

***G R A D U A T E D***

***S T U D E N T***

# Graduated Student Record Layout

**HEADER RECORD: (ONCE PER FILE)**

Field Name		Field #	Length	Valid Choices
Record Type		1	2	01
Data Type		3	1	2
College FICE Code		4	6	000001 - 999999
Academic Year		10	4	YYYY
Filler		14	2	pad with 2 spaces

**DATA RECORD: (ONCE FOR EACH GRADUATE)**

Field Name	db Name	Field #	Length	Valid Choices
Record Header		1	2	02
Record Type		3	1	2
Filler		4	10	Pad with 10 spaces
Student Social Security Number	ssn_id	14	9	See Page xx for valid ssn's.
Filler		23	7	Pad with 7 spaces
Initial Enrollment Status	init_enroll_status	30	1	1, 2, 3, 9
Initial Term Attendance Status	init_attend_status	31	1	0, 1, 9
Institutional Admission Date (month and year)	init_admit_date	32	6	MMYYYY
Gender	gender	38	1	1, 2
<b>Non-resident Alien or Unknown</b>	<b>non_resident_alien</b>	<b>39</b>	<b>2</b>	<b>06, 09, 00</b>
Credit Hours Completed	cr_hr_completed	41	3	000 - 999
Graduation Date (month and year)	graduation_date	44	6	MMYYYY
Degree Type	degree_level	50	2	01 - 08, 17-19
Program CIP Code	cip_2010_code	52	2	01 - 60
Detail CIP Code	cip_2010_detail	54	4	0000 - 9999
First Degree Code	degree_1	58	4	0000 - 9999
Double-Major Degree Code	degree_2	62	4	0000 - 9999
Triple-Major Degree Code	degree_3	66	4	0000 - 9999
Equivalent Education Specialization CIP Code	ee_cip_code	70	2	13 or 2 blank spaces
Equivalent Education Specialization CIP Detail	ee_cip_detail	72	4	4-digit CIP detail or 4 blank spaces
<b>Asian</b>	<b>asian</b>	<b>76</b>	<b>1</b>	<b>1, 2, 0</b>
<b>Black</b>	<b>black</b>	<b>77</b>	<b>1</b>	<b>1, 2, 0</b>
<b>Hispanic</b>	<b>hispanic</b>	<b>78</b>	<b>1</b>	<b>1, 2, 0</b>
<b>American Indian</b>	<b>amerind</b>	<b>79</b>	<b>1</b>	<b>1, 2, 0</b>
<b>White</b>	<b>white</b>	<b>80</b>	<b>1</b>	<b>1, 2, 0</b>
<b>Native Hawaiian</b>	<b>hawaiian</b>	<b>81</b>	<b>1</b>	<b>1, 2, 0</b>

**TRAILER RECORD: (ONCE PER FILE)**

Field Name		Field #	Length	Valid Choices
Record Type		1	2	99
Data Type		3	1	2

**FILENAME:**

School Abbreviation + YY.GRD

YY = two-digit academic year

# Graduated Student File Definitions

The Graduated Student Files report all degrees and certificates awarded between July 1 and June 30 of the previous academic year. An institution must use only those CIP codes and degree codes that are included on its lists of AHECB-approved programs. One record should be completed for each degree and certificate awarded by your institution.

The validation program will generate a warning for students included in the Graduated Student File who were not enrolled during the academic year of the graduation but for whom a degree/certificate completion is reported. The institution must matriculate a student before any certificate or degree completion can be reported for that student. This file is the basis for your institution's IPEDS Completions Survey submitted to NCES by ADHE.

In order to include all completers in our graduation rate study during the student's sixth year, thereby being consistent with IPEDS GRS, there are TWO collections of this file.

The 1st collection, due in September, reports awards that are granted in July and August.

The 2nd collection, due in July, includes awards that are granted for the *entire* fiscal year, *including* the July and August completers previously reported. The data for this fiscal year will overlay and replace the July and August data as well as populate the files for the remained of the fiscal year.

**We will continue to prepare the IPEDS completions report for the institutions.**

Name	#	Length	Description
Record Header	1	2	Enter 02 for detail record.
Record Type	3	1	Enter 2 for graduated student record.
Filler	4	10	Pad with 10 spaces.
Student Social Security Number (ssn_id)	14	9	Enter the Student Social Security Number. This entry is numeric and must match the Student Social Security Number in the Student File. If a new number for this student is being reported, use the process described in the ID Change section at the front of this manual to update. See Page xx for valid ssn's.
Filler	23	7	Pad with 7 spaces.

