Hours to Degree File
(As of September 4, 2007)
MEMORANDUM

DATE: September 4, 2007

TO: Institutional Data Administrators

FROM: Ramon Padilla, Jr., Director

SUBJECT: Hours to Degree File 2006-2007

The programs for the 2006-2007 Hours to Degree file are in production. The Hours to Degree File for 2006-2007 is due **October 15, 2007**. There are no substantive changes to this year’s file structure or edit specifications. However, all diagnostic numbers have been modified to comply with standard diagnostic numbering.

The data set names for the diagnostic comparison file are as follows:

- NWRDC - BORV.XREF.DIAG.HTD.Y0506
- CNS(NERDC) - SUSV.XREF.DIAG.HTD.Y0506


Signed submission forms should be e-mailed to SUS-Submissions@flbog.org or faxed to 850-245-0419 (SUNCOM 205-0419).

If you have any questions or problems concerning the documentation or the software, please call Elsa Leslie or Cavondra Ball, at (850) 245-0418 (SUNCOM 205-0418).

cc: BOG Data Committee
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DATA BASE INFORMATION

Database Name

HOURS TO DEGREE FILE

Definition

The Hours to Degree File contains information about students who are rewarded a first baccalaureate degree with a single major within the academic year and reported during the term it is awarded (Summer, Fall, and Spring). The course information for these students reported on the file includes all post-secondary course work and their course work taken in high school and accepted as post-secondary credit after high school. The information contained in this file will be used to assist in accountability reporting, performance based program budgeting and assessment of acceleration mechanisms. This file will be used to answer questions about the graduates concerning cost (in conjunction with Expenditure Analysis), retention, time to completion for each degree program (CIP) and to assess the usefulness of acceleration mechanisms, such as International Baccalaureate, Departmental Exams, and Advanced Placement credit, in attaining a degree with fewer classroom hours.

All courses dropped after the drop/add period should be included on this file unless the student was given a full refund pursuant to 6C-7.02(9)(c) Florida Administrative Code.

The following types of information are collected on this file:

- Demographic - information about the student
- Degree - information about the requirements for the degree reported
- Course - information about the course work for the student
Supportive Information

The file will be collected annually, will include the Summer, Fall, and Spring Graduates and be due in October following the Spring term. At the time of submission, the files will be compared to the Student Data Course File (SDCF) for the appropriate term. The match parameters will be 1) University, 2) Person Identifier Number, and 3) Term Degree Awarded. The program will match only those degrees awarded within the academic year and reported within the term awarded and only the first baccalaureate awarded in the academic year. The following fields that will be copied to the record from the SDCF are:

- 01024 Student Date of Birth
- 01044 Racial/Ethnic Group
- 01048 Gender
- 01064 Student’s Date of Entry
- 01065 Student Budget Entity
- 01068 Type of Student at Date of Entry
- 01106 Fee Classification Residency
- 01112 Degree-Highest Level Held
- 01125 Degree Granted Information (Occurs 3 times)
  - 01081 Degree-Level Granted
  - 01082 Degree Program Category
  - 01083 Degree Program Fraction of Deg
- 01411 Institution Granting Highest Degree
- 01413 Type of Student at time of Most Recent Admission
- 01419 Person Name
- 01420 Date of Most Recent Admission

Excess Hours Reporting Information

An excess hours subfile will be built to assist in reporting the hours used to the degree and in excess of the degree. The criteria for this subfile is in the section SUSEHRPT (Excess Hours Subfile and Report) III-HTDER.
Data Dictionary Items

******************************************************************
* NOTE:              *
*         Additional detail concerning data dictionary     *
*         items may be found in the File Information section *
******************************************************************

Data Elements

<table>
<thead>
<tr>
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<th>Number</th>
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SUBMISSION INFORMATION

Submission Due Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Due Date</th>
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</table>

1. The institution prepares a data file using its own software and procedures.

2. The edit procedure is executed by the submitting institution, following the instructions in section III of this document. The file that is certified to the Division of Colleges and Universities should contain no 9-level diagnostics. The final execution of the edit program should be run with the following options:

   a. The controls (either control card or parms field) should be set allowing all records to be written to the good file out (set the control card or parms field to indicate that the maximum level of errors to write out to the good file is "9").

   b. The controls (either control card or parms) and the JCL should be set up to write out and catalog a good file out (set the indicator to yes for the good file out).

A copy of the good output file from this execution will be the file submitted to the BOG/IRM. For those institutions that use Northwest Regional Data Center the name is standard. For institutions using Northeast or Central Florida Regional Data Center the security attributes must ensure IRM access and prohibit unauthorized access.

3. IRM is notified in writing that their copy of the data file is available at the institution's host data center. The submission must include:

   The 'SUS Data File Submission Form' must be completed. A sample of this form is provided on page III of this section. The file must be certified, by the president or the Institutional Data Administrator, as representing the position of the institution for the term reported.

   The display page from the merge program with an explanation of any records with the notation “must explain.” All (1) HTD records that do not have a matching SDCF record, (2) SDCF records that meet the criteria (single major, first baccalaureate), but do not have an HTD record and (3) SDCF records that do not meet the criteria and match an HTD record will be displayed and must be explained at the time of submission.
4. When IRM receives written notice that a copy of the data file is available, it is transmitted to NWRDC (if required), and is then edited by the IRM office. If IRM is unable to edit the file because of inaccessibility, I/O errors, or incorrect attributes, the submitting institution is notified in writing that the file is unacceptable. Problems with the file must be corrected and the submission process repeated.

5. The output from the IRM edit is evaluated by the BOG Data Administrator. The Institutional Data Administrator is notified in writing whether the file has been accepted or rejected, based on the critical 9-level diagnostics, analysis of the summaries provided with the edit report and any additional required reports (see item 3).

Provisional acceptance may require the resubmission of a corrected data file, following the same procedures as for the original submission. Rejection of a file always makes necessary the resubmission of a corrected data file. All resubmissions will have the reason for resubmitting in the comment field.

6. When all files for the reported term are accepted, a master file is made available at both NWRDC and NERDC, using standard naming conventions.

7. Upon receipt of notification of acceptance or rejection of the data file, the copy of NWRDC file will be disposed of by the IRM office. Files at the NERDC or CFRDC are the responsibility of the institution.

All correspondence should be addressed to:

Director of Information Resource Management
Board of Governors
325 West Gaines Street, Suite 1614
Tallahassee, FL 32399-0400
FAX: 245-0419 or (SUNCOM) 205-0419
Interactive Submission Form

Use the link above to open an Adobe Acrobat form that is designed for easy typing entry. Simply print the document after typing in the fields and sign before faxing. The document may be printed without typing, then write in the information and sign before faxing.
TECHNICAL INFORMATION

System Overview

1. **SUSHTDUP -- Update Procedure**
   This procedure provides the user with the capability of making limited modifications to data contained on the Hours to Degree File. The procedure contains sort programs to sort the HTD file and the update transactions before executing the update program HTDUPyr.

2. **SUSCSTUP - Cost Update Procedure**
   This procedure allows the user to update the Hours to Degree file by adding Course Program Category (01098), Cost Per Hour (2 Digit CIP (01575)) and Cost Per Hour (4 Digit CIP (01577)) by using the EAMAST output files created by the SUSEAMG Expenditure Analysis procedure.

3. **SUSHTDMG -- Merge Procedure**
   This procedure updates the Hours to Degree File using the Student Data Course File. Program generated fields are added to the Hours to Degree File when a matching record is found. In addition a list of records on the Hours to Degree File which do not have a match on the Student Data Course File are also printed.

4. **SUSHTDED -- Edit Procedure**
   This procedure executes an external sort program and the Hours to Degree edit program (HTDEDyr), and a report program (HTDRPyr). The sort program is used to insure that the file is in the proper order. The edit program is then executed to insure that the input HTD file meets the prescribed edit criteria. In addition to the edited HTD file, the procedure also generates a detailed error listing and a summary report of errors and frequency counts to facilitate institutional and BOG monitoring. Reports of information contained on the Demographic, Degree and Course records are also produced.

5. **SUSHTDRP -- Report Procedure**
   This procedure executes program HTDRPyr to produce reports from the Demographic, Degree and Course records on the Hours to Degree File. The program is executed during the edit procedure (SUSHTDED), but may also be run alone using procedure SUSHTDRP.

