

# SIRIS Data Dictionary

## Degree Data Submission Elements

*This document contains all the data submission elements that campuses must provide to report their degree recipient information for a particular Degree Submission Period (DS020).*

### HEADER INFORMATION

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Describes Batch Submission Type.
<b>HH010</b>	<b>Submission Form</b>	N(3,0)	Required
<i>Codes - ID/Name/Description</i>			
001	Course	Indicates Course Submission Data Elements.	
002	Term/Section	Indicates Term/Section Submission Data Elements.	
003	ESS (Student)	Indicates Early Student Submission Data Elements.	
004	Degree	Indicates Degree Submission Data Elements.	
005	Financial Aid	Indicates Financial Aid Submission Data Elements.	
006	Student Revenue	Indicates Student Revenue Submission Data Elements.	
007	Student Survey	Indicates Student Survey Submission Data Elements.	
008	NY Alert	Indicates NY Alert Submission Data Elements.	
030	EOT (Student)	Indicates End of Term Student Submission Data Elements.	
<i>Business Rules – Error Level/Description</i>			
Fatal	Submission Form must be a valid code. Cannot be blank.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Describes the submission is full replacement or an update. Required
<b>HH020</b>	<b>Batch Action Code</b>	N(3,0)	Required
<i>Codes - ID/Name/Description</i>			
001	Update	Indicates the batch submission is to update records.	
002	Full Submission Replace	Indicates the batch submission is a full replacement	
<i>Business Rules – Error Level/Description</i>			
Fatal	Batch Action Code must be a valid code. Cannot be blank.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Identifies the header record Required
<b>HH030</b>	<b>Header Indicator</b>	C(1)	Required
<i>Codes - ID/Name/Description</i>			
X	Contact	Contact for the batch	
S	SUNY Campus	SUNY Campus Code	
<i>Business Rules – Error Level/Description</i>			
Fatal	There must be at least one contact.		
Fatal	Header Indicator must be a valid code. Cannot be blank		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Indicate if the contact is the primary contact. Required
<b>HC010</b>	<b>Primary Contact Indicator</b>	B(1)	Required
<i>Codes - ID/Name/Description</i>			
1	Yes	The contact record is the primary contact.	
0	No	A non-primary contact record.	
<i>Business Rules – Error Level/Description</i>			
Warning	There can only be one primary contact		
Fatal	Primary Contact Indicator must be a valid code. Cannot be blank.		
Fatal	Must have one contact per batch set to primary (1).		

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<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Name of Contact. Format is first name and last name, separated by a space, e.g., “John Doe”. Required
<b>HC020</b>	<b>Primary Contact Name</b>	C(50)	
<i>Business Rules – Error Level/Description</i>			
Fatal	Primary Contact Name minimum length must be greater than 5 characters.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Title of the Contact Person. Optional
<b>HC030</b>	<b>Title</b>	C(50)	

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Email address of the primary contact person/group. Optional
<b>HC040</b>	<b>Email Address</b>	C(100)	

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> UserID of the contact. Optional
<b>HC050</b>	<b>UserID</b>	C(25)	

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> A unique identifier assigned to a SUNY campus submitting the degree record (see Appendix A-1). Required
<b>HH040</b>	<b>SUNY Campus Identifier</b>	N(5,0)	
<i>Business Rules – Error Level/Description</i>			
Fatal	SUNY Campus Identifier must be a valid code from the campus identifier list in Appendix A-1		

