

**COMPLETION TABLE
DEFINITIONS AND CODES FOR DATA ELEMENTS
IN THE SBCTC DATA WAREHOUSE
10/03/07**

Completions Table: One record per DW_KEY, College, Year, Quarter and Degree_Num. If a student receives more than one degree or certificate at a college during a particular year quarter or academic year, that student's DW_KEY appears more than one time (once for each degree_num).

The Completions table is updated quarterly by data provided by the colleges through process SR1280J. This process identifies students enrolled during the previous eight quarters and extracts transcript and related data from the college Transcript database including the TRAN-DEGREE-D table. One final run is also processed at the end of the academic year approximately one month after the Spring quarter data is processed. This final run allows for colleges to make revisions to records for the academic year.

Cascadia College was added to the Data Warehouse starting in Fall Quarter, 2000. They also are present in Fall Quarter 1999 with student funded enrollments only.

Pierce was split into two colleges, Fort Steilacoom and Puyallup, in the Data Warehouse in Summer Quarter 2001

DW_KEY A unique identifier assigned to each student upon first contact with the community and technical college system. The identifier is retained by the person throughout their association with the system and is uniform across all student related tables in the SBCTC Data Warehouse. DW_KEY is based on social security number. If the social security number is not present, then DW_KEY is based on SID.
Data Type: text
Size: 10
Allow Nulls: No

COLLEGE The three digit college code.
Data Type: text
Size: 3
Allow Nulls: No

YEAR A three digit code representing the year in which an award is granted, i.e., 989 for academic year 1998-99.
Data Type: text
Size: 3
Allow Nulls: No

QUARTER A one character code for the academic quarter in which an award is granted
Data Type: text
Size: 1
Allow Nulls: No
Valid Codes are:
1 Summer 3 Winter
2 Fall 4 Spring

DEGREE_NUM A two character field that uniquely identifies the degree.
Data Type: text
Size: 2
Allow Nulls: No

EXIT_CD
Data Type: text
Size: 1
Allow Nulls: Yes

The type of award that the student received. A student may have multiple awards or exit codes during a particular quarter or year.

Valid codes are:

- 1 Associate Degrees
Includes but not limited to:
Associate in Arts (AA or DTA Degrees),
Associate in Technical Arts (ATA Degrees)
- 2 Certificate, >= 90 credits or 1800 hours
- 3 Certificate, 45-89 credits or 900-1799 hours
- 4 Certificate, < 45 credits or 900 hours
- 5* Apprenticeship
- 6 High School Completion
- 7** GED Certificate
- 8 Not used by SBCTC (colleges may use Exit Code 8 for their own purposes to track records such as Honors, Merits, Multi-Occup, New Chance, Prep For Training, etc.)
- 9*** Unique Program Completion or Non-credit occupational training completion
- A Associate of Science – Transfer, Track 1 (AS Degree)
- B Associate of Science – Transfer, Track 2 (AS Degree)
- C Associate in Arts – Transfer Non-DTA
- D Associate in Arts – Transfer DTA
- E Associate in Elementary Education – DTA/MRP
- F Associate in Business – DTA/MRP
- G Associate in Math Education – DTA
- H Associate in Physics Education – AS-T Track 2
- I Associate in Chemistry Education – AS-T Track 1
- J Associate in Biology Education – AS-T Track 1
- K Associate in General Science Education – AS-T Track 1
- M Associate in Technology – DTA/MRP
- N Associate in Pre-Nursing – DTA/MRP
- O Associate in Bioengineering and Chemical Engineering – AS-T/MRP
- P Associate in Computer Engineering and Electrical Engineering – AS-T/MRP
- Q Associate in Mechanical, Civil, Aeronautical, Industrial and Materials Science Engineering – AS-T/MRP
- S Associate in Mechanical Engineering Technology – AS-T/MRP
- T Associate in Applied Science - T (AAS-T Degree)
- U Associate in Electronics Engineering Technology and Computer Engineering Technology – AS-T/MRP
- Z CTA - 45

*A file is received by SBCTC from L&I containing all Apprenticeship completers. The SSN's included in the file are matched to the Data Warehouse and anyone who is found to be enrolled in the system as a state-supported or contract-funded student during the past 3 years are processed and included in the Completions table. As of summer quarter 2001-02, the Apprenticeship completers are no longer included in the data warehouse completions table.

