; CRAS
EG_RANK_IPEDS_DESCR	Education/ Government Rank Integrated Post- Secondary Education Data System Description	Character	30	M_CRDW1	CRAS_JOB	R	A textual description of the code used to group academic ranks for Integrated Post-Secondary Education Data System (IPEDS) federal reporting and for CRAS reporting.	Professor; Associate Professor; Assistant Professor; Instructor; Lecturer; Graduate Student Instructor; Other CRAS Instructional
EMPL_RCD	Employee Record Number	Number	3	M_CRDW1	CRAS_JOB	R	A system assigned number which along with employee identification number, effective date and effective sequence, identifies an employee's unique job(s).	0; 1; 2; 3
EMPLID	Employee Identification Code	Character	11	M_CRDW1	CRAS_ACAD_PLAN CRAS_ACAD_PROG CRAS_ACAD_SUBPLAN CRAS_INSTR_DEMOGRAPHICS CRAS_INSTR_PERSONAL_DATA CRAS_JOB CRAS_STDNT_CAR_TERM CRAS_STDNT_ENRL CRAS_STDNT_PERSONAL_DATA	R	A system assigned number to uniquely identify a person at U of M. Commonly referred to as UMID. A value beginning with "CRAS" is inserted when the instructor's employee identification code is not available in the production system.	25582542; CRAS170000
				M_HRDW1	PERSON_ALT_IDENT_HIST			
ENRL_ACAD_CAREER_PRIORITY	Enrollment Academic Career Priority Code	Character	1	M_CRDW1	CRAS_STDNT_ENRL	R	A code, used for official reporting, indicating that a specific academic career is the student's priority career for the purposes of counting enrollment when the student is enrolled in the same class under multiple academic careers.	1; 0

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
ETHNIC_GROUP	Ethnic Group Code	Character	1	M_CRDW1	CRAS_INSTR_DEMOGRAPHICS CRAS_STDNT_PERSONAL_DATA	S	A code representing a person's ethnic group or race. These codes represent the Federal government's ethnic groups. Data for this element should never be released in a name linked fashion.	0 = None; 1 = White; 2 = Black; 3 = Hispanic; 4 = Asian; 5 = Native Amr; 6 = Not Incl
ETHNIC_GROUP_DESCRSHORT	Ethnic Group Short Description	Character	10	M_CRDW1	CRAS_INSTR_DEMOGRAPHICS CRAS_STDNT_PERSONAL_DATA	S	An abbreviated textual description of the code representing a person's ethnic group or race. These descriptions represent the Federal government's ethnic groups. Data for this element should never be released in a name linked fashion.	None; White; Black; Hispanic; Asian; Native Amr; Not Incl
ETHNIC_GROUP_DESCR	Ethnic Group Description	Character	30	M_CRDW1	CRAS_INSTR_DEMOGRAPHICS CRAS_STDNT_PERSONAL_DATA	S	A textual description of the code representing a person's ethnic group or race. These descriptions represent the Federal government's ethnic groups. Data for this element should never be released in a name linked fashion.	None; White, Not of Hispanic Origin; Black/African-American; Hispanic/Latino; Asian/Pacific Islander; American Indian/Alaskan Native; Not Included
EXTRACT_DT	Extract Date	Date/Time		M_CRDW1	CRASSTATUS	R	The date and time at which the data was extracted from the source system.	07/22/2000 7:06:17 PM
FACILITY_ID	Facility Identification Code	Character	10	M_CRDW1	CRAS_CLASS_MTG_PAT	R	A code representing a unit of space which cannot be further subdivided for classroom scheduling. A room and/or building number in which a class meets.	AH1014 = 1014 AH; LORCH142 = 142 LORCH; NUB3006 = 3006 NUB
FIRST_NAME	First Name	Character	30	M_CRDW1	CRAS_INSTR_PERSONAL_DATA	R	The first name part of a person's name. In the PERSONAL_DATA table this is a person's preferred name, if available; otherwise, this is a person's primary name.	Barb; Joseph; Bill

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
HEGIS_CODE	Higher Education General Information Survey Code	Character	8	M_CRDW1	CRAS_ACAD_PLAN CRAS_CLASS_TBL	R	A code representing the Higher Education General Information Survey. Also known as Integrated Post-Secondary Education Data System (IPEDS). This code represents a classification of a specific academic field for use in governmental reporting.	11.00 = Foreign Lang Unclassifd; 19.99 = Other, Physical Sciences; 22.02 = Anthropology
				M_SRDW1	SUBJECT_TBL			
HEGIS_DESCR	Higher Education General Information Survey Description	Character	30	M_CRDW1	CRAS_ACAD_PLAN CRAS_CLASS_TBL	R	A textual description of the code representing the Higher Education General Information Survey. Also known as Integrated Post-Secondary Education Data System (IPEDS). This code represents a classification of a specific academic field for use in governmental reporting.	Foreign Lang Unclassifd; Other, Physical Sciences; Anthropology
				M_SRDW1	SUBJECT_TBL			
HEGIS_DESCR60	Higher Education General Information Survey Long Description	Character	60	M_SRDW1	SUBJECT_TBL	R	A full textual description of the code representing the Higher Education General Information Survey. Also known as Integrated Post-Secondary Education Data System (IPEDS). This code represents a classification of a specific academic field for use in governmental reporting.	Foreign Lang Unclassifd; Other, Physical Sciences; Anthropology
INSTR_APPOR_DIST_HRS	Instructor Apportioned Distributed Hours	Number	5,2	M_CRDW1	CRAS_CLASS_INSTR	R	The portion of the total course credit hours attributed to the particular instructor teaching a section of a course, using the Presidents Council, State Universities of Michigan (PCSUM) methodology (see Appendix B). For example, "1.50" could be an amount assigned to each of 2 instructors sharing a 3 credit seminar equally.	1.50; 4.00

