



UTAH SYSTEM OF HIGHER EDUCATION

GRADUATION DATA SUBMISSION FILE

Version: June 2, 2021
2021-2022 Submission Year

File Description

The Graduation Data Submission file contains records for all degrees, certificates, and awards conferred between July 1 of the previous calendar year and June 30 of the current calendar year. It is intended to be compatible with the annual IPEDS Completion Survey.

Submission Schedule

The file must be submitted to Utah Board of Higher Education as follows:

<u>Data</u>	<u>1st Submission</u>	<u>Verification</u>
Graduation	September 3 rd	September 10 th

Capture Date

The capture date for the Graduation Data Submission File is June 30 of each year. (*Adapted from IPEDS Completion Survey General Instructions, June 1, 1996.*) Report all degrees and other formal awards **conferred** by your institution between July 1 of the previous calendar year and June 30 of the current calendar year. Awards/degrees earned but not yet conferred should be reported in next year's submission file.

If an institution cannot verify/audit graduation requirements by August 15 of each year, then this date should be utilized as a cut-off date and those students whose audits are not completed should be reported in the upcoming year's graduation submission file. This will keep the USHE Graduation submission file lined-up with the Graduation Rate Survey (IPEDS), which is submitted in November of each year.

If an individual received two degrees at different levels (e.g., a bachelor's degree at the end of the summer session and a master's degree at the end of the academic year), report each degree in its appropriate classification. Include awards/degrees in occupational/vocational as well as academic programs.

Submission File Usage

The Graduation Data Submission File is used for reporting of Performance Evaluations, Data Book, Workforce Services Economic Indicators, TRIO program tracking, student tracking, and others as necessary.

Submission File Naming Convention

The Graduation Data Submission File should be named as follows:

- School short name (hyphen) grad (hyphen) two digit fiscal ending year .txt file extension

- Example: **wsu-grad-09.txt** for Weber State University's Graduation Data Submission File for the fiscal year of 2008-2009.

Delimiter

The Graduation Data Submission File must be submitted in a pipe delimited format. A single pipe symbol '|' will be used as the delimiter. When submitting a delimited file, the pipe symbol must appear between each field in the file (Note: some data elements will have multiple fields, e.g. name has 4 fields).

Additional Explanations

See IPEDS Completion Survey General Instructions, April 19, 2019

<https://surveys.nces.ed.gov/ipeds/VisInstructions.aspx?survey=10&id=30080>

Graduation Data Elements			
Name	Element	Field	Length
Institution	G-01	G_INST	4
Student ID	G-02	G_ID	9
Name	G-03	G_LAST	60
		G_FIRST	15
		G_MIDDLE	15
		G_SUFFIX	4
Utah County Code	G-04	G_COUNTY_ORIGIN	5
Birthdate	G-05	G_BIRTH_DT	8
Gender	G-06	G_GENDER	1
Ethnicity	G-07	G_ETHNIC_H	1
		G_ETHNIC_A	1
		G_ETHNIC_B	1
		G_ETHNIC_I	1
		G_ETHNIC_P	1
		G_ETHNIC_W	1
		G_ETHNIC_N	1
		G_ETHNIC_U	1
Date of Graduation	G-08	G_DATE	8
Degree CIP Code	G-09	G_CIP	6
Degree Type	G-10	G_DEG_TYPE	6
Graduation GPA	G-11	G_GPA	4
Cum Ugrad Transfer Sem Cr Hrs Accepted	G-12	G_TRANS_TOTAL	5
Total Hours at Graduation	G-13	G_GRAD_HRS	5
Total Accepted Hours from Other Sources	G-14	G_HRS_OTHER	4
Total Remedial Hours	G-15	G_REMEDIAL_HRS	4
Previous Degree Type	G-16	G_PREV_DEG_TYPE	3

