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Eric D. Fingerhut, Chancellor

## Board of Regents

University System of Ohio

### HEI Data Bulletin No. 12

**Date:** October 12, 2010 (revised 4/4/2011 to reflect delay in implementation)

**Issue:** Collecting Program Title in Academic Programs file

**Files Affected:** Academic Programs (AP)

The content of the current Academic Programs file makes it difficult to present an understandable inventory of institutional program offerings to administrators, policy makers, and the public.

The file was initially set up to provide more specific data about programs, such as “Minimum Expected Time to Completion,” which can be used to determine whether students completed programs “on time.” This information is still used, but more general information that describes the academic content of programs could be used more often.

#### **Resolution:**

A “Program Title” field will be added to the Academic Programs file, beginning with the AP file for the ~~Summer 2011~~ Fall 2011 term.

A survey of institutions indicated that the longest existing program title is around 60 characters. To allow for future growth in title length, the field length will be set at 100 characters.

The title should contain the name of the major or a description of the academic content of the program, similar to what might be included in informational materials distributed to the public or to students. An example might be “Biological Sciences.” Do not include the degree level or name, since that information is in the Degree Level and Degree Type Code fields.

The title field is required for active programs, but is optional for programs discontinued before ~~Summer 2011~~ Fall 2011.

~~Changes to the regular HEI AP data file submission procedures will be made prior to the loading of the Summer 2011 AP file to facilitate the loading process in the first submission term. Ordinarily, the contents of the Spring term AP file are “rolled forward” to create the initial contents for the following Summer term AP file. Doing this will cause difficulties in this case, since all records for existing active programs will have to be modified in Summer 2011. Therefore, the customary automatic population of Summer term AP file data will not take place in 2011.~~

The annual “rollover” of AP file data that occurs between the spring term and summer term will take place as usual. The AP file changes will require updates of all AP records in the fall 2011 submission.

## New Academic Programs file layout:

This is the same as the existing file, but with the inclusion of the Program Title field at the very end of the record. Changes are in red.

Field Names	Field Attributes and Procedures	Data Format
Campus	Enter a campus code from <b>Institution/Campus Codes</b> .	Alphabetic 4 characters Columns 1-4
Program Code	Enter a code that uniquely identifies this program from all others at this campus.	Alphanumeric 15 characters Columns 5-19
Subject Code	Enter a code from <b>Subject Codes</b> to describe the subject matter of the program.	Numeric 6 characters Columns 20-25
Degree Level	Enter a code from <b>Level of Degree or Certificate Completed Codes</b> . If the program does not lead to the awarding of a degree enter "XX." Second degree level codes are invalid entries.	Numeric 2 characters Columns 26-27
Degree Name Code	Enter a code from <b>Degree Name Codes</b> to describe the name of the degree. Enter "XXX" if the program does not lead to the award of a degree.	Alphanumeric 3 characters Columns 28-30
Degree or Certificate Concentration	Enter the specific concentration of the program if any. If the record pertains to a program for which there is no concentration then leave the field blank.	Alphanumeric 40 characters Columns 31-70
Minimum Expected Time to Completion	Enter the number of years in hundredths expected to complete the program. If the program does not award a degree or certificate fill the field with zeroes.	Numeric 3 characters Columns 71-73
Minimum Number of Credit Hours for Program Completion	Enter the number of credit hours required for this degree or certificate. If the program does not award a degree or certificate fill the field with zeroes.	Numeric 3 characters Columns 74-76
Program Status	Enter "A" if the program is currently active. Enter "I" if the program is inactive.	Alphabetic 1 character Column 77
Year of Inactivity	Enter the last calendar year that the program will be active. Only report this field if you know that the program will become inactive as of a specific year and term. If this program does not have an inactivation	Alphanumeric 4 characters Column 78-81

	date, enter the year as "UNKN."	
Term of Inactivity	Enter the last term that the program will be active. Only report this field if you know that the program will become inactive as of a specific year and term. Enter a code from the <b>Term Code</b> list. If this program does not have an inactivation date, enter "NA."	Alphabetic 2 characters Column 82-83
<b>Delete Switch</b>	Enter Y if the record is to be deleted from the database. Otherwise, enter "N." Deletions should not be used to Inactivate a program.	Alphabetic 1 character Column 84
Program Title	Enter the program title as it is presented in student or public information materials. Do not include the degree level or degree type, as that information will be obtained from the Degree Level and Degree Name Code fields. Title field must be populated for active programs, but is optional for programs discontinued prior to <del>Summer</del> Fall 2011.	Alphanumeric 100 characters Columns 85-184