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
INSTR_APPOR_GF_TEACH_SALARY	Instructor Apportioned General Fund Teaching Salary	Number	12	M_CRDW1	CRAS_CLASS_INSTR	R	The amount of the instructional staff member's general fund salary assigned to the teaching of a particular section of a course, calculated using the Presidents Council, State Universities of Michigan (PCSUM) methodology (see Appendix B).	0; 10,000; 65,000
INSTRUCTION_MODE	Instruction Mode Code	Character	2	M_CRDW1	CRAS_CLASS_TBL	R	A code representing the instruction delivery method for a course.	P = In Person;
INSTRUCTION_MODE_DESCRSHORT	Instruction Mode Short Description	Character	10	M_CRDW1	CRAS_CLASS_TBL	R	An abbreviated textual description of the code representing the instruction delivery method for a course.	In Person
INSTRUCTION_MODE_DESCR	Instruction Mode Description	Character	30	M_CRDW1	CRAS_CLASS_TBL		A textual description of the code representing the instruction delivery method for a course.	In Person
JOB_FAMILY	Job Family Code	Character	6	M_CRDW1	CRAS_JOB	R	A code that groups JobCodes with similar salary grade systems, benefits plans, and applicable Standard Practice Guide sections.	10 = Regular Instructional; 51 = Temporary Office; 70 = Allied Health P&A Exempt
JOB_FAMILY_DESCR	Job Family Description	Character	30	M_CRDW1	CRAS_JOB	R	A textual description of the code that groups JobCodes with similar salary grade systems, benefits plans, and applicable Standard Practice Guide sections.	Regular Instructional; Temporary Office; Allied Health P&A Exempt
JOB_FAMILY_DESCRSHORT	Job Family Short Description	Character	10	M_CRDW1	CRAS_JOB	R	An abbreviated textual description of the code that groups JobCodes with similar salary grade systems, benefits plans, and applicable Standard Practice Guide sections.	RegInstr; Temp Ofc; AH P&A Ex
JOBCODE	JobCode	Character	6	M_CRDW1	CRAS_JOB	R	A code indicating a job classification title established by the Office of Human Resource and Affirmative Action.	100800 = Chancellor; 201000 = Professor; 240500 = Accountant

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
JOBCODE_DESCR	JobCode Description	Character	30	M_CRDW1	CRAS_JOB	R	A textual description of the code indicating a job classification title established by the Office of Human Resource and Affirmative Action.	Chancellor; Professor; Accountant
LAST_NAME	Last Name	Character	30	M_CRDW1	CRAS_INSTR_PERSONAL_DATA	R	The last or family name part of a person's name. In the PERSONAL_DATA table this is a person's preferred name, if available; otherwise, this is a person's primary name.	de la Garza; Smith Jr; Washington
LEAVE_STATUS_DESCRSHORT	Leave Status Short Description	Character	10	M_CRDW1	CRAS_INSTR_PERSONAL_DATA	R	An abbreviated textual description of the code representing the status of an appointment for an individual who is on sabbatical or other type of leave or retirement furlough during the given term. All non-sabbatical leaves are coded with a value of L = Leave.	Leave; Retirement; Sabbatical
LEAVE_STATUS_CD	Leave Status Code	Character	1	M_CRDW1	CRAS_INSTR_PERSONAL_DATA	R	A code representing the status of an appointment for an individual who is on sabbatical or other type of leave or retirement furlough during the given term. All non-sabbatical leaves are coded with a value of L = Leave.	L = Leave; R = Retirement; S = Sabbatical
LOAD_DT	Load Date	Date/Time		M_CRDW1	CRASSTATUS	R	The date and time at which the data was loaded into the data warehouse. This data may have been loaded into a single table, a group of tables or an entire data set, as designated by the information provided in the field DW_DATA.	08/04/2001 11:40:13 AM

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
MAJ_DEPT_DESCR	Major Statistical Department Description	Character	30	M_CRDW1	CRAS_JOB	R	A textual description of the code representing the department associated with the employee's primary job. An employee's primary job is typically the one in which the employee has the largest appointment effort or hours as of the term end date.	Physics Department College of Lit, Science & Arts
MAJ_DEPT_GRP	Major Statistical Department Group Code	Character	20	M_CRDW1	CRAS_JOB	R	A code indicating the department group of the employee's primary job. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	COLLEGE_OF_LS&A; MEDICAL_SCHOOL
MAJ_DEPT_GRP_DESCR	Major Statistical Department Group Description	Character	30	M_CRDW1	CRAS_JOB	R	A textual description of the code indicating the department group of the employee's primary job. This code is used to group U of M schools, colleges, administrative areas, and vice presidential areas.	College of Lit, Science and Arts; Medical School
MAJ_DEPT_GRP_VP_AREA	Major Statistical Department Group Vice President Area Code	Character	20	M_CRDW1	CRAS_JOB	R	A code indicating the vice presidential area of the employee's primary job by President, Vice President, or Chancellor, based on direct reporting lines.	PRVST_EXC_VP_ACA_AFF ; VP_STUDENT_AFFAIRS
MAJ_DEPT_GRP_VP_AREA_DESCR	Major Statistical Department Group Vice President Area Description	Character	30	M_CRDW1	CRAS_JOB	R	A textual description of the code indicating the vice presidential area of the employee's primary job by President, Vice President, or Chancellor, based on direct reporting lines.	Provost & Exec VP Academic Aff; VP for Student Affairs
MAJ_DEPTID	Major Statistical Department Identification Code	Character	10	M_CRDW1	CRAS_JOB	R	A code representing the department associated with the employee's primary job. An employee's primary job is typically the one in which the employee has the largest appointment effort or hours as of the term end date.	184500 = Physics Department; 170000 = College of Lit, Science & Arts