6. **SUSEHPRT -- Excess Hours Subfile and Report Procedure**
   This procedure executes program HTDEHyr which produced the Excess Hours Subfile and the Excess Hours Report.
7. **SUSHTDCO – Cost to Degree Report and Procedure**
   This procedure executes program HTDCOSyr which produces the Cost to Degree Report.
System Flowchart

Data Center Information

CNS/NERDC

9/5/2007
BOG/IRM Support Programs
Hours to Degree File
Procedure library is: SUS.PROCLIB
Procedure source library is: BOR.IEP.SOURCE
Program link library is: BOR.LINKLIB
Program source library is: BOR.PROD.SOURCE

NWRDC
Procedure library is: BOR.PROCLIB
Procedure source library is: BOR.IEP.SOURCE
Program link library is: BOR.LINKLIB
Program source library is: BOR.PROD.SOURCE
Edit Procedure (SUSHTDED)

Flowchart
Procedure and Program Descriptions

HTDEDyr

Program HTDEDyr is designed to edit the user's input Hours to Degree File, prior to its submission to the Division of Colleges and Universities.

After sequence-checking the input file, a field-by-field edit is performed on the individual elements of the Hours to Degree File according to the BOR prescribed edit criteria.

The program optionally produces an entry on the Detailed Error List (if selected on the control card) each time an error is encountered. Included in the error description are the file sequence key element, the name of the data element containing the error, the type of problem encountered, the element number, the diagnostic level, the data in the field, the length of the field, and space in which to code the correct value.

In addition to the Detailed Error List report, program HTDEDyr produces a Summary Statistics report which displays the edit criteria for each field and provides a count of the number of errors encountered for each field during the editing process as well as frequency counts.

Available to the user through optional selection on the control card are a "Good" Output File, a "Bad" Output File, and a Correcting Entry File.

If a Correcting Entry File is selected, a record will be generated on the Correcting Entry File for each error detected by the program. This file may be subsequently used as input to the Hours to Degree File Update Program (HTDUPyr).

HTDRPyr

Program HTDRPyr produces supplemental reports using the edited Hours To Degree File created by program HTDEDyr. The reports may be selected by using the procedure parameters RPT1 (The Demographic Report), RPT2 (The Degree Report) and RPT3 (The Course Report). They may also be run in a separate procedure (see section III-HTDRP). It is important however, that the input Hours to Degree file used in the separate report procedure is an edited file, since some of the reports use information generated during the edit process.
Library Members Referenced

The Procedure Name is SUSHTDED
The Edit Program Name is HTDEDyr
The Control Card Name is CTLINPUT
The Report Program Name is HTDRPyr

File and Report Descriptions

**HTDEDyr**

**Input Files**

- **HTDIN**: Hours to Degree File
  - Fixed Format
  - 140 characters
  - The user’s input Hours-to-Degree File

- **HTDCC**: Control Card File
  - Fixed Format, Sequential
  - 80 Characters
  - Indicates the job control and output specifications of the user.

- **DIAGPREV**: Comparison annual diagnostic error file
  - Fixed format, Indexed
  - 144 Characters
  - Compares the current diagnostic file with the previous year’s file.

**Output Files**

- **HTDGOOD**: Good Output File
  - Fixed Format
  - 140 Characters
  - Contains all records from the HTD which have not generated errors with diagnostic levels greater than the value specified on the control card.

- **HTDBAD**: Bad Output File
  - Fixed Format, Optional
  - 140 Characters
Contains all records from HTD which have errors with diagnostic levels greater than the value specified on the control card.

HTDCORR Correcting Entry File
Fixed Format, Optional
80 Characters
Contains records that can be used as input to the Update Program (HTDUPyr).

DIAGFILE Diagnostic Error Subfile
Fixed Format, Sequential
144 characters
Optional
Contains records used to compare diagnostics.

Printer Output

HTDSTAT Processing Information File
Fixed Format, Sequential
133 Characters
Contains all job processing information such as control card specifications, abnormal termination messages, and statistical information.

HTDDET Detailed Error List
Fixed Format, Sequential
133 Characters, Optional
Contains the detailed listing of errors occurring on the input Hours to Degree File.

HTDSUMM Summary Statistics List
Fixed Format, Sequential
133 Characters, Optional
Contains the Summary Statistics report from the input Hours to Degree File.

HTDMEAN Means Report
Fixed Format, Sequential
133 Characters, Optional
Contains a report of minimum and maximum sum of hours for all credit fields.

HTDRPyr

Input Files

HTDGOOD Hours To Degree File
Fixed Format
140 Characters
Contains all records from the Hours to Degree File which have not generated errors with diagnostic levels greater than the value specified on the control card.

Printer Output

SASLIST Report File
Fixed Format, Sequential
133 Characters
Contains the reports produced by program HTDRPyr,

**Diagnostic Level Definition**

All diagnostics, both those referencing errors and frequency counts have been assigned a diagnostic level between 0 and 9 indicating the severity of the error.

<table>
<thead>
<tr>
<th>Diagnostic Level</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Indicates a frequency distribution; not an indication of an error.</td>
</tr>
<tr>
<td>1</td>
<td>Indicates a situation in which data has been generated in a particular field by the edit program.</td>
</tr>
<tr>
<td>5</td>
<td>Indicates a possible error has been detected and the data should be checked.</td>
</tr>
<tr>
<td>8</td>
<td>Indicates an error has been detected on an element that has an allowable tolerance. A 9-level critical error will be generated if the error occurs at a rate above the allowable level.</td>
</tr>
<tr>
<td>9</td>
<td>Indicates a critical error has been detected that will make the file unacceptable.</td>
</tr>
</tbody>
</table>
Edit Criteria

010 01457  SUS Key - Hours to Degree
The key - Hours to Degree File is composed of the following:
  . Reporting Institution (01045),
  . Person Identification Number (01029),
  . Term Degree Granted (01412),
  . Degree Program Category (01082),
and serves to uniquely identify a student graduating with a Baccalaureate degree.

041 FILE SEQUENCE ERROR

020 01045  SUS Reporting Institution
The university (or the Division of Colleges and Universities office) within the SUS reporting this information

516 FORCED AGREEMENT WITH CONTROL CARD

030 01029  SUS Person Identification Number
A nine digit number assigned to an individual for identification purposes.

012 NON-NUMERIC
490 NO DEGREE ON STUDENT DATA COURSE FILE

040 01412  SUS Term Degree Granted
Code indicating the academic term in which a degree was granted to the student by the reporting institution. This date may or may not be equal to the value coded in Term Identifier (01051).

008 MISSING OR INVALID
494 NON-MATCH ON STUDENT DATA COURSE FILE
510 TERM OUT OF RANGE FOR ACADEMIC YEAR
357 SUMMER TERM
358 FALL TERM
359 SPRING TERM

050 01082  SUS Degree Program Category
The classification associated with the degree program in which the degree was awarded. The codes are based on the Classification of Instructional Programs (CIP) compiled by the National Center for Educational Statistics (NCES).

008 MISSING OR INVALID
483 LAST FOUR DIGITS CANNOT=9999
492 NON MATCH ANY OCCUR DEG PGM GRANTED

060 01475  SUS Record Type - Hours to Degree
A indicator to denote the type of information reported.

008 MISSING OR INVALID
722 DEMOGRAPHIC
732 DEGREE
063 01474  SUS Match Indicator - Hours to Degree
An indicator to denote if a student match was found on the Student Data Course File.

008 MISSING OR INVALID  9
718 NON MATCH  0
719 MATCH  0
720 ON SDCF SUBFILE ONLY  0
721 MATCH BUT DOES NOT MEET HTD CRITERIA  0

DEMOGRAPHIC INFORMATION
090 01419  SUS Person Name
The full name of the individual, consisting of last name, first name, and middle initial.

502 PROGRAM GENERATED FROM SDCF  1

092 01033  SUS Person Name - Last
The individual's last name or surname.

094 01091  SUS Person Name - First
The individual's first or given name.

096 01092  SUS Person Name - Middle Initial
The first letter of the individual's middle or maiden name.

110 01044  SUS Racial/Ethnic Group
Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group.

502 PROGRAM GENERATED FROM SDCF  1
200 WHITE (NOT OF HISPANIC ORIGIN)  0
201 BLACK (NOT OF HISPANIC ORIGIN)  0
202 HISPANIC  0
203 ASIAN OR PACIFIC ISLANDER  0
204 AMERICAN INDIAN/ALASKAN NATIVE  0
205 NON-RESIDENT ALIEN  0
103 NO INDICATION/NOT REPORTED  0

120 01048  SUS Gender
Identifies the person by female or male classification.

