

California Community Colleges  
 Management Information System  
 Data Element Dictionary

**Student Program Award Data Elements**

DOMAIN	RECORD	
<b>SP</b>	<b>STUDENT PROGRAM AWARDS DATA RECORD</b>	
DED#	DATA ELEMENT NAME	FORMAT
SP01	STUDENT-PROGRAM-TOP-CODE	X(06)
SP02	STUDENT-PROGRAM-AWARD	X(01)
SP03	STUDENT-PROGRAM-AWARD-EARNED	9(06)
SP04	STUDENT-PROGRAM-CONTROL-NUMBER	X(05)

California Community Colleges  
Management Information System  
Data Element Dictionary

**Student Program Award Data Elements**

DOMAIN	RECORD	LENGTH
<b>SP</b>	<b>STUDENT PROGRAM AWARD DATA RECORD</b>	<b>40</b>
<b>Reporting Domain</b>		
The following record layout indicates the format in which the districts report information on student program awards awarded during the prior fiscal year.		
The file with these records is submitted annually each September 1 <sup>st</sup> for the previous year. This record is 40 characters long. The first two positions contain the record code "SP".		

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	SP	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
SB02	STUDENT-NAME-PARTIAL	X(03)	09-11
SB00	STUDENT-IDENTIFIER	X(09)	12-20
SP01	STUDENT-PROGRAM-TOP-CODE	X(06)	21-26
SP02	STUDENT-PROGRAM-AWARD	X(01)	27
SP03	STUDENT-PROGRAM-AWARD-EARNED	9(06)	28-33
GI92	RECORD-NUMBER-IDENTIFIER	X(01)	34
SP04	STUDENT-PROGRAM-CONTROL-NUMBER	X(05)	35-39
	FILLER	X(01)	40

<b>Notes</b>
<p>These data elements may frequently need to be submitted when the student is no longer enrolled or where an award was received by a student prior to the Spring term. Such awards should be reported with the term identifier indicating the term in which the reporting occurs (the year with an annual term type [see GI03]), but with the Award Date (SP03) indicating the actual date of the award.</p> <p>The actual program dates (SP03) reported in the file should encompass the preceding fiscal year (July 1-June 30). For example, report Student Program file with the term type of '120' with Program Award dates of July 1, 2011 through June 30, 2012.</p>

California Community Colleges  
Management Information System  
Data Element Dictionary

**Student Program Award Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>SP01</b>	<b>STUDENT-PROGRAM-TOP-CODE</b>	<b>X(06)</b>
This element identifies the subject area of the program which the student completed.		

<b>Coding</b>
Report TOP code that best describes the certificate or degree program award for the student.

**SP01 STUDENT-PROGRAM-TOP-CODE**

<b>Processing Edits</b>	
<b>FIELD CHECK</b>	Must be a valid TOP code.

**SP01 STUDENT-PROGRAM-TOP-CODE**

<b>Change History</b>
04/06/15 Changed element name from <b>STUDENT-PROGRAM-IDENTIFIER</b> to <b>STUDENT-PROGRAM-TOP-CODE</b> .
10/01/00 Changed format from 9999V99 to X(06).
Implement: 06/01/89

California Community Colleges  
Management Information System  
Data Element Dictionary

**Student Program Award Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>SP02</b>	<b>STUDENT-PROGRAM-AWARD</b>	<b>X</b>
This element indicates the type of degree or certificate the student has earned.		