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
MAJ_TITLE_CD	Major Statistical Title Code	Character	6	M_CRDW1	CRAS_JOB	R	A code representing the title of the employee's primary job. An employee's primary job is typically the one in which the employee has the largest appointment effort or hours as of the term end date.	110320 = Physician; 201500 = Assoc Professor; 511340 = Office Assistant li
MAJ_TITLE_DESCR	Major Statistical Title Description	Character	30	M_CRDW1	CRAS_JOB	R	A textual description of the code representing the title of the employee's primary job. An employee's primary job is typically the one in which the employee has the largest appointment effort or hours as of the term end date.	Physician; Assoc Professor; Office Assistant li
MAJ_TITLE_JOB_FAMILY	Major Statistical Job Family Code	Character	6	M_CRDW1	CRAS_JOB	R	A code indicating the job family of the employee's primary job. An employee's primary job is typically the one in which the employee has the largest appointment effort or hours as of the term end date.	09 = Regular Clinical Instructional; 34 = Graduate Student Staff Asst; 70 = Allied Health P&A Exempt
MAJ_TITLE_JOB_FAMILY_DESCR	Major Statistical Job Family Description	Character	30	M_CRDW1	CRAS_JOB	R	A textual description of the code indicating the job family of the employee's primary job. An employee's primary job is typically the one in which the employee has the largest appointment effort or hours as of the term end date.	Regular Clinical Instructional; Graduate Student Staff Asst; Allied Health P&A Exempt
MAJ_TITLE_JOB_FAMILY_DESCRSH	Major Statistical Job Family Short Description	Character	10	M_CRDW1	CRAS_JOB	R	An abbreviated textual description of the code indicating the job family of the employee's primary job. An employee's primary job is typically the one in which the employee has the largest appointment effort or hours as of the term end date.	RegClnInst; Gssa; AH P&A Ex

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
MANAGER_NAME	Manager Name	Character	50	M_HRDW1	HE_DEPT_TBL	R	The name of the person in a department who receives financial reports such as Statement of Activity. This is a person's preferred name, if available; otherwise, this is a person's primary name. Person name format is Last,First Middle.	Schmoe,Joseph; Doe,Mary L
NAME	Name	Character	50	M_CRDW1	CRAS_INSTR_PERSONAL_DATA CRAS_STDNT_PERSONAL_DATA	R	The name by which a person is known. In the PERSONAL_DATA tables this is a person's preferred name, if available; otherwise, this is a person's primary name. Person name format is Last, First Middle.	de la Garza, Barb; Smith Jr, Joseph L; Washington, Bill Boyd; Unknown
NATIONAL_ID	National Identification Code	Character	9	M_HRDW1	PERSON_ALT_IDENT_HIST	S	The Social Security Number (SSN) or temporary payroll number associated with an employee that took effect after the previous one was updated or changed.	123456789
POSTING_PTO	Posting Paid Time Off Code	Character	1	M_HRDW1	HE_DEPT_TBL	R	A code indicating that a message will be printed on the job posting stating this position has paid time off benefits rather than sick and vacation benefits.	Y = Yes; N = No
PREV_NATL_ID	Previous National Identification Code	Character	9	M_HRDW1	PERSON_ALT_IDENT_HIST	S	The Social Security Number (SSN) or temporary payroll number associated with an employee prior to a change or update.	123456789
PRIMARY_CIP	Primary Classification Of Instructional Programs Code	Character	13	M_HRDW1	HE_DEPT_TBL	R	A code representing the primary classification used in governmental reporting of the specific academic field associated with a department.	45.1101 = Sociology; 31.0505 = Kinesiology and Exercise Scien; 25.0101 = Library Science/Librarianship

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
PRIMARY_CIP_DESCR	Primary Classification Of Instructional Programs Description	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code representing the primary classification used in governmental reporting of the specific academic field associated with a department.	Sociology; Kinesiology and Exercise Scien; Library Science/Librarianship
PRIMARY_NAME	Primary Name	Character	50	M_CRDW1	CRAS_INSTR_PERSONAL_DATA CRAS_STDNT_PERSONAL_DATA	R	The name by which a person is known. This is a person's primary name which is generally used for legal purposes. Person name format is Last, First Middle	de la Garza, Barbara Marie; Smith Jr, Joseph L; Washington, William Boyd
REG_TEMP	Regular/Temporary Code	Character	1	M_CRDW1	CRAS_JOB	R	A code indicating whether a JobCode or a job is considered a regular or temporary JobCode or job.	R = Regular; T = Temporary
REG_TEMP_DESCRSHORT	Regular/Temporary Short Description	Character	10	M_CRDW1	CRAS_JOB	R	An abbreviated textual description of the code indicating whether a JobCode or a job is considered a regular or temporary JobCode or job.	Regular; Temporary
RPTING_CRSE_LEVEL	Reporting Course Level Code	Character	2	M_CRDW1	CRAS_CLASS_TBL	R	A code used specifically for state reporting that indicates the level for which a course was offered.	10 = LOWER; 20 = UPPER; 30 = MASTERS; 40 = DOCTORAL; 50 = GRAD-PROF
RPTING_CRSE_LEVEL_DESCR	Reporting Course Level Description	Character	30	M_CRDW1	CRAS_CLASS_TBL	R	A textual description of the code used specifically for state reporting that indicates the level for which a course was offered.	LOWER; UPPER; MASTERS; DOCTORAL; GRAD-PROF
SCTN_COMBINED_ID	Combined Section Identification Code	Character	4	M_CRDW1	CRAS_CLASS_TBL	R	A code assigned to each section in a group of class sections that have been combined (i.e., meet together, crosslists).	000 =New Venture I; 0001=Res&Write Bus Plan
SCTN_CRAS_ACAD_LEVEL_GRP_CNT	Section College Resources Analysis System Academic Level Group Count	Number	5	M_CRDW1	CRAS_SCTN_ACAD_LEVEL_GRP	R	The total number of students of a particular level enrolled for credit in a section of a course.	10; 20

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
SECOND_CIP	Secondary Classification Of Instructional Programs Code	Character	13	M_HRDW1	HE_DEPT_TBL	R	A code representing the secondary classification used in governmental reporting of the specific academic field associated with a department.	45.0201 = Anthropology; 13.1314 = Physical Education Teaching an; 11.0401 = Information Science/Studies
SECOND_CIP_DESCR	Secondary Classification Of Instructional Programs Description	Character	30	M_HRDW1	HE_DEPT_TBL	R	A textual description of the code representing the secondary classification used in governmental reporting of the specific academic field associated with a department.	Anthropology; Physical Education Teaching an; Information Science/Studies
SECTION_AVG_WKLY_MTG_HRS	Section Average Weekly Meeting Hours	Number	3,1	M_CRDW1	CRAS_CLASS_TBL	R	The scheduled class instructional contact hours expressed as average weekly meeting hours over a 14-week term (derived from class meeting pattern data found in HE Prod). For example, "3.0" meets 3 hours per week for a full-term, or 6 hours a week for half a term. See "Appendix C: Detailed Description of Selected Elements" for more information.	3.0; 4.0
SECTION_DIST_HRS	Section Distributed Hours	Number	5,2	M_CRDW1	CRAS_CLASS_TBL	R	The portion of the total course credit hours assigned to sections of this course component within a course, using the Presidents Council, State Universities of Michigan (PCSUM) methodology (See Appendix B).	0.67; 1.80; 2.86
SECTION_END_DT	Section End Date	Date		M_CRDW1	CRAS_CLASS_TBL	R	The date on which a section of a course is scheduled to end.	04/22/2000
SECTION_ENRL_CNT	Section Enrollment Count	Number	5	M_CRDW1	CRAS_CLASS_TBL	R	The total number of students enrolled for credit in a section of a course.	140; 200; 5
SECTION_STANDALONE_TOPIC_DESCR	Section Standalone Topic Description	Character	30	M_CRDW1	CRAS_CLASS_TBL	R	The description of a section topic.	Analysis of Survey Data I; Auto Transmission Systems; MI Mentorship – Ann Arbor Sch