502 PROGRAM GENERATED FROM SDCF  1
198 MALE  0
199 FEMALE  0
235 NOT REPORTED  0

130 01413  SUS Type of Student at Time of Most Recent Admission
Type of student at the time of most recent admission or readmission to the institution.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>502</td>
<td>PROGRAM GENERATED FROM SDCF</td>
<td>1</td>
</tr>
<tr>
<td>681</td>
<td>BEGINNER</td>
<td>0</td>
</tr>
<tr>
<td>479</td>
<td>HIGH SCHOOL DUALLY ENROLLED</td>
<td>0</td>
</tr>
<tr>
<td>687</td>
<td>EARLY ADMIT</td>
<td>0</td>
</tr>
<tr>
<td>511</td>
<td>TRANSFER FROM A FLORIDA PUBLIC COMMUNITY COLL</td>
<td>0</td>
</tr>
<tr>
<td>499</td>
<td>OTHER UNDERGRADUATE TRANSFER</td>
<td>0</td>
</tr>
<tr>
<td>477</td>
<td>GRADUATE</td>
<td>0</td>
</tr>
<tr>
<td>225</td>
<td>LAW (LLB, JD)</td>
<td>0</td>
</tr>
<tr>
<td>233</td>
<td>MEDICINE (MD)</td>
<td>0</td>
</tr>
<tr>
<td>224</td>
<td>DENTISTRY (DDS, DMD)</td>
<td>0</td>
</tr>
<tr>
<td>690</td>
<td>VETERINARY MEDICINE (DVM, DMD)</td>
<td>0</td>
</tr>
<tr>
<td>232</td>
<td>PHARMACY (PHARM D)</td>
<td>0</td>
</tr>
<tr>
<td>471</td>
<td>EXTERNAL DEGREE</td>
<td>0</td>
</tr>
<tr>
<td>512</td>
<td>UNCLASSIFIED</td>
<td>0</td>
</tr>
<tr>
<td>883</td>
<td>DOCTORATE OF PHYSICAL THERAPY (DPT)</td>
<td>0</td>
</tr>
</tbody>
</table>

140 01420  SUS Date of Most Recent Admission
The year and month of the student's most recent admission or readmission to the institution.

502 PROGRAM GENERATED FROM SDCF 1

150 01068  SUS Type of Student at Date of Entry
Type of student at time of first registration for credit courses at this institution.

502 PROGRAM GENERATED FROM SDCF 1

160 01064  SUS Student's Date of Entry
The year and month the student first registered in a college credit course in this institution.

502 PROGRAM GENERATED FROM SDCF 1
170 01065  SUS Student Budget Entity

A code to indicate the budget entity of the department/college of the student.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>502</td>
<td>PROGRAM GENERATED FROM SDCF</td>
<td>1</td>
</tr>
<tr>
<td>110</td>
<td>E&amp;G</td>
<td>0</td>
</tr>
<tr>
<td>112</td>
<td>HEALTH OR MEDICAL CENTER</td>
<td>0</td>
</tr>
<tr>
<td>113</td>
<td>IFAS</td>
<td>0</td>
</tr>
</tbody>
</table>

180 01106  SUS Fee Classification - Residency

The student's domicile, within or outside of the State of Florida, identified for the purpose of assessing fees at the institution. For the purpose of assessing registration fees a student shall be classified as Florida or Non-Florida as of the first day of classes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>502</td>
<td>PROGRAM GENERATED FROM SDCF</td>
<td>1</td>
</tr>
<tr>
<td>682</td>
<td>FLORIDA RESIDENT</td>
<td>0</td>
</tr>
<tr>
<td>684</td>
<td>FLORIDA RESIDENT - SPECIAL CATEGORY</td>
<td>0</td>
</tr>
<tr>
<td>683</td>
<td>RESIDENT ALIEN - FLORIDA RESIDENT</td>
<td>0</td>
</tr>
<tr>
<td>685</td>
<td>NON-FLORIDA RESIDENT</td>
<td>0</td>
</tr>
<tr>
<td>686</td>
<td>RESIDENT ALIEN - NON-FLA RESIDENT</td>
<td>0</td>
</tr>
<tr>
<td>205</td>
<td>NON-RESIDENT ALIEN</td>
<td>0</td>
</tr>
</tbody>
</table>

190 01112  SUS Degree - Highest Level Held

The highest educational degree, certificate or diploma held by the individual.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>502</td>
<td>PROGRAM GENERATED FROM SDCF</td>
<td>1</td>
</tr>
<tr>
<td>216</td>
<td>GED</td>
<td>0</td>
</tr>
<tr>
<td>217</td>
<td>HIGH SCHOOL</td>
<td>0</td>
</tr>
<tr>
<td>688</td>
<td>COLLEGE-READY HIGH SCHOOL DIPLOMA</td>
<td>0</td>
</tr>
<tr>
<td>218</td>
<td>ASSOCIATE IN ARTS</td>
<td>0</td>
</tr>
<tr>
<td>219</td>
<td>ASSOCIATE IN SCIENCE</td>
<td>0</td>
</tr>
<tr>
<td>220</td>
<td>BACCALAUREATE</td>
<td>0</td>
</tr>
<tr>
<td>222</td>
<td>DOCTORATE</td>
<td>0</td>
</tr>
<tr>
<td>223</td>
<td>ADVANCED MASTERS</td>
<td>0</td>
</tr>
<tr>
<td>224</td>
<td>DENTISTRY (DDS, DMD)</td>
<td>0</td>
</tr>
<tr>
<td>225</td>
<td>LAW (LLB, JD)</td>
<td>0</td>
</tr>
<tr>
<td>226</td>
<td>MASTERS</td>
<td>0</td>
</tr>
<tr>
<td>227</td>
<td>OTHER</td>
<td>0</td>
</tr>
<tr>
<td>228</td>
<td>FIRST PROFESSIONAL</td>
<td>0</td>
</tr>
<tr>
<td>229</td>
<td>ENGINEER</td>
<td>0</td>
</tr>
<tr>
<td>230</td>
<td>SPECIALIST</td>
<td>0</td>
</tr>
<tr>
<td>690</td>
<td>VETERINARY MEDICINE (DVM, DMD)</td>
<td>0</td>
</tr>
<tr>
<td>232</td>
<td>PHARMACY (PHARM D)</td>
<td>0</td>
</tr>
<tr>
<td>233</td>
<td>MEDICINE (MD)</td>
<td>0</td>
</tr>
<tr>
<td>234</td>
<td>NO DEGREE</td>
<td>0</td>
</tr>
<tr>
<td>235</td>
<td>NOT REPORTED</td>
<td>0</td>
</tr>
</tbody>
</table>

210 01411  SUS Institution Granting Highest Degree

Code of the post-secondary institution where the student received his/her highest degree
BOG/IRM Support Programs  Technical
Hours to Degree File  Edit Procedure
  502 PROGRAM GENERATED FROM SDCF

220 01471 SUS High School Graduation Date
The date that the student completed high school.
  489 MUST BE VALID IF NON-BLANK

222 01024 SUS Date of Birth
Legal date of birth.
  502 PROGRAM GENERATED FROM SDCF

389 01457 SUS Key - Hours to Degree
The key - Hours to Degree File is composed of the following:
  . Reporting Institution (01045),
  . Person Identification Number (01029),
  . Term Degree Granted (01412),
  . Degree Program Category (01082),
and serves to uniquely identify a student graduating with a
Baccalaureate degree.
  041 FILE SEQUENCE ERROR

420 01476 SUS Catalog - Term for Degree
The catalog term used for determining degree requirements.
  008 MISSING OR INVALID
  454 > TEN YEARS PRIOR TO TERM DATE

430 01477 SUS Catalog - Hours to Degree
The number of hours required to complete the degree awarded, as approved by the Board
of Regents and effective for the catalog term reported in Catalog - Term for Degree
(01476).
  012 NON-NUMERIC
  453 < 110 OR > 180

440 01478 SUS Hours Used to Degree
The number of hours used to meet the requirement for the degree.
  406 115% OF CATALOG-HOURS TO DEGREE
  407 MORE THAN 5% BELOW CATALOG-HOURS TO DEGREE
  015 PROGRAM GENERATED

450 01479 SUS Excess Hours - Native
The number of hours attempted by the student at the Reporting Institution (01045) which
are not used toward the degree.
  015 PROGRAM GENERATED

460 01480 SUS Excess Hours - SUS
The number of hours taken at any State University System institution that are not used toward the degree.