# Graduated Student File Definitions

Name	#	Length	Field Description
Initial Enrollment Status (init_enroll_status)	30	1	Enter the description of the location of where the student began coursework for this degree. 1 = Student entered as first-time, degree-seeking at the institution awarding the degree/certificate 2 = Student entered as non-degree-seeking at the institution awarding the degree/certificate 3 = Student entered as first-time, degree-seeking at an institution different from the college/university awarding the degree/certificate 9 = Student entered at the post-baccalaureate or graduate level
Initial Term Attendance Status (init_attend_status)	31	1	Enter the attendance status of the student's initial term of enrollment at the graduating institution IF the student began attendance as first-time, degree seeking. 0 = Full-time 1 = Part-time 9 = Not applicable--student did not begin at graduating institution as first-time, degree-seeking  NOTE: If field 30 is coded 1, field 31 must be coded 0 or 1. Code 9 in this field may be used only when field 30 is coded 2, 3 or 9.

# Graduated Student File Definitions

Name	#	Length	Field Description
Institutional Admission Date (init_admit_date)	32	6	Enter the month and year when the graduate was admitted to the institution awarding the certificate or degree. A student must be matriculated by the institution before any certificate or degree completion can be reported for that student.  MMYYYY  where MM = Month (01 - 12) YYYY = Year (0000 - 9999)

## NOTES:

1. Admission date is the beginning date of the term for which the student is formally admitted for study to the institution as a first-time entering student. Whether a letter of admission is mailed in March for student A, May for student B, or July for student C is irrelevant if all of these students enter in the same fall cohort (which would be reported as 082008 for an August 2008 admission date).

2. This entry is the base date for calculating a student's time-to-degree and begins when a student initially enrolls.

**(a) For all undergraduate students, enter the date when the student entered your institution to obtain the degree. This is when the student was considered a first-time entering freshman (enroll status) at your institution. If they are a transfer student, then it would be when they were a first-time entering transfer student. If they received a second bachelor's degree, enter the original first-time entering freshman date. This is not when they entered into a particular program of study.**

**(b) For all graduate students and above, enter the date they first enrolled into any program in the degree level they received. For a master's degree student, enter the date that they entered into any program at the master's level. For a doctoral student, enter the date in which they entered into any program at the doctoral level. For example, if a student entered into a master's history program and later changed to a master's humanities program, enter the original date for the master's history program. For graduate students, this should always be when they entered into the particular degree level, not the particular program.**

# Graduated Student File Definitions

Name	#	Length	Field Description
Gender (gender)	38	1	Enter the gender of student. 1 = Male 2 = Female
Non-Resident Alien or Unknown (non_resident_alien )	39	2	Enter the appropriate code to indicate the graduates' race/ethnicity or foreign residency classification.  06 = Non-Resident Alien 09 = Unknown or Refused to report 00 = Not Applicable  NOTE: No more than 5% of an institution's graduates may be assigned to code 09. Designations are used for cohort reporting purposes only. Refer to the Glossary (Appendix G) for definitions. If Not Applicable (Code 00), refer to fields 76-81 to report graduate's specific race/ethnicity.
Credit Hours Completed (cr_hr_completed)	41	3	Enter the total number of college-level credit hours (including those that your institution accepted in transfer and included on the student's transcript) <u>relating to the degree level completed</u> by the graduate upon official graduation. Exclude all remedial or developmental credit hours.
Graduation Date (graduation_date)	44	6	Enter the month and year that the student received the degree or Certificate. MMYYYY where: MM = Month (01 - 12) and YYYY = Year (0000 - 9999)

# Graduated Student File Definitions

Degree Type (degree_level)	50	2	<p>Enter the type of degree that the student received from your Institution. You must use your AHECB-approved list of degree programs to determine the degree type.</p> <p>01 = Certificate of proficiency          02 = Technical certificate          03 = Associate degree          04 = Advanced certificate          05 = Baccalaureate degree          06 = Post-baccalaureate certificate          07 = Master's degree  <del>08 = Specialist degree</del>  <del>09 = Doctoral degree</del>  <del>10 = First professional degree</del>  <del>11 = Post first professional certificate</del>  <del>12 = Post first professional degree</del>  <b>08 = Post-Master's Certificate or Specialist or Post-First Professional Certificate / Degree</b>  <b>17 = Doctor's Degree – Research/Scholarship</b>  <b>18 = Doctor's Degree – Professional Practice</b>  <b>19 = Doctor's Degree – Other</b></p>
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Name	#	Length	Field Description
Program CIP Code (cip_2010_code)	52	2	Enter the two-digit program-level CIP code that describes the area in which the award was earned. You must use your AHECB-approved list of degree programs to identify CIP code.
Program CIP Code Detail (cip_2010_detail)	54	4	Enter the four-digit detail-level CIP code that further describes the area in which the award was earned. You must use your AHECB-approved list of degree programs to identify CIP code.