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
SECTION_START_DT	Section Start Date	Date		M_CRDW1	CRAS_CLASS_TBL	R	The date on which a section of a course is scheduled to begin.	01/05/2000
SECTION_UNT_TAKEN_TOTAL	Section Unit Taken Total	Number	8,2	M_CRDW1	CRAS_CLASS_TBL	R	The total number of credit hours for a course elected by all students enrolled in a section. For example, "420" would represent 140 students in a lecture and registered for 3 course credit hours each.	420.00
SESSION_CODE	Session Code	Character	3	M_CRDW1	CRAS_CLASS_INSTR CRAS_CLASS_MTG_PAT CRAS_CLASS_TBL CRAS_COURSE CRAS_SCTN_ACAD_LEVEL_GRP	R	A code representing a class scheduling/enrollment time period within a term.	1 = Regular
SESSION_DESCRSHORT	Session Short Description	Character	10	M_CRDW1	CRAS_CLASS_TBL	R	An abbreviated textual description of the code representing a class scheduling/enrollment time period within a term.	Regular
SEX	Sex Code	Character	1	M_CRDW1	CRAS_INSTR_DEMOGRAPHICS CRAS_STDNT_PERSONAL_DATA	R	A code representing the gender of a person.	M = Male; F = Female; U = Unknown
SEX_DESCRSHORT	Sex Short Description	Character	10	M_CRDW1	CRAS_INSTR_DEMOGRAPHICS CRAS_STDNT_PERSONAL_DATA	R	An abbreviated textual description of the code representing the gender of a person.	Male; Female; Unknown
STDNT_ACAD_GROUP	Student Academic Group	Character	5	M_CRDW1	CRAS_ACAD_PROG	R	A code representing a school or college including Division of Kinesiology, which enrolls students. As of fall term 2001, for reporting purposes, Residential College remains a separate student academic group, rather than being included in LSA.	DEN = Dental; NUR = Nursing; PH = Public Health

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
STDNT_ACAD_GROUP_DESCR	Student Academic Group Description	Character	30	M_CRDW1	CRAS_ACAD_PROG	R	A textual description of the code representing a school or college including Division of Kinesiology, which enrolls students. As of fall term 2001, for reporting purposes, Residential College remains a separate student academic group, rather than being included in LSA.	Dentistry; Nursing; Public Health
STDNT_ACAD_GROUP_DESCRSHORT	Student Academic Group Short Description	Character	10	M_CRDW1	CRAS_ACAD_PROG	R	An abbreviated textual description of the code representing a school or college including Division of Kinesiology, which enrolls students. As of fall term 2001, for reporting purposes, Residential College remains a separate student academic group, rather than being included in LSA.	Dent; Nursing; PH
STDNT_CAR_NBR	Student Career Number	Number	3	M_CRDW1	CRAS_ACAD_PROG CRAS_ACAD_PLAN CRAS_ACAD_SUBPLAN	R	A code uniquely identifying a student's program(s) within the same career.	0; 1; 2
STDNT_TEACH_SAL_COST_PER_CRSE	Student's Teaching Salary Cost Per Course	Number	12	M_CRDW1	CRAS_STDNT_ENRL	R	A number representing the cost of teaching a particular student enrolled in a particular class section. This is calculated by multiplying the number of student's UNT_TAKEN by the course General Fund teaching salary per student credit hour amount.	126; 4,008
STUDY_FIELD	Study Field Code	Character	10	M_CRDW1	CRAS_ACAD_PLAN	R	A code representing the area of study of an academic plan.	0300 = Anthro; 0320 = APTIS; 0460 = Astron & A
STUDY_FIELD_DESCRFORMAL	Study Field Formal Description	Character	50	M_CRDW1	CRAS_ACAD_PLAN	R	A textual description used for formal purposes of the code representing the area of study of an academic plan.	Anthropology; Arabic, Persian, Turkish and Islamic Studies; Astronomy and Astrophysics
STUDY_FIELD_DESCRSHORT	Study Field Short Description	Character	10	M_CRDW1	CRAS_ACAD_PLAN	R	An abbreviated textual description of the code representing the area of study of an academic plan.	Anthro; APTIS; Astron & A

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
SUBJECT	Subject Code	Character	8	M_CRDW1	CRAS_CLASS_TBL	R	A code representing an aggregate of courses by instructional area, under which a particular course is offered at U of M. For reporting purposes, all cross-listed courses and meet together are shown in their home subject in the CRAS_CLASS_TBL.	ENGR = Engineering; HUM = Humanities; UTEP = Urban, Tech, & Environ Plannin
				M_SRDW1	SUBJECT_TBL			
SUBJECT_DESCR	Subject Description	Character	30	M_CRDW1	CRAS_CLASS_TBL	R	A textual description of the code representing an aggregate of courses by instructional area, under which a particular course is offered at the U of M. For reporting purposes, all cross-listed courses and meet together are shown in their home subject in the CRAS_CLASS_TBL.	Engineering; Humanities; Urban, Tech, & Environ Plannin
				M_SRDW1	SUBJECT_TBL			
SUBJECT_DESCRFORMAL	Subject Formal Description	Character	50	M_CRDW1	CRAS_CLASS_TBL	R	A textual description used for formal purposes of the code representing an aggregate of courses by instructional area, under which a particular course is offered at the U of M. For reporting purposes, all cross-listed courses and meet together are shown in their home subject in the CRAS_CLASS_TBL.	Engineering; Humanities; Urban, Technological, And Environmental Planning
SUBJECT_DESCRSHORT	Subject Short Description	Character	10	M_SRDW1	SUBJECT_TBL	R	An abbreviated textual description of the code representing an aggregate of courses by instructional area, under which a particular course is offered at the U of M. For reporting purposes, all cross-listed courses and meet together are shown in their home subject in the CRAS_CLASS_TBL.	Engr; Hum; Urban TEP

