Louisiana Board of Regents

Statewide Completers System

System Specifications

Revised July 2018
July 3, 2018
Memorandum to Users

Degree levels A1 and A2 have been added.

July 24, 2014
Memorandum to Users

The reporting period for the 2013-2014 Academic year will cover from June 1st, 2013 through June 30th, 2014. This time period will occur for only 1 year so that we can align the collection period to follow IPEDS’ collection period. The reporting period for all future data submissions will cover July 1st through June 30th of the appropriate reporting academic year so that all future submissions will align directly with IPEDS.

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September 30, 2013
Memorandum to Users

The following changes take effect beginning with the Academic year 2013-2014:
- The Race Summary Report will be generated each time the Detail Edit Report is run.
- Along with the Detail Edit Report, campuses are required to review the Race Summary Report and attest to its accuracy. With the “Certify Data” step in the data submission process of the web tool, the campus will certify this review has been done.

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LOUISIANA BOARD OF REGENTS

July 2014

Statewide Completers System

Systems Specifications

Due Date: Annually by August 1

Period Covered: Previous Academic Year the academic year begins each year on July 1 and ends the following June 30.

Reporting Medium: Via the web at: http://as400.regents.state.la.us/

Please call (225) 342-4253 to obtain current login ID and password.
# STATEWIDE COMPLETERS SYSTEM
## RECORD DESCRIPTION

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<tr>
<td>White, Non-Hispanic</td>
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<td>Foreign/Non-Resident Alien</td>
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<td>Increment Key</td>
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<td>Graduation Date</td>
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<td>Winter Quarter</td>
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</tr>
<tr>
<td>Spring Semester/Quarter</td>
<td>4</td>
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</table>
DEFINITIONS

CIP Code: A code developed for the National Center For Educational Statistics which corresponds to a major field of study.

Only those programs contained in the Board of Regents' Inventory of Degree and Certificate Programs will be acceptable. Any completers given for any program other than one of the approved programs will be flagged as an error. However, completers are allowed for a certain period of time for any discontinued program(s).

Common ID: Student ID other than the social security number. This field is included to assist the campus’ editing process. If your college does not assign student ID’s, use the last four (4) digits of the students’ SSN.

Degree Level: The type of award or title conferred upon a student upon completion of a particular curriculum.

Professional - The first earned degree in a professional field. Only the following degrees should be included: M.D., D.O., L.L.B. or J.D. (if J.D. is the first professional degree), D.D.S., D.V.M., O.D., B.D., M.Div., Pod.D., P.M., and Pharm.D.

Graduation Date: This data element will span five positions of the record. The first position will indicate the academic term as specified below.

<table>
<thead>
<tr>
<th>TERM</th>
<th>CODE</th>
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<tbody>
<tr>
<td>Summer Session/Quarter</td>
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<tr>
<td>Fall Semester/Quarter</td>
<td>2</td>
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<tr>
<td>Winter Quarter</td>
<td>3</td>
</tr>
<tr>
<td>Spring Semester/Quarter</td>
<td>4</td>
</tr>
</tbody>
</table>

The last four positions will reflect the academic/fiscal year beginning year; that is, if the academic year is 1997-98, code 1997. For example, for students who completed degree requirements in the Fall Semester/Quarter of academic year 1997-98, the academic date would be coded as 21997; the Spring Semester/Quarter during that same academic year would be coded as 41997

Note: The academic year begins each year on June 1 and ends the following June 30

Increment Key: A two-digit numeric key assigned by the Board of Regents’ computer department staff to each institution's approved degree programs in order to facilitate on-line updating of Inventory of Degree and Certificate Programs records.

As an aid in completion of this data field, a current copy of the Inventory of Degree and Certificate Programs master file is available for downloading from the Board of Regents’ FTP site. Also, institutions may request a report of their approved and cancelled degree programs that includes the Increment Key field.

Institution Code: A two-character code developed by the Board of Regents for Louisiana Institutions. The first character identifies the institutional system. This code provides for the state systems of colleges and universities and the classification of other traditional institutions. To permit an improved representation,
the institution code in Appendix A includes a period to separate the system designation from the institutional designation. The code is processed, however, as a two-character code without periods.

Parish/State/Country:

(1) For Louisiana residents, code the parish (Appendix B) identified by the student as his/her permanent address at the time of application to the institution. For entering freshmen, this may be the legal residence of a parent or guardian, or the parish in which a student has a driver’s license or is registered to vote. It is not necessarily the state in which the student’s high school is located.

(2) For students who are either U.S. citizens or lawful residents of the United States of America and not Louisiana residents, code the state/U.S. territory of origin (Appendix C.) identified by the student as his/her permanent address at the time of application to the institution.

(3) For students who are not U.S. Citizens and
   (a) carry F or J visas, or some other visa, and are in this country on a temporary basis without the right to remain indefinitely, code the country of origin. (See Appendix D.)
   (b) have been lawfully admitted to the U.S. (hold a Permanent Residence Card, formerly called a "green card"), or have been granted political asylum or refugee status, code the country of origin.