** SBCTC matches the SSN's from the GED database to the Data Warehouse and anyone who is enrolled in basic skills courses anytime in the past 2 years is processed and included in the Completions table. Colleges should not enter GED completers.

*** The intent of Exit Code 9 is to recognize job-specific completions, particularly non-credit certification courses. Exit Code 9 was created as part of the performance funding initiative specifically related to non-credit instruction. Although its use has expanded, it is not intended to be a catch-all for workforce completions. Even though a program may be an approved vocationally-oriented course of study with an EPC, Exit Code 9 is not appropriate for multi-occupational or non-specific completions such as Job Prep, Prep for Training, New Chance, and so forth.

AWARD_TYPE
Data Type: text
Size: 2
Allow Nulls: Yes

A one-character code describing the award type of the completion.

Valid Codes:

- 1 Other Completion exit_cd 6, 7 and Z
- 2 WorkForce Completion exit_cd 5 or 9
- 3 WorkForce Award exit_cd 1,2,3, 4 and T
and program_cip <> 24.0101
- 4 Academic Degree exit_cd 1 and program_cip 24.0101,

And alpha exit_cds except T and Z

DEGREE_TITLE The title of the degree awarded to the student. Prior to Academic Year 1997-98, these titles are not available in the Completions table.
Data Type: text
Size: 30
Allow Nulls: Yes

CENTER_CD The GED Testing Center where a GED was issued. It may or may not be a community or technical college. See the end of this document for a complete listing of codes.
Data Type: text
Size: 3
Allow Nulls: Yes

PROGRAM_CIP The Classification of Instructional Programs code which indicates the major or subject area of a course or program. It is derived from the Educational Program Code. See the TBL3 data set CIP-M, the Course Coding Manual, or the data warehouse table DW_REF_ENR.CIP for a complete listing of codes.
Data Type: text
Size: 6
Allow Nulls: Yes

PROGRAM_COMPL The first three characters of the Educational Program Code associated with the program that the student completes. Educational program code is required for all vocational students (Student intent F, G, H, J, and K). See page 4 for the Educational Program Code Guidelines.
Data Type: text
Size: 3
Allow Nulls: Yes

PROGRAM_SUFFIX The fourth character of the Educational Program Code associated with the program that the student completes.
Data Type: text
Size: 1
Allow Nulls: Yes

REC_CD Indicates where a record comes from—whether it comes from the college's TRAN database or from the system match with external agencies. GED database matches include all students who received a Community or Technical College GED and were present in the SBCTC Stuclass table with a Basic Skills course anytime up to two years prior to receiving the GED certificate. Apprenticeship L & I matches include all students who were included in the L & I Apprenticeship file and were also present in the SBCTC SMIS system anytime up to 3 years prior to being reported. The SBCTC does not use this code.
(do not use)
Data Type: text
Size: 1
Allow Nulls: Yes

Valid codes are:

S System Assigned
C College Assigned
G GED
A Apprenticeship L & I Match (since 94-95; system assigned prior to 94-95)

CITZ_STAT This field indicates whether a student is a US citizen, an Immigrant or refugee, or is living in the country on a visa.
Data Type: text
Size: 2
Allow Nulls: Yes

Valid codes are:

A1 DIPLOMAT
A2 Diplomat
B1 Temporary Visitor for Business
B2 Temporary Visitor for Pleasure
D ALIEN CREWMN SEA/AIR
E1 Treaty Trader, or Spouse/Child
E2 Treaty Investor, or Spouse/Child
F1 Student
F2 Spouse or Child of Student
G1 REP REC GOV & STF/I FM
H1 TEM WKR/MERIT & ABILITY
H2 Visitor
H4 DEP TEMP WORK/TRAIN
I MEDIA REP & SPS/CHLD
IM Permanent Resident or Immigrant

J1	Exchange Visitor
J2	Spouse or Child of Exchange Visitor
K1	Fiancée of US Citizen
K2	Child of Fiancée of US Citizen
L1	Intra Company Transfer
L2	Intra Company Transfer Dependent
M1	Vocational Student
M2	Child of Vocational Student
PP	PUBLIC INT PAROLE
R	RELIGIOUS WORKER
RF	Refugee
T	Temporary Legal Resident (new 8/87)
TD	DEP OF CAN/MEX NAFTA
TN	CANADA/MEX BUS-NAFTA
Y	US Citizen
ZZ	Other (not supposed to use)
Blank	Not Reported

The SBCTC defines international students as citizenship status codes A2, F1, F2, H2, J1, J2, K1, K2, L1, L2, M1 or M2.

