Statewide Completers System

System Specifications

October 2019

BOARD of REGENTS
STATE OF LOUISIANA

LOUISIANA BOARD OF REGENTS
Statewide Completers System

October 15, 2019
Memorandum to Users

Degree level 15 has been added.

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July 3, 2018
Memorandum to Users

Degree levels A1 and A2 have been added.

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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

Data Element Name	Code or Source of Code	Record Position	Field Length
Institution Code	See Appendix A	01-02	2
Student Identification Number	See Definitions	03-11	9
Student Name	See Definitions	12-42	31
Student Race	See Definitions	43	1
Asian	1		
American Indian or Alaskan Native	2		
Black, Non-Hispanic	3		
Hispanic	4		
Native Hawaiian or Other Pacific Islander	5		
White, Non-Hispanic	6		
Foreign/Non-Resident Alien	7		
Race/Ethnicity Unknown	8		
Two or more races	9		
Student Gender		44	1
Male	M		
Female	F		
U.S. Citizen		45	1
Yes	Y		
No	N		
Parish-State-Country	See Definitions, plus Appendices B, C, and D	46-47	2
CIP Code	See Appendices E1 and E2	48-53	6
Degree Level	See Definitions	54-55	2
Diploma	DP		
CareerTech 1-8cr	A1		
CareerTech 9+cr	A2		
Certificate (one year)	C1		
Certificate (two years)	C2		
Associate (two years)	10		
Post-Associate	11		
Undergraduate Certificate (Upper Level)	15		
Baccalaureate	20		
Post-Baccalaureate	21		
Masters	30		
Post-Masters	31		
Doctorate	40		
Post-Doctoral	41		
Professional	50		
Post-Professional	51		
Educational Specialist	60		
Graduate Certificate	70		
Increment Key	See Definitions	56-57	2
Graduation Date	See Definitions		
Graduation Term		58	1
Summer Session/Quarter	1		
Fall Semester/Quarter	2		

Winter Quarter	3		
Spring Semester/Quarter	4		
Academic Year Begin	'YYYY'	59-62	4
Institution Common ID		63-74	12
mandatory July 1, 2010 submission			

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.

TERM	CODE
Summer Session/Quarter	1
Fall Semester/Quarter	2
Winter Quarter	3
Spring Semester/Quarter	4

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:

Code	Category	Description
1	Asian or Pacific Islander	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.
2	American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
3	Black, Non-Hispanic	A person having origins in any of the black racial groups of Africa.
4	Hispanic or any race	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
5	Native Hawaiian or Other Pacific Islander	
6	White, Non-Hispanic	A person having origins in any of the original Non-Hispanic peoples of Europe, North Africa, or the Middle East.
7	Foreign/Non-Resident	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. Non-resident aliens are to be reported separately, rather than in any of the other racial/ethnic categories described in this section.
8	Race/Ethnicity Unknown	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.
9	Two or more races	Two or more races

APPENDIX A

BOARD OF REGENTS INSTITUTION CODES

https://regents.la.gov/wp-content/uploads/2020/10/Institution-Codes.pdf

APPENDIX B

PARISHES AND CODES

SOURCE

LOUISIANA BOARD OF REGENTS

PARISH CODES

Code	PARISH	Code	PARISH
01	Acadia	33	Madison
02	Allen	34	Morehouse
03	Ascension	35	Natchitoches
04	Assumption	36	Orleans
05	Avoyelles	37	Ouachita
06	Beauregard	38	Plaquemines
07	Bienville	39	Point Coupee
08	Bossier	40	Rapides
09	Caddo	41	Red River
10	Calcasieu	42	Richland
11	Caldwell	43	Sabine
12	Cameron	44	St. Bernard
13	Catahoula	45	St. Charles
14	Claiborne	46	St. Helena
15	Concordia	47	St. James
16	DeSoto	48	St. John
17	East Baton Rouge	49	St. Landry
18	East Carroll	50	St. Martin
19	East Feliciana	51	St. Mary
20	Evangeline	52	St. Tammany
21	Franklin	53	Tangipahoa
22	Grant	54	Tensas
23	Iberia	55	Terrebonne
24	Iberville	56	Union
25	Jackson	57	Vermilion
26	Jefferson	58	Vernon
27	Jefferson Davis	59	Washington
28	Lafayette	60	Webster
29	Lafourche	61	West Baton Rouge
30	LaSalle	62	West Carroll
31	Lincoln	63	West Feliciana
32	Livingston	64	Winn

