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**MEMORANDUM 30-2022-07**

**TO:** Florida College System Reports Coordinators  
**FROM:** Kimberly Pippin  
**DATE:** October 5, 2021  
**SUBJECT:** 2021-2022 Integrated Postsecondary Data System (IPEDS) Graduation Rate Survey – Two Year Institution Exclusions

**DUE DATE:** Friday, November 5, 2021

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The Bureau of Community College and Technical Center Management Information Systems (CCTCMIS) announces the collection of exclusions data for the *2021-2022 IPEDS Graduation Rate Survey*. This survey includes a three-year look at completions and graduation rates.

For the exclusions data collection, which begins on Friday, October 8, 2021, colleges will provide a file containing deceased students from the Fall 2018-19 cohort. The format and instructions for the exclusions file are attached.

Please submit the exclusions file with the exclusion type and students' identification numbers using the filename CCxx.STU.EXCLUDE2.T2B2019.PROD.txt (where xx is the institution number). Submit the certification form and indicate "No" on the form if your college has no students meeting exclusion criteria in the cohort.

The exclusions file data submission is due Friday, November 5, 2021. The certification form is available on the [CCTCMIS website](#) and must be submitted by Monday, November 8, 2021, using the specified certification file name listed within the form.

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

Bureau Chief: [Kimberly Pippin](#)  
Student Database: [Katherine Mueller](#)

KP/klm

Attachments

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

**Florida College System**  
**2021-2022 IPEDS Graduation Rate Survey - Two Year Institution**  
**Instructions for Exclusions File Submission**

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Instructions provided below.

**Two Year Cohort**

The Fall 2018-19 cohort file, CCxx.STU.EF2IPFIL.T2B2019 (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)

**Exclusions**

Include **ONLY** those records of students from the Fall 2018-19 cohort who meet the following criteria:

- a. The student is deceased or is totally and permanently disabled and thus unable to return to school.
- b. The student left school to serve in the armed forces or was called up to active duty. (Do NOT include students already in the military who transfer to another duty station.)
- c. The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps.
- d. The student left school to serve on an official church mission.

Include all exclusions from Fall 2018-19 through, and including, Summer 2021-22.

Return the exclusions file to CCTCMIS with the student identification numbers of the exclusion eligible students, if any, using the following file naming convention:

CCxx.STU.EXCLUDE2.T2B2019.PROD.txt (where xx is the institution number)

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

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

The exclusions files are due by **Friday, November 5, 2021**, and the completed certification form is due by **Monday, November 8, 2021**.

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

**Florida College System**  
**IPEDS 2021-2022 Two Year Institution Graduation Rate Survey**  
**2018-19 Fall Enrollment**  
**Deceased Exclusions Record Format**

Field Characteristics: A = Alphabetic only A/N = Alphanumeric N = Numeric only					PERA has already sent through TIBCO file: CCxx.STU.EF2IPFIL.T2B2019  College will submit via TIBCO to CCTCMIS file: CCxx.STU.EXCLUDE2.T2B2019.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	2B2019 (Beginning of Fall Term 2018-19)
3	9-18	10	A/N	PSNID	Ten character student identifier
4	19-19	1	A	ExclType	Type of Exclusion: A – The student is deceased or is totally and permanently disabled and thus unable to return to school. B – The student left school to serve in the armed forces or was called up to active duty. (Do NOT include students already in the military who transfer to another duty station.) C – The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps. D – The student left school to serve on an official church mission.