IPEDS Award Level Code	G-17	G_IPEDS	2
Required Hours for Degree	G-18	G_REQ_HRS_DEG	3
High School Codes	G-19	G_HIGH_SCHOOL	6
SSID (Utah State Board of Education)	G-20	G_SSID	9
Institutionally Assigned ID	G-21	G_BANNER_ID	9
Workforce Education Earned Contact Hours	G-22	G_WE_EARNED_CONTACT_HRS	5
Workforce Education Program Hours	G-23	G_WE_PROGRAM_HRS	5
Fiscal Year of Graduation	G-24	G_FIS_YEAR	4
Graduation Term	G-25	G_TERM	1
College Major at Graduation	G-26	G_COLLEGE	100
Major at Graduation	G-27	G_MAJOR	100
Degree Type Name	G-28	G_DEG_TYPE_NAME	100

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-01**

ELEMENT NAME: Institution

FIELD NAME: G_INST

FIELD FORMAT: Varchar, 4 Characters

DEFINITION: The identification number used by the U.S. Department of Education’s Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix used to identify branches, additional locations, and other entities that are part of the eligible institution. USHE will use the last 4 digits of the 6-digit number for the field value as additional locations will be specified by C-09 Line Item.

Field Value	OPEID Value	Field Attributes and Examples	Effective Date
3675	00367500	University of Utah	June 15, 1998
3677	00367700	Utah State University	June 15, 1998
3680	00368000	Weber State University	June 15, 1998
3678	00367800	Southern Utah University	June 15, 1998
3679	00367900	Snow College	June 15, 1998
3671	00367100	Dixie State University	Feb 16, 2013
3676	00367600	Utah State University Eastern	May 14, 2013 <i>Submits with USU beginning AY 2013</i>
4027	00402700	Utah Valley University	July 1, 2008
5220	00522000	Salt Lake Community College	June 15, 1998
5221	N/A	Salt Lake Community College – School of Applied Technology <i>(formerly SLCC-Skills Center)</i>	July 1, 2015
63	N/A	Utah State University Eastern – Department of Workforce Education	July 1, 2015

COMMENTS: As institutions are added to the database, their existing OPE ID code will be used.

Modified: April 25, 2008; Last modified: July 1, 2015

REFERENCE: National Center for Educational Statistics (NCES)

BANNER SOURCE: SQL (hard coded in table create)

VALIDATION TABLE: Reference.dbo.Inst

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-02**

ELEMENT NAME: Student ID

FIELD NAME: G_ID

FIELD FORMAT: Varchar, 9 Characters

DEFINITION: Use a Unique Identifier for graduating student. Social Security Number shall be used (to facilitate student tracking) except in the rare case where the student does not have SSN (i.e. international student) where an institutionally defined number is used.

Field Value	Field Attributes	Effective Date
<Student Specific>	Social Security Number	June 15, 1998

COMMENTS: Last modified June 15, 1998

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-03**

ELEMENT NAME: Name

FIELD NAME: G_LAST
G_FIRST
G_MIDDLE
G_SUFFIX

FIELD FORMAT: Varchar, 60 Characters (Field Value - L)
Varchar, 15 Characters (Field Value - F)
Varchar, 15 Characters (Field Value - M)
Varchar, 4 Characters (Field Value - S)

DEFINITION: The legal combination of names by which the student is known.

Field Value - L	Field Attributes and Examples	Effective Date
<student specific>	Last name of student.	July 1, 2009

Field Value - F	Field Attributes and Examples	Effective Date
<student specific>	First name of student.	July 1, 2009

Field Value - M	Field Attributes and Examples	Effective Date
<student specific>	Middle name of student.	July 1, 2009

Field Value - S	Field Attributes and Examples	Effective Date
<student specific>	Student's Suffix.	July 1, 2009

COMMENTS: Last modified June 26, 2009.

REFERENCE:

BANNER SOURCE:Spriden_last_name
Spriden_first_name
Spriden_MI
Spbpers_name_suffix

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-04**

ELEMENT NAME: Utah County Code

FIELD NAME: G_COUNTY_ORIGIN

FIELD FORMAT: Varchar, 5 Characters

DEFINITION: The Utah county code indicating the student's county of origin as described at the time of first application to the institution, and if the S_STATE_ORIGIN is UT. Enter UT030 if county is Unknown. Enter UT097 if student is Out of State, Out of US. Enter UT099 if student is Out of State, In the US.