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
SUBJECT_EFF_STATUS	Subject Effective Status Code	Character	1	M_SRDW1	SUBJECT_TBL	R	A code representing the current status of a subject as of the associated effective date.	A = Active; I = Inactive
SUBJECT_EFFDT	Subject Effective Date	Date		M_SRDW1	SUBJECT_TBL	R	The date from which the status of a subject became effective.	06/20/2000
TENURE_STATUS	Tenure Status Code	Character	3	M_CRDW1	CRAS_JOB	R	A code indicating the instructional employee's tenure status related to a specific job.	NTK = On Track; TEN = Tenure; NOT = Not on Trk
TENURE_STATUS_DESCRSHORT	Tenure Status Short Description	Character	10	M_CRDW1	CRAS_JOB	R	An abbreviated textual description of the code indicating the instructional employee's tenure status related to a specific job.	On Track; Tenure; Not on Trk
TENURE_STATUS_DESCR	Tenure Status Description	Character	30	M_CRDW1	CRAS_JOB	R	A textual description of the code indicating the instructional employee's tenure status related to a specific job.	Non Tenure On Track; Tenure; Non Tenure Not On Track
TERM	Term Code	Character	4	M_CRDW1	CRAS_ACAD_PLAN CRAS_ACAD_PROG CRAS_ACAD_SUBPLAN CRAS_CLASS_INSTR CRAS_CLASS_MTG_PAT CRAS_CLASS_TBL CRAS_COURSE CRAS_INSTR_DEMOGRAPHICS CRAS_INSTR_PERSONAL_DATA CRAS_JOB CRAS_SCTN_ACAD_LEVEL_GRP CRAS_STDNT_CAR_TERM CRAS_STDNT_ENRL CRAS_STDNT_PERSONAL_DATA	R	A code representing the administrative time period within which students are billed and statistics are accumulated.	1070 = WN 1998; 1080 = SP 1998; 1210 = FA 1998
				M_SRDW1	TERM_TBL			
TERM_BEGIN_DT	Term Begin Date	Date		M_SRDW1	TERM_TBL	R	The date on which classes begin for a term: the first day of class.	01/07/1998
TERM_CATEGORY	Term Category Code	Character	1	M_SRDW1	TERM_TBL	R	A code representing the type of term.	R = Regular; B = Med Basic; C = Med Clin
TERM_CATEGORY_DESCRSHORT	Term Category Short Description	Character	10	M_SRDW1	TERM_TBL	R	An abbreviated textual description of the code representing the type of term.	Regular; Med Basic; Med Clin

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
TERM_CODE	Term Code Code	Character	2	M_SRDW1	TERM_TBL	R	A code representing a more logical description of a term than the sequential number used by the operational system.	FA = Fall; WN = Winter; SP = Spring
TERM_DESCR	Term Description	Character	30	M_CRDW1	CRAS_ACAD_PLAN CRAS_ACAD_PROG CRAS_ACAD_SUBPLAN CRAS_CLASS_INSTR CRAS_CLASS_MTG_PAT CRAS_CLASS_TBL CRAS_COURSE CRAS_INSTR_DEMOGRAPHICS CRAS_INSTR_PERSONAL_DATA CRAS_JOB CRAS_SCTN_ACAD_LEVEL_GRP CRAS_STDNT_CAR_TERM CRAS_STDNT_ENRL CRAS_STDNT_PERSONAL_DATA	R	A textual description of the code representing the administrative time period within which students are billed and statistics are accumulated. Note: Describes the element "Term" not the element "Term_Code".	Winter 1998; Spring 1998; Fall 1998
TERM_DESCRSHORT	Term Short Description	Character	10	M_CRDW1	CRAS_ACAD_PLAN CRAS_ACAD_PROG CRAS_ACAD_SUBPLAN CRAS_CLASS_INSTR CRAS_CLASS_MTG_PAT CRAS_CLASS_TBL CRAS_COURSE CRAS_INSTR_DEMOGRAPHICS CRAS_INSTR_PERSONAL_DATA CRAS_JOB CRAS_SCTN_ACAD_LEVEL_GRP CRAS_STDNT_CAR_TERM CRAS_STDNT_ENRL CRAS_STDNT_PERSONAL_DATA	R	An abbreviated textual description of the code representing the administrative time period within which students are billed and statistics are accumulated. Note: Describes the element "Term" not the element "Term_Code".	WN 1998 ; SP 1998; FA 2000
TERM_END_DT	Term End Date	Date		M_SRDW1	TERM_TBL	R	The date on which classes end for a term: the last day of class..	05/21/1998
TIMEKEEP_SYS	Timekeeping System Code	Character	1	M_HRDW1	HE_DEPT_TBL	R	A code indicating the timekeeping system used by a department.	C = Central; H = Hospital; M = MATRS; P = Plant
TIMEKEEP_SYS_DESRCSHORT	Timekeeping System Short Description	Character	10	M_HRDW1	HE_DEPT_TBL	R	An abbreviated textual description of the code indicating the timekeeping system used by a department.	Central; Hospital; MATRS; Plant

