

COMPLETE COLLEGE AMERICA



SHEEO

STATE HIGHER EDUCATION EXECUTIVE OFFICERS ASSOCIATION

Validation Requirements and Error Codes for Submitting Common Completion Metrics

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Overview

To ensure accurate reporting and quality data, Complete College America is committed to helping data submitters ensure data accuracy. The data collection process includes an automated validation process that occurs when the data is uploaded. This process generates errors and warnings that can be viewed in the error summary. Data cannot be approved until all errors are resolved, and keyholders are strongly encouraged to review warnings and provide explanatory statements where appropriate.

Error Types

The validation process produces the following errors and warnings that display on the error summary.

Error Summary: Data Submitted, Not Imported into the CCA data set: Data not imported would include invalid varnames, submitting data for already approved (and uploaded) metrics, or submitting for organizations for which you are not authorized.

Error Summary: Data Submitted, Imported: Data was imported but the validation process identified errors that will not allow data to be approved. These errors must be resolved.

Warning Summary: Data was imported but the validation process identified inconsistencies in the data that generated warnings. Warnings are situations that indicate data that may or may not be incorrect. These situations will not prevent approval of the data but we recommend that you take a second look to ensure the data is correct.

Data Suppression Notice: These are situations where values have been submitted that are less than eleven. These values will be visible until the data is approved at which time they will be suppressed.

General Validation Checks (Validation Applies to all Metrics where Appropriate)

Error Type: Data Submitted, Not Imported into the CCA data set

Error Code	Error Description	Implication
100	Variable name/Year already approved	Values cannot be imported for variables that have already been improved. To fix this error you must undo the current approval.
101	Invalid variable name	Variable name is not in the variable name list so it cannot be imported.
102	Duplicate variable name	When different values are submitted for the same organization for the same variable name the system does not know which to accept so it does not import any.
103	Submitted OrgID not for use by user	The user that submitted the file does not have permissions to submit for the specific organization so data cannot be imported. Contact your keyholder or customer service.
104	Invalid value	The system currently accepts integers between 0 and 1000000000 as well as "DS", "NP", and "NV". Review data formats for spaces or other unusual characters to correct this error.

Error Type: Data Submitted, Imported

Error Code	Error Description	Implication
201	Total < Race Total	The race demographic breakouts add up to a value greater than the total. This error must be corrected.
202	Total < Gender Total	The gender demographic breakouts add up to a value greater than the total. This error must be corrected.
203	Total < Age Total	The age demographic breakouts add up to a value greater than the total. This error must be corrected.
204	Total < Income: Pell	The Pell value is greater than the total. This error must be corrected.
205	Total < Took Remedial Courses	The remedial value is greater than the total. This error must be corrected.

Warning Type: Data Suppression Notice

Error Code	Error Description	Implication
206	Value < 11	Value is less than 10 and will be suppressed once it is approved. Nothing needs to be done.

Metrics Specific Validation Checks

Metric	Error Code	Error Description	Type
<u>Context Metric 2 – Completion Ratio:</u> Total number of awards as a percentage of the total number of Full-Time equivalent (FTE) students.	1201	FTE < Degrees	Error
<u>Outcome Metric 2 – Graduation Rate:</u> Number and percentage of entering undergraduate students in a specific cohort (varies by degree type) who receive an award within 100%, 150%, and 200% of program time.	401	100% time > Beginning Cohort	Error
	402	150% time > Beginning Cohort	Error
	403	200% time > Beginning Cohort	Error
	404	150% time < 100% time	Error
	405	200% time < 150% time	Error
	406	200% time < 100% time	Error
	407	200% time & transfer < 200% time	Error
<u>Outcome Metric 3 – Transfer Out:</u> Annual number and percentage of students who transfer from a two-year campus to a four-year campus.	501	Beginning Cohort < Completed 0-12 credits	Error
	502	Beginning Cohort < Completed 13-30 credits	Error
	503	Beginning Cohort < Completed 30+ no degree	Error
	504	Beginning Cohort < Completed Associates	Error