DISABILITY
Data Type: text
Size: 1
Allow Nulls: Yes

A one-character code to indicate if a student is reported as disabled. This data element is pulled from the last YRQ the student was enrolled.
Valid Codes:
Y Yes – reported a disability
N No – did not report a disability

ECON_DISAD
_IND
Data Type: text
Size: 1
Allow Nulls: Yes

A one-character code that indicates whether a student received need based financial aid in the year of enrollment. This data element is pulled from the last YRQ the student was enrolled.
Valid Code are:
Y Yes, the student is economically disadvantaged
N No, the student is not economically disadvantaged

ETH_ORIG
Data Type: text
Size: 1
Allow Nulls: Yes

The race/ethnic background of the student derived from the Census Race, Census Hispanic, and Citizenship Status Codes. This data element is pulled from the last YRQ the student was enrolled. As of Summer quarter 2003 this data element was replaced with race_cd.

The code crosswalk is as follows:

<u>Census Race</u>	<u>Census Hispanic</u>	<u>Ethnic Code</u>
600-699	Blank or 999	1 Asian or Pacific Islander
870-934	Blank or 999	2 African American
001-599, 935-949	Blank or 999	3 Native American
Any	Not Blank or 999	4 Hispanic
800-869	Blank or 999	6 White
700-799, 950-998	Blank or 999	0 Other Race
Any	Any	7 International Student
Blank	Blank or 999	Blank

RACE_CODE
Data Type: text
Size: 10
Allow Nulls: Yes

A one-character code representing the student's race or ethnic origin derived during the quarterly Data Warehouse re-engineering process based on the census_race_cd, census_race_cd2 and census_hisp_cd collected from the student at time of Admission and Registration. This data element is pulled from the last YRQ the student was enrolled.

The code crosswalk is as follows:

Race Code	Census Race 1	Census Race 2
1 Asian	600-652, 976, 977, 979-982, 985	998 or 999 or Blank
2 African American	870-934, 972	998 or 999 or Blank
3 American Indian	000-599, 935-970, 973-975	998 or 999 or Blank

4	Hispanic	700-748	Any
5	Pacific Islander	681-699, 978, 983, 984	998 or 999 or Blank
6	White	800-869, 971	998 or 999 or Blank
7	Native Hawaiian or Other Pacific Islander	653-680	998 or 999 or Blank
8	Alaska Native	015	998 or 999 or Blank
9	Multi-Racial	Not blank and Not 998 or 999	Not blank and Not 998 or 999 and Not equal to Census Race 1
0	Other Race Blank Not Reported	700-799, 986-997 Blank, 998 or 999	998 or 999 or Blank Blank, 998 or 999

SEX
Data Type: text
Size: 1
Allow Nulls: Yes

The gender of the student. This data element is pulled from the last YRQ the student was enrolled.
Valid codes are:
M Male
F Female
Blank Not Reported

SID
Data Type: text
Size: 9
Allow Nulls: Yes

A nine-character field used to uniquely identify a student. This identifier is assigned by the college SM system.

YRQ
Data Type: text
Size: 4
Allow Nulls: Yes

A four-character field that represents the concatenation of the year and quarter. Derived during SBCTC Data Warehouse re-engineering based on the year and quarter of the record.

Examples of Valid Codes:

YRQ	Year	Quarter	Definition
9891	989	1	Summer Quarter 1998
9902	990	2	Fall Quarter 1999
A013	A01	3	Winter Quarter 2000
A124	A12	4	Spring Quarter 2001

QTR_ADDED
Data Type: text
Size: 4
Allow Nulls: No

The four digit code identifying the source year/quarter for the Student_Degree record. This is the year/quarter when a record was first added to the SBCTC Student_Degree table.

