



Using the Local Code

Local Codes are used by individual institutions to further aggregate data for deeper levels of reporting. Some institutions use the codes for ordering more specific Groups Summary Reports while others use the data on their campus to create custom reports from the Aggregate Data file. Deciding how to use the local codes is up to the individual institution and a detailed legend for the codes needs to be kept for use from term to term. It is vital when comparing one semester to another that the local codes are consistent each time.

Possible Uses for the Local Code

Using Local Codes to Generate GSRs for Individual Faculty Members

Use faculty member's ID numbers as the local code. By doing so you are able to order Group Summary Reports over a period of time for an individual faculty member.

Possible Types of Data That can be Tracked with the Local Code

Type of student (traditional, non-traditional)
Faculty (part-time, full-time)
Faculty status (non-tenure track, tenure track, tenured)
Faculty rank (instructor, assistant professor, associate professor, professor)
Time of class (morning, afternoon, evening)
Format of class (on-ground, online, hybrid)

Examples of Local Code Use by Institution

Below are some examples from specific institutions on the systems they use when creating their local code structure. The examples provided illustrate the use of Local Codes by institution when using the former 4 code option. We have since expanded the local code to 8 digits.

Benedictine University:

First digit (6, 7, 8, 9) Faculty Classification

6 - tenured
7 - tenure-track (=probationary)
8 - instructor
9 - lecturer (=adjunct)

Second digit (0 - 9) College

College of Business (COB)- 1
College of Science (COS)- 2

College of Liberal Arts (COLA)- 3
College of Education & Health Services (CEHS)- 4
College of Adult & Professional Studies (CAPS) - 5
SPRINGFIELD - 6

Third Digit (0-5) Delivery Format

0 - self-paced
1 - lecture
2 - studio
3 - lab
4 - seminar
5 - on-line

Fourth Digit (0-2 and 5-8) Program Type

Undergraduate

0 - traditional (15 weeks)
1 - modular (5 or 10 weeks)
2 - cohort (5-9 weeks)

Graduate

5 - traditional (10 or 15 weeks)
6 - cohort - USA
7 - weekend
8 - cohort – International

Example: A tenure-track professor is teaching within the College of Science a lab class to an undergraduate cohort group of students would have a local code of 7232

Sam Houston State University

Online Classes = 9XXXX

Core Areas

XX01 Communication
XX02 Mathematics
XX03 Natural Sciences
XX04 English/Philosophy
XX05 Visual and Performing Arts
XX06 Cultural Studies
XX07 History/Political Science
XX08 Social/Behavioral Sciences
XX09 Kinesiology
XX10 Computer Science/Library Science

Example: An online class within the Cultural Studies core area would have a local code of 9006 whereas a traditional course being taught in Kinesiology would be 0009.