



**University Database Design and
Data Element Dictionary
V 2010.01**

Effective Fall 2010

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2.0 Introduction to the University Database Design and Data Element Dictionary

2.1 Overview:

The California Partnership for Achieving Student Success (*Cal-PASS*) is an initiative that collects, analyzes and shares student data in order to track performance and provide data for informed decision making for the improvement of curriculum alignment and the resulting student success from elementary school through university. Cal-PASS represents a new approach to improving education. The program began in the San Diego/ Imperial county area and has expanded with the development of multiple consortia throughout the state. Cal-PASS consortia members are from the K-12 system, community colleges and universities.

The Cal-PASS data system consists of a number of tables designed to collect and organize information on students, their enrollments, assessments and their achievement. This information is used to give faculty and others specifics on how well prepared their students are for the next level of instruction, to better align inter-segmental curriculum, to increase the communication between and among segments, to give a clearer picture of transfer students and more.

This is a companion document to the *Cal-PASS University User Guide*. Both documents are intended to be used together while using and researching data with Cal-PASS. The Data Element Dictionary details each data file that makes up the core submission:

- Student Data
- Course Enrollment Data
- Award Data

The User Guide provides the technical process used to validate, submit, and download these data files. To request a copy of the User Guide, please contact help@calpass.org.

2.2 Database Design:

The database design consists of a set of related tables/files (student file, course enrollment file, award file, assessment file). A separate set of tables exists for each segment (K12, Community College and University) in the Cal-PASS database and each table contains clearly defined data elements and formats for each element. These tables contain the “core” Cal-PASS dataset. Additional elements may be collected and are titled “Custom files”. The definition of the file layout for these optional files is determined by the individual member district.

2.3 Performing the records match:

There are several fields included in the Cal-PASS dataset that may be used for matching.

Social Security Number: This is the first and most reliable match.

Derived key 1: If the SSN is not available, the derived key 1 is used. This key is created using an algorithmic formula during validation. This key is most reliable within regions. Use of this key with extremely large datasets may result in false matches.

Derived key 2: The derived key 2 uses the same algorithm as the derived key 1 with the addition of the school of origin.

Statewide Student Identifier: By Spring 2006, all K-12 students in California were required to have a unique CSIS Number. This field should be used for matching students within the K-12 segment (middle school students in one district to high school in another district, for example).

Note: The core table for all segments is the student table and it carries the fields above. The other tables (course, award) link to the student table via the school ID, academic year or term ID and the Student ID. For this reason, the student data file MUST ALWAYS be validated first. If not, the other data files will error on every record due to un-matched reference keys.

2.4 Data Submission:

All data are validated locally via the Cal-PASS Data Validation Program prior to submission. The program and its instructional user guide are available for download at <http://www.calpass.org/Data/Default.aspx>. The validation program checks the field values, assists with the creation of the K-12 STAR and CAHSEE files, encrypts any student identifier and puts the data files into a format which can be uploaded to the Cal-PASS database. The validated files are placed in **C:\Program Files\Cal-PASS Validator\Uploads**.

Submissions should be in accordance with this DED ([see section on data format below](#)).

- **Initial data submission:** 5 academic years of data (if possible).
- **Continuing annual submission:** 1 academic year of data submitted after the year has been completed and the records have been closed. You will be notified of data submission dates and procedures for submission.

K-8 districts: Participants submit four files: student file, course enrollment file, STAR file and transmittal file (tells the system how many records are in the submission).

K-12 districts or HS districts: Participants submit six files: student file, course enrollment file, award file, STAR file, CAHSEE file and transmittal file.

Universities: Institutions submit four files: student file, course enrollment file, award file and transmittal file. Each file should contain data for all terms included in the academic year (and for multiple years for initial submission).

Community Colleges: The California Community College Chancellor's Office of Management Information Services (MIS) will submit all community college data annually. Occasionally, Cal-PASS will follow-up with an individual community college district when the MIS dataset is missing something from their records.

2.5 File Names:

Prior to data submission, the data files are checked by the Cal-PASS Validation Program. This program is available on the Cal-PASS website. The Validation Program looks for files named using the following naming convention:

Format: T99999.txt

Where T = Type of file (S = Student file, C = Course enrollment file, A = Award file, D=STAR, E=CAHSEE, T = Transmittal file)

99999= 5 digit district code (positions 3 – 7 of the CDS code)

Example: C68130K.txt is the file name for the course file from Grossmont Union High School District.

2.6 Data Format:

All input files are in a comma delimited format and do not use quoted identifiers. Because the data files are comma delimited, it is imperative that there are no commas in any data field. Contact help@calpass.org if you are unable to submit data using this format.

2.7 Reporting Domain:

Submit one record in the student data file for every student who was enrolled during each term of the academic year and received a grade in at least one course OR received an academic award (degree, certificate, etc.).

Annual submissions are for the prior academic year. Example: the data submission for fall 2009 is for the 2008–09 Academic Year and contains all students enrolled during the summer 2008, fall 2008, or spring 2009 term. If a student attends two schools during the term, there will be two student records, each reflecting the school of enrollment. The course file will contain their course records from each of the schools.

Submit one record in the course file for every course in which a student was enrolled and received a grade during the academic year. There may be a many-to-one correspondence of course records to student records.