AUDIT_TYPE This two digit data element is included in the AUDIT_LOG table and summarizes the type of error found during the quarterly processing. Valid codes are:

(Audit_Log table only)

Data Type: text

Size: 2

Allow Nulls: Yes

01	Missing Exit Code	Exit Code is blank
02	Missing or Invalid Program_CIP	Program_CIP is blank or CIP not found in Program Inventory table
03	Missing or Invalid Program_Compl	Program_Compl is blank or College is not approved to offer this program
04	Invalid Program_Compl	College no longer approved to offer this program
05*	Invalid Program_Compl	Not a valid program for completion. Program_Compl (EPC) < 100 or 791, 887, 888, 890, 893, 895, 896, 897, 898, 899, 990**
06	Invalid Year or Quarter	
07	Invalid use of Program_CIP 24.0101	Only for use with Academic Awards (Exit Code 1 and alpha Exit Codes except T and Z)

* AUDIT_TYPE 05 Invalid Program Completions examples:

EPC	CIP	CIP_TITLE
005	200101	COMPREHENSIVE HOME MAKING
010	200102	CHILD DEV/PARENT ED PROGS
025	200106	FAMILY HEALTH
030	200107	FAMILY RELATIONS
791	510998	INDUSTRIAL FIRST AID
887	549994	PREPARATION FOR TRAINING
888	320190	--DELETED-- JOB ENTRY BASICS
890	320192	--DELETED-- BASIC MOTOR SKILLS
893	320107	--DELETED-- BASIC SKILLS CAREER EXPLORATION
895	549999	MULTI-OCCUP/SPECIALTY PROG
895	980002	MULTI-OCCUP/SPECIALTY PROG
896	269998	SCIENCE
897	239998	ENGLISH-COMMUNICATIONS
898	370103	CAREER EXPLOR/DECISIONMKG
899	320191	--DELETED-- WORKPLACE BASICS
990**	549993	MULTI-OCC/SPECIALTY

** EPC 990 is approved for use with Exit Code 1, A or B for Renton, South Seattle and Spokane CC

EDUCATIONAL PROGRAM CODE GUIDELINE
(for college-specific coding)
SBCTC May 2001

Colleges may use the four-digit EPC code for their college specific purposes (academic or pre-college programs), but certain codes must be used only for their designated purpose. The following codes are off limits for any but the designated purposes:

Vocational Home and Family Life Programs

005?	030?
010?	035?
015?	040?
020?	045?
025?	050?

("?" represents any letter or number or symbol in the fourth position)

Approved Vocational Programs

101? thru 999? and WXX? (where XX are numeric codes and ? represents any letter/number/symbol in the fourth position) The WXX? series is new this year to accommodate EPC codes for expected new CIP codes. (Be sure to use these code for any job preparatory student – other codes such as WRT will result in the student not being recognized as being in a vocational program. Be sure NOT to use any of these for academic or pre-college programs.)

Transfer by Major (use these combinations only for representing transfer institutions and majors) The first two characters of the EPC designate the intended transfer institution. The second two characters designate the actual major area.

TRANSFER INSTITUTION (first two characters)

Public Four-Year Institutions		Private/Independent Four-Year Institutions	
CW	Central Washington University – Main	BC	Bastyr College
CL	Central Washington University – Lynnwood	CU	City University
CS	Central Washington University – Steilacoom	CC	Cornish College of the Arts
CN	Central Washington University – Wenatchee	GU	Gonzaga University
CY	Central Washington University – Yakima	HC	Heritage College
SC	Central Washington University – Sea Tac	NW	Northwest College
EP	Eastern Washington University – Spokane	NI	Northwest Indian College
EW	Eastern Washington University	PL	Pacific Lutheran University
ES	The Evergreen State College	SM	St Martin’s College
ET	The Evergreen State College – Tacoma	SP	Seattle Pacific University
PS	Portland State University	SU	Seattle University
UW	University of Washington – Main	UP	University of Puget Sound
UT	University of Washington – Tacoma	WC	Walla Walla College
UB	University of Washington – Bothell	WH	Whitman College
UE	University of Washington – Evening	SI	Whitworth College
WU	Washington Sate University – Main	UD	Undecided
WT	Washington Sate University – Tri-		

	Cities		
WS	Washington Sate University – Spokane		
WV	Washington Sate University – Vancouver		
WW	Western Washington University		
WE	Western Washington University – Extension Program		
UD	Undecided		

MAJOR AREA (last two characters)

AG	Agriculture and Natural Resources	HL	Health
AL	Arts and Letters	LA	Law
AT	Architecture	MS	Other/Miscellaneous
BU	Business	SC	Sciences
CS	Computer Sciences	SS	Social Sciences
ED	Education	UD	Undecided
EN	Engineering and related technology		

Any code not listed above such as AA?? or AAS? or 001? or 100? can be used for college specific purposes for academic or pre-college programs.

