

CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSEM

DATA ELEMENT DICTIONARY

Student Program Award Data Elements

<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>PICTURE</u>	<u>PAGE</u>
SP01	STUDENT-PROGRAM-IDENTIFIER	X(06)	9.02
SP02	STUDENT-PROGRAM-AWARD	X(01)	9.03-9.04
SP03	STUDENT-PROGRAM-AWARD-EARNED	9(06)	9.05
SP04	STUDENT-PROGRAM-CO-UNIQUE-CODE	X(05)	9.06

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SP01	STUDENT-PROGRAM-IDENTIFIER	X(06)

This element identifies the program which the student completed.

CODING

Report TOP-code that best describes the certificate or degree program award for the student. Enter at least the first four TOP-code digits, left justified with trailing zeros.

Enter "999999" if the program identifier is unknown.

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SP02	STUDENT-PROGRAM-AWARD	X(01)

This element indicates the type of degree, certificate or other program award which the student has received.

<u>CODING</u>	<u>MEANING</u>
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CREDIT AWARDS

- A = Associate of Arts (A.A.) degree
- S = Associate of Science (A.S.) degree
- E = Certificate requiring 6 to fewer than 18 semester units (Not approved by System Office) |
- B = Certificate requiring 12 to fewer than 18 semester units (Approved by System Office) |
- L = Certificate requiring 18 to fewer than 30 semester units
- T = Certificate requiring 30 to fewer than 60 semester units
- F = Certificate requiring 60 or more semester units
- O = Other Credit Award, under 6 semester units

NONCREDIT AWARDS

Hours of direct instruction or directly supervised activity

- G = Noncredit award requiring fewer than 48 hours
- H = Noncredit award requiring from 48 to fewer than 96 hours
- I = Noncredit award requiring from 96 to fewer than 144 hours
- J = Noncredit award requiring from 144 to fewer than 192 hours
- K = Noncredit award requiring from 192 to fewer than 288 hours

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SP02	STUDENT-PROGRAM-AWARD (CONTINUED)	X(01)

NONCREDIT AWARDS (CONTINUED)

Hours of direct instruction or directly supervised activity

- K = Noncredit award requiring from 192 to fewer than 288 hours
- P = Noncredit award requiring from 288 to fewer than 480 hours
- Q = Noncredit award requiring from 480 to fewer than 960 hours
- R = Noncredit award requiring 960 hours or more

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SP03	STUDENT-PROGRAM-AWARD-EARNED	9(06)

The date when the degree or certificate was earned.

CODING MEANING

YYMMDD where:

YY = the final two-digits of the calendar year

MM = the two-digit month code, 01-12

DD = the two-digit day code, 01-28/29/30/31.

NOTE: The date when all of the requirements for the degree or certificate were completed.

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Student Program Award Data Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SP04	STUDENT-PROGRAM-CO-UNIQUE-CODE	X(05)

This element uniquely identifies the program the student completed. This code is assigned by the Chancellor's Office and provided to the institution offering the program.

CODING

Report the Chancellor's Office unique 5-digit code that best describes the certificate or degree program awarded to the student.

Enter "YYYYY" for noncredit awards.

Enter "99999" for credit awards under 18 units which do not have a Chancellor's Office assigned program code.

Enter "AAAAA" for "catalog rights" awards that are conferred in programs that do not have a unique 5-digit code because they are no longer offered by the college, but which were previously offered as approved programs. (If the discontinued but previously approved program has a reasonably related successor program, "catalog rights" awards may be reported under the unique 5-digit code for the successor program. If there is no reasonably related successor program, enter "AAAAA.")

NOTE: All awards submitted with an SP04="AAAAA" shall be reviewed by the Chancellor's Office for validity.