Field Value	Field Attributes and Example	Effective Date
UT001	Beaver	July 1, 2009
UT003	Box Elder	July 1, 2009
UT005	Cache	July 1, 2009
UT007	Carbon	July 1, 2009
UT009	Daggett	July 1, 2009
UT011	Davis	July 1, 2009
UT013	Duchesne	July 1, 2009
UT015	Emery	July 1, 2009
UT017	Garfield	July 1, 2009
UT019	Grand	July 1, 2009
UT021	Iron	July 1, 2009
UT023	Juab	July 1, 2009
UT025	Kane	July 1, 2009
UT027	Millard	July 1, 2009
UT029	Morgan	July 1, 2009
UT031	Piute	July 1, 2009
UT033	Rich	July 1, 2009
UT035	Salt Lake	July 1, 2009

Field Value	Field Attributes and Example	Effective Date
UT037	San Juan	July 1, 2009
UT039	Sanpete	July 1, 2009
UT041	Sevier	July 1, 2009
UT043	Summit	July 1, 2009
UT045	Tooele	July 1, 2009
UT047	Uintah	July 1, 2009
UT049	Utah	July 1, 2009
UT051	Wasatch	July 1, 2009
UT053	Washington	July 1, 2009
UT055	Wayne	July 1, 2009
UT057	Weber	July 1, 2009
UT030	Unknown	July 1, 2009
UT097	<i>Out of state, out of U.S.</i>	July 1, 2009
UT099	<i>Out of state, in the U.S.</i>	July 1, 2009

COMMENTS: Last modified July 7, 2006

REFERENCE: United States Postal Service County Codes.

BANNER SOURCE: Sabsupl_cnty_code_admit

VALIDATION TABLE: Reference.dbo.County

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-05**

ELEMENT NAME: Date of Birth

FIELD NAME: G_BIRTH_DT

FIELD FORMAT: Varchar, 8 Characters (YYYYMMDD)

DEFINITION: The calendar year, month, and day of the student's date of birth, as designated by student.

Field Value	Field Attribute and Examples	Effective Date
yyyy	Four position Year of birth. (i.e. Student born in 1978 would have 1978 listed.)	July 1, 2009
mm	Two position Calendar Month of birth. 01-January through 12-December	July 1, 2009
dd	Two position Day of the month of student's birth. Valid day between 01 and 31.	July 1, 2009

COMMENTS: Last modified June 26, 2009

REFERENCE:

BANNER SOURCE: Spbpers_birth_date

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-06**

ELEMENT NAME: Gender

FIELD NAME: G_GENDER

FIELD FORMAT: Varchar, 1 Character

DEFINITION: A code indicating the gender of the student

Field Value	Field Attribute and Examples	Effective Date
M	Male	July 1, 2009
F	Female	July 1, 2009
N	Unspecified	July 1, 2009

COMMENTS: Last modified March 23, 2004

REFERENCE:

BANNER SOURCE: Spbpers_sex

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-07**

ELEMENT NAME: Ethnic Origin

FIELD NAME: G_ETHNIC

FIELD FORMAT: Varchar, 8 Characters

DEFINITION: The racial and ethnic categories used to classify students.

	Field Value						Field Attribute or Examples	Effective Date
H							<i>Hispanic or Latino:</i> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	July 1, 2009
	A						<i>Asian:</i> A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent including for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	July 1, 2009
		B					<i>Black or African American:</i> A person having origins in the any of the Black racial groups of Africa.	July 1, 2009
			I				<i>American Indian or Alaskan Native:</i> A person having origins in any of the original peoples of North America and South America (including Central America) and who maintains cultural identification through tribal affiliation or community attachment.	July 1, 2009
				P			<i>Native Hawaiian or Pacific Islander:</i> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	July 1, 2009
					W		<i>White:</i> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	July 1, 2009
						N	<i>Non Resident Alien:</i> A person who is not a citizen or national of the United States and who is in this country on a visa or a temporary basis and does not have the right to remain indefinitely.	July 1, 2009
						U	<i>Unspecified:</i> Includes individuals who are not a citizen or national of the United States and are not in the United States (i.e. non-US student taking all courses outside of the US).	July 1, 2009