### STUDENT IDENTIFICATION

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Indicates whether to add or delete the degree record. Required
<b>DS010</b>	<b>Degree Action Code</b>	C(1)	
<i>Codes – ID/Name/Description</i>			
A	Add	To add a full or a subset degree record.	
D	Delete	To delete a full existing degree record	
<i>Business Rules – Error Level/Description</i>			
Fatal	Cannot (A)dd a degree record when it already exists		
Fatal	Cannot (D)elete a non-existing degree record.		
Fatal	Degree Action Code must be a valid code. <i>Cannot be null.</i>		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The last day of the submission period, with two digit month, two digit day and four digit year. MMDD must be either 0930 or 0630. 09302011, for example, would cover Summer Degree/Certificate Award Dates (DD060), from July 1 through September 30, 2011; and 06302012 would cover Fall – Spring Award Dates, from October 1, 2011 through June 30, 2012. Required
<b>DS020</b>	<b>Degree Submission Period</b>	MMDDYYYY	
<i>Business Rules – Error Level/Description</i>			
Fatal	MMDD must be either 0930 or 0630; YYYY must be a valid year.		
Fatal	Required element; cannot be null.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> A unique identifier assigned by System Administration to SUNY students. System Administration will use this ID for student tracking. This field in the data submission will be populated with the correct SUNY ID from the SUNY Student Repository, regardless of the value submitted. A new SUNY ID will be assigned if none could be found, using the student’s key identifying data elements. See Appendix P. Contingent
<b>DS025</b>	<b>Student’s SUNY ID</b>	N(10,0)	
<i>Business Rules – Error Level/Description</i>			
Fatal	If provided, Student’s SUNY ID and one of the Student Key Identifying Data Element (see Appendix P) must match those in the SUNY Student Repository System.		
Warning	If Student’s SUNY ID is not provided, the Student Key Identifying Data Elements (see Appendix P) should match those in the SUNY Student Repository System.		

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<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The Student ID assigned by a campus for use on the local data system. System Administration will use for student identification as needed. Required
<b>DS030</b>	<b>Student's Local ID</b>	C(20)	
<i>Business Rules – Error Level/Description</i>			
Fatal	REQUIRED element. Student's Local ID cannot be blank.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The nine digit number assigned by the Social Security Administration. No other number is acceptable. Blank for international students without SSN. Optional
<b>DS040</b>	<b>Social Security Number</b>	C(9)	
<i>Business Rules – Error Level/Description</i>			
Fatal	Social Security Number must meet the requirements of the Social Security Administration.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> The date of birth with two digit month, two digit day and four digit year. Contingent
<b>DS050</b>	<b>Date of Birth</b>	MMDDYYYY	
<i>Business Rules – Error Level/Description</i>			
Fatal	Required if a valid Student's SUNY ID (DS025) is not provided and a valid Social Security Number (DS040) is not provided.		
Fatal	If entered, Date of Birth must be valid month, day and year.		
Fatal	Student's age cannot be less than 10 or greater than 100.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Degree recipient's gender. Contingent
<b>DS060</b>	<b>Gender</b>	C(1)	
<i>Codes – ID/Name/Description</i>			
M	Male	Male	
F	Female	Female	
<i>Business Rules – Error Level/Description</i>			
Fatal	Required if a valid Student's SUNY ID (DS025) is not provided.		
Fatal	If entered, Gender must be a valid code.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Degree recipient's last name. Will be used for matching. Contingent
<b>DS070</b>	<b>Last Name</b>	C(60)	
<i>Business Rules – Error Level/Description</i>			
Fatal	Required if First Name (DS080) is blank.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Degree recipient's first name. Will be used for matching. Contingent
<b>DS080</b>	<b>First Name</b>	C(60)	
<i>Business Rules – Error Level/Description</i>			
Fatal	Required if Last Name (DS070) is blank.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> Degree recipient's middle initial. Will be used for matching. Optional
<b>DS085</b>	<b>Middle Initial</b>	C(1)	

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> If the individual previously was reported under a different last name; such as maiden name, report it here. Will be used for matching. Optional
<b>DS090</b>	<b>Former Last Name</b>	C(60)	

<i>Element ID/Name/Format/Description</i>			<i>Description:</i> If the individual previously was reported under a different first name, report it here. Optional
<b>DS100</b>	<b>Former First Name</b>	C(60)	

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<i>Element ID/Name/Format/Description</i>			<i>Description: Indicate individuals who identify as having Hispanic, Latino or Spanish origins, regardless of race. Required</i>
<b>DS110</b>	<b>Hispanic Origin</b>	N(3,0)	
<i>Codes - ID/Name/Description</i>			
001	Non-Hispanic	An individual who is not of Hispanic, Latino or Spanish origin.	
002	Dominican	An individual identifying themselves as Dominican or Dominican American.	
003	Mexican	An Individual identifying themselves as Mexican, Mexican American or American Chicano.	
004	Puerto Rican	An individual identifying themselves as Puerto Rican.	
005	Central American	An individual having origins in a Central American countries that is not specifically referenced above (2-4). Details see Appendix Q.	
006	South American	An individual having origins in a South American countries that is not specifically referenced above (2-4). Details see Appendix Q.	
007	Other Hispanic/Latino	An individual identifying themselves as Hispanic, Latino or Spanish, but has origins from countries not specifically referenced above (2-6).	
008	Unknown	Unidentified or unknown.	
009	Hispanic	To be used during the transition to the new Hispanic categories, whenever legacy data can not clearly distinguish among the previously listed Hispanic subgroups.	
010	Cuban	An individual identifying themselves as Cuban.	
<i>Business Rules – Error Level/Description</i>			
Fatal	Required element. Cannot be blank.		
Fatal	Hispanic Origin must be a valid code.		

