

## TOPS COLLEGE ACADEMIC INFORMATION REPORTING FORMAT

**For Information on Submitting TOPS Grades refer to “TOPS Processing Quick Reference Guide-Grades” on TOPS Information Center**

FROM	TO	LENGTH	FIELD NAME	FIELD DESCRIPTION
1	9	9(09)	SSNNBR	STUDENT'S SOCIAL SECURITY NUMBER
10	18	9(09)	COLLEGECD9	GRADE COLLEGE
19	21	9(03)	QLTYPTS	TERM QUALITY POINTS EARNED
22	24	9(03)	HRSATTMPT	TERM ATTEMPTED (GPA) HOURS
25	27	9(03)	HRSEARNED	TERM EARNED HOURS
28	28	X(01)	DEGREETYPE	TYPE OF ACADEMIC DEGREE AWARDED: 0 = NO DEGREE TYPE REPORTED 1 = ASSOCIATE 2 = BACCALAUREATE DEGREE 3 = MASTERS DEGREE OR HIGHER 4 = TECHNICAL COLLEGE PROGRAM COMPLETED 5 = DOCTRATE
29	34	9(06)	DEGREEDT	DATE DEGREE AWARDED / CCYYMM
35	36	X(02)	ACADSTAND	STUDENT ENROLLMENT STATUS: 00 = CONTINUOUS ENROLLMENT 10 = OFFICIALLY RESIGNED 11 = ACCELERATED PROGRAM-LPN CF = FULLTIME DURING DELAYED YEAR CP = PARTTIME DURING DELAYED YEAR DO = DEGREE ONLY DU = DUALY ENROLLED EX = EXCHANGE STUDENT
37	42	X(06)	GTERM	SEMESTER/TERM FOR THE GRADES REPORTED EXAMPLE: 1S2012 = FALL 2011 SEMESTER
43	43	9(01)	ETHNICCD	ETHNIC CODE: 1 = ASIAN 2 = AMERICAN INDIAN, ALASKAN NATIVE 3 = BLACK, NON-HISPANIC 4 = HISPANIC OF ANY RACE 5 = NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER 6 = WHITE, NON-HISPANIC 7 = FOREIGN/NON-RESIDENT ALIEN 8 = RACE/ETHNICITY UNKNOWN 9 = TWO OR MORE RACES 0 = DID NOT PROVIDE
44	45	9(02)	INCMPHRS	INCOMPLETE HOURS
46	46	X(01)	PRGTYPE	PROGRAM TYPE: T = TECHNICAL A = ACADEMIC

12/07/11