015 PROGRAM GENERATED

470 01435 SUS Number of Degree Program Changes
This is a count of the total number of times in which the student has changed Student Program Category (01062) while attending the institution as a degree-seeking student.

012 NON-NUMERIC
518 > 20

480 01481 SUS Term - Upper Level
The term following the term where the student earned his/her sixtieth credit hour toward the degree.

008 MISSING OR INVALID

490 01125 SUS Degrees Granted Information
The degree, certificate, or diploma awarded to the student this term. This element contains three iterations of the following information:
- Degree - Level Granted
- Degree Program Category
- Degree Program Fraction of Degree Granted

502 PROGRAM GENERATED FROM SDCF
509 SUM OF BACCALAUREATE FRACTION OF DEG

492 01081 SUS Degree - Level Granted
The degree, certificate, or diploma awarded the student this term.

494 01082 SUS Degree Program Category
The classification associated with the degree program in which the degree was awarded. The codes are based on the Classification of Instructional Programs (CIP) compiled by the National Center for Educational Statistics (NCES).

496 01083 SUS Degree Program Fraction of Degree Granted
Portion of degree awarded in given program.

600 01457 SUS Key - Hours to Degree
The key - Hours to Degree File is composed of the following:
- Reporting Institution (01045),
- Person Identification Number (01029),
- Term Degree Granted (01412),
- Degree Program Category (01082),
and serves to uniquely identify a student graduating with a Baccalaureate degree.

041 FILE SEQUENCE ERROR
Key - Hours to Degree Course Information

Key - Hours to Degree Course is composed of the following:

- Term Identifier (01051)
- Institution Code - Course (01482)
- Course - Student Classification Level (01483)
- Course System Code (01484)
- Course Grouping Code (01485)
- Course Result Code (01486)
- Repeat Indicator (01487)
- Course Section Identifier (01519)

and serves to uniquely identify the course information.

690 01051 SUS Term Identifier
Code indicating the academic term within the fiscal or academic year. University Employee and OPS use this element to support three years of records in the main tables to support year-over-year queries.

517 CANNOT BE > TERM DEGREE GRANTED 9

700 01482 SUS Institution Code - Course
A code provided by the Office of Postsecondary Education. The second through sixth digits of their identifier (OPEID) will be used to indicate the institution associated with the course.

007 MISSING 9

710 01483 SUS Course - Student Classification Level
The classification level of the student at the time the course was taken at the reporting university (01045) or unclassified if the course was taken at another institution.

008 MISSING OR INVALID 9
512 UNCLASSIFIED 0
734 LOWER LEVEL UNDERGRADUATE 0
735 UPPER LEVEL UNDERGRADUATE 0
704 BEGINNING GRADUATE 0
703 ADVANCED GRADUATE 0

720 01484 SUS Course System Code
The association of the institution where this course was taken.

008 MISSING OR INVALID 9
736 FLORIDA PUBLIC CC 0
745 NATIVE 0
746 OTHER SUS INSTITUTION 0
753 PRIVATE/OUT-OF-STATE 0

730 01485 SUS Course Grouping Code
A code to group courses by application and/or method of instruction.

008 MISSING OR INVALID 9
BOG/IRM Support Programs

Technical Hours to Degree File

Edit Procedure

754 ACADEMIC 0
755 COLLEGE PREP 0
756 EXAM CREDIT 0
757 LIFE EXPERIENCE 0
859 MILITARY 0
758 GRADUATE ROLL OVER 0
759 VOCATIONAL 0
760 NON ACCREDITED/ACCEPTABLE 0

740 01486 SUS Course Result Code
A code to group courses by outcome.
008 MISSING OR INVALID 9
457 PASSED 0
761 WITHDREW 0
458 FAILED 0
762 INCOMPLETE 0

750 01487 SUS Repeat Indicator
A code to indicate if this course was not counted toward the degree, because of repeat.
008 MISSING OR INVALID 9
763 REPEATED 0
764 NOT REPEATED 0

760 01519 SUS Course Section Identifier
Course Section Identifier is composed of the following:
. Common Course Prefix,
. Common Course Number,
. Common Course Outside Indicator,
. Course Section Number,
and serves to uniquely identify a course section within an institution.

762 01195 SUS Common Course Prefix
The alpha abbreviation which is assigned to a course, by Common Course Numbering.
007 MISSING 9

764 01196 SUS Common Course Number
A code which includes the level of a course and which is assigned to identify the course in a systematic manner.

766 01003 SUS Common Course Outside Indicator
An alpha code developed by the Common Course Number System to be used to indicate laboratories and provide a method for equating laboratory courses.

768 01096 SUS Course Section Number

9/5/2007 25
A unique identifier assigned by the institution for each section of a course offered during the term reported.

770 01098  SUS Course Program Category
Classification associated with the major emphasis of the course program category. The codes are based on the Classification of Instructional Programs (CIP) compiled by the National Center for Educational Statistics (NCES).

CIP:
The 1990 revision is effective summer term 1992 for the SUS.
The 2000 revision is effective summer term 2003 for the SUS.

008 MISSING OR INVALID 9

780 01104  SUS Course Section Type
The means by which instruction is predominantly delivered for this course section.

489 MUST BE VALID IF NON-BLANK 9

790 01488  SUS Credit Hour Testing Method
A code to indicate the method of testing associated with the credit hours reported for this course.

008 MISSING OR INVALID 9
765 INTERNATIONAL BACCALAUREATE CREDIT 0
773 DEPARTMENTAL EXAM 0
784 ADVANCED PLACEMENT EXAM 0
785 COLLEGE LEVEL PLACEMENT EXAM (CLEP) 0
786 NURSING MOBILITY EXAM 0
506 SCHOLASTIC APTITUDE TEST (SAT) 0
520 AMERICAN COLLEGE TEST (ACT) 0
227 OTHER 0
186 NONE 0
787 CAMBRIDGE AICE (BRITISH A-LEVEL) EXAMS 0

800 01102  SUS Grade Awarded
A rating or evaluation of a student's achievement. Most frequently expressed on an A,B,C,D, and F scale but sometimes expressed as satisfactory (S) and unsatisfactory (U).

007 MISSING 9

820 01489  SUS Credit Hour Usage Indicator
A code to indicate that the credit for this course was used toward the degree or to determine if the credit is a foreign language requirement of 6C-6.002 or 6C-6.004.

008 MISSING OR INVALID 9
138 USED - INVALID 9
788 HOURS USED FOR DEGREE 0
789 HOURS NOT USED FOR DEGREE 0
790 FOREIGN LANGUAGE USED TO MEET LGE REQUIREMENT 0
A quantitative measurement, stated in semester hours, which is the number of hours a student attempts or earns for a course.

825 01098  SUS Course Program Category
Classification associated with the major emphasis of the course program category. The codes are based on the Classification of Instructional Programs (CIP) compiled by the National Center for Educational Statistics (NCES).

CIP:
The 1990 revision is effective summer term 1992 for the SUS.
The 2000 revision is effective summer term 2003 for the SUS.

830 01575  SUS Degree Cost Per Hour at 2-digit CIP Level
The instructional cost per credit hour calculated at the 2-digit CIP level.

835 01577  SUS Degree Cost Per Hour at 4-digit CIP Level
The instructional cost per hour calculated at the 4-digit CIP level.
**Procedure Execution Instructions**

In order to execute the Hours to Degree Edit Procedure, complete the steps listed below.

**Step 1:** Code the control card for program HTDEDyr to contain the desired information based on the control card values listed on the previous page. If the control card defaults are suitable a default control card will be used. The default control card may be overridden if the default values are insufficient for the user’s needs.

**Step 2:** Code the Reporting Institution parameter and the supplemental report parameters.
   a. RP1 - The Demographic Information Reports.
   b. RP2 - The Degree Information Reports.
   c. RP3 - The Course Information Reports.

**Step 3:** Execute catalogued procedure SUSHTDED.

**Sample JCL**

```
//STEP1  EXECUTE SUSHTDED,
//       UNIV='xxxx',
//       HTDIN='input Hours to Degree dsname',
//       HTDGDSP='good output file disposition',
//       HTDGGOOD='good output file name',

//* For Additional PROC Symbolic Parameters, see Complete Procedure Listing.
```

**Explanation of Sample**

Using the jobstream above a good output file would be produced which would include all records including those with 9 level errors. In addition a detailed error list will be printed. No more than five occurrences of any diagnostic will be written to the Detailed Error List. Neither a Correcting Entry File nor Bad Output File will be generated. Report 1 (the Demographic Information Report) and Report 2 (the Degree Information Report) will be produced.