Guidelines for Indicating Program Completion Community and Technical College Post-Secondary and High School-Level Awards

Prepared by SBCTC, September 2001

The SBCTC authorizes community and technical colleges to award various degrees and certificates as official indicators of post-secondary program completion and the high school diploma as a high school-level award. Colleges are to identify each such award in the common administrative system using Exit Codes and specific CIP codes (or the related Educational Program Code). In addition, SBCTC requires that colleges identify completion of federal apprentice programs and alternative certifications and completion of individually tailored workforce programs in the same common administrative system, again using Exit Codes and specific CIP codes (or the related Educational Program Code)¹.

- An **associate of arts degree** including the Direct Transfer Agreement (DTA) (<http://www.icrc.wvu.edu/guidelines/aasguidelines.html>) degree, degrees designed for pre-majors in various fields and general liberal arts degrees. **Required coding:** Exit Code 1 and no educational program code/CIP or CIP 240101 or an unique educational program code containing alpha characters in any of the first 3 positions or numbers less than 005? (“?” represents any letter or number or symbol in the fourth position)².
- An **associate of science** degree in biological sciences, environmental/resource sciences, chemistry, geology, and earth science (see <http://www.icrc.wvu.edu/guidelines/assocscience1.html>). **Required coding:** Exit Code A and no educational program code/CIP or CIP 240101 or an unique educational program code containing alpha characters in any of the first 3 positions or numbers less than 005? (“?” represents any letter or number or symbol in the fourth position).
- An **associate of science** degree in engineering, computer science, physics, and atmospheric sciences (see <http://www.icrc.wvu.edu/guidelines/assocscience2.html>). **Required coding:** Exit Code B and no educational program code/CIP or CIP 240101 or an unique educational program code containing alpha characters in any of the first 3 positions or numbers less than 005? (“?” represents any letter or number or symbol in the fourth position).
- An **associate degree in a technical field** (Note – A proposal is currently under review that would identify two types of technical degrees – one with a specific minimum of general education courses identical to those required for the DTA (see above) and the other with no required minimum of such courses. If the proposal is approved, the exit code requirement will be updated. It is likely that the degrees will be coded C and D or some similar alphabetic code) **Required coding:** Exit Code 1 and a specific educational program code/CIP approved as the code for the specific degree area. See <http://www.workforceed.com/docs/ccPrograms.html> for information on the approval process.
- A certificate of 2 years or longer (≥ 90 credits or 1,800 hours) for completion of an occupational program. **Required coding:** Exit Code 2 and a specific educational program code/CIP approved as the code for the specific degree area. See <http://www.workforceed.com/docs/ccPrograms.html> for information on the approval process.
- A certificate of 1 to 2 years (45-89 credits or 900 to 1,799 hours) for completion of an occupational program. **Required coding:** Exit Code 3 and a specific educational program code/CIP approved as the code for the specific degree area. See <http://www.workforceed.com/docs/ccPrograms.html> for information on the approval process.
- A certificate of less than 1 year in length (<45 credits or <900 hours). **Required coding:** Exit Code 4 and a specific educational program code/CIP approved as the code for the specific degree area or for programs not requiring approval, an educational program that best describes the occupational field of study. See <http://www.workforceed.com/docs/ccPrograms.html> for information on the approval process.

¹ The year and quarter of the award is also required as part of the record system for each of these Exit Codes.

² Note that colleges may enter 4 characters, but only 3 characters (the first three) are used in the coding structure established by SBCTC for identification of workforce education programs.

