COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

DATA DICTONARY

COMPLETIONS 2.0

Revisions

Change reference	Date	Version
Annual review and updated with PeopleSoft sources	1/28/19	1.0
Updated information for CENTER_CD and EXIT_CD	10/3/19	1.1
Updated PeopleSoft Plan Code criteria for EXIT_CD 5 (Apprenticeship)	9/24/20	1.2
Updated HU_STU_OF_COLOR and STU_OF_COLOR fields	6/8/21	1.3
Updated EXIT_CD title and PeopleSoft Plan Code for EXIT_CD J	3/30/22	1.4
Updated table description to reference X based EMPLIDs	04/05/22	1.5
Updated Plan Code mapping to refer to Degree instead of the last three characters of Plan Code. This is not a change to the mapping, only clarification on how the mapping is done for exit coding.	05/05/22	1.6
Updated degree titles in EXIT_CD documentation	11/28/22	1.7
Added BSN to EXIT_CD documentation	7/26/2023	1.8
Added STRM and INSTITUTION fields	8/2/2023	1.9
Updated valid values for STU_OF_COLOR and HU_STU_OF_COLOR	9/11/2023	2.0

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Table Description

The COMPLETIONS table is updated quarterly by transcript data provided by the colleges.

For legacy colleges, the data is provided to SBCTC through the quarterly SR1280J process. This process identifies students enrolled during the previous eight quarters and extracts transcript and related completion data from the college. The Summer Quarter snapshot is used as the academic year-end snapshot for the previous year. This allows time over the summer for colleges to enter transcripts and completions for the prior year.

For PeopleSoft colleges, a snapshot of the completions data for students enrolled in the current and previous eight quarters is taken. Unlike the Legacy process that pulls all the completions data (including all previous records) for students, the snapshot of PeopleSoft includes only the current and previous eight quarters. If the college transitioned to PeopleSoft less than eight quarters ago, the snapshot will include all the completions data since the college's transition. EMPLIDs from PeopleSoft that begin with an X are excluded.

The COMPLETIONS table has one record per DW_KEY, College, Year, Quarter and Degree_Num. If a student receives more than one degree or certificate at a college during a particular year quarter or academic year, that student's DW_KEY appears more than one time (once for each Degree_Num).

Data Elements

DW_KEY (PK)

Data Type: Text

Size: 10

Definition: The Data Warehouse system-wide unique identifier assigned to each student. This field is used to track students longitudinally across all colleges. This field is used across all student related tables in the Data Warehouse and *is not college specific*.

Data Classification: Category 3

Legacy Source: DW_KEY is retrieved based on available student identifiers in the following order: SID, SSN. If no identifier is found to exist in the Data Warehouse, a new DW_KEY is created.

PeopleSoft Source: DW_KEY is retrieved based on available student identifiers in the following order: CS.EMPLID, SID, and SSN. If no identifier is found to exist in the Data Warehouse, a new DW_KEY is created.

Examples of Use: A system identifier and the primary key on many tables. Used for system unduplicated headcounts.

COLLEGE (PK)

Data Type: Text

Size: 3

Definition: A three-digit code used to identify each community or technical college in the state of Washington. College codes begin with the two-digit district code.

Data Classification: Category 2

History: Pierce District split into two colleges in 2001-02.

Legacy Source: TRAN-DEGREE-D.COLLEGE

PeopleSoft Source: The last three characters of CS.INSTITUTION.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.COLLEGE; LOOKUP.DW_REF_ENR.COLLEGE4RPT; LOOKUP.DW_REF_ENR.COL_CD

YEAR (PK)

Data Type: Text

Size: 3

Definition: A three-character field identifying the academic year. The academic year begins with summer quarter and ends with spring quarter.

Data Classification: Category 2

Legacy Source: TRAN-DEGREE-D.YEAR

PeopleSoft Source: Derived from first three characters of CS.STRM and converted to the legacy year code.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

Examples of Valid Values:

Values	Value Descriptions
990	1999-2000
A01	2000-2001
B01	2010-2011
C01	2020-2021

QUARTER (PK)

Data Type: Text

Size: 1

Definition: A one-character code identifying the specific quarter of the enrollment

Data Classification: Category 2

Legacy Source: C

PeopleSoft Source: Derived from the fourth character of CS.STRM and converted to the legacy quarter code.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

Valid Values:

Values	Value Descriptions
1	Summer
2	Fall
3	Winter
4	Spring

DEGREE_NUM (PK)

Data Type: Text

Size: 2

Definition: A two character field that uniquely identifies the degree.