COMMENTS:

REFERENCE: IPEDS Glossary – 2018-19– Race/Ethnicity

<https://surveys.nces.ed.gov/ipeds/Downloads/Forms/IPEDSGlossary.pdf>

BANNER SOURCE: Spbpers_ethn_code (I,A,P,B,H,W,U), Gorvisa_vtyp_code (N)

VALIDATION TABLE: Reference.dbo.Ethnicity

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-08**

ELEMENT NAME: Date of Graduation

FIELD NAME: G_DATE

FIELD FORMAT: Varchar, 8 Characters (YYYYMMDD Format)

DEFINITION: The calendar date the formal award was conferred by the institution.

Value format	Field Attributes	Effective Date
YYYY	Four position Year of Graduation. (i.e. Student graduated in 1978 would have 1978 listed.)	July 1, 2007
MM	Two position Calendar Month the student graduated.	July 1, 2007
DD	Two position Day of the month in which the student graduated.	July 1, 2007

COMMENTS: Last modified April 4, 2007

REFERENCE: (Adapted from IPEDS Completion Survey General Instructions, June 1, 1996.) Report all degrees and other formal awards **conferred** by your institution between **July 1 of the previous calendar year and June 30 of the current calendar year**. Awards/degrees earned but not yet conferred should be reported in next year's submission file. Suggestion: If an institution cannot verify/audit graduation requirements by August 15 of each year, then this date should be utilized as a cut-off date and those students whose audits are not completed should be reported in the upcoming year's graduation submission file. This will keep the USHE Graduation submission file lined-up with the Graduation Rate Survey (IPEDS) which is submitted in November of each year. If an individual received two degrees at different levels (e.g., a bachelor's degree at the end of the summer session and a master's degree at the end of the academic year), report each degree in its appropriate classification. Include awards/degrees in occupational/vocational as well as academic programs.

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-09**

ELEMENT NAME: Degree CIP Code

FIELD NAME: G_CIP

FIELD FORMAT: Varchar, 6 Characters

DEFINITION: Use the 2010 version of the Classification of Instructional Programs (CIP) to best identify the specific programs in which the degree is awarded. Thus, report a bachelor's degree in Business Administration with a business economics major in Business/Managerial Economics (520601), not in Business, General (520101).

Field Value	Field Attribute	Effective Date
(CIP specific)	See CIP booklet (latest version is 2010)	November 12, 1999

COMMENTS: Last modified May 1, 2002.

REFERENCE: National Center for Education Statistics (NCES) - Classification of Instructional Programs.

VALIDATION TABLE: Reference.dbo.Cip

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-10**

ELEMENT NAME: Degree Type

FIELD NAME: G_DEG_TYPE

FIELD FORMAT: Varchar, 6 Characters

DEFINITION: The Level of Degree or Certificate Completed for the award conferred. Refer to the Degree Type Table for all degrees.

Value**	Name	Degree Level	Effective Date
AA	Associate of Arts	Associate	November 18, 1999
AAS	Associate of Applied Science	Associate	November 18, 1999
AAT	Associate of Applied Technology	Associate	July 1, 2002
AC	Associate of Science in Criminal Justice	Associate	July 10, 2001

COMMENTS: Modified: August 5, 2005; Last modified: July 1, 2015: character length increased from 3 to 6, and all subsequent column spans adjusted accordingly.

REFERENCE: (Adapted from IPEDS Completion Survey General Instructions, June 1, 1996.) Report all degrees and other formal awards **conferred** by your institution between July 1 of the previous calendar year and June 30 of the current calendar year. Awards/degrees earned but not yet conferred should be reported in next year's submission file. If an individual received two degrees at different levels (e.g., a bachelor's degree at the end of the summer session and a master's degree at the end of the academic year), report each degree in its appropriate classification. Include awards/degrees in occupational/vocational as well as academic programs.