Physical Element Name	Logical Element Name	Format Type	Format Length	Data Set	Table Locations	Security Code	Element Definition	Examples of Valid Values
UNITS_MAXIMUM	Units Maximum	Number	5,2	M_CRDW1	CRAS_CLASS_TBL	R	A number representing the maximum number of credit hours for which a course is offered. This is the number within the allowable range for this course. For the purpose of distributing course credit across sections within the CRAS data set, these data values are sometimes changed from the values found in the HE Prod Curriculum system.	0.00; 1.50; 4.00
UNITS_MINIMUM	Units Minimum	Number	5,2	M_CRDW1	CRAS_CLASS_TBL	R	A number representing the minimum number of credit hours for which a course is offered. This is the number within the allowable range for this course. For the purpose of distributing course credit across sections within the CRAS data set, these data values are sometimes changed from the values found in the HE Prod Curriculum system.	0.00; 1.50; 4.00
UNT_TAKEN	Unit Taken	Number	5,2	M_CRDW1	CRAS_STDNT_ENRL	R	A number reflecting the specific credit hours elected by a student for each unique section within a course.	2.00; 3.00; 4.00
WEEKS_OF_INSTRUCT	Weeks Of Instruction	Number	2	M_SRDW1	TERM_TBL	R	The number of weeks that instruction is offered in a term.	25; 17; 3

Appendix A:

CRAS Data Set Population

The following information extracted from the Student Administration and HRMS production systems is available in the CRAS data set:

1. Selected class scheduling and instructor information (who is teaching which class, contact percent, etc.):

- For classes in a given term that have credit enrollment and are offered through the Ann Arbor campus.
- Medical, Dental and Officer Education Program classes are excluded

2. Selected student academic record and demographic information:

- For students enrolled for credit in the classes selected using the criteria listed in 1. above
- Medical and Dental students enrolled in classes outside their school are included

Only one row of student academic record information for a student in a given academic career and term is loaded into the CRAS data set. The row of data loaded corresponds to the row of data associated with the student's primary academic program within a specific academic career for a term. This means there will be one and only one academic program, plan and subplan in this data set for a student in an academic career for a term even though that student may be active in multiple academic programs, plans or subplans.

3. Selected instructor job, demographic and salary costing information (See Appendix B for additional information on salary costing):

- For anyone, regardless of their appointment, who is teaching a class selected using the criteria listed in 1. above. Job records are created for anyone who does not have valid job information in the production system
- For anyone with a valid faculty appointment on the Ann Arbor campus
- For anyone in certain non-faculty appointments on the Ann Arbor campus, based on the assumption that people in these non-faculty appointments occasionally teach

After these data are extracted, they are manipulated and specific fields are derived to meet mandatory government reporting requirements.

Appendix B:

PCSUM Course Credit Hour and Instructional Salary Costing Methodology

Presidents Council, State Universities of Michigan (PCSUM)

The public universities in Michigan are affiliated through the Presidents Council, State Universities of Michigan (PCSUM), a voluntary coordinating body. Agreements forged through PCSUM govern much of our State reporting requirements. The State requires the use of PCSUM methodology when universities report to it regarding course credit distribution and related instructional costs. Consequently, this methodology guided aspects of CRAS design.

In general, the PCSUM methodology consists of four steps:

STEP 1—Distribution of course credit hours among the various sections of a course based on course component and weekly meeting hours, and further apportionment of the distributed course credit hours among instructional staff when the teaching responsibility for a section is shared.

STEP 2—Determination that the amount of an instructional staff member's salary included in the instructional costs for a particular term comes from dollars paid by the General Fund (GF) on an appointment with an instructional title (professor, associate professor, assistant professor, instructor, lecturer, teaching assistant).

STEP 3—Allocation of an instructional staff member's salary among the courses s/he teaches in a given term based on the apportioned course credits assigned to the sections for which s/he has teaching responsibility.

STEP 4—Use of the allocated salary amounts to calculate a per-student credit hour cost for each course.

Each of these steps is described below in further detail.

STEP 1—Distribution of Course Credit Hours

For a "fixed credit" course, the total distributed credit = the course credit hours.

For a "variable credit" course, the total distributed credit = the total student credit hours elected divided by the total enrollment. This provides a course credit-hour value that is the average elected course credits per enrolled student.

Distribution of course credit hours among sections and further apportionment to instructors is a two-stage process.

Stage One

The course credit is distributed among the course components that comprise a given course, taking into account both the course component and the scheduled average weekly meeting hours for that course component.

In general, the sections of courses offered as individualized instruction (course component "IND") or self-paced instruction (PSI) are stand-alone sections. That is, students elect only that one section for full course credit. In some courses, students have the choice of taking a course as a PSI or as some combination of other course components. In these cases, the PSI section is separated from the other course components for the purposes of credit distribution.

For courses with *multiple course components*, the assumption is that students must elect one section of each course component to earn total course credit. Class sections consisting of multiple course component types that constitute a single course offering are linked together by an associated class number. Exceptions to this are usually noted in the published term *Time Schedule* and sometimes necessitate a slightly altered method of distributing credit than that described in the following examples. Such situations are handled using a method of distributing course credit that conforms as much as possible to the general principles guiding the PCSUM methodology.

The PCSUM method distributes the course credit hours so that the credit-hour value of each section is apparent and can be used in combination with instructor information to calculate course and section costs. The total course credit is divided among course components based on the scheduled average weekly meeting hours for each as follows:

If all course components of a course are non-lab (lecture, recitation, discussion, or seminar): Each course component receives distributed credit in proportion to scheduled weekly meeting hours. For example, distributed credit hours for a 4-credit course (4.00 distributed credit) could be calculated in the following two ways:

<i>Course Component</i>	<i>Scheduled Average Weekly Meeting Hours</i>	<i>yields</i>	<i>Distributed Credit Hours</i>
Lecture	3 (3/4)		3.00 (3/4)
Recitation	<u>1</u> (1/4)		<u>1.00</u> (1/4)
TOTAL	4		4.00
<i>or</i> Lecture	3 (3/5)		2.40 (3/5)
Recitation	<u>2</u> (2/5)		<u>1.60</u> (2/5)
TOTAL	5		4.00

If one of the course components is a lab: Each scheduled average weekly meeting hour for a non-lab section is assigned one distributed credit with the remainder assigned to the lab. If the scheduled average weekly meeting hours for non-lab portions equal the total distributed credit such that there is nothing left to distribute to the lab, then the credit is distributed in proportion to the total scheduled average weekly meeting hours total for all course components. For example, distributed credit hours for a 4-credit course (4.00 distributed credit) could be calculated in the following two ways:

<i>Course Component</i>	<i>Scheduled Average Weekly Meeting Hours</i>	<i>yields</i>	<i>Distributed Credit Hours</i>
Lecture	1		1.00 (for 1 hour)
Recitation	2		2.00 (for 2 hours)
Lab	<u>4</u>		<u>1.00</u> (remainder)
TOTAL	7		4.00
<i>or</i> Lecture	2 (1/4)		1.00 (1/4)
Recitation	2 (1/4)		1.00 (1/4)
Lab	<u>4</u> (1/2)		<u>2.00</u> (1/2)
TOTAL	8		4.00

Stage Two

The credit hours distributed to course components derived in Stage One are further apportioned to individual instructors based on the contact percent responsibility each has for the particular section. Contact percent responsibility information is furnished by the teaching department.