Coding	Meaning
<b><i>CREDIT AWARDS</i></b>	
A	Associate of Arts (A.A.) degree
S	Associate of Science (A.S.) degree
Y	Baccalaureate of Arts (B.A.) degree
Z	Baccalaureate of Science (B.S.) degree
E	Certificate requiring 6 to fewer than 18 semester units (not approved by Chancellor's Office)
M	Certificate requiring 8 to fewer than 16 semester units (approved by Chancellor's Office)
B	Certificate requiring 12 to fewer than 18 semester units (approved by Chancellor's Office) <i>(valid only through 2018-2019)</i>
N	Certificate requiring 16 to fewer than 30 semester units
L	Certificate requiring 18 to fewer than 30 semester units <i>(valid only through 2018-2019)</i>
T	Certificate requiring 30 to fewer than 60 semester units
F	Certificate requiring 60 or more semester units
O	Other Credit Award, under 6 semester units
<b><i>NONCREDIT AWARDS</i></b>	
G	Noncredit award requiring fewer than 48 hours of direct instruction or directly supervised activity
H	Noncredit award requiring from 48 to fewer than 96 hours of direct instruction or directly supervised activity
I	Noncredit award requiring from 96 to fewer than 144 hours of direct instruction or directly supervised activity
J	Noncredit award requiring from 144 to fewer than 192 hours of direct instruction or directly supervised activity
K	Noncredit award requiring from 192 to fewer than 288 hours of direct instruction or directly supervised activity
P	Noncredit award requiring from 288 to fewer than 480 hours of direct instruction or directly supervised activity
Q	Noncredit award requiring from 480 to fewer than 960 hours of direct instruction or directly supervised activity
R	Noncredit award requiring 960 hours or more of direct instruction or directly supervised activity
U	Noncredit Adult Education High School Diploma

California Community Colleges  
Management Information System  
Data Element Dictionary

**Student Program Award Data Elements**

**SP02 STUDENT-PROGRAM-AWARD**

<b>Processing Edits</b>	
FIELD CHECK	A, S, Y, Z, E, B, M, L, N, T, F, O, G, H, I, J, K, P, Q, R, U
INTEGRITY CHECK	Program Award (SP02) "B" and "L" are not valid for reporting terms after 2018-19 (GI03 > "190")

California Community Colleges  
Management Information System  
Data Element Dictionary

**Student Program Award Data Elements**

**SP02 STUDENT-PROGRAM-AWARD**

<b>Change History</b>
Revision: Effective 07/01/21 Added "U = Noncredit Adult Education High School Diploma"
Revision: Effective 07/01/19 Added "M = Certificate requiring 8 to fewer than 16 semester units (Approved by Chancellor's Office)" Added "N = Certificate requiring 16 to fewer than 30 semester units" Updated "B = Certificate requiring 12 to fewer than 18 semester units (Approved by Chancellor's Office) ( <i>valid through 2018-2019</i> )" Updated "L = Certificate requiring 18 to fewer than 30 semester units ( <i>valid through 2018-2019</i> )"
Revision: Effective 07/01/16 Added "Y = Baccalaureate of Arts (B.A.) degree" Added "Z = Baccalaureate of Science (B.S.) degree"
Revision: 01/21/08 Added "E = Certificate requiring 6 to fewer than 18 semester units (Not approved by Chancellor's Office)" Added "B = Certificate requiring 12 to fewer than 18 semester units (Approved by Chancellor's Office)"
Revision: 10/01/00 Added "Semester" to "E = Certificate requiring 6 to fewer than 18 semester units".
Revision: 11/01/98 Added "E = Certificate 6 to fewer than 18 units" <i>Noncredit Awards</i> Added "G = Noncredit award requiring fewer than 48 hours" Added "H = Noncredit award requiring 48 to fewer than 96 hours" Added "I = Noncredit award requiring 96 to fewer than 144 hours" Added "J = Noncredit award requiring 144 to fewer than 192 hours" Added "K = Noncredit award requiring 192 to fewer than 288 hours" Added "P = Noncredit award requiring 288 to fewer than 480 hours" Added "Q = Noncredit award requiring 480 to fewer than 960 hours" Added "R = Noncredit award requiring 960 hours or more"
Revision: 01/02/91 Added "L = Certificate – Requiring less than one year (Less than 30 semester units)" Added "T = Certificate – Requiring from one to less than two years (30-59 semester units)" Added "F = Certificate – Requiring from two to less than four years (60+ semester units)" Added "O = Other Award"

California Community Colleges  
Management Information System  
Data Element Dictionary

**Student Program Award Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>SP03</b>	<b>STUDENT-PROGRAM-AWARD-EARNED</b>	<b>9(06)</b>
The date when all of the requirements for the degree or certificate were completed.		