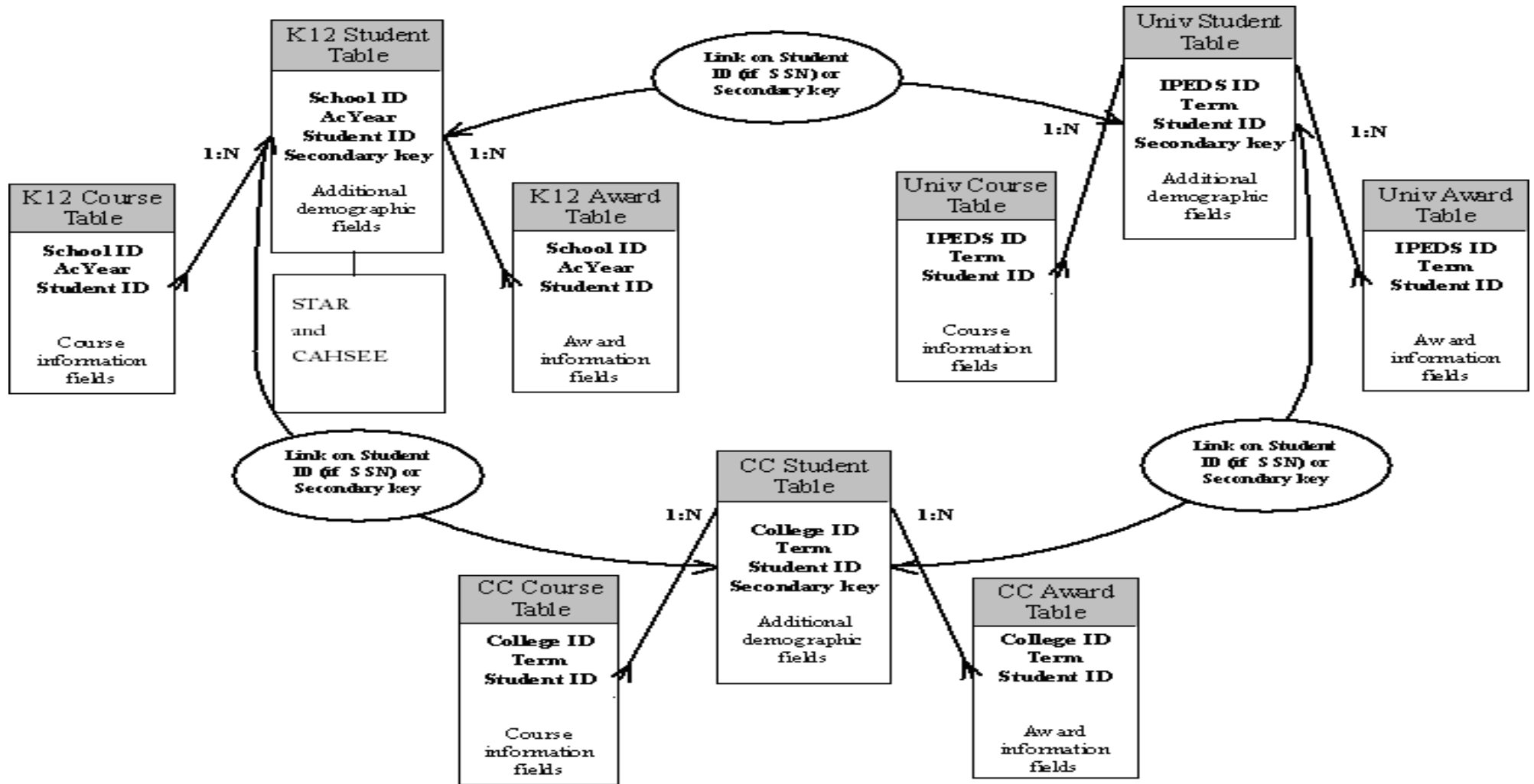
Submit one record in the award file for every degree or certificate awarded to a student during any term within the academic year. This file may have many records or one record per student record.

2.8 Cal-PASS Entity Relationships

On the next page, you can see a flowchart, illustrating how the data submissions are connected for inter-segmental analysis.

Cal-PASS Entity Relationships

Primary Tables Only



3.0 History of Changes

| Field, etc. | Revision Date | Data Element Name | Description of Change |
|-------------|---------------|-------------------------|---|
| UNS11 | 5/7/2004 | Institution Origin Code | Added XXXXXX as unknown value |
| UNA1 | 5/11/2004 | Degree Type | Additional post-baccalaureate degree codes |
| UNS15 | 9/1/2004 | Student level | Added X as unknown value |
| UNS14 | 7/1/2005 | Enrollment status | Added new valid codes |
| UNS15 | 7/1/2005 | Student level | Added codes for postgraduate and special admit |
| UNS09 | 9/1/2010 | Ethnicity | Redefined ethnic reporting to fields UNS24 to UNS25. To maintain integrity with prior years' data, field will remain but be left blank in all future submissions. |
| UNS24 | 9/1/2010 | Hispanic Ethnicity | Added |
| UNS25 | 9/1/2010 | Multiple Ethnicity | Added |

4.0 Instructions for Student Data File

4.1 Data Field Names

| Cal-PASS Field Number | Cal-PASS Field Name | Max Field Size |
|-----------------------|----------------------|----------------|
| N/A | <u>Derived Key 1</u> | 15 |
| N/A | <u>Derived Key 2</u> | 21 |

These two fields are not present until the file has been validated. If you are creating a new student data file, please start with field K12S1.

| | | |
|--------|--------------------------------|-----|
| UNS01 | <u>Institution ID</u> | 6 |
| UNS02 | <u>Year Term</u> | 5 |
| UNS03 | <u>Student ID</u> | 9 |
| UNS04 | <u>ID Status</u> | 1 |
| UNS05 | <u>CSIS ID Number</u> | 10 |
| UNS06 | <u>Partial First Name</u> | 3 |
| UNS07 | <u>Partial Last Name</u> | 3 |
| UNS08 | <u>Gender</u> | 1 |
| UNS09 | <u>BLANK</u> | N/A |
| UNS10 | <u>Date of Birth</u> | 8 |
| UNS11 | <u>Institution Origin Code</u> | 6 |
| UNS12 | <u>Admission Basis Code</u> | 2 |
| UNS13 | <u>Major</u> | 6 |
| UNS 14 | <u>Enrollment Status</u> | 1 |
| UNS15 | <u>Student Level</u> | 1 |

| | | |
|-------|----------------------------------|----|
| UNS16 | <u>Term Units Earned</u> | 5 |
| UNS17 | <u>Term GPA</u> | 3 |
| UNS18 | <u>Total Campus Units Earned</u> | 5 |
| UNS19 | <u>Cumulative GPA</u> | 3 |
| UNS20 | <u>Total Units Earned</u> | 5 |
| UNS21 | <u>Total Units Enrolled</u> | 5 |
| UNS22 | <u>Transfer GPA</u> | 3 |
| UNS23 | <u>Transfer Units Earned</u> | 5 |
| UNS24 | <u>Hispanic Ethnicity</u> | 1 |
| UNS25 | <u>Multiple Ethnicity</u> | 10 |