VALIDATION TABLE: Reference.dbo.Degree_Type

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-11**

ELEMENT NAME: Graduation GPA

FIELD NAME: G_GPA

FIELD FORMAT: Numeric (4,3)

DEFINITION: Student's overall cumulative GPA tied to their graduation award. All credit hours should represent average course grade on a 4.000 scale.

Field Value	Field Attributes and Example	Effective Date
3.650	3.650 Graduation GPA	November 12, 1999

COMMENTS: Modified November 15, 2001. **Note: Not all institutions capture the GPA for transfer credits or grades which are accepted as a part of graduation credits. Last modified: July 1, 2015: character length increased from 3 to 4, and all subsequent column spans adjusted accordingly.

Modified on 5/20/2021: Changing field from varchar(4) to Numeric(4,3)

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-12**

ELEMENT NAME: Cumulative Transfer Semester Credit Hours Accepted

FIELD NAME: G_TRANS_TOTAL

FIELD FORMAT: Numeric (5,1)

DEFINITION: Total number of credit hours accepted by graduation date at your institution relevant to the degree being awarded. (e.g. Transfer credit from another institution). This does not include credits earned at your institution (see S-20). This does not include AP, CLEP, Challenge, or Military Credit. These hours are included in the G_HRS_OTHER field. Hours should all be converted to semester hours.

Value Example	Field Attribute Example	Effective Date
123.5	Student has 123.5 credit hours accepted from outside your institution as an undergraduate.	April 28, 1999
0	Student has no transfer credit.	April 28, 1999

COMMENTS: Modified November 15, 2001; Modified July 1, 2015: column span adjusted.
Modified May 20, 2021: Changed field from varchar (5) to numeric(5,1)

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-13**

ELEMENT NAME: Total Hours at Graduation

FIELD NAME: G_GRAD_HRS

FIELD FORMAT: Numeric (5,1).

DEFINITION: Total number of overall hours relevant to the degree awarded when the student graduated. This field should include all college-level hours earned for undergraduate or graduate coursework. Remedial hours should be excluded. Hours should all be converted to semester hours.

Value Example	Field Attribute Example	Effective Date
01235	Student has 123.5 credit hours at the time of graduation from your institution.	November 12, 1999

COMMENTS: Modified November 15, 2001; Last modified July 1, 2015: column span adjusted.
Modified May 20, 2021: Changed from varchar (5) to numeric (5,1)

**Note: Not all institutions capture the GPA for transfer credits or grades which are accepted as a part of graduation credits.

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-14**

ELEMENT NAME: Accepted Credit from Other Sources

FIELD NAME: G_HRS_OTHER

FIELD FORMAT: Numeric (4,1)

DEFINITION: Hours from AP credit, CLEP test, Language test, Challenge, Military, etc. Hours should all be converted to semester hours.

Value Example	Field Attributes Example	Effective Date
0125	Student has 12.5 credit hours accepted from AP, CLEP, etc.	November 12, 1999
0000	Student has no other credit hours.	November 12, 1999

COMMENTS: Modified July 1, 2015: column span adjusted. Modified May 20, 2021: change from varchar (4) to numeric (4,1)

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-15**

ELEMENT NAME: Remedial Hours

FIELD NAME: G_REMEDIAL_HRS

FIELD FORMAT: Numeric (4,1)

DEFINITION: Remedial Hours which are included in S-20. Hours should all be converted to semester hours. Applies only to undergrad degrees; grad degrees should be 0

Value Example	Field Attributes Example	Effective Date
12.5	Student has 12.5 remedial hours.	October 19, 2000

COMMENTS: Modified July 1, 2015: column span adjusted. Modified May 20, 2021: changed from varchar (4) to numeric (4,1)

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-16**

ELEMENT NAME: Previous Degree Type

FIELD NAME: G_PREV_DEG_TYPE

FIELD FORMAT: Varchar, 3 Characters

DEFINITION: Type of highest degree awarded earned prior to this reporting period at any institution, including your own institution.