In the above example, the default control card options have been selected. It would be necessary to override the default control card if other options are required, as in the example that follows.
//STEP1  EXECUTE SUSHTDED,
//       UNIV='xxxx',
//       HTDIN='input Hours to Degree dsname',
//       HTDGDSP='good output file disposition',
//       HTDGOOD='good output file name',
//       RP1='N',RP3='Y',
//       CCLIB='your pds library',CCCARD='XXXX'

The PDS member with the name ‘XXXX06’ will be copied into the job stream.

**Step: 4**  Check the output produced by procedure SUSHTDED. There should be no 9 level errors that would make the file unacceptable. If errors are found, then corrections should be made to the institution's input file, and the Procedure (SUSHTDED) should be rerun.
## Control and Override Card Formats

<table>
<thead>
<tr>
<th>Field</th>
<th>Position</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Identifier</td>
<td>1 - 4</td>
<td>Identifies the file</td>
</tr>
<tr>
<td>Good File Output Diagnostic Level</td>
<td>12</td>
<td>Maximum error level for which records will be written to the good file. (To insure no critical errors on submitted files, set this number to less than 9.)</td>
</tr>
<tr>
<td>Bad Output File Selection</td>
<td>14</td>
<td>Records with this error level and above will be sent to the Bad Output File. (When a bad file is not specified the records are not written anywhere.)</td>
</tr>
<tr>
<td>Correcting Entry Selection</td>
<td>16</td>
<td>Errors with this level and above will be sent to the Correcting Entry File.</td>
</tr>
<tr>
<td>Detailed Error List Selection</td>
<td>18</td>
<td>Errors with this level and above will be sent to the Detailed Error List.</td>
</tr>
<tr>
<td>Maximum Diagnostic Indicator</td>
<td>20-24</td>
<td>Indicates the maximum number of times any one diagnostic may occur on the detailed error list.</td>
</tr>
<tr>
<td>Diagnostic Error File</td>
<td>25</td>
<td>Produces a diagnostic error file</td>
</tr>
<tr>
<td>Diagnostic Error Comparison</td>
<td>26</td>
<td>Compares the current diagnostic to the previous year’s diagnostic.</td>
</tr>
<tr>
<td>Mean Report Flag</td>
<td>27</td>
<td>‘U’ report generated by University; ‘C’ report generated by Program CIP.</td>
</tr>
</tbody>
</table>

### HTDCORR(Correcting Entry File)

<table>
<thead>
<tr>
<th>Field</th>
<th>Position</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>01457 Key - Hours to Degree</td>
<td>1-25</td>
<td>Sequence Key Major</td>
</tr>
<tr>
<td>01475 Record Type-Hours to Degree</td>
<td>26</td>
<td>Record Type</td>
</tr>
<tr>
<td>01426 Key-Hours to Degree</td>
<td>27-55</td>
<td>Sequence Key Secondary or blanks (only coded if record type eq 3)</td>
</tr>
<tr>
<td>Course Information</td>
<td>56-63</td>
<td>Not Used</td>
</tr>
<tr>
<td>Reserved</td>
<td>59-63</td>
<td>Element Number (see File Format Section)</td>
</tr>
<tr>
<td>Element Number</td>
<td>64-66</td>
<td>Not Used</td>
</tr>
<tr>
<td>Reserved</td>
<td>67</td>
<td>Program Generated ‘A’. (Alter an existing record.)</td>
</tr>
<tr>
<td>Action Code</td>
<td>68-80</td>
<td>Data to be transferred to the field in error</td>
</tr>
<tr>
<td>Data Field</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Complete Procedure Listing

```plaintext
//SUSHTDED PROC HTDED='HTDED',
// WKSCPC="12000,8000",
// YR='06',
// UNIV=
// OPTIONS='MEMSIZE=48M NOSOURCE NONOTES NODATE', ** OPT
// VOLSER='VOL=SER=', ** VOLSER FOR OUTPUT FILE
// SLIB='BOR.IEP.SOURCE', ** SOURCE LIBRARY
// CCLIB='BOR.IEP.SOURCE', ** CONTROL CARD FILE
// CCCARD='CCHTD', ** CONTROL CARD FILE
// FDLIB='BOR.SAS.FD.SOURCE', ** FD LIBRARY SOURCE NAME
// HTDIN='&HTDIN', ** INPUT HTD FILE NAME
// HTDGOOD='&HTDGOOD', ** HTD GOOD DSN
// HTGDSP='(,PASS)', ** HTD GOOD DISP
// HTDGUN=SYSDA, ** HTD GOOD UNIT
// HTDGVL=, ** HTD GOOD VOL
// HTDGLB=, ** HTD GOOD LABEL
// HTDBAD='&HTDBAD', ** HTD BAD DSN
// HTBDSP='(,PASS)', ** HTD BAD DISP
// HTDBUN=SYSDA, ** HTD BAD UNIT
// HTDBVL=, ** HTD BAD VOL
// HTDBLB=, ** HTD BAD LABEL
// HTDCORR='&HTDCORR', ** HTD CORR DISP
// HTDCDSP='(,PASS)', ** HTD CORR DISP
// HTDCSP='(CYL,(25,5),RLSE)', ** HTD CORR SPACE
// HTDCUN=SYSDA, ** HTD CORR UNIT
// HTDCLB=, ** HTD CORR LABEL
// HTDDIA=GE='&HTDDIA', ** HTD DIAG DSN
// HTDDDSP='(,PASS)', ** HTD DIAG DISP
// HTDDSP='(CYL,(25,5),RLSE)', ** HTD DIAG SPACE
// HTDDUN=SYSDA, ** HTD DIAG UNIT
// HTDDVL=, ** HTD DIAG VOL
// HTDDLB=, ** HTD DIAG LABEL
// PRTPARM='SYSOUT=A', ** SASLIST PRINT DFLT
// S Parm = 'SYSOUT=A', ** STAT RPT PRINT DFLT
// SLRECL=133, ** STAT REPORT LRECL
// SRECFM=FBA, ** STAT REPORT RECFM
// SBLK=133, ** STAT REPORT BLKSIZE
// SUNIT='UNIT=SYSDA', ** STAT REPORT UNIT/SP
// SSPACE='SPACE=(TRK,(5,5),RLSE)', ** STAT REPORT SPACE
// DPARM='SYSOUT=A', ** DET RPT PRINT DFLT
// DLRECL=133,** DET REPORT LRECL
```

9/5/2007 31
Complete Procedure Listing (Continued)

```sas
// DRECFM=FBA, ** DET REPORT RECFM
// DBLK=133, ** DET REPORT BLKSIZE
// DUNIT='UNIT=SYSDA', ** DET REPORT UNIT/SP
// DSPACE='SPACE=(TRK,(5,5),RLSE)', ** DET REPORT SPACE
// TPARM='SYSOUT=A', ** SUM RPT PRINT DFLT
// TLRECL=133, ** SUM REPORT LRECL
// TRECFM=FBA, ** SUM REPORT RECFM
// TBLK=133, ** SUM REPORT BLKSIZE
// TUNIT='UNIT=SYSDA', ** SUM REPORT UNIT/SP
// TSPACE='SPACE=(TRK,(5,5),RLSE)' ** SUM REPORT SPACE
// MLRECL=133, ** MEAN RPT PRINT DFLT
// MRECFM=FBA, ** MEAN REPORT RECFM
// MBLK=133, ** MEAN REPORT BLKSIZE
// MUNIT='UNIT=SYSDA', ** MEAN REPORT UNIT/SP
// MSPEC='SPACE=(TRK,(5,5),RLSE)', ** MEAN REPORT SPACE

/*
   HOURS TO DEGREE EDIT PROCEDURE
   */

/*HTDED EXEC SAS,WORK=&WKSPC,PARM='&OPTIONS,SYSPARM="&UNIV"
  SASLIST DD &PRTPARM,
  DCB=(LRECL=133,RECFM=FBA,BLKSIZE=133)
  SLIB DD DSN=&SLIB,DISP=SHR
  LIBRARY DD DSN=BOR.SAS.FORMATS,DISP=SHR
  AUTOLIB DD DSN=BOR.SAS.SASUSER,DISP=SHR
  FDLIB DD DSN=&FDLIB,DISP=SHR
  DIAGPREV DD DSN=BORV.XREF.DIAG.HTD.Y0506,DISP=SHR
  HTDIN DD DSN=&HTDIN,DISP=SHR
  HTDCC DD DSN=&CCLIB(&CCCARD&YR),DISP=SHR
  HTDGOD DD DSN=&HTDGOD,DISP=&HTDGDSP,
    UNIT=&HTDGUN,SPACE=&HTDGSP,
    DCB=(LRECL=140,BLKSIZE=,RECFM=FB),
    VOLSER&HTDGLB
  HTDBAD DD DSN=&HTDBAD,DISP=&HTDBDSP,
    UNIT=&HTDBUN,SPACE=&HTDBSP,
    DCB=(LRECL=140,BLKSIZE=,RECFM=FB),
    VOLSER&HTDBVL
  HTDCORR DD DSN=&HTDCORR,DISP=&HTDCDSP,
    UNIT=&HTDCUN,SPACE=&HTDCSP,
    DCB=(LRECL=80,BLKSIZE=,RECFM=FB),
    VOLSER&HTDCVL
  DIAGFILE DD DSN=&HTDDIAG,DISP=&HTDDDSP,
    UNIT=&HTDDUN,SPACE=&HTDDSP,
*/
```