<i>Element ID/Name/Format/Description</i>			<i>Description: Indicate the race(s) which the individual identifies with (Check all that apply). Required</i>
<b>DS120</b>	<b>Race Category</b>	N(3,0)	
<i>Codes - ID/Name/Description</i>			
001	White	An individual having origins in any of the original peoples of Europe, North Africa, or the Middle East.	
002	Black or African American	An individual having origins in any of the black racial groups of Africa.	
003	Asian	An individual having origins in any of the original peoples of the Far East, Southeast Asia or Indian Subcontinent.	
004	Native Hawaiian or Other Pacific	An individual having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
005	American Indian or Alaska Native	An individual having origins in any of the original peoples of North and South America (including Central America) AND who maintains tribal affiliation or community recognition.	
006	Unknown	Unidentified or unknown.	
007	Asian or Pacific Islander	To be used during the transition to the new racial categories, whenever legacy data can not clearly distinguish Asian from Other Pacific Islander.	
<i>Business Rules – Error Level/Description</i>			
Fatal	Required element. Cannot be blank.		
Fatal	Race Category must be a valid code.		
Fatal	If Race Category is Unknown (006), then must be the only race code submitted.		
Warning	Asian or Pacific Islander (007) is a legacy race code.		

<b>DEGREE INFORMATION</b>
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<b><i>For each degree recipient record, submit 1-n Awards (DD025), along with required associate data elements (DD005-DD060).</i></b>
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## Degree Data Submission Elements

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
<b>DD005</b>	<b>SUNY Sub Campus Identifier</b>	N(5,0)	A unique identifier assigned to a SUNY campus submitting the degree record (see Appendix A-2). Required if academic program is registered with a sub-campus.
<i>Business Rules – Error Level/Description</i>			
Fatal	If entered, SUNY Sub Campus Identifier must be a valid code from the campus identifier list in Appendix A-2 for the reporting campus (HH040).		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
<b>DD010</b>	<b>Academic Program ID</b>	N(10,0)	The Academic program identifier indicating the program of study for the reported award (see APES Campus View). Required
<i>Business Rules – Error Level/Description</i>			
Fatal	REQUIRED element. Academic Program ID cannot be blank.		
Fatal	Primary Academic Program ID must be a valid entry in the Inventory of Academic Programs for the reporting campus (see APES Campus View – registered programs).		
Fatal	Academic Program ID cannot already exist for this Student SUNY ID (DS025) in this degree award (DD025).		
Fatal	Duplicates of Academic Program ID and Award (DD025) are not allowed for this student.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
<b>DD020</b>	<b>Primary/Secondary Indicator</b>	N(1)	Used to distinguish among those degree recipients who have earned multiple awards at the same award level. An award should be coded as primary if it is the only degree being reported. For more than one degree, primary should be used whenever (1) the degrees are at different award levels, or (2) the degrees are the same (undergraduate) award level, but the second undergraduate degree meets the additional workload requirements to be considered a primary academic program (usually a minimum of 30 additional hours at the baccalaureate level). See Appendix R – Guidelines on the Awarding of Two Degrees at the Same Level.  Double majors (a second degree without sufficient additional workload to be a primary) should be coded as secondary. All awards reported as primary will be included in reports tallying degrees and other formal awards. Secondary awards will be included along with primary awards whenever a count of academic specialties is being represented.  If two degrees are reported at the same award level and are to be considered and counted as distinct degrees (as per Appendix R, Memo to Presidents v. 80 no. 5) then they must both be reported as primary. If they are counted as one degree with a double major, then one is primary and the other secondary.  Required
<i>Codes - ID/Name/Description</i>			
1	Primary	Academic program – Degree of Record	
2	Secondary	Academic program – Double Major	
<i>Business Rules – Error Level/Description</i>			
Fatal	REQUIRED for each Award submitted.		
Fatal	Valid values are 1 or 2.		
Fatal	Must provide a Primary (1) degree for each degree recipient submitted.		
Fatal	A Secondary degree must have the same award level as a reported Primary degree.		