Field Value	Field Attributes	Effective Date
NULL	No previous degree awarded	July 1, 2013
01	Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours)	Inactive June 18, 2020
1A	Postsecondary award, certificate, or diploma of less than one academic year (Semester/Trimester hours: 1-8, Quarter hours: 1-12, or Clock hours: 1-299)	June 18, 2020
1B	Postsecondary award, certificate, or diploma of less than one academic year (Semester/Trimester hours: 9-29, Quarter hours: 13-44, or Clock hours: 300-899)	June 18, 2020
02	Postsecondary award, certificate, or diploma of less than one academic year (Semester/Trimester hours: 30-59, Quarter hours: 45-89, or Clock hours: 300-899)	June 18, 2020
03	Associate's Degree	July 1, 2013
04	Postsecondary award, certificate, or diploma of less than one academic year (Semester/Trimester hours: 60+, Quarter hours: 90+, or Clock hours: 1800+)	June 18, 2020
05	Bachelor's Degree	July 1, 2013
06	Post-Baccalaureate Certificate	July 1, 2013
07	Master's Degree	July 1, 2013
08	Post-Master's Certificate	July 1, 2013
17	Doctor's Degree – Research/Scholarship	July 1, 2013
18	Doctor's Degree – Professional Practice	July 1, 2013

Field Value	Field Attributes	Effective Date
19	Doctor's Degree – Other	July 1, 2013
DIP	Diploma Award	Inactive July 1, 2013
CER	Certificate Award	Inactive July 1, 2013
AX	Associate's Degree	Inactive July 1, 2013
BX	Bachelor's Degree	Inactive July 1, 2013
MX	Master's Degree	Inactive July 1, 2013
DX	Doctorate Degree	Inactive July 1, 2013
FP	First Professional Degree	Inactive July 1, 2013

COMMENTS: Last modified July 1, 2015: column span adjusted.

REFERENCE: (Adapted from IPEDS Completion Survey General Instructions, June 1, 1996.) Report all degrees and other formal awards **conferred** by your institution between July 1 of the previous calendar year and June 30 of the current calendar year. Awards/degrees earned but not yet conferred should be reported in next year's submission file. If an individual received two degrees at different levels (e.g., a bachelor's degree at the end of the summer session and a master's degree at the end of the academic year), report each degree in its appropriate classification. Include awards/degrees in occupational/vocational as well as academic programs.

VALIDATION TABLE: DEGREE_TYPE

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-17**

ELEMENT NAME: IPEDS Award Level Code

FIELD NAME: G_IPEDS

FIELD FORMAT: Number, 2 Characters

DEFINITION: The Award Level codes that correspond with the IPEDS Completion Survey.

Field Value	Field Attributes	Effective Date
Below the baccalaureate		
1	Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours)	Inactive June 18, 2020
1A	Postsecondary award, certificate, or diploma of less than one academic year (Semester/Trimester hours: 1-8, Quarter hours: 1-12, or Clock hours: 1-299)	June 18, 2020
1B	Postsecondary award, certificate, or diploma of less than one academic year (Semester/Trimester hours: 9-29, Quarter hours: 13-44, or Clock hours: 300-899)	June 18, 2020
2	Postsecondary award, certificate, or diploma of at least one but less than two academic years (Semester/Trimester hours: 30-59, Quarter hours: 45-89, or Clock hours: 900-1799)	June 18, 2020
3	Associate's Degree	July 1, 2003
4	Post Second. Certificate/Diploma of at least two but less than four academic years (Semester/Trimester hours: 60+, Quarter hours: 90+, or Clock hours: 1800+)	June 18, 2020
Baccalaureate and above		
5	Bachelor's Degree	July 1, 2003
6	Post-Baccalaureate Certificate	July 1, 2003
7	Master's Degree	July 1, 2003
8	Post-Master's Certificate	July 1, 2003
9 - phased out	Doctor's Degree – Phased Out (use 17)	July 1, 2009
10 - phased out	First-Professional Degree – Phased Out (use 18)	July 1, 2009
11 - phased out	Post-Professional Certificate – Phased Out	July 1, 2009

17	Doctor's Degree – Research/Scholarship	July 1, 2009
18	Doctor's Degree – Professional Practice	July 1, 2009
19	Doctor's Degree – Other	July 1, 2009

COMMENTS: Modified July 1, 2015: leading 0's removed from values 1-9 to match IPEDS format; column span adjusted.

