

memo

South Carolina Commission on Higher Education

To: Information Resource Contacts at the Public Higher Education Institutions
From: Camille Brown
CC: Gary Glenn
MaryAnn Janosik
Date: 6/5/2014
Re: **Changes for the coding of Undecided/Undeclared based on Federal Financial Aid ruling for 150% Direct Subsidized Loans**

Several institutions have reported a Federal Financial Aid ruling (150% Direct Subsidized Loans) that requires institutions to report the CIP code associated with the major being pursued by the undergraduate receiving the loan. One institution found that its loan originations were not accepted because individuals were reported with CIP* codes of 000000 for undecided, undeclared. The institution sought guidance from the US Department of Education which suggested the institution use CIP 24.0102, General Studies.

IPEDS provides the following definition for General Studies, 24.0102: An undifferentiated program that includes instruction in the general arts, general science, or unstructured studies. Examples include Undeclared Major and Undecided.

Upon reviewing available enrollment and completions data and looking at programs listed in the CHE program inventory, General Studies (24.0102, suffix-000) was found coded as a valid program at institutions across the state at the certificate, associate's, and bachelor's levels. Therefore, institutions cannot simply use CIP code 24.0102 and suffix 000 for students with undecided/undeclared majors when reporting data to CHE. Instead, we are recommending institutions use the CIP 24.0102 and suffix 001 for CHE reporting. Institutions are not to make any changes in the reporting of graduate students.

Here are the options for institutions to capture the updated information for reporting data to CHE:

Option A: Change the CIP code and suffix used from 000000-000 to 240102-001 only for those undergraduate students reported under the 150% Direct Subsidized Loan ruling.

Option B: Change the CIP code and suffix used from 000000-000 to 240102-001 for all undergraduate, degree-seeking students reported with an Undecided/Undeclared Program* Code. Continue to report undergraduate non-degree seeking students with a program code and suffix of 000000-000.

Option C: Do not make any change to the reporting of data to CHE. Continue to report undecided/undeclared with a program code and suffix of 000000-000. If the 150% Direct Subsidized Loan ruling affects any students, then converting of the program code and suffix to 000000-000 for reporting of data to CHE will be done internally at each institution.

CHE Responsibilities

- 1) 240102-001 will not be shown as a valid program on the Academic Program inventory for any institution.
- 2) Institutions will NOT have to submit program 240102-001 to Academic Affairs as a new program request or a modification to an existing program.
- 3) Enrollment edits for 240102-001
 - a. Student Level <= 05 (Undergraduate student)
 - b. Degree Level <= 06 (Bachelor's and below)
 - i. Must be Degree Seeking
- 4) Completions edits for 240102-001
 - a. Cannot award degrees for this program code and suffix.
- 5) Data reporting
 - a. All data reports will reflect 240102-001 as reported by the institution.
 - b. IPEDS enrollment reporting summarizes specific CIP codes. 240102 will be reflected in the All Other totals as is 000000.
- 6) The CHE changes will be ready for the reporting of summer enrollment data by August 1.
- 7) This change does not affect graduate students.

*For the purposes of this document, CIP code and program code are used interchangeably.