4.2 Field Notes

| Field | Field Name | Description |
|-------|-----------------------|--|
| N/A | <u>Derived Key 1</u> | <p>The first alternate method of matching student-course-award-assessment records, used if the SSN is not available. This key is most reliable within regions. Use of this key with extremely large data sets may result in false matches.</p> <p>This field is not present in the original data extract, but is only present in the validated file. The Cal-PASS validator will create this key using the first 3 letters of the first name, the first 3 letters of the last name, the student's birth date and gender.</p> |
| N/A | <u>Derived Key 2</u> | <p>The second alternate method of matching student-course-award-assessment records, used if the SSN is not available. This key is most reliable within regions. Use of this key with extremely large data sets may result in false matches.</p> <p>This field is not present in the original data extract, but is only present in the validated file. The Cal-PASS validator will create this key using the school code, the first 3 letters of the first name, the first 3 letters of the last name, the student's birth date and gender.</p> |
| UNS01 | <u>Institution ID</u> | <p>The IPEDs ID code for the applicable post-secondary institution. See Appendix A for IPEDs codes for CA community colleges, CSU campuses, UC campuses and private CA colleges.</p> |

| | | |
|-------|-----------------------|---|
| UNS02 | <u>Year Term</u> | <p>Calendar year and term, shown as YYYYT where as YYYY is the year and T is the term.</p> <p>1 – Fall 2 – Winter 3 – Spring 4 – Summer 5 – Continuous</p> <p>Example: Academic year 2006-2007 begins in summer and ends at the end of the spring term with the following terms included: 20064 – summer of 2006, 20061 – fall of 2006, 20072 – winter of 2007, 20073 – spring of 2007</p> |
| UNS03 | <u>Student ID</u> | <p>The SSN is the primary field used for tracking groups of students to the next educational level. Submission of this field provides the most successful matching of student records and ensures the optimal use of Cal-PASS data for analysis</p> <p><u>This field is encrypted by the Cal-PASS validator program before data submission. SSNs are never transmitted or stored in the Cal-PASS database.</u></p> <p>If no SSN is available, a locally assigned student ID may be submitted. Field UNS04 defines which number is used in this field.</p> |
| UNS04 | <u>ID Status</u> | <p>Defines the student ID (UNS03) value. S = UNS3 is a Social Security Number, C = UNS3 is a locally assigned ID</p> |
| UNS05 | <u>CSIS ID Number</u> | <p>Unique identification number for the student assigned to or by the first California district in which the student is enrolled in accordance with CSIS established standards. Enter all X's if unavailable.</p> |

| | | |
|-------|--|---|
| UNS06 | <u>Partial First Name</u> | <p>First 3 letters of the first name. Do not include punctuation; eliminate the punctuation and take the next character. Example: O'Malley would be shown as OMA.</p> <p>If name is 1 or 2 letters only, use \$ as a place holder. Example: Li would be entered as LI\$</p> |
| UNS07 | <u>Partial Last Name</u> | <p>First 3 letters of the last name. Do not include punctuation; eliminate the punctuation and take the next character. Example: O'Malley would be shown as OMA.</p> <p>If name is 1 or 2 letters only, use \$ as a place holder. Example: Li would be entered as LI\$</p> |
| UNS08 | <u>Gender</u> | Student's gender. |
| | F – Female M – Male X – Unknown/Unreported | |
| UNS09 | <u>BLANK</u> | This field must be included and it must be blank. |
| UNS10 | <u>Date of Birth</u> | Student's date of birth. Shown as CCYYMMDD. Example: January 1, 1999 would be shown as 19990101. |
| UNS11 | <u>Institution Origin Code</u> | IPEDs code of prior institution. Enter XXXXXX if unknown. |

| | | |
|--------|---|---|
| UNS12 | <u>Admission Basis Code</u> | <p>A code, which identifies how a student was admitted to the reporting campus under requirements, defined in Title 5 of the California Code of Regulations or in Executive Orders of the chancellor. For undergraduates, the code will indicate the original basis for admission and will not change providing the student remains an undergraduate at that campus. A new code should be assigned if the student applies and is admitted to the campus as a post-baccalaureate or graduate student.</p> <p><u>Note:</u> For returning students - if the applicant is not admitted, the Admission Basis Code should be blank.</p> <p>See Appendix C for C SU, UC, and National University. Enter XX if unknown.</p> |
| UNS13 | <u>Major</u> | CIP Major code. Enter XXXXXX if unknown. |
| UNS 14 | <u>Enrollment Status</u> | Student's current enrollment status. See Appendix D for complete definition of each code. |
| | <ul style="list-style-type: none"> 1 – Continuing student 2 – Returning Student 3 – New Transfer 4 – First-Time Student 5 – Returning Transfer 6 – Graduate 7 – Other | |
| UNS15 | <u>Student Level</u> | Student's grade level. |
| | <ul style="list-style-type: none"> 1 – Freshman (0 to 44.9 quarter units or 0 to 29.9 semester units) 2 – Sophomore (45.0 to 89.9 quarter units or 30.0 to 59.9 semester units) 3 – Junior (90.0 to 134.9 quarter units or 60.0 to 89.9 semester units) 4 – Senior (135.0 or more quarter units or 90 semester units) S – Special L – Limited P – Post baccalaureate | |

| | | |
|-------|----------------------------------|---|
| UNS16 | <u>Term Units Earned</u> | Term units earned this term. Enter 999.99 if unknown. |
| UNS17 | <u>Term GPA</u> | GPA this term. Enter 9.99 if unknown. |
| UNS18 | <u>Total Campus Units Earned</u> | Total units earned at this institution. Enter 999.99 if unknown. |
| UNS19 | <u>Cumulative GPA</u> | GPA for all college work. Enter 9.99 if unknown. |
| UNS20 | <u>Total Units Earned</u> | Total units earned to date. Enter 999.99 if unknown. |
| UNS21 | <u>Total Units Enrolled</u> | Total units enrolled to date. Enter 999.99 if unknown. |
| UNS22 | <u>Transfer GPA</u> | GPA earned at prior institutions of enrollment. Enter 9.99 if unknown. |
| UNS23 | <u>Transfer Units Earned</u> | Total units earned at prior institutions of enrollment. Enter 999.99 if unknown. |
| UNS24 | <u>Hispanic Ethnicity</u> | Does the student possess Hispanic ethnicity? Mark Y for Yes or N for No or U for Unknown/Unreported. |
| UNS25 | <u>Multiple Ethnicity</u> | The student's ethnic background. The Cal-PASS Validator will convert the UC and CSU ethnicity codes to the Cal-PASS codes. Please see Appendix B for details. Leave field blank if Unknown/Unreported. |

4.3 Error Values

| Field | Field Name | Description |
|-------|---------------------------|--|
| N/A | <u>Derived Key 1</u> | N/A The validator creates this code value. |
| N/A | <u>Derived Key 2</u> | N/A The validator creates this code value. |
| UNS01 | <u>Institution ID</u> | Any blank, special, or alpha character or number sequence except a valid IPEDs code. |
| UNS02 | <u>Year Term</u> | Any blank, special, or alpha character or number sequence that is not in the proper format: YYYYT. Example: Academic year 2006-2007 begins in summer and ends at the end of the spring term with the following terms included: 20064 – summer of 2006, 20061 – fall of 2006, 20072 – winter of 2007, 20073 – spring of 2007 |
| UNS03 | <u>Student ID</u> | Any blank, alpha or special character or number sequence not in a valid SSN format. Do NOT show dashes. Example: Valid SSNs are 9 digit numbers made up of 3 sections XXX-XX-XXXX. A valid SSN cannot have all zeroes in one section. 1230045678 would be an invalid SSN. No format requirements for a locally assigned student ID number. |
| UNS04 | <u>ID Status</u> | Any character (blank, special, alpha, or number) except C or S. |
| UNS05 | <u>CSIS ID Number</u> | Unique identification number for the student assigned to or by the first California district in which the student is enrolled in accordance with CSIS established standards. Enter all X's if unavailable. |
| UNS06 | <u>Partial First Name</u> | Any blank or number character or special character except \$. Do not include punctuation; eliminate the punctuation and take the next character. Example: O'Malley would be shown as OMA. |

