

## Completion Data Elements

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
CP01 Y * C	Institution Code	icode	C--4	1 -- 4	All OCCURS records contain this code. Two character college letter designator followed by optional two-character subcategory (e.g. SK = Skills Center.) If optional subcategory not necessary, fill with 00. (see Validation Table).
CP02 Y * C	Student ID	stid	C--9	5 -- 13	Student ID. Matches student term unit records in most cases. May not be blank. Submit ALL completions, whether or not the student was enrolled in the current academic year.
CP03 Y * C	Program CIP+2	pcip	C--8	14 -- 21	CIP Code + OCCURS Extension+College Extension of program completed. Must have a matching code in the Program file, and will probably coincide with Student Major in the most recent term student file. May not be blank or Z-fill  IMPORTANT: New values have been added for 7th digit - see Section XV, Appendix C, Page 6
CP04 Y * R	Program Completion Date	pend	C--6 YYYYMM	22 -- 27	Year and month student completed this program. May not be blank or Z-fill.
CP05 Y * R	Type of Completion	cmptype	C--1	28 -- 28	Type of completion: "F" meaning "Full". Perkins partial completers ("P" records) will be added at OCCURS. Other types of completions may be added in the future. May not be blank or Z-fill.
CP06 N * C	DELETED 09/10 by OSC - was Academic year	blank1	C--4	29 -- 32	2009-10: Was Academic Year - now obsolete. Please fill with 4 blanks.
CP07 Y * R	Record Date	recdate	D--8 YYYYMMDD	33 -- 40	NEW FIELD: Date this file submission was created.
CP08 Y * P	Student ID Type	idtype	C--1	41 -- 41	Designates Valid SSN (V) or Generated Number (G), with respect to Student ID. Do not send valid SSNs unless student disclosure release has been obtained.
CP09 Y * R	Award date	awddate	D--8 YYYYMMDD	42 -- 49	Date when award was conferred. This date should correspond to date used for determining inclusion in a given year's IPEDS Completion Survey .
CP10 Y * P	Alternate ID	altid	C--10	50 -- 59	Unique (non-SSN) Student ID of college's choice, or sequential record number within this submission file . Z-fill at left if the ID you provide is not 10 characters long.

Element #	Element Name	Field Name	Field Type & Length	Start/End Position	Description
CP10					<p>The purpose of this field is to help college staff locate problematic records by displaying it on error reports generated by the OCCURS data intake process.</p> <div data-bbox="386 310 1835 529" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Y = Yes, required data element</p> <p><b>Data Sources:</b>  T = Data that is self-reported by student each term      A = Data that is self reported by student at admission/intake  * = College produces/calculates, or derives this data      O = OCCURS supplies</p> <p><b>Defaults:</b>  P = Defaults to previous term value if no current value      N = No default, blank or unknown if no current value  C = Constant, does not change      R = Current value must be provided</p> </div>

# OCCURS Data Element Description

Element ID ——— CP01

Completion Table: CP01

Element Name ——— Institution Code

Field Name ——— icode

Data Type ——— C

Field Length ——— 4

Position ——— Starts at [ 1] -- Ends at [ 4]

Defaults ——— [ C ] = Constant, does not change

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— colleges

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

SUBMIT ALPHA INSTEAD OF NUMERIC CODES

BM...Blue Mountain

CE...Central Oregon

CH ...Chemeketa

CL ...Clackamas

CT...Clatsop

CG ...Columbia Gorge

LA...Lane

LB...Linn Benton

MH...Mt Hood

OC ...Oregon Coast

PO...Portland

RO...Rogue

SW...Southwestern

TB...Tillamook Bay

TV...Treasure Valley

UM...Umpqua

### Definition:

All OCCURS records contain this code.

Two character college letter designator followed by optional two-character subcategory (e.g. SK = Skills Center.)

If optional subcategory not necessary, fill with 00. (see Validation Table).

# OCCURS Data Element Description

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Element ID ——— CP02

Completion Table: CP02

Element Name ——— Student ID

Field Name ——— stid

Data Type ——— C

Field Length ——— 9

Position ——— Starts at [ 5] -- Ends at [ 13]

Defaults ——— [ C ] = Constant, does not change

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— Student

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Student ID (SSN or generated number: 9-digits)

Matches student term unit records in most cases.

May not be blank.

### Definition:

**Student Social Security Number as previously reported to OCCURS in Student table or ID Change table.**

**If student has not been enrolled since before 1994-95 (first year of OCCURS), but graduated this year, submit anyway.**

# OCCURS Data Element Description

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Element ID ——— CP03

Completion Table: CP03

Element Name ——— Program CIP+2

Field Name ——— pcip

Data Type ——— C

Field Length ——— 8

Position ——— Starts at [ 14] -- Ends at [ 21]

Defaults ——— [ C ] = Constant, does not change

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— Program

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

CIP Code + OCCURS extension + College extension of program this student completed this year.

Must link to a record in the Program file

May not be blank or Z-fill.

