

## **File Layouts – Completions – Excel – Full Format (New Ethnicity/Race Reporting)**

### **STUDENTC REQUIREMENTS**

Date Last Revised: 08/20/02

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

*Reporting Period:* 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 STUDENTC file.

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

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**Student Completion Transactions**

Date Last Revised: 9/12/11

**Excel-Full Format**

Column	FILE NAME	FIELD NAME	TITLE	Length	Decimals	Value	DATA DICT. PAGE#
	Completion Record						
1		REC_TYPE	Record Type	1		F	112
2		INST_CODE	Institution Code	6	0	Ex,003456	70
3		REPORT_YEAR	Report Year	4	0	Ex, 2002	120
4		REPORT_SEM	Report Semester	2	0	Ex, 10	118
5		STUDENT_ID	Student Identifier	9	0	Ex,123456789	137
6		BIRTH_DATE	Birth Date	8	0	Ex,20020101	10
7		GENDER	Gender	1		M,F	61
8		RACE	<del>Civil Rights Racial</del> Category	<del>4</del>		<del>9</del>	<del>404</del>
9		CITIZENSHIP	Citizenship	2		Ex, US	16
10		PROG_CODE	Program Code	6	0	Ex, 240101	99
11		PROG_SUFFIX	Program Suffix	3	0	Ex, 000	100
12		DEG_LEVEL	Degree Level	2	0	Ex, 06	39
13		DEGREE	Degree	6		Ex, BA	43
14		SITE_IDENT	Site Identifier	5	0	Ex, 51101	132
15	*	CRED_HR_EARN	Credit Hours Earned	5	2	Ex, 999.99	29
16	*	CRED_HR_REQ	Credit Hours Required	5	2	Ex, 999.99	30
17		ADMIT_STATUS	Admit Status	1		F,9	5
18	**Eff 1998-1999 Completions	CERT_LIC	Certification/Licensure	1		Y,N	15
19		RF1_HISP	Hispanic	1N	0	1 or 0	103
20		RF2_AI_AN	American Indian or Alaska Native	1N	0	1 or 0	104
21		RF3_ASIAN	Asian	1N	0	1 or 0	105
22		RF4_BL_AA	Black or African American	1N	0	1 or 0	106
23		RF5_NH_PI	Native Hawaiian or Other Pacific Islander	1N	0	1 or 0	107
24		RF6_WHITE	White	1N	0	1 or 0	108
25		RF7_NRA	Non-Resident Alien	1N	0	1 or 0	109
26		RF8_UNK	Race/Ethnicity Unknown	1N	0	1 or 0	110

**File Layouts – Completions – Excel – Full Format (New Ethnicity/Race Reporting)**

**Student Completion Transactions**

Date Last Revised: 07/23/10

**Excel-Full Format (Continued)**

Column	FILE NAME	FIELD NAME	TITLE	Length	Decimals	Value	DATA DICT. PAGE#
	Double Major Record						
1		REC_TYPE	Record Type	1		M	112
2		INST_CODE	Institution Code	6	0	Ex, 003456	70
3		REPORT_YEAR	Report Year	4	0	Ex, 2001	120
4		REPORT_SEM	Report Semester	2	0	Ex, 10	118
5		STUDENT_ID	Student Identifier	9	0	Ex, 123456789	137
6		PROG_CODE	Program Code	6	0	Ex, 240101	99
7		PROG_SUFFIX	Program Suffix	3	0	Ex, 000	100
8		DEG_LEVEL	Degree Level	2	0	Ex, 06	39
9		DEGREE	Degree	6		Ex, BA	43
10		SITE_IDENT	Site Identifier	5	0	Ex, 51101	132

**ATTRIBUTE LEDGER**

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).