| | | |
|--------|----------------------------------|---|
| UNS07 | <u>Partial Last Name</u> | Any blank or number character or special character except \$. Do not include punctuation; eliminate the punctuation and take the next character. Example: O'Malley would be shown as OMA. |
| UNS08 | <u>Gender</u> | Any character (blank, special, alpha, or number) except F, M, or X. |
| UNS09 | <u>Ethnicity</u> | Any character (blank, special, alpha, or number) except A, B, F, H, N, O, P, W, or X. |
| UNS10 | <u>Date of Birth</u> | Any blank, special or alpha character or numeric sequence not entered in the correct format as shown: CCYYMMDD. Example: January 1, 1999 would be shown as 19990101. |
| UNS11 | <u>Institution Origin Code</u> | Any blank, special, or alpha character or number sequence except a valid IPEDs code. |
| UNS12 | <u>Admission Basis Code</u> | Any blank or special character. |
| UNS13 | <u>Major</u> | Any blank or special character or numeric sequence that is not a valid CIP code or alpha sequence that is not XXXXXX. |
| UNS 14 | <u>Enrollment Status</u> | Any character (blank, special, alpha, or number) except 1, 2, 3, 4, 5, 6, or 7. |
| UNS15 | <u>Student Level</u> | Any character (blank, special, alpha, or number) except 1, 2, 3, 4, S, L, or P. |
| UNS16 | <u>Term Units Earned</u> | Any blank, special or alpha character or numeric sequence not entered in the correct format as shown: XXX.XX. |
| UNS17 | <u>Term GPA</u> | Any blank, special or alpha character or numeric sequence not entered in the correct format as shown: X.XX. |
| UNS18 | <u>Total Campus Units Earned</u> | Any blank, special or alpha character or numeric sequence not entered in the correct format as shown: XXX.XX. |

| | | |
|-------|------------------------------|--|
| UNS19 | <u>Cumulative GPA</u> | Any blank, special or alpha character or numeric sequence not entered in the correct format as shown: X.XX. |
| UNS20 | <u>Total Units Earned</u> | Any blank, special or alpha character or numeric sequence not entered in the correct format as shown: XXX.XX. |
| UNS21 | <u>Total Units Enrolled</u> | Any blank, special or alpha character or numeric sequence not entered in the correct format as shown: XXX.XX. |
| UNS22 | <u>Transfer GPA</u> | Any blank, special or alpha character or numeric sequence not entered in the correct format as shown: X.XX. |
| UNS23 | <u>Transfer Units Earned</u> | Any blank, special or alpha character or numeric sequence not entered in the correct format as shown: XXX.XX.. |
| UNS24 | <u>Hispanic Ethnicity</u> | Any character except Y or N or U. |
| UNS25 | <u>Multiple Ethnicity</u> | For CSU: Any characters except 01, 02, 03, 04, 05 or BLANK For UC: Any character except Y or N or BLANK |

4.4 Sample Student Record

John Doe is a senior at San Diego State University during the spring, 2007, semester. His SSN is 123456789 and his CSIS ID number is 9876543210. His date of birth is April 1, 1987. His institution origination code is unknown. His major is Business Administration and he is enrolled as a continuing student. He earned 9.00 units this term with a 2.80 GPA. He has earned a total of 240 units at this institution, with a cumulative GPA of 2.75. He has enrolled in a total of 240 units to date with no units or GPA transferred. He is of Hispanic and African-American ethnicity.

UC:

```
122409,20073,123456789,S,X9876543210,JOH,DOE,M,,19870401,XXXXXX,,5202041,1,4,9.00,2.80,240.00,2.75,240.00,0.00,000.00,Y,YYNNNN
```

CSU:

```
122409,20073,123456789,S,X9876543210,JOH,DOE,M,,19870401,XXXXXX,,5202041,1,4,9.00,2.80,240.00,2.75,240.00,0.00,000.00,Y,02
```

5.0 Instructions for Course Data File

5.1 Data Field Names

| Cal-PASS Field Number | Cal-PASS Field Name | Max Field Size |
|-----------------------|-------------------------------|----------------|
| UNS01 | <u>Institution ID</u> | 6 |
| UNS02 | <u>Year Term</u> | 5 |
| UNS03 | <u>Student ID</u> | 9 |
| UNC01 | <u>Course Title</u> | 25 |
| UNC02 | <u>Course Abbreviation</u> | 8 |
| UNC03 | <u>Course Number</u> | 5 |
| UNC04 | <u>Course Number Suffix</u> | 2 |
| UNC05 | <u>Course Units Attempted</u> | 4 |
| UNC06 | <u>Course Grade</u> | 3 |

5.2 Field Notes

| Field | Field Name | Description |
|-------|-----------------------|--|
| UNS01 | <u>Institution ID</u> | The IPEDs ID code for the applicable post-secondary institution. See Appendix A for IPEDs codes for CA community colleges, CSU campuses, UC campuses and private CA colleges.. |
| UNS02 | <u>Year Term</u> | Calendar year and term, shown as YYYYT where as YYYY is the year and T is the term. 1 = Fall 2 = Winter 3 = Spring 4 = Summer 5 = Continuous Example: Academic year 2006-2007 begins in summer and ends at the end of the spring term with the following terms included: 20064 – summer of 2006, 20061 – fall of 2006, 20072 – winter of 2007, 20073 – spring of 2007 |
| UNS03 | <u>Student ID</u> | The SSN is the primary field used for tracking groups of students to the next educational level. Submission of this field provides the most successful matching of student records and ensures the optimal use of Cal-PASS data for analysis <u>This field is encrypted by the Cal-PASS validator program before data submission. SSNs are never transmitted or stored in the Cal-PASS database.</u> If no SSN is available, a locally assigned student ID may be submitted. |
| UNC01 | <u>Course Title</u> | Locally assigned course title. NOTE: Do not include any commas. |

| | | |
|-------|-------------------------------|--|
| UNC02 | <u>Course Abbreviation</u> | Abbreviation of department. |
| UNC03 | <u>Course Number</u> | Letters or number to distinguish course from other courses in the department. |
| UNC04 | <u>Course Number Suffix</u> | Further detail about the course. Enter XX if not applicable. |
| UNC05 | <u>Course Units Attempted</u> | Number of units received upon successful completion of the course in two digit decimal format: XX.XX . |
| UNC06 | <u>Course Grade</u> | The final mark earned by the student. Letter grade including + and – . |