REFERENCE: Banner STVACAT

VALIDATION TABLE: Reference.dbo.IPEDS_AWARDS

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-18**

ELEMENT NAME: Required Hours for Degree

FIELD NAME: G_REQ_HRS_DEG

FIELD FORMAT: Numeric(3,0)

DEFINITION: The minimum number of credit hours required for the degree including any course pre-requisites. Not to include any major remedial hours. Hours should all be converted to semester hours.

Field Value (Example)	Field Attributes	Effective Date
120	The total minimum number of credit hours required for a Bachelor of Science degree.	July 1, 2009
60	The total minimum number of credit hours required for an Associates of Science degree.	July 1, 2009

COMMENTS: Modified July 1, 2015: column span adjusted. Modified May 20,2021: changed from varchar (3) to numeric(3,0)

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-19**

ELEMENT NAME: High School Codes

FIELD NAME: G_HIGH_SCHOOL

FIELD FORMAT: Varchar, 6 Characters

DEFINITION: The High School or Special Secondary School code which uniquely identifies each student's secondary institution. The codes for any secondary institution located within the United States can be found by accessing the URL (<http://www.act.org/content/act/en/products-and-services/the-act/registration/high-school-codes-lookup.html>) (For undergraduate students only)

Example:

Field Value	Field Attributes and Examples - High Schools	School Type	Effective Date
450005	American Fork High School - American Fork	Regular	July 1, 2003

COMMENTS: Modified April 2, 2007; Last modified July 1, 2015: column span adjusted.

REFERENCE: <http://www.act.org/content/act/en/products-and-services/the-act/registration/high-school-codes-lookup.html>

BANNER SOURCE: Sorhsch_sgbi_code

VALIDATION TABLE: Reference.dbo.Highschools

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-20**

ELEMENT NAME: Unique USOE State Student Identifier

FIELD NAME: G_SSID

FIELD FORMAT: Varchar, 9 Characters

DEFINITION: The unique Utah State Student Identifier as assigned to each Utah public education student by the Utah State Board of Education. This 9-digit number will appear on all high school transcripts beginning the 2006-2007 academic year. Purpose: to coordinate public education and higher education information technology systems to allow individual student academic achievement to be tracked through both education systems in accordance with 53A-1-603.5 and 53B-1-109.

Field Value	Field Attributes and Examples	Effective Date
<Student Specific>	Student SSID as issued the USOE.	July 1, 2009

COMMENTS: Last modified July 1, 2015: column span adjusted.

REFERENCE: H.B. 82 – 2006 General Session, State of Utah

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-21**

ELEMENT NAME: Institutionally Assigned ID

FIELD NAME: G_BANNER_ID

FIELD FORMAT: Varchar, 9 Characters

DEFINITION: The unique institutionally assigned identification number for each student intended to be used in lieu of using a student's social security number. G_Banner_ID must begin with an Alpha character representing the institution

Field Value	Field Attributes and Examples	Effective Date
<Student Specific>	Institutional Student Id	July 1, 2009

Institutions Alpha Characters are listed below:

Alpha Character	Field Attributes and Examples	Effective Date
U	University of Utah	July 7, 2020
A	Utah State University (plus USUE/USUE-DWE)	July 7, 2020
W	Weber State University	July 7, 2020
T	Southern Utah University	July 7, 2020
B	Snow College	July 7, 2020
D	Dixie State University	July 7, 2020
V	Utah Valley University	July 7, 2020
S	Salt Lake Community College (plus SLCC-SAT)	July 7, 2020

COMMENTS: Last modified July 20, 2020: column span adjusted.

REFERENCE:

BANNER SOURCE: Spriden_ID where change indicator is null

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-22**

ELEMENT NAME: Workforce Education Earned Contact Hours

FIELD NAME: G_WE_EARNED_CONTACT_HRS

FIELD FORMAT: Numeric(5,1)

DEFINITION: The number of noncredit program hours the student earned in completion of the Workforce Education Certificate program.