9/5/2007 32
Complete Procedure Listing (Continued)

```
//    DCB=(LRECL=144,BLKSIZE=,RECFM=FB),
//    &VOLSER&HTDDVL,LABEL=&HTDDLB
//HTDDSTAT DD &SPARM,
//    &SUNIT,
//    &SSPACE,
//    DCB=(LRECL=&SLRECL,RECFM=&SRECFM,BLKSIZE=&SBLK)
//HTDDDET DD &DPARM,
//    &DUNIT,
//    &DSPACE,
//    DCB=(LRECL=&DLRECL,RECFM=&DRECFM,BLKSIZE=&DBLK)
//HTDMEAN DD &MPARM,
//    &MUNIT,
//    &MSPACE,
//    DCB=(LRECL=&MLRECL,RECFM=&MRECFM,BLKSIZE=&MBLK)
```
Report Surveys and Examples

Program Name: **HTDEDyr**

Output File Name: **HTDSTAT**

Report Title: **Runtime Statistics**

Source Data: **Hours to Degree File**

Report Description:

This report provides a copy of the control card which has been input to the edit program, as well as an explanation of each optional and/or required parameter which has been selected on the control card.

Also provided is a summary of the number of records which have been read by the program, and the number of records which have been written to each optional file selected by the user.
A VALID RECORD FILE HAS BEEN CREATED.

ALL RECORDS WHICH CONTAIN NO ERRORS GREATER THAN LEVEL 9 ARE INCLUDED IN THIS FILE.

A CORRECTING ENTRY FILE HAS NOT BEEN CREATED.

A DETAIL ERROR LISTING HAS BEEN CREATED.

ALL RECORDS WHICH CONTAIN ERRORS GREATER THAN LEVEL 5 ARE INCLUDED IN THIS FILE.

5 ITERATIONS OF ANY ONE ERROR WILL PRINT

*******************************************************************************
* TOTAL RECORDS READ: 65,714 *
* TOTAL GOOD OUTPUT RECORDS WRITTEN: 65,714 *
* TOTAL BAD OUTPUT RECORDS WRITTEN: 0 *
* TOTAL CORRECTING ENTRY RECORDS WRITTEN: 0 *
*******************************************************************************
Program Name: **HTDEDyr**

Output File Name: **HTDDET**

Report Title: **Detail Error List**

Source Data: **Hours to Degree File**

Report Description:

This report provides the user with detailed information concerning errors encountered during editing of the Hours to Degree File.

In addition to the file sequence key elements, a detailed description of the data field that is in error is provided on this report. The description includes the name of the element containing the error, the type of problem encountered, the field number, the field occurrence number, the data in that field on the user’s file, and the length of the field.

Key Field elements used by this report are as follows:
- 01475 – Key-Hours to Degree
- 01462 – Key Hours to Degree Course Information
RECORD KEY: UNIV12345678999901420101
COURSE RECORD KEY: 199708 03955UNAFNEXP3082 0588
FIELD IN ERROR: 01489 Credit Hour Usage Indicator
ERROR: 138 UNACCEPTABLE USE
CORRECTION : _ _

RECORD KEY: UNIV234567890199901260607
COURSE RECORD KEY: 199608 03955UNAFNCHM3210 0238
FIELD IN ERROR: 01489 Credit Hour Usage Indicator
ERROR: 138 UNACCEPTABLE USE
CORRECTION : _ _

RECORD KEY: UNIV 789123456199808090101
COURSE RECORD KEY: 199705 03955UNXSL1000
FIELD IN ERROR: 01478 Hours Used to Degree
ERROR: 140 LESS THAN CATALOG-HOURS TO DEGREE
CORRECTION : _ _ _ _ . _
Program Name:  HTDEDYr

Output File Name:  HTDSUMM

Report Title:  Summary Statistics

Source Data:  Hours to Degree File

Report Description:

This report provides summary statistics for all elements on the Hours to Degree File. These counts provide both frequency (information only) totals and error counts by element in file order.
<table>
<thead>
<tr>
<th>LOC</th>
<th>ID</th>
<th>NAME</th>
<th>ERROR</th>
<th>MESSAGE</th>
<th>LEVEL</th>
<th>TOTAL</th>
<th>DELTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>01457</td>
<td>Key - Hours to Degree</td>
<td></td>
<td>041 FILE SEQUENCE ERROR</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>020</td>
<td>01457</td>
<td>Reporting Institution</td>
<td></td>
<td>516 FORCED AGREEMENT WITH CONTROL CARD</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>030</td>
<td>01029</td>
<td>Person Identification Number</td>
<td></td>
<td>012 NON-NUMERIC</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>040</td>
<td>01412</td>
<td>Term Degree Granted</td>
<td></td>
<td>008 MISSING OR INVALID</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>050</td>
<td>01082</td>
<td>Degree Program Category</td>
<td></td>
<td>494 NON-MATCH ON STUDENT DATA COURSE FILE</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>060</td>
<td>01475</td>
<td>Record Type - Hours to Degree</td>
<td></td>
<td>008 MISSING OR INVALID</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>090</td>
<td>01419</td>
<td>Person Name</td>
<td></td>
<td>502 PROGRAM GENERATED FROM SDCF</td>
<td>1</td>
<td>1194</td>
<td>1154</td>
</tr>
<tr>
<td>092</td>
<td>01033</td>
<td>Person Name - Last</td>
<td></td>
<td>000</td>
<td>.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>094</td>
<td>01091</td>
<td>Person Name - First</td>
<td></td>
<td>000</td>
<td>.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>096</td>
<td>01092</td>
<td>Person Name - Middle Initial</td>
<td></td>
<td>000</td>
<td>.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>110</td>
<td>01044</td>
<td>Racial/Ethnic Group</td>
<td></td>
<td>502 PROGRAM GENERATED FROM SDCF</td>
<td>1</td>
<td>1195</td>
<td>1000</td>
</tr>
<tr>
<td>120</td>
<td>01048</td>
<td>Gender</td>
<td></td>
<td>502 PROGRAM GENERATED FROM SDCF</td>
<td>1</td>
<td>1194</td>
<td>1854</td>
</tr>
</tbody>
</table>

### Technical Edit Procedure

**BOG/IRM Support Programs**

**Hours to Degree File**

**Procedure**

1. **Key - Hours to Degree**
   - **LOC 01457**
   - **ID 01457**
   - **Value**
   - **Error Count**

2. **Reporting Institution**
   - **LOC 01457**
   - **ID 01457**
   - **Value**
   - **Error Count**

3. **Person Identification Number**
   - **LOC 01457**
   - **ID 01457**
   - **Value**
   - **Error Count**

4. **Term Degree Granted**
   - **LOC 01457**
   - **ID 01457**
   - **Value**
   - **Error Count**

5. **Degree Program Category**
   - **LOC 01457**
   - **ID 01457**
   - **Value**
   - **Error Count**

6. **Record Type - Hours to Degree**
   - **LOC 01457**
   - **ID 01457**
   - **Value**
   - **Error Count**

7. **Person Name**
   - **LOC 01457**
   - **ID 01457**
   - **Value**
   - **Error Count**

8. **Racial/Ethnic Group**
   - **LOC 01457**
   - **ID 01457**
   - **Value**
   - **Error Count**

**EDIT PROGRAM STATISTICS**

**DATE:** 08/29/2007  **TIME:** 8:01:04  **PAGE:** 1
Program Name: **HTDRPyr**

Output File Name: **ERRLIST**

Report Title: **Student Population By Matriculation Date, Date of Most Recent Admission and High School Graduation Date**

Source Data: **Hours to Degree File**

Report Description:

This report is produced as part of the output from the Hours to Degree Report Program.