APPENDIX C

STATES AND CODES

US STATE CODES AND ABBREVIATIONS

Code	STATE	Code	STATE
AA	Armed Forces Americas	MO	Missouri
AE	Armed Forces EU/ME/CA	MS	Mississippi
AK	Alaska	MT	Montana
AL	Alabama	NC	North Carolina
AP	Armed Forces Pacific	ND	North Dakota
AR	Arkansas	NE	Nebraska
AZ	Arizona	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NV	Nevada
DC	District of Columbia	NY	New York
DE	Delaware	OH	Ohio
FL	Florida	OK	Oklahoma
GA	Georgia	OR	Oregon
HI	Hawaii	PA	Pennsylvania
IA	Iowa	RI	Rhode Island
ID	Idaho	SC	South Carolina
IL	Illinois	SD	South Dakota
IN	Indiana	TN	Tennessee
KS	Kansas	TX	Texas
KY	Kentucky	UT	Utah
LA	Louisiana	VA	Virginia
MA	Massachusetts	VT	Vermont
MD	Maryland	WA	Washington
ME	Maine	WI	Wisconsin
MI	Michigan	WV	West Virginia
MN	Minnesota	WY	Wyoming

Note: American Protectorates are in the Countries of the World table, Appendix D.

APPENDIX D

COUNTRIES OF THE WORLD

Countries of the World

Code	Country	Code	Country
AF	Afghanistan	KT	Christmas Island
AL	Albania	IP	Clipperton Island
AG	Algeria	CK	Cocos (Keeling) Islands
AQ	American Samoa *	CO	Colombia
AN	Andorra	CN	Comoros
AO	Angola	CG	Congo, Democratic Republic of the (Zaire)
AV	Anguilla	CF	Congo, Republic of the
AY	Antarctica	CW	Cook Islands
AC	Antigua and Barbuda	CR	Coral Sea Island
AR	Argentina	CS	Costa Rica
AM	Armenia	IV	Cote D'ivoire (Ivory Coast)
AA	Aruba	HR	Croatia
AT	Ashmore and Cartier Islands	CU	Cuba
AS	Australia	CY	Cyprus
AU	Austria	EZ	Czech Republic
AJ	Azerbaijan	DA	Denmark
BF	Bahamas, The	DJ	Djibouti
BA	Bahrain	DO	Dominica
FQ	Baker Island	DR	Dominican Republic
BG	Bangladesh	EC	Ecuador
BB	Barbados	EG	Egypt
BS	Bassas Da India	ES	El Salvador
BO	Belarus	EK	Equatorial Guinea
BE	Belgium	ER	Eritrea
BH	Belize	EN	Estonia
BN	Benin	ET	Ethiopia
BD	Bermuda	EU	Europa Island
BT	Bhutan	FK	Falkland Islands (Islas Malvinas)
BL	Bolivia	FO	Faroe Islands
BK	Bosnia and Herzegovina	FM	Federated States of Micronesia
BC	Botswana	FJ	Fiji
BV	Bouvet Island	FI	Finland
BR	Brazil	FR	France
IO	British Indian Ocean Territory	FG	French Guiana
VI	British Virgin Islands	FP	French Polynesia
BX	Brunei	FS	French Southern and Antarctic Lands
BU	Bulgaria	GB	Gabon
UV	Burkina	GA	Gambia, The
BM	Burma	GZ	Gaza Strip
BY	Burundi	GG	Georgia
CB	Cambodia	GM	Germany
CM	Cameroon	GH	Ghana
CA	Canada	GI	Gibraltar
CV	Cape Verde	GO	Glorioso Islands
CJ	Cayman Islands	GR	Greece
CT	Central African Republic	GL	Greenland
CD	Chad	GJ	Grenada
CI	Chile	GP	Guadeloupe