Take, for example, the first course shown above (repeated here).

<i>Course Component</i>	<i>Scheduled Average Weekly Meeting Hours</i>	<i>yields</i>	<i>Distributed Credit Hours</i>
Lecture	3		3.00
Recitation	<u>1</u>		<u>1.00</u>
TOTAL	4		4.00

Assume that there is one lecture section (001) which meets on Monday, Wednesday, and Friday for one hour each day. The responsibility for this lecture is shared equally by Professor Abel and Associate Professor Bob.

There are two recitation sections for this course. Section 002 meets on Monday for one hour and is taught wholly by Graduate Student Instructor (GSI) Cain. Section 003 meets on Tuesday for one hour and is shared by Professor Abel, who is responsible for 25%, and GSI Cain, who is responsible for 75% of that section.

<i>Class Section</i>	<i>Distributed Credit</i>	<i>Course Component</i>	<i>Instructor</i>	<i>CRAS Contact % Responsibility</i>	<i>Apportioned Credit</i>
001	3.00	Lecture	Abel	50%	1.50
			Bob	50%	<u>1.50</u>
					3.00
002	1.00	Recitation	Cain	100%	1.00
003	1.00	Recitation	Abel	25%	0.25
			Cain	75%	<u>0.75</u>
					1.00

STEP 2—Determination of the Instructional Salary Associated With Courses

The direct salary dollars included in the costing methodology are only those General Fund amounts paid from an instructionally titled appointment other than those in the Medical School, Dental School or English Language Institute. Instructional titles are: professor, associate and assistant professor, instructor, lecturer, or GSI. These titles may also be modified by a designation such as visiting, adjunct, clinical.

Though some instructional staff hold more than one appointment, only one appointment is associated with a particular teaching assignment. The following set of ordered rules determine which appointment is associated with a given teaching assignment.

- 1. An appointment with a "teaching title" and "general fund salary dollars" is always the first choice.** If the instructional staff member has only one such appointment, that appointment is associated with all of that person’s teaching assignments. Examples would be:

One paid General Fund appointment with a teaching title:

- A. A person has only a paid General Fund appointment as a professor in the philosophy department. This appointment would be associated with all of the teaching assignments for that person, whether the course taught was a philosophy course or a course offered by another academic department.

Two appointments with teaching titles, one General Fund and one without funds:

- B. A person has a paid General Fund appointment as a professor in the philosophy department and another appointment without funds as a professor in the sociology department. The funded philosophy department appointment would be associated with all of the teaching assignments for that person whether the course was a philosophy course, a sociology course, or a course offered by another academic department.

Two General Fund appointments, one with a teaching title and one with another type of title:

- C. A person has a paid General Fund appointment as a professor in the philosophy department and a General Fund appointment as a program coordinator in the Center for Russian and East European Studies. The philosophy department appointment would be associated with all of the teaching assignments for that person whether the course was a philosophy course, a Russian course, or a course offered by another academic department.

- 2. If a person has "more than one paid general fund appointment," each with a "teaching title,"** then each instance of that person’s teaching assignment must be associated with one of the appointments. (An appointment can be associated with more than one teaching assignment, but only one appointment can be associated with any one teaching assignment.) It is possible for an instructional staff member to hold a General Fund teaching title

appointment that is not associated with any teaching assignment.

Example:

Two General Fund appointments, both with teaching titles:

D. A person holds a paid General Fund appointment as a professor of philosophy and a paid General Fund appointment as an associate professor of sociology. The philosophy department appointment would be associated with any teaching assignments in the philosophy department and the sociology department appointment would be associated with any teaching assignments in the sociology department. Teaching assignments in other departments or schools would be associated with the most logical of the appointment choices, taking into account if the instructor's school/college or major department matches the school/college or department identification number of the academic department offering the course. In some instances, where no logical matches can be made, the appointment assigned will be the first one encountered by the CRAS system program.

3. If a person doesn't hold a paid General Fund appointment with a teaching title, the choice of appointment to associate with teaching assignments is:

First, an appointment with a teaching title without funds;

Next, a non-teaching title appointment in the department offering the course;

Next, a non-teaching title appointment in the school/college offering the course;

Finally, any other appointment.

STEP 3—Allocation of Direct Instructional Salary Dollars to Courses

The allocation of direct instructional salary dollars to courses is a two-stage process. First, a portion of the salary of each person who has some teaching responsibility in the course is attached to that course, and second, those salary portions are summed to calculate the total cost for the course. More detail on these processes follows.

1. Determining what portion of an instructional staff member's salary pays for a particular teaching assignment:

The total course credit hours apportioned to an instructor's teaching assignments associated with an appointment are summed. The General Fund salary dollars for that appointment are divided by the sum of the apportioned course credit hours to calculate a per-course-credit-hour dollar amount for that appointment of that instructional staff member. The instructional salary of that appointment is then allocated to the courses associated with it based on that calculation. For example:

E. A professor has a total General Fund salary of \$10,000 from an appointment in the philosophy department. This professor is teaching a 3-credit-hour lecture course in philosophy and the discussion section of a sociology course with 2 distributed credit hours. The philosophy lecture has 100 students enrolled and the sociology discussion has 10 students enrolled. The professor's salary is allocated in the following manner:

Total salary associated with this appointment = \$10,000

Total apportioned course credit hours associated with this appointment of this professor = 5.00

Direct instructional salary per course credit hour = \$2,000 (or \$10,000/5.00)

Direct instructional dollars allocated to the philosophy course by virtue of this instructional staff member's teaching effort = \$6,000 (or \$2,000 x 3 course credit hours)

Direct instructional dollars allocated to the sociology course by virtue of this instructional staff member's teaching effort = \$4,000 (or \$2,000 x 2 course credit hours)

At this point in the instructional cost allocation, the number of students enrolled or the total student credit hours are not factors.

