**D4A Completions Section Data Elements**

The purpose of this table is to summarize information on students who have “completed” a program, either partially or fully, and to provide actual snapshots of student progress. It is linked to the Student Table via CCWD ID, and includes Program CIP, so that data can be easily summarized for completions in various programs. All completions within institution such as Associate Degrees, Certificates, and others are recorded in the Completions Section. All of the programs within the file have been approved through various government approval process and can therefore be tracked appropriately. The file is submitted yearly.

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 1A |  |
| **Date Updated** | October 2, 2018 |  |
| **Data Element Name** | CCWD ID | |
| **Field Name** | CCWDID | |
| **Maximum Width** | 9 | |
| **Data Type** | char | |
| **Zero Padded** | N | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | CCWD assigned secure student identifier | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding:**  HECC-assigned statewide student identifier. The CCWDID must exist in the Student collection for the college. | | |

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 2B |  |
| **Date Updated** | October 2, 2018 |  |
| **Data Element Name** | College Student ID | |
| **Field Name** | CollegeID | |
| **Maximum Width** | 9 | |
| **Data Type** | varchar | |
| **Zero Padded** | N | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | This is the Community College assigned unique student identifier. | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding:**  This is the particular college’s Student ID field, submitted for the purposes of verification. | | |

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 3C |  |
| **Date Updated** | October 10, 2021 |  |
| **Data Element Name** | Program CIP Code + 2 | |
| **Field Name** | pcip | |
| **Maximum Width** | 8 | |
| **Data Type** | char | |
| **Zero Padded** | Y | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | 2020 CIP Code + OCCURS Extension + College Extension of the program completed. | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding:**  Use 6-digit CIP Code + 1-digit D4A code + 1-digit college extension  2020 CIP code data files are available at:  <https://nces.ed.gov/ipeds/cipcode/default.aspx?y=56> | | |

| **VALID OCCURS EXTENSION CODES** | | |
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| **OCCURS Extension Codes** | **Description** | **Definition** |
| E | LDC: Oregon Transfer Module | Indicates the student’s intent (or has obtained when reported in the completions file) is to take coursework to complete their Oregon Transfer Module for transferring to a university. |
| J | Career/Tech Certificate 1 yr - less than 2 yr | Indicates an approved CTE program taking at least 1 but less than 2 years to complete |
| L | Career/Tech - Certificate Less than 1 yr | Indicates an approved CTE program taking less than a year to complete |
| O | Apprentice: Certificate | Indicates a certificate to be obtained/obtained through an approved apprenticeship program |
| Z | C/T: Career Pathway Certificate of Completion | Indicates the student’s intent to participate in an approved Career Pathway Program. |
| > | Career/Tech Certificate Two Years or Greater | Indicates an approved CTE program taking two or more years to complete. |
| B | LDC: Associate of Arts Oregon Transfer (AAOT) | Indicates the student intends to complete an AAOT. (Prior to 2018-19 the extension was used for both AAOT and ASOT programs). |
| M | LDC: Associate of Science Oregon Transfer (ASOT) | Indicates the student intends to complete an ASOT in Business (CIP 52) or Computer Science (CIP 11). (The definition of the extension has been changed in 2018-18. Prior definition – Apprentice: Associate of Applied Science). |
| C | LDC: Associate of General Studies | Indicates the student intends to complete an Associate of General Studies |
| D | LDC: Associate of Science | Indicates the student intends to complete an Associate of Science |
| H | Career/Tech Associate of Science | Indicates the student intends to complete a Career and Technical Associate of Science. |
| I | Career/Tech Associate of Applied Science | Indicates the student intends to complete a Career and Technical Associate of Applied Science. This corresponds to an approved program of student as documented in Webforms. |
| N | Apprentice: Associate of Applied Science | Indicates the student intends to complete an Associate of Applied Science associated with an approved apprenticeship program. |
| # | Non-credit training certificate | Indicates the student intends to complete a course or a series of courses that do not offer college credit for completion and lead to the award of non-credit training certificates documenting skills attained. |
| @ | Occupational skills training | Indicates the student intends to complete the Occupational Skills Training certificate program. |
| 0 | Hobby and Recreation | Indicates the student is intending to take classes for hobby and recreation. |
| 1 | Adult Basic Education | Indicates the student is participating in an Adult Basic Education (ABS) Program. |
| 2 | General Equivalency Degree | GED programs allows students to earn a high school equivalency certificate by passing tests in academic areas. |
| 3 | English as a Second Language | Indicates the student is participating in an ‘English as a Second Language Program’ |
| 4 | PSR - College Prep |  |
| 5 | AHSD - Adult High School Diploma | Indicates the student is participating in a program in which the purpose is for the student to obtain their Adult High School Diploma. |
| 6 | High School Completion | Indicates the student’s intent is to take course work for the purposes of high school completion. |
| 7 | Tech Prep | Indicates the student is participating in a Tech Prep program (CTE) associated with a local high school |
| 8 | Learning Lab |  |
| 9 | Literacy Program |  |
| A | LDC: Associate of Arts | Indicates the student intends to complete an Associate of Arts from a State Approved Program as documented in Webforms |
| F | LDC: Transfer |  |
| G | LDC: Non-Transfer |  |
| K | Career/Tech - No Formal Award | Indicates a student is intending to participate in a Career or Technical educational program which is not approved by the State as it may not meet state program criteria—but provides important professional development to the student. Examples of these include Certified Nursing Assistant programs, and computer related professional certifications. |
| P | Apprentice: No Formal Award | Indicates a student is participating in an apprenticeship program where no formal award is given (*i.e.,* is not a state approved apprenticeship program) |
| Q | Pre-Career Technical |  |
| R | Targeted/Customized Training |  |
| S | Occupational Seminar |  |
| T | Small Business Management Program |  |
| U | Professional Enrichment | Indicates that the student is taking course work at the college for the purposes of professional enrichment, and not intending to seek a degree or certificate. |
| V | Personal Enrichment | Indicates that the student is taking course work at the college for the purposes of personal enrichment, and not intending to seek a degree or certificate. |
| W | Career/Tech Undecided |  |
| X | Employment Skills Training Program |  |
| Y | LDC: Dual Credit | Indicates a student is participating in a dual credit program |

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 4D |  |
| **Date Updated** | October 2, 2018 |  |
| **Data Element Name** | Program Completion Date | |
| **Field Name** | pend | |
| **Maximum Width** | 6 | |
| **Data Type** | char | |
| **Zero Padded** | N | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | Indicates year and month the student completed the program. Reported in the following format: 'YYYYMM'. | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding:** YYYYMM  4-digit year and 2-digit month of program completion  If the date is unknown, use the same date as in the Award Date field (awddate) – see element ID 5E below. | | |

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| **D4A Data Element Description** | | |
| **Element ID (Row/Column)** | 5E |  |
| **Date Updated** | October 2, 2010 |  |
| **Data Element Name** | Program Award Date | |
| **Field Name** | awddate | |
| **Maximum Width** | 10 | |
| **Data Type** | char | |
| **Zero Padded** | N | |
| **Defaults** |  | |
| **Validation Table** |  | |
| **Required** | [Y] (Y=field may not be blank) (N=field may be blank in some records) | |
| **Data Element Description** | Indicates the date the award was conferred. This date should correspond to the date used for determining inclusion in a given year's IPEDS Completion Survey. Must be a valid date in the following format 'YYYY-MM-DD'. | |
| **Coding, Definition and Reference** | | |
| **May not be blank**  **Format and Coding:** YYYY-MM-DD  4-digit year and 2-digit month and 2-digit day | | |