Total student population is supplied by ranges of matriculation dates for earlier years and for specific matriculation dates beginning five years previous to the reporting academic year.

Data Elements Used By Report Program:

- 01064 - Student’s Date of Entry
- 01420 - Date of Most Recent Admission
- 01471 - High School Graduation Date
<table>
<thead>
<tr>
<th>STUDENT POPULATION</th>
<th>BY DATE OF ENTRY (01064)</th>
<th>BY DATE OF MOST RECENT ADMISSION (01420)</th>
<th>BY HIGH SCHOOL GRADUATION YEAR (01471)</th>
<th>BY BIRTH YEAR (01024)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIOR TO JANUARY 1970</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>173</td>
</tr>
<tr>
<td>JANUARY 1970 - DECEMBER 1979</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>296</td>
</tr>
<tr>
<td>JANUARY 1980 - DECEMBER 1989</td>
<td>22</td>
<td>12</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1990 - DECEMBER 1990</td>
<td>9</td>
<td>7</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1991 - DECEMBER 1991</td>
<td>19</td>
<td>13</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1992 - DECEMBER 1992</td>
<td>29</td>
<td>27</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1993</td>
<td>13</td>
<td>11</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MAY 1993</td>
<td>8</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AUGUST 1993</td>
<td>41</td>
<td>46</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1994</td>
<td>15</td>
<td>16</td>
<td>0</td>
<td>0</td>
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<td>MAY 1994</td>
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<td>0</td>
</tr>
<tr>
<td>AUGUST 1994</td>
<td>60</td>
<td>63</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1995</td>
<td>29</td>
<td>30</td>
<td>0</td>
<td>0</td>
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<tr>
<td>MAY 1995</td>
<td>22</td>
<td>22</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AUGUST 1995</td>
<td>95</td>
<td>93</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1996</td>
<td>38</td>
<td>46</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MAY 1996</td>
<td>18</td>
<td>20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AUGUST 1996</td>
<td>30</td>
<td>31</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1997</td>
<td>3</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MAY 1997</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AUGUST 1997</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Program Name:        HTDEYdr

Output File Name:    ERRLIST

Report Title:        Student Population by Degree Level Granted

Source Data:         Hours to Degree File

Report Description:

This report is produced as part of the output from the Hours to Degree Report Program.

Data Elements Used By Report Program:

01081 – Degree-Level Granted
<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>TOTAL BACCALAUREATE DEGREES GRANTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 RENEWABLE NATURAL RESOURCES</td>
<td>15</td>
</tr>
<tr>
<td>09 MASS COMMUNICATIONS</td>
<td>27</td>
</tr>
<tr>
<td>11 COMPUTER &amp; INFORMATION SCIENCE</td>
<td>18</td>
</tr>
<tr>
<td>13 EDUCATION</td>
<td>103</td>
</tr>
<tr>
<td>15 ENGINEERING TECHNOLOGY</td>
<td>12</td>
</tr>
<tr>
<td>22 LAW</td>
<td>4</td>
</tr>
<tr>
<td>23 LETTERS</td>
<td>3</td>
</tr>
<tr>
<td>24 LIBERAL/GENERAL STUDIES</td>
<td>6</td>
</tr>
<tr>
<td>26 LIFE SCIENCES</td>
<td>28</td>
</tr>
<tr>
<td>27 MATHEMATICS</td>
<td>7</td>
</tr>
<tr>
<td>40 PHYSICAL SCIENCES</td>
<td>2</td>
</tr>
<tr>
<td>42 PSYCHOLOGY</td>
<td>48</td>
</tr>
<tr>
<td>43 PROTECTIVE SERVICES</td>
<td>24</td>
</tr>
<tr>
<td>44 PUBLIC ADMINISTRATION &amp; SERVIC</td>
<td>11</td>
</tr>
<tr>
<td>45 SOCIAL SCIENCES</td>
<td>33</td>
</tr>
<tr>
<td>50 VISUAL &amp; PERFORMING ARTS</td>
<td>8</td>
</tr>
<tr>
<td>51 HEALTH PROFESSIONS &amp; REL. SCI.</td>
<td>14</td>
</tr>
<tr>
<td>52 BUSINESS &amp; MANAGEMENT</td>
<td>106</td>
</tr>
</tbody>
</table>
Program Name: HTDRPyr

Output File Name: ERRLIST

Report Title: Course Report Program

Source Data: Hours to Degree File

Report Description:

This report provides a count of courses by Course Program Category, and a count of courses by Grade Awarded.

Data Elements Used By Report Program:

01098 - Course Program Category
01102 - Grade Awarded
<table>
<thead>
<tr>
<th>Grade Distribution by Grade Awarded (01102)</th>
<th>USED</th>
<th>NOT USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>6001</td>
<td>1010</td>
</tr>
<tr>
<td>A-</td>
<td>1336</td>
<td>93</td>
</tr>
<tr>
<td>B</td>
<td>4402</td>
<td>787</td>
</tr>
<tr>
<td>B+</td>
<td>1693</td>
<td>163</td>
</tr>
<tr>
<td>B-</td>
<td>924</td>
<td>65</td>
</tr>
<tr>
<td>C</td>
<td>2835</td>
<td>521</td>
</tr>
<tr>
<td>C+</td>
<td>1115</td>
<td>130</td>
</tr>
<tr>
<td>C-</td>
<td>285</td>
<td>67</td>
</tr>
<tr>
<td>D</td>
<td>437</td>
<td>252</td>
</tr>
<tr>
<td>D+</td>
<td>109</td>
<td>60</td>
</tr>
<tr>
<td>E</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>EC</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>F</td>
<td>82</td>
<td>454</td>
</tr>
<tr>
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</tr>
<tr>
<td>I</td>
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</tr>
<tr>
<td>I*</td>
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<tr>
<td>N</td>
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<td>15</td>
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<tr>
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<td>57</td>
<td>264</td>
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<tr>
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<td>657</td>
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<tr>
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</tr>
<tr>
<td>WR</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>XX</td>
<td>54</td>
<td>539</td>
</tr>
</tbody>
</table>
Program Name: HTDEDyr

Output File Name: SYSOUT

Report Title: Means Report Program by University or Program CIP

Source Data: Hours to Degree File

Report Description:

A supplemental report to produce a table of minimum and maximum sum of hours for all credit fields for the edit report.

Data Elements Used By Report Program:

- 01457 - Key – Hours to Degree File
- 01413 - Type of Student at Time of Most Recent Admission
- 01420 - Date of Most Recent Admission
- 01068 - Type Student at Date of Entry
- 01064 - Student’s Date of Entry
- 01106 - Fee Classification – Residency
- 01112 - Degree – Highest Level Held
- 01411 - Institution Granting Highest Degree
- 01477 - Catalog – Hours to Degree
- 01051 - Term Identifier
- 01484 - Course System Code
- 01485 - Course Grouping Code
- 01486 - Course Result Code
- 01488 - Credit Hour Testing Method
- 01489 - Credit Hour Usage Indicator
- 01459 - Section Credit
HOURS TO DEGREE FILE FOR 2006-2007