5.3 Error Values

| Field | Field Name | Description |
|-------|-------------------------------|---|
| UNS01 | <u>Institution ID</u> | Any blank, special, or alpha character or number sequence except a valid IPEDs code. |
| UNS02 | <u>Year Term</u> | Any blank, special, or alpha character or number sequence that is not in the proper format: YYYYT. Example: Academic year 2006-2007 begins in summer and ends at the end of the spring term with the following terms included: 20064 – summer of 2006, 20061 – fall of 2006, 20072 – winter of 2007, 20073 – spring of 2007 |
| UNS03 | <u>Student ID</u> | Any blank, alpha or special character or number sequence not in a valid SSN format. Do NOT show dashes. Example: Valid SSNs are 9 digit numbers made up of 3 sections XXX-XX-XXXX. A valid SSN cannot have all zeroes in one section. 1230045678 would be an invalid SSN. No format requirements for a locally assigned student ID number |
| UNC01 | <u>Course Title</u> | Any value accepted except a comma. |
| UNC02 | <u>Course Abbreviation</u> | Any value accepted except a comma. |
| UNC03 | <u>Course Number</u> | Any value accepted except a comma. |
| UNC04 | <u>Course Number Suffix</u> | Any value accepted except a comma. |
| UNC05 | <u>Course Units Attempted</u> | Any alpha character. |
| UNC06 | <u>Course Grade</u> | Any number or special character except + or –. |

5.4 Sample Course Record

Below is a sample course record for the previous example student, John Doe. The course title is Advanced Business Management, the course abbreviation is BUSMGMT, the course number is 4000, with no course number suffix. He earned 3.00 units with a grade of B.

122409,20073,123456789,Advanced Business Management,BUSMGMT,4000,XX,3.00,B

6.0 Instructions for Degree Data File

6.1 Data Field Names

| Cal-PASS Field Number | Cal-PASS Field Name | Max Field Size |
|-----------------------|-----------------------|----------------|
| UNS01 | <u>Institution ID</u> | 6 |
| UNS02 | <u>Year Term</u> | 5 |
| UNS03 | <u>Student ID</u> | 9 |
| UNA01 | <u>Degree Type</u> | 1 |
| UNA02 | <u>Major 1</u> | 6 |
| UNA03 | <u>Major 2</u> | 6 |
| UNA04 | <u>Major 3</u> | 6 |
| UNA05 | <u>Award Date</u> | 8 |

6.2 Field Notes

| Field | Field Name | Description |
|-------|-----------------------|--|
| UNS01 | <u>Institution ID</u> | The IPEDs ID code for the applicable post-secondary institution. See Appendix A for IPEDs codes for CA community colleges, CSU campuses, UC campuses and private CA colleges. |
| UNS02 | <u>Year Term</u> | Calendar year and term, shown as YYYYT where as YYYY is the year and T is the term. 1 = Fall 2 = Winter 3 = Spring 4 = Summer 5 = Continuous Example: Academic year 2006-2007 begins in summer and ends at the end of the spring term with the following terms included: 20064 – summer of 2006, 20061 – fall of 2006, 20072 – winter of 2007, 20073 – spring of 2007 |
| UNS03 | <u>Student ID</u> | The SSN is the primary field used for tracking groups of students to the next educational level. Submission of this field provides the most successful matching of student records and ensures the optimal use of Cal-PASS data for analysis <u>This field is encrypted by the Cal-PASS validator program before data submission. SSNs are never transmitted or stored in the Cal-PASS database.</u> If no SSN is available, a locally assigned student ID may be submitted. |

| | | |
|-------|---|---|
| UNA01 | <u>Degree Type</u> | Type of degree earned. |
| | 1 – AA/AS | |
| | 2 – Bachelor of Arts (BA) | |
| | 3 – Bachelor of Science (BS) | |
| | 4 – Other Baccalaureate Degree | |
| | 5 – Certificate | |
| | 6 – Master | |
| | 7 – Professional Degree, Post – Baccalaureate | |
| | 8 – Doctoral Degree | |
| | 9 – Credential | |
| UNA02 | <u>Major 1</u> | 1 st Major of the degree earned. Must be a valid 6 digit CIP code. Enter XXXXXX if only Credential was earned. |
| UNA03 | <u>Major 2</u> | 2 nd Major of the degree earned. Must be a valid 6 digit CIP code. Enter XXXXXX if only Credential was earned. |
| UNA04 | <u>Major 3</u> | 3 rd Major of the degree earned. Must be a valid 6 digit CIP code. Enter XXXXXX if only Credential was earned. |
| UNA05 | <u>Award Date</u> | Date degree is awarded. Enter as CCYMMDD. Example: January 1, 1999, is represented as 19990101. |

6.3 Error Values

| Field | Field Name | Description |
|-------|-----------------------|--|
| UNS01 | <u>Institution ID</u> | Any blank, special, or alpha character or number sequence except a valid IPEDs code. |
| UNS02 | <u>Year Term</u> | Any blank, special, or alpha character or number sequence that is not in the proper format: YYYYT. Example: Academic year 2006-2007 begins in summer and ends at the end of the spring term with the following terms included: 20064 – summer of 2006, 20061 – fall of 2006, 20072 – winter of 2007, 20073 – spring of 2007 |
| UNS03 | <u>Student ID</u> | Any blank, alpha or special character or number sequence not in a valid SSN format. Do NOT show dashes. Example: Valid SSNs are 9 digit numbers made up of 3 sections XXX-XX-XXXX. A valid SSN cannot have all zeroes in one section. 1230045678 would be an invalid SSN. No format requirements for a locally assigned student ID number. |
| UNA01 | <u>Degree Type</u> | Any value (blank, special, alpha or number) except 1 – 9. |
| UNA02 | <u>Major 1</u> | Any value (blank, special, alpha or number) except a valid CIP code. |
| UNA03 | <u>Major 2</u> | Any value (blank, special, alpha or number) except a valid CIP code. |
| UNA04 | <u>Major 3</u> | Any value (blank, special, alpha or number) except a valid CIP code. |
| UNA05 | <u>Award Date</u> | Any value (blank, special, alpha or number) except a date within the academic year presented in the correct format: CCYYMMDD. |

6.4 Sample Degree Record

Below is an example Award record for the previous example student record, John Doe. He graduated with a Bachelors of Arts with a Business Management Major. He graduated June 1st, 2007.

122409,20073,123456789,2,5202041,XXXXXX,XXXXXX,20070601

Appendix A – Statewide IPEDs Codes

A.1 – IPEDs code for California Community Colleges

| | | | |
|--------|--|--------|------------------|
| 108667 | ALAMEDA | 113856 | EAST L.A. |
| 108807 | ALLAN HANCOCK | 113980 | EL CAMINO |
| 109208 | AMERICAN RIVER | 114266 | EVERGREEN VALLEY |
| 109350 | ANTELOPE VALLEY | 114433 | FEATHER RIVER |
| 109819 | BAKERSFIELD | 114716 | FOOTHILL |
| 109907 | BARSTOW | 114789 | FRESNO CITY |
| 110246 | BUTTE | 114859 | FULLERTON |
| 110334 | CABRILLO | 114938 | GAVILAN |
| 111434 | CANADA | 115001 | GLENDALE |
| 111461 | CANYONS | 115126 | GOLDEN WEST |
| 113953 | CENTERS FOR EDUCATION AND TECHNOLOGY | 115296 | GROSSMONT |
| 111887 | CERRITOS | 115393 | HARTNELL |
| 111896 | CERRO COSO | 115861 | IMPERIAL VALLEY |
| 111920 | CHABOT | 116439 | IRVINE VALLEY |
| 111939 | CHAFFEY | 117788 | L.A. CITY |
| 112172 | CITRUS | 117690 | L.A. HARBOR |
| 112385 | COASTLINE | 117867 | L.A. MISSION |
| 112561 | COLUMBIA | 117706 | L.A. PIERCE |
| 112686 | COMPTON | 117724 | L.A. TRADE-TECH |
| 112826 | CONTRA COSTA | 117733 | L.A. VALLEY |
| 395362 | COPPER MOUNTAIN | 117195 | LAKE TAHOE |
| 113096 | COSUMNES RIVER | 117247 | LANEY |
| 113111 | CRAFTON HILLS | 366401 | LAS POSITAS |
| 113193 | CUESTA | 117274 | LASSEN |
| 113218 | CUYAMACA | 117645 | LONG BEACH CITY |
| 113236 | CYPRESS | 117788 | LOS ANGELES ITV |
| 113333 | DE ANZA | 117894 | LOS MEDANOS |
| 113573 | DESERT | 118347 | MARIN |
| 113634 | DIABLO VALLEY | 118347 | MARIN CED |

| | | | |
|--------|------------------------|--------|------------------------|
| 118684 | MENDOCINO | 122384 | SAN DIEGO MIRAMAR |
| 118718 | MERCED | 112190 | SAN FRANCISCO CITY |
| 118772 | MERRITT | 112190 | SAN FRANCISCO CTRS |
| 118912 | MIRA COSTA | 122658 | SAN JOAQUIN DELTA |
| 118930 | MISSION | 122746 | SAN JOSE CITY |
| 118976 | MODESTO | 122791 | SAN MATEO |
| 119067 | MONTEREY | 121619 | SANTA ANA |
| 119137 | MOORPARK | 122889 | SANTA BARBARA CED |
| 119164 | MT. SAN ANTONIO | 122889 | SANTA BARBARA CITY |
| 119216 | MT. SAN JACINTO | | |
| 119331 | NAPA VALLEY | 123013 | SANTA ROSA |
| 113236 | NORTH ORANGE ADULT | 399212 | SANTIAGO CANYON |
| 120290 | OHLONE | 123217 | SEQUOIAS |
| 120342 | ORANGE COAST | 123299 | SHASTA |
| 120421 | OXNARD | 123341 | SIERRA |
| 120953 | PALO VERDE | 123484 | SISKIYOU |
| 120971 | PALOMAR | 123509 | SKYLINE |
| 121044 | PASADENA CITY | 123563 | SOLANO |
| 121363 | PORTERVILLE | 117715 | SOUTHWEST L.A. |
| 438665 | RANCHO SANTIAGO CCD | 123800 | SOUTHWESTERN |
| 991619 | RANCHO SANTIAGO CED | 124113 | TAFT |
| 121707 | REDWOODS | 125028 | VENTURA |
| 117052 | REEDLEY | 125091 | VICTOR VALLEY |
| 121886 | RIO HONDO | 125170 | VISTA |
| 121901 | RIVERSIDE | 125462 | WEST HILLS |
| 122180 | SACRAMENTO CITY | 125471 | WEST L.A. |
| 122205 | SADDLEBACK | 444097 | WEST VALLEY CCD |
| 123527 | SAN BERNARDINO | 125499 | WEST VALLEY |
| 113953 | SAN DIEGO ADULT | 126119 | YUBA |
| 122339 | SAN DIEGO CITY | 991619 | RANCHO SANTIAGO CED |
| 122375 | SAN DIEGO MESA | 122977 | SANTA MONICA CITY |

A.2 – IPEDs cods for CSU Campuses

| | | | |
|--------|---|--------|-----------------------------------|
| 110422 | CALIFORNIA POLYTECHNIC STATE UNIV-SAN LUIS OBISPO | 110608 | CSU-NORTHRIDGE |
| 110486 | CSU-BAKERSFIELD | 110617 | SACRAMENTO STATE UNIVERSITY |
| 110495 | CSU-STANISLAUS | 111188 | CALIFORNIA MARITIME ACADEMY |
| 110510 | CSU-SAN BERNARDINO | 115755 | HUMBOLDT STATE UNIVERSITY |
| 110529 | CALIFORNIA STATE POLYTECHNIC UNIVERSITY-POMONA | 122409 | SAN DIEGO STATE UNIVERSITY |
| 110538 | CSU-CHICO | 122597 | SAN FRANCISCO STATE UNIVERSITY |
| 110547 | CSU-DOMINGUEZ HILLS | 122755 | SAN JOSE STATE UNIVERSITY |
| 110556 | CSU-FRESNO | 123572 | SONOMA STATE UNIVERSITY |
| 110565 | CSU-FULLERTON | 366711 | CSU-SAN MARCOS |
| 110574 | CSU-EAST BAY | 409698 | CSU-MONTEREY BAY |
| 110583 | CSU-LONG BEACH | 441937 | CSU-CHANNEL ISLANDS |
| 110592 | CSU-LOS ANGELES | | |

A.3 – IPEDs cods for UC Campuses

| | |
|--------|--|
| 110635 | UNIVERSITY OF CALIFORNIA-BERKELEY |
| 110644 | UNIVERSITY OF CALIFORNIA-DAVIS |
| 110653 | UNIVERSITY OF CALIFORNIA-IRVINE |
| 110662 | UNIVERSITY OF CALIFORNIA-LOS ANGELES |
| 110671 | UNIVERSITY OF CALIFORNIA-RIVERSIDE |
| 110680 | UNIVERSITY OF CALIFORNIA-SAN DIEGO |
| 110699 | UNIVERSITY OF CALIFORNIA-SAN FRANCISCO |
| 110705 | UNIVERSITY OF CALIFORNIA-SANTA BARBARA |
| 110714 | UNIVERSITY OF CALIFORNIA-SANTA CRUZ |
| 445188 | UNIVERSITY OF CALIFORNIA-MERCED |

A.3 – IPEDs cods for private California colleges and universities

| | | | |
|--------|--|--------|--|
| 419509 | UNIVERSITY OF PHOENIX-SACRAMENTO CAMPUS | 115074 | GOLDEN GATE UNIVERSITY-MONTEREY |
| 406006 | UNIVERSITY OF PHOENIX-NORTHERN CALIFORNIA CAMPUS | 115083 | GOLDEN GATE UNIVERSITY-SAN FRANCISCO |
| 406015 | UNIVERSITY OF PHOENIX-SOUTHERN CALIFORNIA CAMPUS | 262086 | CHAPMAN UNIVERSITY- ACADEMIC CENTERS |
| 372222 | UNIVERSITY OF PHOENIX-SAN DIEGO CAMPUS | 243744 | STANFORD UNIVERSITY |
| 420291 | GOLDEN GATE UNIVERSITY-SAN JOSE | 125727 | WESTMONT COLLEGE |
| 414133 | GOLDEN GATE UNIVERSITY-ROHNERT PARK | 125763 | WHITTIER COLLEGE |
| 406592 | GOLDEN GATE UNIVERSITY-LOS ALTOS | 122612 | UNIVERSITY OF SAN FRANCISCO |
| 406608 | GOLDEN GATE UNIVERSITY-IRVINE | 122931 | SANTA CLARA UNIVERSITY |
| 406617 | GOLDEN GATE UNIVERSITY- SACRAMENTO | 123554 | SAINT MARYS COLLEGE OF CALIFORNIA |
| 396435 | GOLDEN GATE UNIVERSITY-LOS ANGELES | 123961 | UNIVERSITY OF SOUTHERN CALIFORNIA |
| 388140 | GOLDEN GATE UNIVERSITY-WALNUT CREEK | 120883 | UNIVERSITY OF THE PACIFIC |

| | | | |
|--------|----------------------------|--------|--------------------------------|
| 121150 | PEPPERDINE UNIVERSITY | 120184 | COLLEGE OF NOTRE DAME |
| 121345 | POMONA COLLEGE | 120254 | OCCIDENTAL COLLEGE |
| 121691 | UNIVERSITY OF REDLANDS | 117140 | UNIVERSITY OF LA VERNE |
| 122436 | UNIVERSITY OF SAN DIEGO | 117636 | LOMA LINDA UNIVERSITY |
| 118888 | MILLS COLLEGE | 117946 | LOYOLA MARYMOUNT UNIVERSITY |
| 119173 | MOUNT ST MARY'S COLLEGE | 114813 | FRESNO PACIFIC UNIVERSITY |
| 119605 | NATIONAL UNIVERSITY | 111948 | CHAPMAN UNIVERSITY |
| 119881 | NEWPORT UNIVERSITY | | |

Appendix B – Multiple Ethnicity Codes

B.1 – UC Ethnicity Code Reporting

UC uses a binary coding schema to report multiple ethnicities. Each field defines one ethnic background and the fields are marked Y when applicable and Null when not.

- @1850 IPEDS_HI \$CHAR1. (Hispanic)
- @1851 IPEDS_AF \$CHAR1. (Black/African/American)
- @1852 IPEDS_AM \$CHAR1. (Native American)
- @1853 IPEDS_AS \$CHAR1. (Asian)
- @1854 IPEDS_PC \$CHAR1. (Pacific Islander)
- @1855 IPEDS_WH \$CHAR1. (White, Indo-European)

The values are reported to Cal-PASS in the multiple ethnicity reporting field (UNS25). All 6 values are reported, either Y or N depending on the student.

Example: To report a student with Hispanic and White ethnicity, field UNS25 will read as: YNNNNY

To report a student with African-American and Asian ethnicity, field UNS25 will read as: NYNYNN

B.2 – CSU Ethnicity Code Reporting

CSU uses a numeric code for each multiple ethnic category.

- 01 – White
- 02 – Black / African – American
- 03 – Native American / Native Alaskan
- 04 – Asian
- 05 – Native Hawaiian / Other Pacific Islander

These values are reported to Cal-PASS in the multiple ethnicity reporting field (UNS25). All applicable ethnic values are reported in the same field as one value with no separating punctuation. List order does not matter.

Example: To report a student with White and Asian ethnicity, field UNS25 will read as: 0104

To report a student with African-American and Native American ethnicity, field UNS25 will read as: 0203

To report a student with all applicable ethnicities, UNS25 will read as: 0102030405

For UC and CSU: If ethnicity is unknown or unreported, leave UNS25 blank.

Appendix C – Admission Basis Codes

C.1 – CSU Admission Codes

Definition

A code, which identifies how a student was admitted to the reporting campus under requirements, defined in Title 5 of the California Code of Regulations or in Executive Orders of the chancellor. For undergraduates, the code will indicate the original basis for admission and will not change providing the student remains an undergraduate at that campus. A new code should be assigned if the student applies and is admitted to the campus as a postbaccalaureate or graduate student.

Note: For returning students - if the applicant is not admitted, the Admission Basis Code should be blank.

Structure

One (1) alphanumeric character.

Values

A complete statement of admission requirements may be found in Title 5. Abbreviated statements of the requirements and the applicable titles/codes are as follows. Title 5 section numbers are indicated where they apply.

First Time Freshmen

Regular Admission

- A = Applicants who are California residents or graduates of a California high school - Section 40753.
- B = Applicants who are neither California residents nor graduates of a California high school - Section 40754.
- C = Applicants who are graduates of foreign secondary schools - Section 40755.

Exceptional Admission

- H = All exceptions admitted under Section 40900a, who are not classified as disadvantaged.
- I = Exceptions admitted under Section 40901b, who are classified as disadvantaged.

Other Admission

D = Applicants who are adult students (Section 40756) and full-time permanent or probationary employees - Section 41804e.

E = Veterans as defined in Section 1652, Title 38, U.S. Code - Section 40756.1.

F = Applicants to curricula of less than four years - Section 40757.

ADMISSION AS AN UNDERGRADUATE TRANSFER

Lower Division Transfer

Regular Admission

O = Applicants with fewer than 60 transferable semester units, a minimum 2.0 GPA, who and were eligible to enter the CSU as a first-time freshman, including those who were graduates of secondary schools in a foreign country - Section 40804.

X = Students who were regularly admissible except for deficiencies in the 15-unit CSU course preparation pattern, which were corrected after graduation from high school - Section 40804.1.

Exceptional Admission

T = All exceptions admitted under subsection (a) Section 40900 who are not classified as disadvantaged.

U = Exceptions admitted under Section 40901 who are classified as disadvantaged.

Other Admission

Q = Applicants with particular majors (40805).

R = Veterans as defined in Section 1652, Title 38, U.S. Code - Section 40805.1.

W = Applicants who are adult students - Section 40807 or full-time permanent or probationary employees - Section 41804e.

Y = Students admitted in pilot programs under Section 41250 (lower division).

Upper Division Transfer

Regular Admission

N = Applicants who have completed 60 units of transferable college credit - Section 40803/40803.1, and who have completed the GE-Breadth courses prior to transfer. GE-Breadth courses are defined as 30 transferable semester units of coursework with a grade of C or better in courses at a level at least equivalent to courses that meet general education requirements including communication in the English language (English Composition, Critical Thinking, Oral Communication) and mathematics/quantitative reasoning (Areas A and B4).

Other Admission

S = Other applicants - Sections 40806 and 41804. Applicants are to receive this code if they have completed 60 units of transferable college credit and have not completed the GE-Breadth courses prior to transfer. GE-Breadth courses are defined as 30 transferable semester units of coursework with a grade of C or better in courses at a level at least equivalent to courses that meet general education requirements including communication in the English language and mathematics/quantitative reasoning (areas A thru B4). This field also pertains to students who are admitted on the basis of foreign transcripts, and who are not otherwise eligible.

Y = Students admitted in pilot programs under Section 41250 (upper division regular admission).

Z = Applicants who are adult students - Section 40807.

ADMISSION AS A TRANSITORY STUDENT

G = Applicants who are high school students - Section 40758 or summer early-entrant high school students.

J = Visitors for a specific quarter or semester term; or summer early-entrant transitory undergraduate transfer students and new postbaccalaureate/graduate students.

K = Concurrent enrollees - Coded memo SA74-17.

ADMISSION AS A POSTBACCALAUREATE OR GRADUATE STUDENT

An applicant may be admitted to a campus as a postbaccalaureate or a graduate student by one of the following two methods. Title 5 section numbers are indicated for those codes where they apply. The data element student standing delineates graduate students pursuing postbaccalaureate degree objectives from unclassified or education credential students.

- 1 = Applicant who holds an acceptable baccalaureate degree, attained a minimum 2.5 GPA, and was in good standing at last college attended - Section 41000.

- 2 = Special action by appropriate campus authority - Section 41001.

- 3 = Applicant who holds an acceptable baccalaureate degree, attained a minimum 2.5 GPA, and was in good standing at last college attended - Section 41000, and is pursuing a second baccalaureate degree.

- 4 = Applicant who holds an acceptable graduate degree, and was in good standing at last college attended - Section 41002 or 41011, and is pursuing a second graduate degree.

- 5 = Applicants admitted to a credential program because they already gained admittance to a credential program at another CSU campus.

C.2 – UC Admission Codes

| | | |
|---------------|---|---|
| 02 = Eligible | REGULAR Applicant meets regular admission criteria. | |
| 03 = Eligible | CEEB | |
| 04 = Eligible | Special Action | Technical Shortage |
| 05 = Eligible | Special Action | High School Deficiency Waived |
| 06 = Eligible | Special Action | High School Deficiency Waived Improved Scholarship |
| 07 = Eligible | Special Action | Disadvantaged |
| 08 = Eligible | Special Action | Special Talents or Abilities - Athlete |
| 09 = Eligible | Special Action | Special Talents or Abilities - Non athlete |
| 10 = Eligible | Special Action | Non-approved/Non-accredited School |
| 11 = Eligible | Special Action | Administrative Commitment |
| 12 = Eligible | Special Action | Outstanding Recommendation |
| 13 = Eligible | Special Action | High School Subject Deficiency Waived |
| 14 = Eligible | Special Action | High School Scholarship Deficiency Waived |
| 15 = Eligible | Special Action | High School Unit Deficiency Waived |
| 16 = Eligible | Special Action | High School GPA Deficiency Waived |
| 17 = Eligible | Special Action | Veteran |
| 18 = Eligible | Special Action | Other |

C.3 – National University Status (Primary Status)

| | |
|----|--|
| 1 | New appl. (new applicant) |
| 2 | Provisional |
| 3 | Masters prov (undergraduate gpa cannot be verified as 2.5 or higher) |
| 4 | Credential |
| 5 | Crdntl prov (same as masters prov but for credential only students) |
| 6 | Nondegree |
| 7 | Matriculated (replaces active) |
| 8 | Eligible (same function as matriculated) |
| 9 | Evaluated (same function as matriculated) |
| 10 | Re-mat (re-matriculated) |
| 11 | Re-evaluated (same function as re mat) |
| 12 | Appl. Degr. (applied degree) |
| 13 | Evaluated (same function as matriculated) |
| 14 | Re-mat (re-matriculated) |
| 15 | Re-evaluated (same function as re mat) |
| 16 | Appl. Degr. (applied degree) |
| 17 | Cert. Degr. (certified for degree) |
| 18 | Graduated |
| 19 | Completed (equivalent to graduated for credential Students) |
| 20 | Denied admission |
| 21 | Re enroll (returned to same degree code after a 12 Month absence) |
| 22 | Undergr prov |

Appendix D – Enrollment Status

1 – **CONTINUING** undergraduate student - An undergraduate student who had units attempted at this campus during the prior term of the regular sessions.

2 – **RETURNING UNDERGRADUATE** - A former student returning after an absence of one or more terms of the regular sessions who had no units attempted elsewhere during the absence from the campus.

3 – **UNDERGRADUATE TRANSFER** - A student new to the regular session of this campus who is not a first-time freshman, and who does not hold a baccalaureate degree from any college.

4 – **FIRST-TIME STUDENT**- Normally, a student who has earned college credit not later than the end of the summer immediately following high school graduation or a student who has not earned any college credit. Exceptions include:

Applicants who completed their high school program mid-year, who applied to the California State University for admission to the following fall term, and who enrolled in a California Community College in the spring term immediately preceding California State University admission.

Applicants who earned equivalent college credit through the CLEP or AP programs of the College Board.

Applicants who earned equivalent college credit through military coursework only.

Applicants who earned equivalent college credit through some nontraditional learning experience.

5 – **UNDERGRADUATE RETURNING TRANSFER** - A former student returning after an absence of one or more terms of the regular sessions who had units attempted elsewhere since the previous enrollment.

6 – **GRADUATE STUDENT** – students enrolled who hold a baccalaureate degree from any college

7 – **ALL OTHER STUDENTS**