Student Identification Number: The number assigned to the student by the Social Security Administration

For those students not having a Social Security number, (e.g., foreign students) the institution will assign a student identifier. The student identifier should include a "T" in the first position (indicating a temporary number), followed by the Institutional Code in the next two positions and should be the same student identifier reported for that student on earlier data submissions to the Board of Regents’ Statewide Student Profile System. In the event a student without a Social Security number is issued one, the student name and Social Security number (identifier) should be forwarded to the Board of Regents to update the students’ files. Those students who are never issued a real social security number should retain the same temporary number throughout their enrollment at that institution.

Student Name: The format of the name field is as follows: Last Name
Comma
First Name
Space
Middle Initial
Space
Prefix/Suffix, etc.

Changes in student name status, like changes in Student Identification Number, should be forwarded to the Board of Regents.
**Student Race - Civil Rights Racial Category:** An indication of the student’s ethnic origin. The codes to be used are as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Asian or Pacific Islander</td>
<td>A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.</td>
</tr>
<tr>
<td>2</td>
<td>American Indian or Alaskan Native</td>
<td>A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</td>
</tr>
<tr>
<td>3</td>
<td>Black, Non-Hispanic</td>
<td>A person having origins in any of the black racial groups of Africa.</td>
</tr>
<tr>
<td>4</td>
<td>Hispanic or any race</td>
<td>A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</td>
</tr>
<tr>
<td>5</td>
<td>Native Hawaiian or Other Pacific Islander</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>White, Non-Hispanic</td>
<td>A person having origins in any of the original Non-Hispanic peoples of Europe, North Africa, or the Middle East.</td>
</tr>
<tr>
<td>7</td>
<td>Foreign/Non-Resident</td>
<td>A person who is not a citizen or national of the United States Alien and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-resident aliens are to be reported separately, rather than in any of the other racial/ethnic categories described in this section.</td>
</tr>
<tr>
<td>8</td>
<td>Race/Ethnicity Unknown</td>
<td>This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.</td>
</tr>
<tr>
<td>9</td>
<td>Two or more races</td>
<td>Two or more races</td>
</tr>
</tbody>
</table>
APPENDIX A
BOARD OF REGENTS
INSTITUTION CODES
## INSTITUTIONAL CODES BEFORE JULY 1, 1999

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<tr>
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<td><strong>System/Institution</strong></td>
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<td></td>
</tr>
<tr>
<td>1.0</td>
<td><strong>University of Louisiana System</strong></td>
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<tr>
<td>1.1</td>
<td>Delgado Community College</td>
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<tr>
<td>1.2</td>
<td>Grambling State University</td>
</tr>
<tr>
<td>1.3</td>
<td>Louisiana Tech University</td>
</tr>
<tr>
<td>1.4</td>
<td>McNeese State University</td>
</tr>
<tr>
<td>1.5</td>
<td>Nicholls State University</td>
</tr>
<tr>
<td>1.6</td>
<td>Northeast Louisiana University</td>
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<tr>
<td>1.7</td>
<td>Northwestern State University</td>
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<tr>
<td>1.8</td>
<td>Southeastern Louisiana University</td>
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<tr>
<td>1.9</td>
<td>University of Southwestern Louisiana</td>
</tr>
<tr>
<td>1.A</td>
<td>Elaine P. Nunez Community College</td>
</tr>
<tr>
<td>1.B</td>
<td>Bossier Parish Community College</td>
</tr>
<tr>
<td>1.C</td>
<td>South Louisiana Community College</td>
</tr>
<tr>
<td>1.D</td>
<td>River Parishes Community College</td>
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<tr>
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<td>2.1</td>
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<td>2.2</td>
<td>L.S.U. in Baton Rouge</td>
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<td>L.S.U. at Eunice</td>
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<tr>
<td>2.4</td>
<td>L.S.U. in Shreveport</td>
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<td>L.S.U. Medical School in Shreveport</td>
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<tr>
<td>2.7</td>
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<td>L.S.U. at Eunice</td>
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<td>River Parishes Community College</td>
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<td>5.B</td>
<td>Xavier University</td>
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<td>5.C</td>
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### INSTITUTIONAL CODES EFFECTIVE AUGUST, 2001

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A.4
APPENDIX B

PARISHES AND CODES

SOURCE

LOUISIANA BOARD OF REGENTS
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APPENDIX C

STATES AND CODES

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SOURCE
U.S. DEPARTMENT OF COMMERCE
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY
FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATION 10-4
(PROVISIONAL FIPS PUB 10-4)
May 6, 1993
APPENDIX E1

CLASSIFICATION OF INSTRUCTIONAL PROGRAMS

ALPHABETICAL LISTING

SOURCE

U.S. DEPARTMENT OF EDUCATION
APPENDIX E2
CLASSIFICATION OF INSTRUCTIONAL PROGRAMS
NUMERIC LISTING
SOURCE
U.S. DEPARTMENT OF EDUCATION