Coding	Meaning
<i>YYMMDD</i>	
YY	the last two digits of the calendar year
MM	the two-digit month code, 01-12
DD	the two-digit day code, 01-28/30/31 (day must be valid for the given month)

**SP03 STUDENT-PROGRAM-AWARD-EARNED**

<b>Processing Edits</b>	
FIELD CHECK	Valid Date Format: YYMMDD, where:
	YY last two digits of calendar year
	MM Two-digit month code 01-12
	DD Two-digit date code 01-31, for valid month

**SP03 STUDENT-PROGRAM-AWARD-EARNED**

<b>Change History</b>
Revision: 10/01/00 Changed "STUDENT-PROGRAM-AWARD-DATE" to "STUDENT-PROGRAM-AWARD-EARNED".
Changed " The date when the degree or certificate was awarded" to "The date when the degree or certificate was earned."
Implement: 06/01/89

California Community Colleges  
Management Information System  
Data Element Dictionary

**Student Program Award Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>SP04</b>	<b>STUDENT-PROGRAM-CONTROL-NUMBER</b>	<b>X(05)</b>
<p>This element uniquely identifies the program the student completed. This code is assigned by the Chancellor's Office and provided to the institution offering the program.</p>		

<b>Coding</b>
Report the Chancellor's Office unique 5-digit code for the certificate or degree awarded to the student.
Enter "YYYYY" for noncredit awards that are not CDCP programs.
Enter "99999" for credit awards that do not have a Chancellor's Office assigned program code.
Enter "AAAAA" for "catalog rights" awards that are conferred in programs that do not have a unique 5-digit code because they are no longer offered by the college, but which were previously offered as approved programs. (If the discontinued but previously approved program has a reasonably related successor program, "catalog rights" awards may be reported under the unique 5-digit code for the successor program. If there is no reasonably related successor program, enter "AAAAA.")
All awards submitted with an SP04 = AAAAA shall be reviewed by the Chancellor's Office for validity.

**SP04 STUDENT-PROGRAM-CONTROL-NUMBER**

<b>Processing Notes and Edits</b>	
FIELD CHECK	Numeric or "YYYYY" or "AAAAA"
INTEGRITY CHECK	<p>If numeric and not a CDCP program, Student Program Award (SP02) must be A, S, L, T, F, B, E, O.</p> <p>If Student Program Award (SP02) is G, H, I, J, K, P, Q, R and it is not a CDCP program, must be 'YYYYY'.</p> <p>If SP01 and SP04 valid, SP01 must be same as the one associated with SP04**</p> <p>If GI01 and SP04 valid, GI01 must be same as the one associated with SP04**</p> <p>If SP02 and SP04 valid and SP04 = "99999", SP02 must be "E" or "O"</p>
REFERENTIAL CHECK	Must be valid control number if numeric and not "99999"



California Community Colleges  
Management Information System  
Data Element Dictionary

**Student Program Award Data Elements**

**SP04 STUDENT-PROGRAM-CONTROL-NUMBER**

<b>Change History</b>
04/06/15 Changed element name from <b>STUDENT-PROGRAM-CO-UNIQUE-CODE</b> to <b>STUDENT-PROGRAM-CONTROL-NUMBER</b>
10/01/00 Added: "Enter "AAAAA" for "catalog rights" awards that are conferred in programs that do not have a unique 5-digit code because they are no longer offered by the college, but which were previously offered as approved programs. (If the discontinued but previously approved program has a reasonably related successor program, "catalog rights" awards may be reported under the unique 5-digit code for the successor program. If there is no reasonably related successor program, enter "AAAAA.")"
Implement: 11/01/98