# Graduated Student File Definitions

First Degree Code (degree_1)	58	4	Enter the code for the student's first degree earned from your institution during the reporting year. If more than one award was earned during the reporting year, see note 1. See the list of AHECB-approved degree codes for your institution.
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**NOTE:**

1. If a student has earned a second degree or certificate from your institution during the reporting year, create a second record for that award and enter the second degree code there. Reporting a second degree applies when the institution awards two degrees that are for either:
  - a. Different fields of study (e.g., Bachelor of Arts in English and Bachelor of Secondary Education)
  - b. Different levels of degrees (e.g., Bachelor of Arts in English and Associate of Liberal Arts).
2. If a student completed a double major, enter that information in field 62. Reporting a double major applies when an institution awards one degree for more than one field of study (e.g., Bachelor of Arts in English and Anthropology; Bachelor of Science in Mathematics and Psychology).

Double-Major Degree Code (degree_2)	62	4	Enter the degree code of the double-major if applicable. Leave four blank spaces if no double major is reported.
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**NOTE:**

*Do **NOT** report the same degree code entered in fields 58 (First Degree Code) and/or 66 (Triple-Major Degree Code).*

<b>Name</b>	<b>#</b>	<b>Length</b>	<b>Field Description</b>
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Triple-Major Degree Code (degree_3)	66	4	Enter the degree code of a third major if applicable. Leave four blank spaces if no third major is reported.
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**NOTE:**

*Do **NOT** report the same degree code entered in fields 58 (First Degree Code) and/or 62 (Double-Major Degree Code).*

# Graduated Student File Definitions

Equivalent Education Specialization CIP Code (ee_cip_code)	70	2	<p>Enter 13 if this student graduated with a baccalaureate degree in a cognate field/specialization as part of teacher preparation rather than an education degree.</p> <p><b>NOTE:</b></p> <ol style="list-style-type: none"><li>1. Only complete this field for students who received their bachelor's degree during the <i>current</i> reporting year.</li><li>2. Do NOT report students (e.g., post-baccalaureates) who received a degree in a prior year and now are completing education courses prior to recommendation for teacher education certification.</li><li>3. Do NOT report a code here if 13 was reported in Field 52 (Program CIP Code).</li><li>4. Two-year institutions must leave this field blank</li></ol>
Equivalent Education Specialization CIP Code Detail (ee_cip_detail)	72	4	<p>Enter the four-digit CIP code detail that best describes the equivalent teaching specialization of this graduate. Please refer to the detail associated with CIP Code 13 from the National Center for Education Statistics (see Appendix I).</p> <p><b>NOTE:</b></p> <ol style="list-style-type: none"><li>1. Do NOT report a code here if field 70 was left blank.</li><li>2. Two-year institutions must leave this field blank.</li></ol>

# Graduated Student File Definitions

IF GRADUATE IS NOT NON-RESIDENT ALIEN OR UNKNOWN (FIELD 39 = 00),  
MORE THAN ONE RACE CODE IN FIELDS 76, 77, 79, 80, 81 MAY APPLY.

IF HISPANIC IS CHOSEN, ONE OR MORE [RACE] MUST ALSO BE CHOSEN

Name	#	Length	Field Description
Asian [Race] (asian)	76	1	1 = Yes 2 = No applicable 0 = Refused to report or not
Black [Race] (black)	77	1	1 = Yes 2 = No applicable 0 = Refused to report or not
Hispanic [Ethnicity] (hispanic)	78	1	1 = Yes 2 = No applicable 0 = Refused to report or not
American Indian [Race] (amerind)	79	1	1 = Yes 2 = No applicable 0 = Refused to report or not
White [Race] (white)	80	1	1 = Yes 2 = No applicable 0 = Refused to report or not
Native Hawaiian [Race] (hawaiian)	81	1	1 = Yes 2 = No applicable 0 = Refused to report or not