

**Import/Export File Layout Specification for Fall Data Collection, 2003
 Completions Section, Academic Year 2002-2003
 Using CIP2000
 Fixed Length/Positional File (*.TXT)**

Field ID(Key)	Column	Length	Description	Valid Entries
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"CO2"
MAJORNUM	10	1	First or second major identification	1 = First Major, 2 = Second Major
CIPCODE	11	7	Classification of instructional program code	xx.xxxx, valid CIP codes, refer to CIP code table (must have leading zero if applicable)
AWLEVEL	18	2	Award level	1 to 11 for MAJORNUM=1 First Major; 3,5,7,9 for MAJORNUM=2 Second Major; (refer to award level table)
CRACE01	20	6	Nonresident Alien - Men (1)	0 to 999999
CRACE02	26	6	Nonresident Alien - Women (2)	0 to 999999
CRACE03	32	6	Black, non-Hispanic - Men (3)	0 to 999999
CRACE04	38	6	Black, non-Hispanic - Women (4)	0 to 999999
CRACE05	44	6	American Indian or Alaska Native - Men (5)	0 to 999999
CRACE06	50	6	American Indian or Alaska Native - Women (6)	0 to 999999
CRACE07	56	6	Asian or Pacific Islander - Men (7)	0 to 999999
CRACE08	62	6	Asian or Pacific Islander - Women (8)	0 to 999999
CRACE09	68	6	Hispanic - Men (9)	0 to 999999
CRACE10	74	6	Hispanic - Women (10)	0 to 999999
CRACE11	80	6	White, non-Hispanic - Men (11)	0 to 999999
CRACE12	86	6	White, non-Hispanic - Women (12)	0 to 999999
CRACE13	92	6	Race/ethnicity unknown - Men (13)	0 to 999999
CRACE14	98	6	Race/ethnicity unknown - Women (14)	0 to 999999
CRACE15	92	6	Grand total - Men (15)	Totals will be generated. Do not include in import file. Columns 104-115 are reserved for File Export.
CRACE16	98	6	Grand total - Women (16)	

NOTES: If there were no awards conferred for a specific CIP code and award level during academic year 2002-03 but the institution still offers the program at that award level, submit a record (First major only) with the CIP code and award level with zeroes for CRACE01 through CRACE14.

All numeric fields should be right-justified in its field. Both leading zeros and spaces are permissible. Character data should be left justified.

Sort Order: UNITID,SURVSECT,MAJORNUM

Import/Export File Layout Specification for Fall Data Collection, 2003
Completions Section, Academic Year 2002-2003
Using CIP2000
Key Value Pair File (*.TXT)

Field ID(Key)	Description	Valid Entries
UNITID	UNITID	nnnnnn=Valid UnitID
SURVSECT	Survey Section	"CO2"
MAJORNUM	First or second major identification	1 = First Major, 2 = Second Major
CIPCODE	Classification of instructional program code CIP code	xx.xxxx valid CIP codes, refer to Cip code table. (Must have leading zero if applicable)
AWLEVEL	Award level	1 to 11 for MAJORNUM=1 First Major; 3,5,7,9 for MAJORNUM=2 Second Major; (refer to award level table)
RACE	Race	j = 1 to 8, refer to race/ethnicity table
Sex	Sex	k= 1-Men, 2-Women
Count	Number of awards	1 to 99999, for zero value see note above.