CH	China	GQ	Guam *

* American Protectorate

Countries of the World

Code	Country	Code	Country
GT	Guatemala	MY	Malaysia
GK	Guernsey	MV	Maldives
GV	Guinea	ML	Mali
PU	Guinea-Bissau	MT	Malta
GY	Guyana	IM	Man, Isle Of
HA	Haiti	RM	Marshall Islands
HM	Heard Island and McDonald Islands	MB	Martinique
HO	Honduras	MR	Mauritania
HK	Hong Kong	MP	Mauritius *
HQ	Howland Island	MF	Mayotte
HU	Hungary	MX	Mexico
IC	Iceland	MQ	Midway Islands
IN	India	MD	Moldova
ID	Indonesia	MN	Monaco
IR	Iran	MG	Mongolia
IZ	Iraq	MW	Montenegro
EI	Ireland	MH	Montserrat
IS	Israel	MO	Morocco
IT	Italy	MZ	Mozambique
JM	Jamaica	MM	Myanmar
JN	Jan Mayen	WA	Namibia
JA	Japan	NR	Nauru
DQ	Jarvis Island	BQ	Navassa Island
JE	Jersey	NP	Nepal
JQ	Johnston Atoll	NL	Netherlands
JO	Jordan	NT	Netherlands Antilles
JU	Juan De Nova Island	NC	New Caledonia
KZ	Kazakhstan	NW	New Hebrides
KE	Kenya	NZ	New Zealand
KQ	Kingman Reef	NU	Nicaragua
KR	Kiribati	NG	Niger
KN	Korea, Democratic People's Republic of	NI	Nigeria
KS	Korea, Republic of	NE	Niue
KV	Kosovo	NF	Norfolk Island
KU	Kuwait	CQ	Northern Mariana Islands
KG	Kyrgyzstan	NO	Norway
LA	Laos	ZZ	Not Provided by Student
LG	Latvia	MU	Oman
LE	Lebanon	PK	Pakistan
LT	Lesotho	PI	Palestine
LI	Liberia	LQ	Palmyra Atoll
LY	Libya	PM	Panama
LS	Liechtenstein	PP	Papua New Guinea
LH	Lithuania	PF	Paracel Islands
LU	Luxembourg	PA	Paraguay
MC	Macau	PE	Peru
MK	Macedonia	RP	Philippines

MA	Madagascar	PC	Pitcairn Islands
MI	Malawi	PL	Poland

* American Protectorate

Countries of the World

Code	Country	Code	Country
PO	Portugal	TX	Turkmenistan
RQ	Puerto Rico *	TK	Turks and Caicos Islands
QA	Qatar	TV	Tuvalu
RE	Reunion	UG	Uganda
RO	Romania	UP	Ukraine
RS	Russia	TC	United Arab Emirates
RW	Rwanda	UK	United Kingdom
SM	San Marino	US	United States
TP	Sao Tome and Principe	UY	Uruguay
SA	Saudi Arabia	UZ	Uzbekistan
SG	Senegal	NH	Vanuatu
SR	Serbia	VT	Vatican City
SE	Seychelles	VE	Venezuela
SL	Sierra Leone	VM	Vietnam
SN	Singapore	VQ	Virgin Islands *
LO	Slovakia	WQ	Wake Island
SI	Slovenia	WF	Wallis and Futuna
BP	Solomon Islands	WE	West Bank
SO	Somalia	WI	Western Sahara
SF	South Africa	WS	Western Samoa
SX	South Georgia And The South Sandwich Islands	YM	Yemen
SS	South Sudan	YU	Yugoslavia
SP	Spain	ZA	Zambia
PG	Spratly Islands	ZI	Zimbabwe
CE	Sri Lanka		
SH	St. Helena		
SC	St. Kitts And Nevis	ZZ	Not Provided by Student
ST	St. Lucia		
SB	St. Pierre And Miquelon		
VC	St. Vincent And The Grenadines		
SU	Sudan		
NS	Suriname		
SV	Svalbard		
WZ	Swaziland		
SW	Sweden		
SZ	Switzerland		
SY	Syria		
TW	Taiwan		
TI	Tajikistan		
TZ	Tanzania		
TH	Thailand		
TO	Togo		
TL	Tokelau		
TN	Tonga		
TD	Trinidad and Tobago		
TE	Tromelin Island		

PS	Trust Territory of the Pacific Islands (Palau)
TS	Tunisia
TU	Turkey

* American Protectorate

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