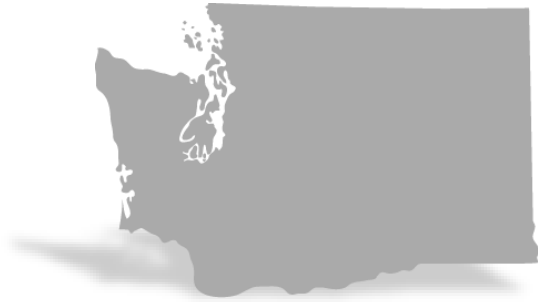


Completion Files



Agenda

- Staff Introductions
- Student Completion Major File
- Student Completion Minor File

Webinar Schedule

- Monday, May 4 – Overview of Changes
- Wednesday, May 6 – Demographics Files
- Monday, May 11 – Student Term and Term Dates
- Wednesday, May 13 – Field of Study Files
- ★ • Monday, May 18 – Completion Files
- Wednesday, May 20 – Course and Registration Files
- Wednesday, May 27 – Admissions File

Staff Introductions

Student Completion Major

General Instructions

Question	Answer
Who to include?	Students who have completed a degree or certificate during the academic year and term on which the institution is reporting
What is the unique record grain?	Record Number, Student Completion Year, Student Completion Term, Institution ID, Student ID, Completion Field of Study ID, Completion Field of Study Concentration ID
May our institution submit “long” data?	Yes. You may submit long data. In that case, we would expect to see multiple rows per student, with one row for each declared Completion Field of Study.

File Structure

Field ID	Field Name
PSD-0010	Record Number
PSD-0360	Student Completion Year
PSD-0370	Student Completion Term
PSD-0040	Institution ID
PSD-0050	Student ID (Institution)
PSD-0390	Completion Field of Study (Major) ID
PSD-0400	Completion Field of Study Concentration ID
PSD-0410	Student Completion Non-Institutional Credits Earned
PSD-0420	Student Completion Institutional Credits Earned

Student Completion Year and Student Completion Term

- Completion Year

- The enrollment year in which the student completed the degree or certificate
- This should match the enrollment year you're reporting on (ex. 2024-25).
- All rows should contain the same value for this field.

- Completion Term

- The academic term in which a student is awarded a degree from an institution
- See the lookup table "term" for valid values.

Student Completion Field of Study (Major) ID

- Definition: an alphanumeric code identifying the declared Field of Study ID for the student's degree or certificate program at a reporting institution during a reporting term.
- The value reported here must match one of the values you provided as a Field of Study ID (PSD-0780) in the Field of Study file.
- May submit “long data” with a different value in this column, with student ID repeated
- The values ‘9998’ (‘Undeclared’) and ‘9999’ (‘Not Applicable’) are not valid for this data element.

Student Completion Field of Study Concentration ID

- Definition: an alphanumeric code identifying the declared Concentration ID for the student's degree or certificate program at a reporting institution during a reporting term.
- Concentration = specificity on the major
- The value reported here must match one of the values you provided as a Field of Study Concentration ID (PSD-0790) in the Field of Study file.
- May submit "long data" with a different value in this column, with student ID repeated

Student Completion Non-Institutional Credits Earned

- Total transfer credits applied towards completion
- Clock hour institutions – leave this field blank

Student Completion Institutional Credits Earned

- Total credits earned at a reporting institution at completion
- Clock hour institutions – leave this field blank

Student Completion Minor

General Instructions

Question	Answer
Who to include?	Students who have completed a minor during the academic year and term on which the institution is reporting.
Our institution does not record CIP codes for minors. Is this table required?	No. If your institution does not record CIP codes for minors, this table is not required.
What is the unique record grain?	Record Number, Enrollment Year, Enrollment Term, Institution ID, Student ID, Minor CIP Code
May our institution submit “long” data?	Yes. You may submit long data. In that case, we would expect to see multiple rows per student, with one row for each new Minor CIP code.

File Structure

Field ID	Field Name
PSD-0010	Record Number
PSD-0360	Student Completion Year
PSD-0370	Student Completion Term
PSD-0040	Institution ID
PSD-0050	Student ID (Institution)
PSD-0430	Minor CIP Code

Minor CIP Code

- Definition: the six-digit NCES CIP code identifying a minor completed by the student during a reporting term
- Please submit “long data” with a different value in this column, with student ID repeated
- Please see lookup tables for valid values
- Please provide the six numbers in the CIP code without the period
- If your institution does not record CIP codes for minors, you are not required to submit this file.

Questions?