Data Classification: Category 2

Legacy Source: TRAN-DEGREE-D.DEGREE_NUM

PeopleSoft Source: Set during the Data Warehouse Reengineering process.

EXIT_CD

Data Type: Text

Size: 1

Definition: The type of award that the student received. A student may have multiple awards or exit codes during a particular quarter or year.

Data Classification: Category 2

Legacy Source: TRAN-DEGREE-D.EXIT_CD

PeopleSoft Source: Derived from CS.PS_ACAD_PLAN_TBL.DEGREE and CS.PS_ACAD_DEGR_PLAN

Valid Values:

Values	Value Descriptions	PeopleSoft Plan Code or Degree
1[1]	Professional Technical degrees excluding AAS-T	Degree = APT
1	Associate in General Studies (CIP 24.0101)	Degree = AGS
2	Certificate, >= 90 credits	Degree = C90

Values	Value Descriptions	PeopleSoft Plan Code or Degree
3	Certificate, 45-89 credits	Degree = C45
4[5]	Certificate, 20-44 credits	Degree = C20
Z	Non-Credit Bearing Certificate (0 credits) – beginning Summer 2014	Degree = C00
5[2]	Apprenticeship	n/a in ctcLink
6	High School Completion	Degree = HSC
7[3]	High School Equivalency (GED®) Certificate (no longer added to the Data Warehouse as of Summer 2019)	n/a
8	Not used by SBCTC (colleges may use Exit Code 8 for their own purposes to track records such as Honors, Merits, Multi-Occup, and New Chance, etc.)	n/a
9[4]	Certificate, 1-19 credits	Degree = C01
A	Associate in Science – Transfer AS-T – Track 1	Degree = AS and CIP = 24.0101
B	Associate in Science – Transfer AS-T – Track 1	Degree = AS and CIP = 40.0101
C	Associate in Arts – Transfer Non-DTA (local transfer agreement)	Starts with LTA and Degree = AA or AS
D	Associate in Arts or Associate in Arts and Science – DTA	Not Exit Code C and Degree = AA
E	Associate in Elementary Education – DTA/MRP - eliminated Winter 2014	Plan Code = EETEEAA
F	Associate in Business – DTA/MRP	Plan Code = BUCBUAA
G	Associate in Math Education – DTA/MRP	Plan Code = METMEAS
H	Associate in Physics Education – AS-T Track 2– eliminated Fall 2014	Plan Code = PTEPEAS
I	Associate in Chemistry Education – AS-T Track 1– eliminated Fall 2014	Plan Code = CTECEAS
J	Associate in Science – Transfer Materials Science and Manufacturing Engineering Track 2/MRP	Plan Code = MEEMSAS
K	Associate in General Science Education – AS-T Track 1– eliminated Fall 2014	Plan Code = STEGSAS
L	Associate in Nursing – DTA/MRP– beginning Fall 2014	Plan Code = RENDTAA

Values	Value Descriptions	PeopleSoft Plan Code or Degree
M	Associate in Technology – DTA/MRP	Plan Code = ENTTEAS
N	Associate in Pre-Nursing – DTA/MRP	Plan Code = RENPNAS
O	Associate in Science – Transfer Bioengineering and Chemical Engineering track 2/MRP	Plan Code = CHEBCAS
P	Associate in Science – Transfer Computer Engineering and Electrical Engineering Track 2/MRP	Plan Code = EECCEAS
Q	Associate in Science – Transfer Civil and Mechanical Engineering Track 2/MRP	Plan Code = MEEMCAS
R	Associate in Biology DTA/MRP	Plan Code = GEBBIAS
S	Associate in Mechanical Engineering Technology – AS-T/MRP	Plan Code = MCTMTAS
T	Associate in Applied Science - T (AAS-T Degree)	Degree = AAS
U	Baccalaureate Degree	Degree = BAA, BAS, BS, BSN, or BAT
V	Associate in Construction Management – DTA/MRP	Plan Code = CONCMAS
W	Associate in Electronics Engineering Technology and Computer Engineering Technology – AS-T/MRP	Plan Code = ECTETAS
X	Associate in Computer Science DTA/MRP	Plan Code = CSACSAA
Y	Associate in Music DTA/MRP	Plan Code = MUSMUAA

[1] Prior to 2003 transfer degrees were coded as Exit Code "1". Transfer degrees with "DTA" in the title have been recoded to Exit Code "D". Transfer degrees without "DTA" in the title are coded as Exit Code "1" and Program CIP "240101. You can only separate transfer degrees within Exit Code "1" after 2001.

