



INDIANA COMMISSION *for*  
HIGHER EDUCATION

Commission for Higher Education Data Submission System

**Degrees Conferred File: Indiana Non-Public Institutions**

Instructions and Definitions

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## Overview

The degrees conferred file provides information on degrees conferred (graduate, undergraduate, and certificate). The degrees conferred file must be submitted in September-November of the year following the academic year being reported on. For a campus submission for a given reporting year, a degree conferred record is uniquely identified by the Student Identifier field. A given student identifier cannot appear in multiple rows. A student profile record MUST exist for each degree conferred record submitted.

**Whom to report:** Report data only for students who received a degree (undergraduate, graduate, or certificate) during the year for which data are being reported. Report data on any student who received a degree from September through the following August (generally the fall, spring, trailing summer of a given academic year).

| Field ID | Field Position # | Data Element                        | Allowable Values  |
|----------|------------------|-------------------------------------|---|
| DP01     | 1                | Reporting Year                      | Four digit year (e.g., 2017). Must be valid year.   |
| DP02     | 2                | Location                            | Location ICHE ID from table 1.1 of the General Instructions (Non-Public) document   |
| DP03     | 3                | Student Identifier                  | Alphanumeric value of no more than 10 characters  |
| DP04     | 4                | Student Residency Status            | Numeric code 0-2<br>0 = unknown<br>1 = Indiana resident<br>2 = non-resident   |
| DP05     | 5                | First Degree Conferred CIP Code     | 6 digit CIP 2010 code (e.g., 090704); must be valid CIP 2010 code<br>Blank is not an allowable value for this field   |
| DP06     | 6                | First Degree Conferred Degree Type  | Numeric code 01-08; 11; 17-18<br>01 = Awards of < 1 academic year<br>02 = Awards of at least 1 but less than 2 academic years<br>03 = Associate's<br>05 = Bachelor's<br>06 = Post-baccalaureate certificate<br>07 = Master's<br>08 = Post-master's certificate<br>17 = Doctor's degree-research/scholarship<br>18 = Doctor's degree-professional practice |
| DP07     | 7                | First Degree Conferred Date         | MMYYYY; must be valid calendar date and must be within academic year being reported   |
| DP08     | 8                | Second Degree Conferred CIP Code    | See field DP05; blank if not applicable<br>Blank is not an allowable value if fields DP09 and DP10 are not 00 and blank   |
| DP09     | 9                | Second Degree Conferred Degree Type | See field DP06; 00 if not applicable<br>00 is not an allowable value if fields DP08 and DP10 are not blank  |
| DP10     | 10               | Second Degree Conferred Date        | See field DP07; blank if not applicable<br>Blank is not an allowable value if fields DP08 and DP09 are not 00 and blank   |

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## Definitions

**Reporting year:** The year for which data are being reported. Report trailing year (e.g., 2016-2017 is reported as 2017).

**Location:** Where the student takes the majority of coursework throughout the year. A list of campuses and centers along with their ICHE IDs is found in Table 1.1 of General Instructions (Non-Public) document.

**Student Identifier:** Institution-assigned unique student ID that is consistent across all data submissions for the reporting year.

**Student Residency Status:** Student's residency or non-residency in Indiana, as recorded by the institution. For the purpose of this report, an Indiana resident is a student who him/herself resides in Indiana (if the student is an independent student) or the student's parent resides in Indiana (if the student is a dependent student). A non-resident is a student who him/herself does not reside in Indiana (if the student is an independent student) or the student's parent does not reside in Indiana (if the student is a dependent student).  
NOTE: Proprietary (for-profit) schools are requested to report only Indiana residents and "unknown".

**First Degree Conferred CIP Code:** The federally-recognized CIP (Classification of Instructional Program) 2010 six-digit code that identifies the program in which the student earned a degree. For this field, blank is not an allowable value.

**First Degree Conferred Degree Type:** The degree level earned by the student.

Awards of < 1 Academic Year: Certificate programs that require completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters) or designed for completion in less than 30 semester credit hours by a student enrolled full time.

Awards of At Least 1 but Less Than 2 Academic Years: Certificate programs that require completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 semester credit hours by a student enrolled full time.

Associate: Associate degree, which is an award that normally requires at least two but not more than four years of full-time equivalent college work.

Bachelor's: Bachelor's degree, which is an award that normally requires at least four but not more than five years of full-time equivalent college work. This includes all Bachelor's degrees conferred in a 5-year cooperative (work-study) program.

Post-baccalaureate Certificate: Post-baccalaureate certificate, which is an award that requires the completion of an organized program of study equivalent to 18 semester credit hours beyond the Bachelor's. It is designed for persons who have completed a Bachelor's degree, but does not meet the requirements of a Master's degree.

Master's: Master's degree, which is an award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the Bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav), may require more than 2 full-time equivalent academic years of work.

Post-master's Certificate: Post-master's certificate, which is an award that requires the completion of an organized program of study equivalent to 24 semester credit hours beyond the Master's degree, but does not meet the requirements of academic degrees at the doctoral level.

Doctorate Degree-research/scholarship: Doctoral degree that is a Ph.D. or other doctoral degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. These degrees may include, but are not limited to, Ed.D., D.M.A., D.B.A., D.Sc., D.A., D.M., and others, as designated by the awarding institution.

Doctorate Degree-professional practice: Doctoral degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including pre-professional and professional preparation, equals at least six full time equivalent academic years. These degrees may include, but are not limited to, Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); and Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.

**First Degree Conferred Date:** The date on which the student was conferred the first degree. The date must be between September and August of the year being reported.

**Second Degree Conferred CIP Code:** The CIP 2010 code that identifies the program in which the student earned a second degree. Fill this field with blanks if not applicable (if the student was awarded only one degree). However, if a value other than 00 is reported for second degree conferred degree type, and/or a value other than blanks is reported for second degree conferred date, blanks are not an allowable value for this field.

**Second Degree Conferred Degree Type:** The degree level for which the student earned a second degree. Fill this field with 00 if not applicable. However, if a value other than blanks is reported for second degree conferred CIP code, and/or a value other than blanks is reported for second degree conferred date, 00 is not an allowable value for this field.

**Second Degree Conferred Date:** The date on which the student was conferred the second degree. If a date is reported, it must be between September and August of the year being reported. If not applicable, fill this field with blanks. However, if a value other than blanks is reported for second degree conferred CIP code, and/or a value other than 00 is reported for second degree conferred degree type, blanks are not an allowable value for this field.

| Document Change History |                                  |
|-------------------------|----------------------------------|
| 2018                    | No changes                       |
|                         | <b>Start of 17-18 Collection</b> |
| 2017                    | No changes                       |
|                         | <b>Start of 16-17 Collection</b> |
| 2016                    | No changes                       |
|                         | <b>Start of 15-16 Collection</b> |
| 2015                    | No changes                       |
|                         | <b>Start of 14-15 Collection</b> |