

File to Batch Update PROMISE Data

The file name must begin with batch_prom_xxxxxx where xxxxxx is the 6 digit inst code

Example: batch_prom_003827_my_update_info

PROMISE recipients may be updated using this method or the traditional online method. Only Eligible, Enrolled, Degree, Status Code, and Award amount maybe be updated using this method.

Number	Columns	TITLE	Date Revised
1	1-5	Year and semester	
2	6-11	Institution Code	
3	12-20	Student's Social Security Number	
4	21	Eligible	
5	22	Enrolled	
6	23-25	Degree	
7	26-27	Status	
8	28-32	Award Amount	

FIELD: 1

TITLE: Year and semester

SPACES NEEDED: 5

COLUMNS USED: 1-5

DEFINITION Use the same year and term code as the record you wish to update in the PROMISE files.

CODING INSTRUCTIONS:

The fall semester of the 2008-09 year would be 2008F, the spring semester of the 2008-09 year would be 2009S.

EDIT CHECK: Only one semester will be open for batch update at any time.

FIELD: 2
TITLE: Institutional code
SPACES NEEDED: 6
COLUMNS USED: 6-11

DEFINITION: Six digit institution code used for by FAFSA, Promise, and HEGP.

CODING INSTRUCTIONS: The inst code should use all six digits. Example 003827.

FIELD: 3

TITLE: Student's Social Security Number

SPACES NEEDED: 9

COLUMNS USED: 12-20

DEFINITION: This field contains the student's Social Security Number

CODING INSTRUCTIONS:

Enter the nine-digit number in this field, omitting hyphens.

This field should be right-justified with left 0 fill.

EDIT CHECK:

This field must contain nine numeric characters. Any alpha or blank character in this field will generate an error.

FIELD: 4
TITLE: Eligible
SPACES NEEDED: 1
COLUMNS USED: 21
DEFINITION:

This field determines eligibility.

CODING INSTRUCTIONS: Use one of the following:

Y=Yes

N=No

EDIT CHECK:

This field must contain a Y or an N.

FIELD: 5
TITLE: Enrolled
SPACES NEEDED: 1
COLUMNS USED: 22
DEFINITION:

This field must contain a Y or N as to enrollment.

CODING INSTRUCTIONS:

Y=Yes

N=No

EDIT CHECK:

This field must contain a Y or an N.

FIELD: 6
TITLE: Degree
SPACES NEEDED: 3
COLUMNS USED: 23-25
DEFINITION: The level of the degree the student is seeking.

Coding:
2YR=2 year degree or less
4YR=4 year degree

EDIT CHECK:
This field must contain 2YR or 4YR.

FIELD: 7
 TITLE: Status Code
 SPACES NEEDED: 2
 COLUMNS USED: 26-27
 DEFINITION: The current status code of the student's award.

CODING:

52	Graduated	Student has graduated and can no longer receive award payment
51	Rescind	Student award payment was revoked
00	Deny	Student does not meet criteria for award payment
01	Award	Student meets criteria for award payment
03	Defer Medical	Student could meet criteria for award payment but has been excused this term for a medical reason
04	Defer Military	Student could meet criteria for award payment but has been excused this term to serve in the military
13	Defer Bereavement	Student could meet criteria for award payment but has been excused this term for bereavement

The fields below may not be used by institution.

02	Defer Never Enrolled	Student could meet criteria for award payment but has not yet attended an institution
05	Defer 1st Term Out-of-State	Student could meet criteria for award payment but has been excused because attended 1st term out-of-state less than 16 hours
06	Defer Internship/Co-op	Student could meet criteria for award payment but has been excused this term because in an internship/co-op program
07	Defer Study Abroad	Student could meet criteria for award payment but has been excused this term because in a study abroad program
08	Defer Other Aid Used	Student could meet criteria for award payment but has been awarded other aid and
11	Defer Student Out-of-Pocket	Student is in 5th or 6th term of a 2yr degree, has paid out-of-pocket, and could

EDIT Check:

Must contain one of the above 2-digit codes.

FIELD: 8

TITLE: Award Amount

SPACES NEEDED: 5

COLUMNS USED: 28-32

DEFINITION: The award amount to the paid to a student for this semester.

CODING:

Must be numeric, must be in dollars, and cannot exceed tuition and fees,

EDIT CHECK:

Must contain an amount greater than 0 for students coded as Y in Field 4 and Y Field 5 and 01 in Field 7.