

## **FILE LAYOUTS - COMPLETIONS**

### **TAPE.STUDENTC REQUIREMENTS**

The following information will describe in detail which awards should be included in the TAPE.STUDENTC file.

*Reporting Period.* Institutions are to report all degrees and other formal awards conferred by your institution during the previous academic year. All of the degrees that are conferred from the fall of one calendar year to the end of the summer of another calendar year are to be reported. For example, to be reported in one cycle would be Fall 1996, Spring 1997, Summer I 1997, and Summer II 1997. The TAPE.STUDENTC file is due annually at the Commission by September 30 of each year.

*Definition of "Degree".* A "degree" is defined as a formal award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

*Definition of "Conferred".* "Conferred" is defined as when a student has completed the required course work for the award, has formally applied for the award, and has been approved for the award.

*Awards to be Included.* Report all degrees and awards actually conferred during the reporting period. Degrees earned but not yet conferred during the period should not be reported. If an individual received two degrees at different levels (e.g., a bachelors degree at the end of the summer session and a master's degree at the end of the academic year), report each of the awards in its appropriate classification. Include completions in academic as well as vocational or occupational programs.

*Double Majors -* When a student graduates with a major in two program specialties, report the degree in the field in which the degree was awarded. Report the second major in the double major record.

*Two Degrees -* If a student actually receives two degrees based on two independent courses of study, (i.e. one in Business and Management **and** one in Foreign Languages), report each degree under the appropriate program category.

*Awards to be Excluded.* The following awards should not be included in the TAPE.STUDENTC file.

1. Degrees and awards conferred by branches of your institution located in foreign countries;
2. Honorary degrees and awards.

# FILE LAYOUTS - COMPLETIONS

## Student Completion Transactions (OLD Format for Reporting Race/Ethnicity-single field)

Date Last Revised: 07/22/09

### ASCII Format

FILE NAME	FIELD NAME	TITLE	ATTRIB.	START POS	END POS	DATA DICT. PAGE#
TAPE.STUDENTC Completion Record	REC_TYPE	Record Type	1A	1	1	112
	INST_CODE	Institution Code	6N	0 2	7	70
	REPORT_YEAR	Report Year	4N	0 8	11	120
	REPORT_SEM	Report Semester	2N	0 12	13	118
	STUDENT_ID	Student Identifier	9N	0 14	22	137
	BIRTH_DATE	Birth Date	8N	0 23	30	10
	GENDER	Gender	1A	31	31	61
	RACE	Civil Rights Racial Category	1A	32	32	101
	CITIZENSHIP	Citizenship	2A	33	34	16
	PROG_CODE	Program Code	6N	0 35	40	99
	PROG_SUFFIX	Program Suffix	3N	0 41	43	100
	DEG_LEVEL	Degree Level	2N	0 44	45	39
	DEGREE	Degree	6A	46	51	43
	SITE_IDENT	Site Identifier	5N	0 52	56	132
*	CRED_HR_EARN	Credit Hours Earned	5N	2 57	61	29
*	CRED_HR_REQ	Credit Hours Required	5N	2 62	66	30
	ADMIT_STATUS	Admit Status	1A	67	67	5
**Eff 1998-1999 Completions**	CERT_LIC	Certification/Licensure	1A	68	68	15
	FILL_1	Filler Field	9A	69	77	59

## FILE LAYOUTS - COMPLETIONS

### Student Completion Transactions (OLD Format for Reporting Race/Ethnicity-single field)

Date Last Revised: 07/22/09

#### ASCII Format

FILE NAME	FIELD NAME	TITLE	ATTRIB.	START POS	END POS	DATA DICT. PAGE#
Double Major Record	REC_TYPE	Record Type	1A	1	1	112
	INST_CODE	Institution Code	6N	0 2	7	70
	REPORT_YEAR	Report Year	4N	0 8	11	120
	REPORT_SEM	Report Semester	2N	0 12	13	118
	STUDENT_ID	Student Identifier	9N	0 14	22	137
	PROG_CODE	Program Code	6N	0 23	28	99
	PROG_SUFFIX	Program Suffix	3N	0 29	31	100
	DEG_LEVEL	Degree Level	2N	0 32	33	39
	DEGREE	Degree	6A	34	39	43
	SITE_IDENT	Site Identifier	5N	0 40	44	132
FILL_1	Filler	33A	45	77	59	

#### ATTRIBUTE LEDGER

A = Alphanumeric Format

N = Numeric Format (Unpacked, Unsigned)

TAPE.STUDENTC contains data for all students for a given year and semester at institutions. Consistent with ASCII format, fields and files are delimited by physical position. REC\_TYPE for the Completion Record is specified with the constant "F". For the Double Major Record, REC\_TYPE is specified with "M". Nulls are represented as all nines in both alphanumeric as well as numeric fields. All fields are mandatory.

NOTE: For each degree a student is awarded, a separate record is generated.

\*For Public institutions only. Private institutions report as null value (99999).

# FILE LAYOUTS - COMPLETIONS

## Student Completion Transactions (New Format for Reporting Race/Ethnicity-multiple fields)

Date Last Revised: 07/22/09

### ASCII Format

FILE NAME	FIELD NAME	TITLE	ATTRIB.	START POS	END POS	DATA DICT. PAGE#
TAPE.STUDENTC Completion Record	REC_TYPE	Record Type	1A	1	1	112
	INST_CODE	Institution Code	6N	0 2	7	70
	REPORT_YEAR	Report Year	4N	0 8	11	120
	REPORT_SEM	Report Semester	2N	0 12	13	118
	STUDENT_ID	Student Identifier	9N	0 14	22	137
	BIRTH_DATE	Birth Date	8N	0 23	30	10
	GENDER	Gender	1A	31	31	61
	RACE	Civil Rights Racial Category	1A	32	32	101
	CITIZENSHIP	Citizenship	2A	33	34	16
	PROG_CODE	Program Code	6N	0 35	40	99
	PROG_SUFFIX	Program Suffix	3N	0 41	43	100
	DEG_LEVEL	Degree Level	2N	0 44	45	39
	DEGREE	Degree	6A	46	51	43
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*	CRED_HR_REQ	Credit Hours Required	5N	2 62	66	30
	ADMIT_STATUS	Admit Status	1A	67	67	5
**Eff 1998-1999 Completions**	CERT_LIC	Certification/Licensure	1A	68	68	15
	RF1_HISP	Hispanic	1N	0 69	69	103
	RF2_AI_AN	American Indian or Alaska Native	1N	0 70	70	104
	RF3_ASIAN	Asian	1N	0 71	71	105
	RF4_BL_AF	Black or African American	1N	0 72	72	106
	RF5_NH_PI	Native Hawaiian or Other Pacific Islander	1N	0 73	73	107
	RF6_White	White	1N	0 74	74	108
	RF7_NRA	Non-Resident Alien	1N	0 75	75	109
	RF8_UNK	Race/Ethnicity Unknown	1N	0 76	76	110
	FILL_1	Filler Field	9A	77	85	59

## FILE LAYOUTS - COMPLETIONS

### Student Completion Transactions **(New Format for Reporting Race/Ethnicity-multiple fields)** (Cont)

Date Last Revised: 07/22/09

#### ASCII Format

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	DEGREE	Degree	6A	34	39	43
	SITE_IDENT	Site Identifier	5N	0 40	44	132
	FILL_1	Filler	41A	45	85	59

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