2. Calculating the total cost for a course:

The total instructional cost for a course is the sum of all instructional salaries allocated to all sections of that course. Example:

The sociology course mentioned in example E (above) is comprised of a lecture section and two discussion sections. One of those discussion sections is taught by the philosophy professor and has been allocated \$4,000 instructional cost. The lecture section (taught by another faculty member) has been allocated \$5,000 instructional cost, and the other discussion section (also taught by another faculty member) has been allocated \$2,000. Therefore, the total instructional cost for this sociology course is \$11,000.

STEP 4—Use of Instructional Cost for a Course to Calculate a Per-Student-Credit-Hour Cost

Once the instructional cost for a course is calculated, it is divided by the credit hours elected by all students registered for the course to arrive at a per-student-credit-hour cost for the course. Example:

The sociology course in the previous example above is a 3-credit-hour course with 22 students enrolled in the lecture section. Total elected student credit hours for this course are 66 (22 students multiplied by 3 credit hours each). The \$11,000 instructional cost for the course divided by 66 equals a cost of \$167 per-student-credit-hour.

Appendix C: Detailed Description of Selected Elements

Descriptions of three CRAS elements were too extensive to present in the tabular format of the Data Dictionary. This appendix provides additional information about these elements. The elements are:

- Section Average Weekly Meeting Hours (SECTION_AVG_WKLY_MTG_HRS)
- Appointing Department All Funds Full Time Equivalent (APPT_DEPT_ALL_FUND_FTE)
- Class Instructor Appointing Department (CLASS_INSTR_APPT_DEPTID)

Section Average Weekly Meeting Hours (SECTION_AVG_WKLY_MTG_HRS)

The scheduled class instructional meeting hours expressed as average weekly meeting hours over a 14-week term (13 weeks of class instruction and 1 week of exams). Values in this field are derived from the class meeting pattern data found in HE Prod for meeting days and times by summing the total scheduled meeting hours for a week. (Note: The detailed class meeting pattern elements, such as Mon, Tues, Wed, etc. and meeting times, used to derive this information are not included in the CRAS data warehouse data set.) Courses meeting for less than a full 14-week term, such as those offered in the spring and summer half terms or fall/winter term mini-courses, have the summed scheduled meeting hours for a week adjusted so that the result portrays the average weekly meeting hours as if the class had met for 14 weeks. For example, a course that meets for 6 hours per week during a 7-week half-term (or 42 hours total) is equated to an average of 3 hours per week over a 14-week term (42/14=3). Some sections have incomplete meeting information in HE Prod. In the case of non-lab organized instruction, the average weekly meeting hours are assumed to be equal to the section credit hours and this field is filled using that assumption. For lab sections, the weekly meeting hours are set equal to twice the section credit hours in most cases. For sections with course component IND (individualized instruction) or PSI (personalized system of instruction) the weekly meeting hours are zero.

Appointing Department All Funds Full Time Equivalent (APPT_DEPT_ALL_FUND_FTE)

The FTE (full-time-equivalent) appointment fraction for an individual in a given department for a term. The FTE fraction is derived from the portion of the individual's appointments that fall within the beginning and ending dates of a term. Term beginning and ending dates for these purposes are defined as follows:

- Sept. 1-Dec. 31, Fall term
- Jan. 1-April 30, Winter term
- May 1-Aug. 31, Spring-Summer term

Typically, the period of an appointment (e.g., fiscal year, university year) equals or exceeds the period of the term. In some cases, however, the period of appointment is less than a full term or only a portion of it falls within the term period. The general formula for the FTE fraction calculation is:

$$\text{FTE Fraction} = \text{FTE} \times \frac{\text{Length of the appt. that falls within the term}}{\text{Length of term}}$$

The FTE fraction is a cumulative total across all appointments funded from any source (e.g., General Fund accounts, sponsored research accounts, etc.) within a given department.

Examples:

- A Fall term FTE calculation for an individual appointed full-time (1.00 FTE) for the University year (Fall and Winter terms):

$$1.00 = 1.00 \times \frac{16 \text{ weeks}}{16 \text{ weeks}}$$

- A Fall term FTE calculation for an individual appointed full-time (1.00FTE) for the period of July 1–October 31 (overlap of the appointment period with the term period is Sept. 1–Oct. 31 or 8 weeks):

$$.50 = 1.00 \times \frac{8 \text{ weeks}}{16 \text{ weeks}}$$

- A Spring-Summer term FTE calculation for an individual appointed half-time (.50 FTE) for the Spring half-term (May 1–June 30 or 8 weeks):

$$.25 = .50 \times \frac{8 \text{ weeks}}{16 \text{ weeks}}$$

It should be noted that the FTE fraction for an individual can exceed 1.00 if the individual receives additional salary amounts through funding known as “instructional overload”.

Class Instructor Appointing Department (CLASS_INSTR_APPT_DEPTID)

The organizational department code for a department in which an instructional staff member holds an appointment and which is associated with a course for which the individual has teaching responsibility. In general, this can be thought of as the department which is paying the salary of an individual who is teaching a particular course. In cases of individuals with multiple appointments, the organizational department code is determined by the Office of Budget and Planning using the following decision rules in the order listed:

- 1) If the instructor has a General Fund teaching title appointment in the department offering the course, it is assumed that the instructor’s organizational department code is the same as the code for that department.
- 2) If the individual does not have a General Fund teaching title appointment in the department offering the course but has one elsewhere, the organization code for the appointing department is assigned.
- 3) If the individual has more than one General Fund teaching title appointment outside the department offering the course, the organizational code assigned is for the appointing department that is within the same school/college.
- 4) If the individual has a teaching title appointment that is funded solely by non-General Fund salary dollars or is unfunded entirely, the organizational code of the appointing department is assigned. If multiple such appointments exist, priority is given to an appointment in the department offering the course.
- 5) If the individual has a non-teaching title appointment that is funded solely by non-General Fund salary dollars, the organizational code of the appointing department is assigned. If the individual has multiple such appointments, priority is given to an appointment in the department offering the course.
- 6) If the individual teaching a course is unknown or does not have an active appointment during the given term, the organization code of the department offering the course is assigned.