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## Degree Data Submission Elements

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
<b>DD025</b>	<b>Award</b>	N(3,0)	The academic Award ID associated with the Academic Program ID (DD010). For a complete list of valid SUNY awards, see APES Campus View. For a list of SUNY Awards and Award IDs by campus, see Appendix V. Required
<i>Business Rules – Error Level/Description</i>			
Fatal	REQUIRED element. Award cannot be blank.		
Fatal	Award must be consistent with the corresponding Academic Program ID (DD010) and the reporting campus.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
<b>DD030</b>	<b>Total Accumulated Credit Hours</b>	N(5,2)	The total credit hours successfully completed by the degree recipient; which includes credits earned at his/her present campus and credits earned at other institutions that have been accepted by your institution for the satisfaction of any formal award requirements. For graduate students, this includes only those accumulated credits which can be used to satisfy the requirements of a graduate award (includes credit by exam/evaluation). Will be validated in the Data Transfer System and stored in the Data Warehouse for primary degrees only. Contingent
<i>Business Rules – Error Level/Description</i>			
Fatal	Total Accumulated Credit Hours is required for each primary academic program.		
Warning	Total Accumulated Credit Hours for a primary degree cannot be less than 60 for associate award level.		
Warning	Total Accumulated Credit Hours for a primary degree cannot be less than 120 for baccalaureate award level.		
Warning	Total Accumulated Credit Hours for a primary degree cannot exceed 300.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
<b>DD040</b>	<b>Credit Hours Earned at Your Campus</b>	N(5,2)	The total number of credit hours successfully completed by the degree recipient at your campus for the satisfaction of a formal award. Will be validated in the Data Transfer System and stored in the Data Warehouse for primary degrees only. Contingent
<i>Business Rules – Error Level/Description</i>			
Fatal	Credit Hours Earned at Your Campus is required for each primary academic program.		
Fatal	Credit Hours Earned for a primary degree must be equal to or less than Total Accumulated Credit Hours (DD030).		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
<b>DD050</b>	<b>Final Grade Point Average</b>	N(3,2)	The final grade point average at the time the degree/certificate was awarded. Will be validated in the Data Transfer System and stored in the Data Warehouse for primary degrees only. Contingent
<i>Business Rules – Error Level/Description</i>			
Warning	Final Grade Point Average is expected for each primary academic program.		
Warning	Final Grade Point Average for a primary degree must be between 0.00 and 4.00.		
Warning	Final Grade Point Average for a primary degree is less than 2.00.		

# *SIRIS Data Dictionary*

## *Degree Data Submission Elements*

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
<b>DD060</b>	<b>Degree/Certificate Award Date</b>	MMDDYYYY	Date on which the degree/certificate was officially awarded (date which appears on the student's degree, certificate or diploma). Required
<i>Business Rules – Error Level/Description</i>			
Fatal	Degree/Certificate Award Date is required for each academic award.		
Fatal	Must be a valid month, day and year.		
Fatal	If Late Clearance Indicator (DD070) is 1, Degree/Certificate Award Date must be earlier than the Degree Submission Period (DS020) for this record.		
Fatal	If Late Clearance Indicator (DD070) is 0, Degree/Certificate Award Date must fall within the Degree Submission Period (DS020) for this record.		
Warning	If a registered academic program is reported (DD010), student must have enrollment data in the SUNY Student Repository System for the reporting campus, between fall 2002 and the Degree/Certificate Award Date.		

<i>Element ID/Name/Format/Description</i>			<i>Description:</i>
<b>DD070</b>	<b>Late Clearance Indicator</b>	B(1)	Indicates whether an academic award was granted during a prior Degree Submission Period (DS020). Required
<i>Codes - ID/Name/Description</i>			
1	Yes	The Degree/Certificate Award Date (DD060) is earlier than the Degree Submission Period (DS020) for this record.	
0	No	The Degree/Certificate Award Date (DD060) falls within the Degree Submission Period (DS020) for this record.	
<i>Business Rules – Error Level/Description</i>			
Fatal	Late Clearance Indicator is a required element for each Award (DD025) reported.		
Fatal	Late Clearance Indicator valid values are 1 or 0.		