[2] As of summer quarter 2001-02, the Apprenticeship completers are no longer included in the data warehouse completions table.

[3] Colleges should not enter GED® completers. Prior to B901, SBCTC matched the SSN's from the GED® database to the Data Warehouse and anyone who is enrolled in basic skills courses anytime in the past 2 years is processed and included in the Completions table. SBCTC discontinued adding GED to the Completions table altogether starting in Summer 2019.

[4] Prior to Summer 2014, the definition of Exit Code 9 was "Unique Program Completion or Non-credit occupational training completion". The intent was to recognize job-specific completions, particularly non-credit certification courses. The definition of Exit Code 9 changed to 1 to 19 credits in the Summer of 2014.

[5] Prior to Summer 2014, the definition of Exit Code 4 was a certificate under 45 credits.

[6] Prior to Winter 2022, the definition of Exit Code J was Associate in Biology Education – AS-T Track 1 (eliminated Fall 2014)

AWARD_TYPE

Data Type: Text

Size: 2

Definition: A one-character code describing the award type of the completion.

Data Classification: Category 2

Source: Set during the Data Warehouse Reengineering process.

Valid Values:

Values	Value Descriptions
0 Non-Credit Certificate*	Exit_Cd Z
1 Other Completion	Exit Cd 6 or 7
2 General Studies	Exit Cd 1 and Program CIP 24.010
3 WorkForce Award	Exit Cd 1,2,3,4,5,9 or T & Program CIP <> 24.0101
4 Academic Award	Alpha Exit_Cds (except T,U,Z)
5 Bachelor's Degree	Exit_Cd U

*Prior to Summer 2014, Award_Type 0 = "WorkForce Completion" and included Exit_Cd 9 or Z. In B451, Exit_Cd 9 was moved to Award_Type 3 and Award_Type 0 became a "Non-Credit Certificate".

DEGREE_TITLE

Data Type: Text

Size: 100

Definition: The title of the degree awarded to the student. Prior to Academic Year 1997-98, these titles are not available in the Completions table.

Data Classification: Category 2

Legacy Source: SMIS.DEGREE_TITLE

PeopleSoft Source: CS.PS_ACAD_PLAN_TBL.DIPLOMA_DESCR

CENTER_CD

Data Type: Text

Size: 3

Definition: The GED Testing Center where a GED was issued

Data Classification: Category 3

Source: Set during the Data Warehouse Reengineering process.

History: No longer updated as of Summer 2019 (B901).

PROGRAM_CIP

Data Type: Text

Size: 6

Definition: The Classification of Instructional Programs code which indicates the subject area of the completion.

Data Classification: Category 2

Legacy Source: TRAN-DEGREE-D.CIP

PeopleSoft Source: CS.PS_ACAD_PLAN_TBL.CIP_CODE

Valid Values: See DW_REF_ENR.CIP for a complete listing of codes.

PROGRAM_COMPL

Data Type: Text

Size: 10

Definition: Indicates the program area related to the completion. For legacy records, this is the first three digits of the Educational Program Code (EPC). For PeopleSoft records, this is ACAD_PLAN code.

Data Classification: Category 3

Legacy Source: First three characters of TRAN-DEGREE-D.PRG-COMPL

PeopleSoft Source: CS.PS_ACAD_DEGR_PLAN.ACAD_PLAN

PROGRAM_SUFFIX

Data Type: Text

Size: 1

Definition: The fourth character of the Educational Program Code associated with the program that the student completes.

Data Classification: Category 3

Legacy Source: Fourth character of TRAN-DEGREE-D.PROG-COMPL, if it exists.

PeopleSoft Source: Not Populated

REC_CD (*retired data element*)

Data Type: Text

Size: 1

Definition: Indicates where a record comes from—whether it comes from the college's TRAN database or from the system match with external agencies. GED database matches include all students who received a Community or Technical College GED and were present in the SBCTC Stuclass table with a Basic Skills course anytime up to two years prior to receiving the GED certificate. Apprenticeship L & I matches include all students who were included in the L & I Apprenticeship file and were also present in the SBCTC SMIS system anytime up to 3 years prior to being reported.

The SBCTC does not use this code.

Data Classification: Category 3

Valid Values:

Values	Value Descriptions
S	System Assigned
C	College Assigned
G	GED
A	Apprenticeship L & I Match (since 94-95; system assigned prior to 94-95)

CITZ_STAT

Data Type: Text

Size: 2

Definition: This field indicates whether a student is a US citizen, an Immigrant or refugee, or is living in the country on a visa. This value is pulled from the last YRQ the student was enrolled.

Data Classification: Category 3

Source: SMIS.DW_ENR.STUDENT.CITZ_STAT

Valid Values:

See the Data Warehouse STUDENT data dictionary for current listing of valid values.

DISABILITY

Data Type: Text

Size: 1

Definition: A one-character code to indicate if a student is reported as disabled. This value is pulled from the last YRQ the student was enrolled.

Data Classification: Category 4

Source: SMIS.DW_ENR.STUDENT.DISABILITY

Valid Values:

Values	Value Descriptions
Y	Yes – reported a disability
N	No – did not report a disability
NULL	No – did not report a disability

ECON_DISAD _IND

Data Type: Text

Size: 1

Definition: A one-character code that indicates whether a student received need based financial aid in the year of enrollment. This data element is pulled from the last YRQ the student was enrolled.

Data Classification: Category 3

Legacy Source: SMIS.DW_ENR.STUDENT.ECON_DISAD_IND

Valid Values:

Values	Value Descriptions
Y	Yes – received need based financial aid
N	No – did not receive need based financial aid
NULL	No – did not receive need based financial aid

ETH_ORIG *(retired data element)*

Data Type: Text

Size: 1

Definition: The race/ethnic background of the student. This value is pulled from the last YRQ the student was enrolled.

Data Classification: Category 3

History: As of Summer quarter 2003 this data element was retired and replaced with RACE_CODE.

Source: SMIS.DW_ENR.STUDENT.ETH_ORIG

HISPANIC

Data Type: Text

Size: 1

Definition: A one-character code representing whether the student identified as Hispanic. This value is pulled from the last YRQ the student was enrolled.

Data Classification: Category 3

Source: SMIS.DW_ENR.STUDENT.HISPANIC

Valid Values:

Values	Value Descriptions
Y	Yes, the student is Hispanic
N	No, the student is not Hispanic
NULL	No, the student is not Hispanic

INTERNATIONAL_STUDENT

Data Type: Text

Size: 1

Definition: A one-character code representing an International Student. This value is pulled from the last YRQ the student was enrolled.

Data Classification: Category 3

Legacy Source: SMIS.DW_ENR.STUDENT.INTERNATIONAL_STUDENT

Valid Values:

Values	Value Descriptions
Y	Yes, the student is an International Student
N	No, the student is not an International Student
NULL	No, the student is not an International Student

RACE_CODE

Data Type: Text

Size: 1

Definition: A one-character code representing the student's race or ethnic origin. *As of Summer quarter 2003 this data element replaced ETH_ORIG.* This value is pulled from the last YRQ the student was enrolled.

Data Classification: Category 3

Legacy Source: SMIS.DW_ENR.STUDENT.RACE_CODE

Valid Values:

Values	Value Descriptions
1	Asian
2	African American
3	American Indian
4	Hispanic

Values	Value Descriptions
5	Pacific Islander
6	White
7	Native Hawaiian or Other Pacific Islander
8	Alaska Native
9	Multi-Racial
0	Other Race
Blank	Not Reported

RACE_ETHNIC_CODE

Data Type: Text

Size: 1

Definition: A single prioritized race and ethnic origin code for each student. This value is pulled from the last YRQ the student was enrolled.

Data Classification: Category 3

Source: SMIS.DW_ENR.STUDENT.RACE_EITHNIC_CODE

Valid Values:

Values	Value Descriptions
Code	Race_Ethnic_Ind
1	100000 - Asian/Pacific Islander (including Hawaiian) only, non - Hispanic
2	010000 - African American only, non- Hispanic
3	001000 - Native American (American Indian or Alaskan Native) only, non-Hispanic
4	000100 – Hispanic
5	000010 - Multiracial or Other Race
6	000001 - White only, non-Hispanic
7	International_Student = Y
Blank	International_Student = N or no Census_Race_Cd provided

RACE_ETHNIC_IND

Data Type: Text

Size: 6

Definition: A six-digit indicator that represents each of the possible race/ethnic categories (exclusive of international students). Each of the six digits is an "on/off" switch. This value is pulled from the last YRQ the student was enrolled.

Data Classification: Category 3

Source: SMIS.DW_ENR.STUDENT.RACE_ETHNIC_IND

Valid Values:

Value	Description	Census-Race-Cd or Census-Race-CD2
1	Asian/Pacific Islander (including Hawaiian)	600-699 or 976-985 and Hispanic = N
2	African American	870-934 and Hispanic = N

Value	Description	Census-Race-Cd or Census-Race-CD2
3	Native American (American Indian or Alaskan Native)	000-599, 935-970 and Hispanic = N
4	Hispanic	Hispanic = Y
5	Other, Multiracial	750-799 and Hispanic = N
6	White	800-869 and Hispanic = N

Some of the common multiple patterns include:

001001 - Native American (American Indian or Alaskan Native) and White, non- Hispanic

100001 - Asian/Pacific Islander (including Hawaiian) and White, non – Hispanic

SEX

Data Type: Text

Size: 1

Definition: The gender of the student. This data element is pulled from the last YRQ the student was enrolled. This value is pulled from the last YRQ the student was enrolled.

Data Classification: Category 3

Source: SMIS.DW_ENR.STUDENT.SEX

Valid Values:

Values	Value Descriptions
M	Male
F	Female
Blank	Not Reported

SID *(and EMPLID combined)*

Data Type: Text

Size: 11

Definition: A unique identifier for the student. The identifier is assigned by the college.

Note: If the field length of the SID field is 11 characters, it contains both the SID and the EMPLID. If the length of the value of the SID is 11 characters, it represents the EMPLID. Because some EMPLID values matched the legacy SID values, the EMPLID is padded with leading zeros to 11 characters to enforce uniqueness.

Source: The SID field has been modified in most tables to contain both the legacy SID and the PeopleSoft EMPLID in an effort to retain the existing joins between tables and to include PeopleSoft colleges in the joins. If the PeopleSoft student record was converted with an SID in the EXTERNAL_SYSTEM_ID field, we retain the legacy SID on the record to allow for longitudinal analysis. If there is no legacy SID associated to a PeopleSoft EMPLID, the EMPLID is used to populate this field.

Data Classification: Category 3

Legacy Source: SMIS.SID

PeopleSoft Source: CS.EMPLID and CS.PS_EXTERNAL_SYSTEM.EXTERNAL_SYSTEM_ID

YRQ

Data Type: Text

Size: 4

Definition: The concatenation of YEAR and QUARTER. The first three characters are the YEAR, and the last character is the QUARTER.

Data Classification: Category 2

Legacy Source: SMIS.YRQ

PeopleSoft Source: Derived from the fourth character of CS.STRM and converted to the legacy quarter code.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

QTR_ADDED

Data Type: Text

Size: 4

Definition: A four character code identifying the year and quarter of the source completion record. This is the year and quarter when a record was added or last processed to the Data Warehouse Completions table.

Data Classification: Category 3

EMPLID

Data Type: Text

Size: 11

Definition: The PeopleSoft unique identifier assigned to each student and employee. The same EMPLID is used across all pillars and all institutions for each student/employee. The same EMPLID is used whether the student is an employee or student or both.

Data Classification: Category 3

Legacy Source: Not populated

PeopleSoft Source: CS.EMPLID

RACE_ETHNIC_IND2

Data Type: Text

Size: 7

Definition: A seven-digit indicator that represents the same race/ethnic categories as RACE_ETHNIC_IND except it separates out Asian and Pacific Islander. Each of the seven digits is an "on/off" switch. This value is pulled from the last YRQ the student was enrolled.

Data Classification: Category 3

Source: SMIS.DW_ENR.STUDENT.RACE_ETHNIC_IND2

STU_OF_COLOR

Data Type: Text

Size: 1

Definition: Students of color include any student with a reported census race code of Asian, Black/African American, Native American (American Indian or Alaskan Native), Hispanic, or Pacific Islander.

History: This data element was added in Spring 2018 and retroactively updated back to Summer 2000.

Data Classification: Category 3

Source: Derived during the quarterly Data Warehouse re-engineering process based on the RACE_ETHNIC_IND2 data element. This value is set to Y when the following bits in the RACE_ETHNIC_IND2 value are set to positive: 1, 2, 3, 4, 5, 7

Note that if this information was not populated in PeopleSoft, this field is set to the value found in the data warehouse for this student's last YRQ enrolled.

Valid Values:

Values	Value Descriptions
Y	Yes
N	No
Null	Not Reported

HU_STU_OF_COLOR

Data Type: Text

Size: 1

Definition: Historically underserved students of color include any student with a reported census race code of Black/African American, Native American (American Indian or Alaskan Native), Hispanic, or Pacific Islander.

History: This data element was added in Spring 2018 and retroactively updated back to Summer 2000.

Data Classification: Category 3

Source: Derived during the quarterly Data Warehouse re-engineering process based on the RACE_ETHNIC_IND2 data element. This value is set to Y when the following bits in the RACE_ETHNIC_IND2 value are set to positive: 2, 3, 4, 7.

Note that if this information was not populated in PeopleSoft, this field is set to the value found in the data warehouse for this student's last YRQ enrolled.

Valid Values:

Values	Value Descriptions
Y	Yes
N	No
Null	Not Reported

ACAD_PROG

Data Type: Text

Size: 10

Definition: The Academic Program the student is enrolled in.

Data Classification: [Category 2](#)

Source: SYSADM_CS.PS_ACAD_PLAN_TBL.ACAD_PROG

STRM

Data Type: VARCHAR

Size: 4

Definition: A ctcLink variable that indicates the academic year and term. STRM stands for Session Term. The first character represents the millennium. The second and third characters represent the 2-digit calendar year and the last character represents the term (or quarter).

The academic year begins with summer quarter and ends with spring quarter, however the Financial Aid year may differ by college. Some colleges offer financial aid starting summer quarter thru spring quarters (header colleges), others offer aid fall thru summer quarters (trailing colleges).

The use of AID_YEAR will assist when determining which STRM's should be included when using the data for a specified academic year.

Data Classification: [Category 2](#)

PeopleSoft Source: CS. ACAD_DEGR

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT

Example Valid Values:

Values	Value Descriptions
2197	Fall Quarter 2019
2201	Winter Quarter 2020
2213	Spring Quarter 2021
2225	Summer Quarter 2022

INSTITUTION

Data Type: VARCHAR

Size: 5

Definition: The five-digit code used in ctcLink to identify each community or technical college in the state of Washington.

Data Classification: [Category 2](#)

PeopleSoft Source: CS. ACAD_DEGR

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.COLLEGE_MASTER

Appendix A: Data Classification Appendix

Each data element in the Data Warehouse is associated with a category classification that indicates the method of which to use and store the data.

For more information, see the Data Classification brief.

Category	Description
Category 1	**Public Information** SBCTC does not consider any Data Warehouse data to be category 1. SBCTC does not release data to the public unless specifically requested. The release of public information is reserved for the college's discretion based upon their FERPA directory information policies.
Category 2	**Sensitive Information** Student related information that is considered "directory information" under FERPA and is generally not considered harmful or to be an invasion of privacy if released. This information can be disclosed to outside organizations with the student's prior consent. This is information that would be released during a public records request of Data Warehouse data.
Category 3	**Confidential Information** Enrollment information protected under FERPA, personnel and financial data. Category 3 includes all data elements except those explicitly stated in categories 2 and 4. Category 3 data is not distributed unless governed by a contract or data sharing agreement.
Category 4	**Confidential Information requiring Special Handling** Highly confidential data that is exempt from disclosure under applicable state and federal laws such as personally identifiable data protected under FERPA. Category 4 data is information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to SBCTC or colleges, students, employees or customers. This information has limited use per specific state and federal laws.

Appendix B: Audit Log Data Elements

PROCESSING_YRQ

Data Type: Text

Size: 4

Definition: The four digit code identifying the source year/quarter for the Student_Degree record.

Data Classification: Category 3

AUDIT_TYPE

Data Type: Text

Size: 2

Definition: This two digit data element is included in the AUDIT_LOG table and summarizes the type of error found during the quarterly processing.

Data Classification: Category 3

Valid Values:

Values	Value Descriptions
01 Missing or Invalid Exit Code	Exit Code is blank or invalid
02 Missing or Invalid Program_CIP	Program_CIP is blank or CIP not found in Program Inventory table
03 Missing or Invalid Program_Compl	Program_Compl is blank or college is not approved to offer this program
04 Invalid Program_Compl	College no longer approved to offer this program
05* Invalid Program_Compl	Not a valid program for completion. (for Unique Programs) Program_Compl (EPC) < 100 or 791, 887, 888, 890, 893, 895, 896, 897, 898, 899, 990
06 Invalid Year or Quarter	
07 Invalid use of Program_CIP 24.0101	Only for use with Academic Awards (Exit Code 1 and alpha Exit Codes except T)
08 Invalid SID	SID contains "TEST" (added B673)

* AUDIT_TYPE 05 is no longer used