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**MEMORANDUM 30-2021-07**

**TO:** Florida College System Reports Coordinators

**FROM:** Kimberly Pippin

**DATE:** October 5, 2020

**SUBJECT:** 2020-2021 Integrated Postsecondary Data System (IPEDS) Graduation Rate Survey – Four-Year Institution Exclusions

**DUE DATE:** Friday, November 13, 2020

The Bureau of Community College and Technical Center Management Information Systems (CCTCMIS) announces the collection of exclusions data for the *2020-2021 IPEDS Graduation Rate Survey*. This survey includes a six-year look at completions and graduation rates.

For the exclusions data collection, which begins on Friday, October 9, 2020, colleges will provide a file containing deceased student data from the Fall 2014-15 cohort. The format and instructions for the exclusions file are attached.

Please submit the exclusions file with the deceased students' identification numbers using the filename CCxx.STU.EXCLUDE4.T2B2015.PROD.txt (where xx is the institution number). If your college has no deceased students in the cohort, only submit the certification form and indicate "No" on the form.

The exclusions file data submission is due Friday, November 13, 2020. The certification form is available on the [CCTCMIS website](#) and must be submitted by Monday, November 16, 2020, using the specified certification file name listed within the form.

If you have any questions, please email the appropriate staff below:

Data Processing Manager: [Kimberly Pippin](#)  
Student Database: [Katherine Mueller](#)

KP/lws

Attachments

cc: Florida College System Executive Assistants to the Presidents  
Florida College System Chief Information Officers

**Florida College System**  
**2020-2021 IPEDS Graduation Rate Survey - Four Year Institution**  
**Instructions for Deceased Exclusions File Submission**

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Instructions provided below.

**Four Year Cohort**

The Fall 2014-15 cohort file, CCxx.STU.EF2IPFIL.T2B2015 (where xx is the institution number), has been sent to your college via TIBCO by the Bureau of PK-20 Education Reporting and Accessibility (PERA). Download the file to a secure area.

Select records where:

Line = 1 Full-Time\First-Time Degree\Certificate Seeking and  
Gender not equal to 'X' (Unknown gender is not reported to IPEDS)

**Deceased Exclusions**

Include **ONLY** those records of students from the Fall 2014-15 cohort who are deceased. Include all deceased exclusions from Fall 2014-15 through, and including, Summer 2020-21.

Return the deceased exclusions file to CCTCMIS with the student identification number of the deceased students, if any, using the following file naming convention:

CCxx.STU.EXCLUDE4.T2B2015.PROD.txt (where xx is your institution number)

***NOTE:*** Files with invalid filenames will be rejected and deleted.

If your college has no deceased students in this cohort, please send the certification form only and indicate “No” on the form.

The deceased exclusions files are due by Friday, November 13, 2020, and the completed certification form is due by Monday, November 16, 2020.

**Records not in the original cohort will not be loaded.**

**Florida College System**  
**IPEDS 2020-2021 Four Year Institution Graduation Rate Survey**  
**2014-15 Fall Enrollment**  
**Deceased Exclusions Record Format**

Field Characteristics: A = Alphabetic only A/N = Alphanumeric N = Numeric only					PERA already sent through TIBCO file : CCxx.STU.EF2IPFIL.T2B2015  College will submit via TIBCO to CCTCMIS file: CCxx.STU.EXCLUDE4.T2B2015.PROD.txt (where xx is the institution number)
Item No.	From-to	Size	Field char	Field Name	Field Description
1	1-2	2	N	CCNUM	Two digit college number ( <b>01-28</b> )
2	3-8	6	A/N	TrmYear	2B2015 (Beginning of Fall Term 2014-15)
3	9-18	10	A/N	PSNID	Ten character student identifier