Metric	Error Code	Error Description	Type
<p><u>Outcome Metric 4 – Credits and Time to Degree:</u> Average number of years it takes to receive a Bachelor, Associate, or Certificate degree as well as the average number of credits to award.</p>	1101	TTD for Certificate seekers < 1	Warning
	1102	TTD for Associate's seekers < 2	Warning
	1103	TTD for Non-transfer bachelor's seekers < 4	Warning
	1104	TTD for Transfer bachelor's seekers < 2	Warning
	1105	CTD for Certificate seekers < 24	Warning
	1106	CTD for Associate's seekers < 60	Warning
	1107	CTD for Non-transfer bachelor's seekers < 120	Warning
	1108	CTD for Transfer bachelor's degree seekers < 60	Warning
	1109	TTD degree for part-time students < TTD for full-time students	Warning
	1110	TTD = 0	Error
	1111	CTD = 0	Error
<p><u>Progress Metric 1, 2 – Remedial Education:</u> Number and percent of remedial students enrolling in and completing math, English, or both math and English remedial education classes and completing the corresponding gateway-course.</p>	604	Completed Remedial < Total Gateway	Warning
	605	Took Remedial < Completed Remedial	Error
	606	Completed Remedial < 1Year Gateway	Warning
	607	2Year Gateway < 1Year Gateway	Error
	608	BegCohort < Math + English + Both	Error
<p><u>Progress Metric 3 – Success in Gateway:</u> Number and percent of all enrolled students who complete a gateway (first-year) credit-bearing course, including those taking remedial courses.</p>	704	2Year Gateway < 1Year Gateway	Error
	705	BegCohort < Math + English + Both (2 Years)	Error
	706	BegCohort < Math + English + Both (1 Year)	Error
<p><u>Progress Metric 4 – Credit Accumulation</u> Number and percent of Full-Time students completing 24 and 30 or more credit hours and Part-Time students completing 12 and 15 or more credit hours.</p>	801	Beginning Cohort < 24 credits	Error
	802	Beginning Cohort < 12 credits	Error
	803	Beginning Cohort < 30 credits	Error
	804	Beginning Cohort < 15 credits	Error
	805	12 Credits < 15 Credits	Error
	806	24 Credits < 30 Credits	Error

Metric	Error Code	Error Description	Type
<p><u>Progress Metric 5 – Retention Rates (BOTH):</u> First-time Entry students entering in Fall 2005 are tracked across seven consecutive semesters. Table contains the counts and rates of students from the original enrollment cohort who are enrolled in the corresponding semester.</p>	901	Beginning Cohort < Retained spring 1	Error
	902	Retained spring 1 < fall 2	Warning
	912	Beginning Cohort < Transferred (Cumulative) spring 1	Error
	913	Transferred (Cumulative) spring 1 > fall 2	Warning
	923	Beginning Cohort < Graduated (Cumulative) spring 1	Error
	924	Graduated (Cumulative) spring 1 > fall 2	Warning
	941	Retained fall 2 > fall 3	Warning
	942	Retained fall 3 > fall 4	Warning
	923	Retained fall 4 > fall 5	Warning
	944	Retained fall 5 > fall 6	Warning
	951	Transferred fall 2 < fall 3	Warning
	952	Transferred fall 3 < fall 4	Warning
	953	Transferred fall 4 < fall 5	Warning
	954	Transferred fall 5 < fall 6	Warning
	961	Graduated fall 2 < fall 3	Warning
	962	Graduated fall 3 < fall 4	Warning
963	Graduated fall 4 < fall 5	Warning	
964	Graduated fall 5 < fall 6	Warning	
<p><u>Progress Metric 6 – Course Completion</u> Number of credit hours completed as a percentage of number of credit hours attempted (enrolled in).</p>	1001	Attempted Hours < completed	Error