Sample record:
UNITID=100663,SURVSECT=COM,MAJORNUM=1,CIPCODE=01.0101,AWLEVEL=1,RACE=1,SEX=1,COUNT=nnnnn
UNITID=100663,SURVSECT=COM,MAJORNUM=1,CIPCODE=01.0101,AWLEVEL=1,RACE=1,SEX=2,COUNT=nnnnn
UNITID=100663,SURVSECT=COM,MAJORNUM=1,CIPCODE=01.0101,AWLEVEL=1,RACE=2,SEX=1,COUNT=nnnnn
UNITID=100663,SURVSECT=COM,MAJORNUM=1,CIPCODE=01.0101,AWLEVEL=1,RACE=2,SEX=2,COUNT=nnnnn
UNITID=100663,SURVSECT=COM,MAJORNUM=1,CIPCODE=01.0101,AWLEVEL=3,RACE=j,SEX=k,COUNT=nnnnn
UNITID=100663,SURVSECT=COM,MAJORNUM=1,CIPCODE=01.0101,AWLEVEL=i,RACE=j,SEX=k,COUNT=nnnnn
UNITID=100663,SURVSECT=COM,MAJORNUM=1,CIPCODE=xx.xxxx,AWLEVEL=i,RACE=j,SEX=k,COUNT=nnnnn
UNITID=100663,SURVSECT=COM,MAJORNUM=2,CIPCODE=01.0101,AWLEVEL=5,RACE=1,SEX=1,COUNT=nnnnn
UNITID=100663,SURVSECT=COM,MAJORNUM=2,CIPCODE=01.0101,AWLEVEL=5,RACE=1,SEX=2,COUNT=nnnnn
UNITID=100663,SURVSECT=COM,MAJORNUM=2,CIPCODE=01.0101,AWLEVEL=5,RACE=2,SEX=1,COUNT=nnnnn
UNITID=100663,SURVSECT=COM,MAJORNUM=2,CIPCODE=01.0101,AWLEVEL=5,RACE=2,SEX=2,COUNT=nnnnn
UNITID=100663,SURVSECT=COM,MAJORNUM=2,CIPCODE=01.0101,AWLEVEL=7,RACE=j,SEX=k,COUNT=nnnnn
UNITID=100663,SURVSECT=COM,MAJORNUM=2,CIPCODE=01.0101,AWLEVEL=i,RACE=j,SEX=k,COUNT=nnnnn
UNITID=100663,SURVSECT=COM,MAJORNUM=2,CIPCODE=xx.xxxx,AWLEVEL=i,RACE=j,SEX=k,COUNT=nnnnn
" " " " " " " " " "
" " " " " " " " " "
UNITID=nnnnnn,SURVSECT=COM,MAJORNUM=1,CIPCODE=xx.xxxx,AWLEVEL=i,RACE=j,SEX=k,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=COM,MAJORNUM=2,CIPCODE=xx.xxxx,AWLEVEL=i,RACE=j,SEX=k,COUNT=nnnnn

Note: Records with a count of zero should not be submitted, EXCEPT for cases where there were no awards conferred for a specific CIP code and award level during academic year 2002-03 but the institution still offers the program at that award level. In such cases, submit a record (First Major only) as follows:
UNITID=nnnnnn,SURVSECT=COM,MAJORNUM=1,CIPCODE=xx.xxxx,AWLEVEL=i,RACE=1,SEX=1,COUNT=0

Sort Order: UNITID, SURVSECT,MAJORNUM

CIP code table

Valid CIP codes are listed in Classification of Instructional Programs (CIP) 2000 Version which is available at this web site.

Award level table

- 1 - Postsecondary award, certificate, or diploma of less than one academic year (less-than 900 contact or clock hours)
- 2 - Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours)
- 3 - Associate's Degree*
- 4 - Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 contact or clock hours)
- 5 - Bachelor's Degree or equivalent*
- 6 - Postbaccalaureate Certificate
- 7 - Master's Degree*
- 8 - Post-Master's Certificate
- 9 - Doctor's Degree*
- 10 - First-Professional Degree
- 11 - First-Professional Certificate (Post-Degree)

**** Use only 3,5,7 and 9 when reporting second majors.***

Race/ethnicity table

- 1 - Nonresident Alien
- 2 - Black non-Hispanic
- 3 - American Indian or Alaskan Native
- 4 - Asian or Pacific Islander
- 5 - Hispanic
- 6 - White non-Hispanic
- 7 - Race/ethnicity unknown
- 8 - Grand total will be generated on export file. Do not include in import file.**