Field Value	Field Attributes and Examples	Effective Date
123.7	Student has earned 123.7 contact or membership hours at your institution towards any program (excluding transfer hours).	July 1, 2009

COMMENTS: Modified July 1, 2015: column span adjusted. Modified May 20, 2021: changed from varchar(5) to numeric(5,1)

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-23**

ELEMENT NAME: Workforce Education Program Hours

FIELD NAME: G_WE_PROGRAM_HRS

FIELD FORMAT: Numeric(5,1)

DEFINITION: The official length of the program completed (e.g. 900 hr program, 600 hr program).

Field Value	Field Attributes and Examples	Effective Date
900	The official length of this program is 900 hours.	July 1, 2009

COMMENTS: Last modified July 1, 2015: column span adjusted. Modified on May 20, 2021: changed from varchar (5) to numeric (5,1)

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-24**

ELEMENT NAME: Date of Graduation

FIELD NAME: G_FIS_YEAR

FIELD FORMAT: Varchar, 4 Characters (YYYY Format, i.e. 0809)

DEFINITION: The fiscal or academic year the formal award was conferred by the institution.

Value format	Field Attributes	Effective Date
YYYY	Four position fiscal/academic Year of Graduation. (i.e. Student graduated in Spring 2008 would have 0708 listed.)	July 1, 2010

COMMENTS: Modified December 1, 2009; Last modified July 1, 2015: column span adjusted.

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-25**

ELEMENT NAME: Term of Graduation

FIELD NAME: G_TERM

FIELD FORMAT: Number, 1 Character

DEFINITION: The term in which the student graduated.

Value format	Name	Field Attributes	Effective Date
1	Summer Term	First term of Academic Year. Any enrollment for courses that start after the final day of scheduled Spring Semester exams and through the first day of the final enrollment block of scheduled Summer Term.	July 1, 2012
2	Fall Semester	Second term of Academic Year. Any enrollment for courses that start after the first day of the final enrollment block of scheduled Summer Term and before the end of final exam day of scheduled Fall Semester.	July 1, 2012
3	Spring Semester (January)	Third term of Academic Year. Any enrollment for courses that start after the final exam day of scheduled Fall Semester and before the end of final exam day of scheduled Spring Semester.	July 1, 2012

COMMENTS: Last modified July 1, 2015: column span adjusted.

REFERENCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-26**

ELEMENT NAME: Major College

FIELD NAME: G_COLLEGE

FIELD FORMAT: Varchar, 100 Characters

DEFINITION: The college or school that houses the student's major. Should be tied to element G_09 CIP CODE.

Field Value	Field Attributes and Examples	Effective Date
<Institution Specific>	College/school of student's major	July 1, 2015

COMMENTS: July 1, 2015: element added.

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-27**

ELEMENT NAME: Major Name

FIELD NAME: G_MAJOR

FIELD FORMAT: Varchar, 100 Characters

DEFINITION: Name of student's major as listed on transcript. Should be tied to element G_09 CIP CODE.

Field Value	Field Attributes and Examples	Effective Date
<Institution Specific>	Student's major	July 1, 2015

COMMENTS: July 1, 2015: element added.

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE:

UTAH SYSTEM OF HIGHER EDUCATION (USHE)

Data Element Dictionary

Graduation Data -- Version: June 2, 2021

Element: **G-28**

ELEMENT NAME: Degree Type Name

FIELD NAME: G_DEG_TYPE_NAME

FIELD FORMAT: Varchar, 100 Characters

DEFINITION: Used to describe the acronyms/abbreviations in G-10 G_DEG_TYPE

Field Value	Field Attributes and Examples	Effective Date
<Institution Specific>	Description of acronym/abbreviation in G-10, G_DEG_TYPE	July 1, 2016

COMMENTS: July 1, 2016: element added.

REFERENCE:

BANNER SOURCE:

VALIDATION TABLE: