![Indiana Commission for Higher Education logo]

Commission for Higher Education Data Submission System

Degrees Conferred File

Instructions and Definitions

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Indianapolis, IN 46204
317-464-4400
http://www.in.gov/che

Overview

The degrees conferred file provides information on degrees conferred (graduate, undergraduate, and certificate).

The degrees conferred file must be submitted in September-November of the year following the year being reported on. For a campus submission for a given reporting year, a degree conferred record is uniquely identified by the Student Identifier field. A given student identifier cannot appear in multiple rows. A student profile record MUST exist for each degree conferred record submitted.

Whom to report: Report data only for students who received a degree (undergraduate, graduate, or certificate) during the year for which data are being reported. Report data on any student who received a degree from September through the following August.

Field ID	Field Position #	Data Element	Use	Allowable Values
DE01	1	Reporting Year	To identify the reporting year	Four digit year (e.g., 2016). Must be valid year.
DE02	2	Location	To associate a student with a location for data reporting	Location ICHE ID from table 1.1 of the General Instructions document
DE03	3	Student Identifier	As key field to link with other data reports	Alphanumeric value of no more than 10 characters
DE04	4	Student Residency Status	For report disaggregation (reports by resident/non-resident)	Numeric code 1-4 1 = Indiana resident paying resident tuition 2 = non-resident for tuition/fee purposes 4 = non-resident paying in-state or reduced fees through reciprocity agreement
DE05	5	First Degree Conferred CIP Code	For degree by program reporting	6 digit CIP 2010 code (e.g., 090704); must be valid CIP 2010 code and must exist in API for this institution and degree level blank is not an allowable value for this field
DE06	6	First Degree Conferred Degree Type	For degree by degree type reporting	Numeric code 01-03; 05-08; 17-18 00 = Not applicable (only valid for fields DE09, DE12, and DE15) 01 = Awards of < 1 academic year 02 = Awards of at least 1 but less than 2 academic years 03 = Associate 05 = Bachelor's 06 = Post-baccalaureate certificate 07 = Master's 08 = Post-master's certificate/specialist 17 = Doctorate degree-research/scholarship 18 = Doctorate degree-professional practice
DE07	7	First Degree Conferred Date	To put the student into the correct year for degree count reporting	MMYYYY; must be valid calendar date and must be within academic year being reported
DE08	8	Second Degree Conferred CIP Code	For degree by program reporting	See field DE05; blank if not applicable Blank is not an allowable value if fields DE09 and DE10 are not 00 and blank
DE09	9	Second Degree Conferred Degree Type	For degree by degree type reporting	See field DE6; 00 if not applicable 00 is not an allowable value if fields DE08 and DE10 are not blank
DE10	10	Second Degree Conferred Date	To put the student into the correct year for degree count reporting	See field DE7; blank if not applicable Blank is not an allowable value if fields DE08 and DE09 are not 00 and blank

Field ID	Field Position #	Data Element	Use	Allowable Values
DE11	11	Third Degree Conferred CIP Code	For degree by program reporting	See field DE05; blank if not applicable Blank is not an allowable value if fields DE12 and DE13 are not 00 and blank
DE12	12	Third Degree Conferred Degree Type	For degree by degree type reporting	See field DE06; 00 if not applicable 00 is not an allowable value if fields DE11 and DE13 are not blank
DE13	13	Third Degree Conferred Date	To put the student into the correct year for degree count reporting	See field DE07; blank if not applicable Blank is not an allowable value if fields DE11 and DE12 are not blank and 00
DE14	14	Fourth Degree Conferred CIP Code	For degree by program reporting	See field DE05; blank if not applicable Blank is not an allowable value if fields DE15 and DE16 are not 00 and blank
DE15	15	Fourth Degree Conferred Degree Type	For degree by degree type reporting	See field DE06; 00 if not applicable 00 is not an allowable value if fields DE14 and DE16 are not blank
DE16	16	Fourth Degree Conferred Date	To put the student into the correct year for degree count reporting	See field DE07; blank if not applicable Blank is not an allowable value if fields DE14 and DE15 are not blank and 00
DE17	17	First Degree Reverse Transfer Flag	To identify degrees that were awarded as part of a reverse transfer agreement	Field should only be used by Ivy Tech or Vincennes University 1= degree awarded as part of a reverse transfer agreement 0 = degree not awarded as part of a reverse transfer agreement Blank is not an allowable field
DE18	18	Second Degree Reverse Transfer Flag	To identify degrees that were awarded as part of a reverse transfer agreement	Field should only be used by Ivy Tech or Vincennes University 1= degree awarded as part of a reverse transfer agreement 0 = degree not awarded as part of a reverse transfer agreement Blank is not an allowable field if DE08 is not blank
DE19	19	Third Degree Reverse Transfer Flag	To identify degrees that were awarded as part of a reverse transfer agreement	Field should only be used by Ivy Tech or Vincennes University 1= degree awarded as part of a reverse transfer agreement 0 = degree not awarded as part of a reverse transfer agreement Blank is not an allowable field if DE11 is not blank
DE20	20	Fourth Degree Reverse Transfer Flag	To identify degrees that were awarded as part of a reverse transfer agreement	Field should only be used by Ivy Tech or Vincennes University 1= degree awarded as part of a reverse transfer agreement 0 = degree not awarded as part of a reverse transfer agreement Blank is not an allowable field if DE14 is not blank

Definitions

Reporting year: The year for which data are being reported. Report trailing year (e.g., 2011-2012 is reported as 2012).

Student Identifier: Institution-assigned unique student ID that is consistent across all data submissions for the reporting year.

Location: Where the student takes the majority of coursework throughout the year. A list of campuses and centers along with their ICHE IDs is found in Table 1.1.

Student Residency Status: Student's residency or non-residency in Indiana, as recorded by the institution. Resident students are Indiana residents paying resident fees; non-resident students are paying non-resident fees. Students who are non-residents but are paying resident fees through reciprocity agreements should be reported as reciprocity students (code 4), not resident students.

First Degree Conferred CIP Code: The federally-recognized CIP (Classification of Instructional Program) 2010 six-digit code that identifies the program in which the student earned a degree. CIP codes reported by institutions must exist in that institution's API (Academic Program Inventory) for the degree level being reported. For this field, blank is not an allowable value.

First Degree Conferred Degree Type: The degree level earned by the student.
Awards of < 1 Academic Year: Certificate programs that require completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters) or designed for completion in less than 30 semester credit hours by a student enrolled full time.
Awards of At Least 1 but Less Than 2 Academic Years: Certificate programs that require completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 semester credit hours by a student enrolled full time.
Associate: Associate degree, which is an award that normally requires at least two but not more than four years of full-time equivalent college work.
Bachelor's: Bachelor's degree, which is an award that normally requires at least four but not more than five years of full-time equivalent college work. This includes all Bachelor's degrees conferred in a 5-year cooperative (work-study) program.
Post-baccalaureate Certificate: Post-baccalaureate certificate, which is an award that requires the completion of an organized program of study equivalent to 18 semester credit hours beyond the Bachelor's. It is designed for persons who have completed a Bachelor's degree, but does not meet the requirements of a Master's degree.
Master's: Master's degree, which is an award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the Bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav), may require more than 2 full-time equivalent academic years of work.
Post-master's Certificate: Post-master's certificate, which is an award that requires the completion of an organized program of study equivalent to 24 semester credit hours beyond the Master's degree, but does not meet the requirements of academic degrees at the doctoral level.
Doctorate Degree-research/scholarship: Doctorate degree that is a Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. These degrees may include, but are not limited to, Ed.D., D.M.A., D.B.A., D.Sc., D.A., D.M., and others, as designated by the awarding institution.
Doctorate Degree-professional practice: Doctorate degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including pre-professional and professional preparation, equals at least six full time equivalent academic years. These degrees may include, but are not limited to, Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); and Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.

First Degree Conferred Date: The date on which the student was conferred the first degree. The date must be between September and August of the year being reported.

Second Degree Conferred CIP Code: The CIP 2010 code that identifies the program in which the student earned a second degree. Fill this field with blanks if not applicable (if the student was awarded only one degree). However, if a value other than 00 is reported for second degree conferred degree type, and/or a value other than blanks is reported for second degree conferred date, blanks are not an allowable value for this field.

Second Degree Conferred Degree Type: The degree level for which the student earned a second degree. Fill this field with 00 if not applicable. However, if a value other than blanks is reported for second degree conferred CIP code, and/or a value other than blanks is reported for second degree conferred date, 00 is not an allowable value for this field.

Second Degree Conferred Date: The date on which the student was conferred the second degree. If a date is reported, it must be between September and August of the year being reported. If not applicable, fill this field with blanks. However, if a value other than blanks is reported for second degree conferred CIP code, and/or a value other than 00 is reported for second degree conferred degree type, blanks are not an allowable value for this field.

Third Degree Conferred CIP Code: The CIP 2010 code that identifies the program in which the student earned a third degree. Fill this field with blanks if not applicable (if the student was not awarded a third degree). However, if a value other than 00 is reported for third degree conferred degree type, and/or a value other than blanks is reported for third degree conferred date, blanks are not an allowable value for this field.

Third Degree Conferred Degree Type: The degree level for which the student earned a third degree. Fill this field with 00 if not applicable. However, if a value other than blanks is reported for third degree conferred CIP code, and/or a value other than blanks is reported for third degree conferred date, 00 is not an allowable value for this field.

Third Degree Conferred Date: The date on which the student was conferred the third degree. If a date is reported, it must be between September and August of the year being reported. If not applicable, fill this field with blanks. However, if a value other than blanks is reported for third degree conferred CIP code, and/or a value other than 00 is reported for third degree conferred degree type, blanks are not an allowable value for this field.

Fourth Degree Conferred CIP Code: The CIP 2010 code that identifies the program in which the student earned a fourth degree. Fill this field with blanks if not applicable (if the student was not awarded a fourth degree). However, if a value other than 00 is reported for fourth degree conferred degree type, and/or a value other than blanks is reported for fourth degree conferred date, blanks are not an allowable value for this field.

Fourth Degree Conferred Degree Type: The degree level for which the student earned a fourth degree. Fill this field with 00 if not applicable. However, if a value other than blanks is reported for fourth degree conferred CIP code, and/or a value other than blanks is reported for fourth degree conferred date, 00 is not an allowable value for this field.

Fourth Degree Conferred Date: The date on which the student was conferred the fourth degree. If a date is reported, it must be between September and August of the year being reported. If not applicable, fill this field with blanks. However, if a value other than blanks is reported for fourth degree conferred CIP code, and/or a value other than 00 is reported for fourth degree conferred degree type, blanks are not an allowable value for this field.

First Degree Reverse Transfer Flag: Indicates if the first degree conferred by Ivy Tech Community College or Vincennes University was awarded as part of a reverse transfer agreement. Blanks should be reported for all institutions except Ivy Tech Community College and Vincennes University; blanks are not otherwise allowable.

Second Degree Reverse Transfer Flag: Indicates if the second degree conferred by Ivy Tech Community College or Vincennes University was awarded as part of a reverse transfer agreement. Blanks should be reported for all institutions except Ivy Tech Community College and Vincennes University. Blanks should also be reported if a second degree was not reported.

Third Degree Reverse Transfer Flag: Indicates if the third degree conferred by Ivy Tech Community College or Vincennes University was awarded as part of a reverse transfer agreement. Blanks should be reported for all institutions except Ivy Tech Community College and Vincennes University. Blanks should also be reported if a third degree was not reported.

Fourth Degree Reverse Transfer Flag: Indicates if the fourth degree conferred by Ivy Tech Community College or Vincennes University was awarded as part of a reverse transfer agreement. Blanks should be reported for all institutions except Ivy Tech Community College and Vincennes University. Blanks should also be reported if a fourth degree was not reported.

Document Change History	
2018	Reverse transfer degree flags added.
	Start of 17-18 Collection
2017	No changes.
	Start of 16-17 Collection
2016	No changes
	Start of 15-16 Collection
2015	No changes
	Start of 14-15 Collection
2014	No changes
	Start of 13-14 Collection

2013	Removed special instructions for reporting July and August 2012 degrees
	Start of 12-13 Collection
2012	SIS data collection split into four collections
	Start of 11-12 Collection