- Federal apprenticeship completion. **Required coding:** Exit Code 5 and a specific educational program code/CIP approved as the code for the specific apprentice area. See <http://www.workforceed.com/docs/ccPrograms.html> for information on the approval process. Note that state apprentice completion identification is provided by the Department of Labor and Industries. Colleges are not required to identify such completions
- High school completion³. **Required coding:** Exit Code 6 and no educational program code/CIP or CIP 320205 or an unique educational program code containing alpha characters in any of the first 3 positions or numbers less than 005? (“?” represents any letter or number or symbol in the fourth position).
- Alternative certifications and completion of individually tailored workforce programs. See <http://www.sbctc.ctc.edu/Pub/PubPerform.htm> - “Exit Code 9- Alternative Certification” for more information. **Required coding:** Exit Code 9 and a specific educational program code that best describes the occupational field of study (must be an occupational area, and can not be “generic” codes such as codes less than 100, 791, 887, 888, 890, 895, 893, 896, 897, 898, 899 nor 990.)

● ³ Note that GED completion identification is provided by the SBCTC GED office and coded with Exit Code 7. Colleges are not required to identify such completions.

GED Testing Centers

Community or Technical College	Center Code	College Code
Bates Technical College	038	280
Bellevue Community College	004	080
Bellingham Technical College	055	250
Big Bend Community College	020	180
Centralia College	006	121
Centralia College East County	071	121
Clark College	040	140
Clover Park Technical College	037	290
Clover Park Vocational Ft. Lewis	060	290
Columbia Basin College	028	190
Edmonds Community College	009	230
Everett Community College	013	050
Garrett Heyns Education Center	034	123
Grays Harbor College	001	020
Green River Community College	002	100
Highline Community College	019	090
Lake Washington Technical College	017	260
Lower Columbia College	018	130
Monroe Center at Edmonds CC	080	230
North Seattle Community College	045	063
Olympic College	005	030
Olympic College Shelton	051	030
Peninsula College	030	010
Pierce College	036	110
Pierce College Education Center	070	110
Renton Technical College	032	270
SBCTC	025	890
Seattle Central Community College	033	062
Shoreline Community College	061	070
Skagit Valley College	021	040
Skagit Valley College Whidbey	057	040
South Puget Sound Community College	023	240
South Seattle Community College	053	064
Spokane Community College	059	171
Spokane Falls Community College	035	172
Spokane Community College Center Colville	072	171
Tacoma Community College	050	220
Walla Walla Community College	041	200
Walla Walla Community College Clarkston	007	200
Walla Walla CC Education Center	054	200
Wenatchee Valley College	042	150
Wenatchee Valley College North	026	150
Whatcom Community College	048	210
Yakima Valley College	043	160
Yakima Valley College Grandview	078	160

GED Testing Centers

Other Centers:	Center Code	College Code
Central Washington University	010	N/A
Clallam Bay Center	085	N/A
Colville Indian Agency	058	N/A
Colville Jr High School	008	N/A
GEDTS American	094	N/A
Goldendale High School	049	N/A
Goldendale Skills Center	081	N/A
Grandview High School	015	N/A
Green Hill Academic School	096	N/A
Heritage College	068	N/A
Highline Educational Foundation	077	N/A
John Marshall High School	084	N/A
Lake Roosevelt High School	014	N/A
Larch Corrections Center	087	N/A
Maple Lane High School	088	N/A
Medicine Creek Tribal College	086	N/A
Mission Creek Youth Camp School	066	N/A
Muckleshoot Training Center	083	N/A
Naselle Youth Camp School	089	N/A
Nooksack Valley High School	076	N/A
Northwest College	016	N/A
Northwest Indian College	082	N/A
Out of State	092	N/A
Peninsula School District	052	N/A
Quillayute Valley School District	074	N/A
Scriber Lake High School	069	N/A
Skagit Center	079	N/A
Skykomish Senior High School	075	N/A
Snoqualmie Testing Center	065	N/A
South Kitsap School District	029	N/A
St. Martin's College	024	N/A
Sunnyside High School	044	N/A
Toppenish High School	039	N/A
United Indians of All Tribes Foundation	064	N/A
US Armed Forces	090	N/A
VA Hospital at American Lake	091	N/A
WA Anderson School	067	N/A
Washington State University	031	N/A
Western Washington University	003	N/A
White Salmon School District	047	N/A
Yakima School District	063	N/A
Yelm School District	073	N/A