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**MEMORANDUM 30-2022-17**

**TO:** Florida College System Reports Coordinators

**FROM:** Kimberly Pippin

**DATE:** March 21, 2022

**SUBJECT:** 2022 Spring Anticipated Degree Graduates

**DUE DATE: Submission window: Monday, March 21, 2022, to Friday, April 22, 2022**

The Florida College System (FCS) and the Independent Colleges and Universities of Florida (ICUF) have worked together to establish a cooperative, reciprocal relationship in order to provide additional transfer options for our degree transfer students. In an effort to inform our potential degree graduates of this additional option of continuing their postsecondary education, ICUF, the state universities and the state colleges have requested information on the anticipated 2022 spring term graduates.

ICUF has requested a list of anticipated Associate in Science (AS), Associate in Applied Science (AAS) and Associate in Arts (AA) degree graduates.

We suggest that students defined as anticipated graduates be those who have earned no less than 75 percent of the total hours toward degree completion as of the end of the 2021-22 Fall term, and recommend the group include any student who is expected to graduate at the end of the Spring term.

This data submission is optional. However, it is in the best interest of the students if all FCS institutions participate in order to provide maximum opportunity for all anticipated graduates to continue their postsecondary education in a Florida higher learning institution of their choice.

In preparation for your data submission, please review the attached edit criteria and record format. Return the file through TIBCO® using the specified filename:

“CCxx.ADG.ICUFLIST.T3E2022.PROD.txt” (where xx is your college number).

Please note, we are requesting this data only if you have previously provided public notice to the parents of students and to the students who are 18 or older designating the requested data as directory information, and have given the parents and students the right to refuse disclosure. If a parent or older student has refused disclosure, do not include that student’s data in your response.

2022 Spring Anticipated Degree Graduates

March 21, 2022

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Please submit your file by close of business April 22, 2022. Notify [Katie Mueller](#) via email, if you choose to accept/decline submitting a data file.

KP/km

Attachments

cc: Florida College System Executive Assistants to the Presidents  
Florida College System Chief Information Officers  
Carrie Henderson, Executive Vice Chancellor, FCS  
Shanna Autry, Director of Student Affairs, FCS

**Community College and Technical Center Management Information Systems  
2021-22 Spring Anticipated Degree Graduates  
Edits**

Below are the edits for the 2021-22 Spring Anticipated Degree Graduates file:

Edit:

01_1	Reporting Institution missing or invalid	Critical
02_1	Student ID Number missing or contains embedded blanks	Critical
02_2	Student ID Number all zeroes	Critical
02_3	Student ID Number duplicated within college with same degree type	Critical
02_4	Student ID Number first 9 positions numeric and 10th position not blank	Critical
03_1	Year Identifier missing or invalid	Critical
04_1	Term Identifier missing or invalid	Critical
06_1	Degree Type missing or invalid	Critical
07_1	Last Name missing	Critical
07_2	Duplicate Last Name, First Name, Middle Name, and Suffix	Informational
07_3	Last Name contains special or unicode characters	Critical
08_1	First Name missing	Critical
08_2	First Name contains special or unicode characters	Critical
10_1	Street Address missing	Critical
11_1	City missing	Critical
12_1	State Code missing	Critical
13_1	Zip Code missing	Critical
14_1	Florida Education Identifier missing or invalid	Critical
14_2	Florida Education Identifier duplicated within college with same degree type	Critical
14_3	Florida Education Identifier less than 2000 in positions 3-12	Critical
15_1	Middle Name contains special or unicode characters	Critical
16_1	Name Suffix contains special or unicode characters	Critical
17_1	Email invalid format	Critical
17_2	Email contains special or unicode characters	Critical
17_3	Email missing	Informational

**FLORIDA COLLEGE SYSTEM  
2022 SPRING ANTICIPATED DEGREE GRADUATES  
RECORD FORMAT**

**FILENAME: CCxx.ADG.ICUFLIST.T3E2022.PROD.txt  
(where xx is the college number)**

<b>FIELD NO.</b>	<b>FROM-TO</b>	<b>SIZE</b>	<b>FIELD CHAR</b>	<b>FIELD DESCRIPTION</b>
1	01-07	07	N	College FICE Number as defined in Student Database DE 1017 ( <i>Reporting Institution</i> )
2	08-17	10	A/N	Student Identification Number as defined in Student Database DE 1021 ( <i>Student Identification Number</i> )
3	18-21	04	N	Year – 2022
4	22-22	01	N	Term – 3
5	23-23	1		FILLER
6	24-24	1	A/N	Degree to be Granted by the Institution Degree Type: '1' – Associate in Arts (AA) Degree '2' – Associate in Science (AS) Degree 'A' – Associate in Applied Science (AAS) Degree
7	25-44	20	A/N	Last Name
8	45-59	15	A/N	First Name
9	60-60	01	A/N	FILLER
10	61-100	40	A/N	Street Address
11	101-115	15	A/N	City
12	116-117	02	A/N	State
13	118-127	10	A/N	Zip Code
14	128-141	14	A/N	Florida Education Identifier ( <i>FLEID</i> )
15	142-161	20	A/N	Middle Name
16	162-171	10	A/N	Name Suffix
17	172-231	60	A/N	Email Address