IMPORTANT: New values have been added for 7th digit - see Section XV, Appendix C, Page 6

### Definition:

**CIP Code of program completed + OCCURS extension + College extension.**

**Must have a matching code in the Program file, and will probably coincide with Student Major in the most recent term student file.**

**IMPORTANT: New values have been added for 7th digit - see Section XV, Appendix C, Page 6**

# OCCURS Data Element Description

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**Element ID** ————— CP04

**Completion Table:** CP04

**Element Name** ————— Program Completion Date

**Field Name** ————— pend

**Data Type** ————— C

**Field Length** ————— 6

**Position** ————— Starts at [ 22] -- Ends at [ 27]

**Defaults** ————— [ R ] = Current value must be provided

**Data Source** ————— [ \* ] = College produces/calculates, or derives this data

**Validation Table** ——— None

**Required** ————— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** YYYYMM

4-digit year and 2-digit month of program completion.

May not be blank or Z-fill.

**Definition:**

**Year and month student completed this program.**

# OCCURS Data Element Description

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Element ID ——— CP05

Completion Table: CP05

Element Name ——— Type of Completion

Field Name ——— cmptype

Data Type ——— C

Field Length ——— 1

Position ——— Starts at [ 28] -- Ends at [ 28]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Type of program completion:

F = Full completion (award as specified in program file)

P = Partial completion (as defined by Professional/Technical Committee)

May not be blank or Z-fill.

### Definition:

**Perkins partial completers ("P" records) will be added at OCCURS.**

**Other types of completions may be added in the future.**

# OCCURS Data Element Description

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**Element ID** \_\_\_\_\_ CP06

**Completion Table:** CP06

**Element Name** \_\_\_\_\_ DELETED 09/10 by OSC - was Academic year

**Field Name** \_\_\_\_\_ blank1

**Data Type** \_\_\_\_\_ C

**Field Length** \_\_\_\_\_ 4

**Position** \_\_\_\_\_ Starts at [ 29] -- Ends at [ 32]

**Defaults** \_\_\_\_\_ [ C ] = Constant, does not change

**Data Source** \_\_\_\_\_ [ \* ] = College produces/calculates, or derives this data

**Validation Table** \_\_\_\_\_ None

**Required** \_\_\_\_\_ [ N ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:**

**Definition:**

**2009-10: Was Academic Year - now obsolete. Please fill with 4 blanks.**

# OCCURS Data Element Description

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Element ID ——— CP07

Completion Table: CP07

Element Name ——— Record Date

Field Name ——— recdate

Data Type ——— D

Field Length ——— 8

Position ——— Starts at [ 33] -- Ends at [ 40]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** YYYYMMDD

4-digit year + month + day

**Definition:**

**Date of creation of this file submission. May not be blank.**

# OCCURS Data Element Description

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**Element ID** \_\_\_\_\_ CP08

**Completion Table:** CP08

**Element Name** \_\_\_\_\_ Student ID Type

**Field Name** \_\_\_\_\_ idtype

**Data Type** \_\_\_\_\_ C

**Field Length** \_\_\_\_\_ 1

**Position** \_\_\_\_\_ Starts at [ 41] -- Ends at [ 41]

**Defaults** \_\_\_\_\_ [ P ] = Defaults to previous value if no current value

**Data Source** \_\_\_\_\_ [ \* ] = College produces/calculates, or derives this data

**Validation Table** \_\_\_\_\_ None

**Required** \_\_\_\_\_ [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

V = Valid Social Security Number

G = Generated number

### Definition:

**Identifies status of Student ID Number (SSN) submitted to OCCURS (see next element).**

**Do not send valid SSNs unless student disclosure release has been obtained.**

**"ID Change" Table will be used when necessary to change ID's from Generated to Valid, to rescind permission to use SSN, or to correct erroneous numbers.**

# OCCURS Data Element Description

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Element ID ——— CP09

Completion Table: CP09

Element Name ——— Award date

Field Name ——— awddate

Data Type ——— D

Field Length ——— 8

Position ——— Starts at [ 42] -- Ends at [ 49]

Defaults ——— [ R ] = Current value must be provided

Data Source ——— [ \* ] = College produces/calculates, or derives this data

Validation Table ——— None

Required ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

**Format and Coding:** YYYYMMDD

4 digit year+2digit month+2 digit day. If exact day is not available, use "15"

**Definition:**

**Date when award was conferred. This date should correspond to date used for determining inclusion in a given year's IPEDS Completion Survey .**

# OCCURS Data Element Description

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**Element ID** ——— CP10

**Completion Table:** CP10

**Element Name** ——— Alternate ID

**Field Name** ——— altid

**Data Type** ——— C

**Field Length** ——— 10

**Position** ——— Starts at [ 50] -- Ends at [ 59]

**Defaults** ——— [ P ] = Defaults to previous value if no current value

**Data Source** ——— [ \* ] = College produces/calculates, or derives this data

**Validation Table** ——— None

**Required** ——— [ Y ] (Y=field may not be blank) - (N=field may be blank in some records)

## Coding, Definition and Reference

### Format and Coding:

Any printable character (no spaces/blanks)

Z-fill at left

### Definition:

**Unique (non-SSN) Student ID of college's choice, or sequential record number within this submission file .**

**Z-fill at left if the ID you provide is not 10 characters long.**