STATE UNIVERSITY SYSTEM
ALL PROGRAMS

HOURS USED TOWARD THE DEGREE

<table>
<thead>
<tr>
<th>TYPE OF CREDIT</th>
<th>HOURS</th>
<th>AVERAGE</th>
<th>MINIMUM</th>
<th>MAXIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATALOG HOURS</td>
<td>33770</td>
<td>120.96</td>
<td>120.00</td>
<td>159.00</td>
</tr>
<tr>
<td>INTERNATIONAL BACCAULAUREATE</td>
<td>424</td>
<td>18.03</td>
<td>1.00</td>
<td>30.00</td>
</tr>
<tr>
<td>DEPARTMENTAL TEST</td>
<td>843</td>
<td>3.19</td>
<td>0.00</td>
<td>35.00</td>
</tr>
<tr>
<td>ADVANCED PLACEMENT TEST</td>
<td>4459</td>
<td>8.64</td>
<td>0.00</td>
<td>40.00</td>
</tr>
<tr>
<td>COLLEGE LEVEL PLACEMENT TEST</td>
<td>747</td>
<td>8.72</td>
<td>0.00</td>
<td>36.00</td>
</tr>
<tr>
<td>NURSING MOBILITY TEST</td>
<td>46</td>
<td>28.37</td>
<td>19.00</td>
<td>30.00</td>
</tr>
<tr>
<td>SCHOLASTIC APTITUDE TEST</td>
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<td>3.00</td>
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<td>3.00</td>
</tr>
<tr>
<td>AMERICAN COLLEGE TEST</td>
<td>2</td>
<td>2.00</td>
<td>1.00</td>
<td>3.00</td>
</tr>
<tr>
<td>CAMBRIDGE AICE EXAMS</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>COLLEGE PREP-REMEDIAL CRS</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>DUALLY ENROLLED</td>
<td>4091</td>
<td>10.01</td>
<td>1.00</td>
<td>101.00</td>
</tr>
<tr>
<td>OTHER SUS INSTITUTION</td>
<td>4303</td>
<td>19.15</td>
<td>0.00</td>
<td>95.00</td>
</tr>
<tr>
<td>NATIVE</td>
<td>33765</td>
<td>83.57</td>
<td>3.00</td>
<td>209.00</td>
</tr>
<tr>
<td>PRIVATE/OUT OF STATE INST</td>
<td>8349</td>
<td>29.01</td>
<td>0.50</td>
<td>109.00</td>
</tr>
<tr>
<td>FLORIDA PUBLIC COMMUNITY COLL</td>
<td>21437</td>
<td>41.65</td>
<td>1.00</td>
<td>117.00</td>
</tr>
<tr>
<td>DIFF(NATIVE-CATALOG HRS)</td>
<td>33765</td>
<td>-37.39</td>
<td>-117.00</td>
<td>83.00</td>
</tr>
</tbody>
</table>
Program Name: **Cost Report**

Output File Name: COSTREPT

Report Title: Cost to Degree Report

Source Data: HTD Edit File

Report Description:

This report provides a summary of cost per degree based on 2-digit CIP (and nursing) or 4-digit CIP level of course on the Hours to Degree File by Degree Program. Only courses that have been coded as academic (01485 Course Grouping Code = ‘A’) and taken at the native institution (01484 Course System Code = ‘N’ for specific institution; ‘N’ or ‘O’ for system-wide summary) are included in the report.

Key Field elements used by this report are as follows:

- 01082 – Degree Program Category
- 01575 - Cost Per Hour at 2-digit CIP Level
- 01577 - Cost Per Hour at 4-digit CIP Level
- 01068 – Type of Student at Date of Entry
### HOURS TO DEGREE FILE FOR 2006-2007

**STATE UNIVERSITY SYSTEM**  
**ALL PROGRAMS**

Count of Degrees and Average Cost by Type of Student at Date of Entry

<table>
<thead>
<tr>
<th>Degree</th>
<th>FTIC</th>
<th>Avg Cost</th>
<th>AA Transfers</th>
<th>Count</th>
<th>Avg Cost</th>
<th>Other</th>
<th>Count</th>
<th>Avg Cost</th>
<th>Total</th>
<th>Count</th>
<th>Avg Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>NN.NNNN</td>
<td>xxxxx</td>
<td>$$$$$$$</td>
<td>xxxxx</td>
<td>$$$$$$$</td>
<td>xxxxx</td>
<td>$$$$$$$</td>
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<tr>
<td>NN.NNNN</td>
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<td>NN.NNNN</td>
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<td>xxxxx</td>
<td>$$$$$$$</td>
<td>$$$$$$$</td>
<td>$$$$$$$</td>
</tr>
<tr>
<td>NN.NNNN</td>
<td>xxxxx</td>
<td>$$$$$$$</td>
<td>xxxxx</td>
<td>$$$$$$$</td>
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<td>$$$$$$$</td>
<td>xxxxx</td>
<td>$$$$$$$</td>
<td>$$$$$$$</td>
<td>$$$$$$$</td>
</tr>
<tr>
<td>NN.NNNN</td>
<td>xxxxx</td>
<td>$$$$$$$</td>
<td>xxxxx</td>
<td>$$$$$$$</td>
<td>xxxxx</td>
<td>$$$$$$$</td>
<td>xxxxx</td>
<td>$$$$$$$</td>
<td>xxxxx</td>
<td>$$$$$$$</td>
<td>$$$$$$$</td>
<td>$$$$$$$</td>
</tr>
</tbody>
</table>

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Update Procedure (SUSHTDUP)

Program HTDUPyr provides the user with a means of making limited modifications to the institution-created Hours to Degree File.

Three types of update transactions are allowed by the program:

A  --  Alter
C  --  Create
D  --  Delete - single record
E  --  Delete - set of records

The “create” and “delete - single record” transactions may be used on records, based on the file key and the record key. The “delete - set of records” transaction may be used to delete a complete set records for a single individual based on Person Identification Number. Individual fields within a record may be altered using the “alter” transaction.

File maintenance reports generated by program SUSHTDUP provide a listing of all rejected transactions, an audit trail, and update action statistics for the user's reference.

Also the user may specify whether the following files will be output by the program through optional parameter selections.

1. New Master File
2. Deleted Master File
3. Deleted Transaction File
BOG/IRM Support Programs
Hours to Degree File
Flowchart

Flowchart:
- HTDIN: Input HTD File
- HTDUPyr: HTD Update Program
- HTDCORR: Input Transaction File
- SASLIST: File Maintenance Report
- HTDNEW: HTD Updated File
- HTDDEL: HTD Deleted Records File
- HTDRTF: Rejected Transactions File
Files and Reports

SUSHTDUP

Input Files

HTDIN  Old Master File
       Fixed Format
       Contains 140, Optional

HTDCORR  Transaction File
          Fixed Format
          Contains 80, Sequential

Input transaction records for making modifications to the Hours to Degree File (i.e., Old Master File).

Output Files

HTDNEW  New Master File
        Fixed Format
        Contains 140, Optional

Contains all Old Master File records, plus newly created records, minus any deleted records.

HTDDEL  Deleted Master File
        Fixed Format
        Contains 140, Optional

Contains only those records deleted from the Master File by the update program.

HTDRTF  Deleted Transaction File
        Fixed Format
        Contains 80, Optional

Contains transaction records rejected by the update program due to invalid data or incorrect coding.

Printer Output

SASLIST  Processing Information File
         Sequential
         Fixed Format, 133 Characters
Contains information on all file maintenance.

**Procedure and Program Descriptions**

**Library Members Referenced**

The Procedure Name is SUSHTDUP
The Program Name is HTDUPyr
The Other Members referenced are HTDFDyt (HTD File Format)
HTDTFDr (Transaction File Format)

**Execution Procedure**

To execute the SUSHTDUP procedure follow these steps.

1) Code the update transactions according to the formats described as follows:

To **alter** an existing record use the following format:

<table>
<thead>
<tr>
<th>Field</th>
<th>Position</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>01457 Key – Hours to Degree</td>
<td>1-25</td>
<td>Sequence Key Major</td>
</tr>
<tr>
<td>01475 Record Type – Hours to Degree</td>
<td>26-26</td>
<td>Record Type (1=Demographic, 2=Degree, 3=Course)</td>
</tr>
<tr>
<td>01462 Key-Hours to Degree Course Information</td>
<td>27-55</td>
<td>Sequence Key Secondary (If Applicable)</td>
</tr>
<tr>
<td>Reserved</td>
<td>56-57</td>
<td>Not Used</td>
</tr>
<tr>
<td>Element Number</td>
<td>58-62</td>
<td>Element Number (See File Format)</td>
</tr>
<tr>
<td>Reserved</td>
<td>63-65</td>
<td>Not Used</td>
</tr>
<tr>
<td>Action Code</td>
<td>66-66</td>
<td>‘A’ (Alter an existing record.)</td>
</tr>
<tr>
<td>Data Field</td>
<td>67-80</td>
<td>Data to be transferred to the field in error</td>
</tr>
</tbody>
</table>

To **create** a record, use the following format. Fields which aren’t a part of the key will be initialized to zeros (numeric fields) and blanks (character fields).

<table>
<thead>
<tr>
<th>Field</th>
<th>Position</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>01457 Key – Hours to Degree</td>
<td>1-25</td>
<td>Sequence Key Major</td>
</tr>
<tr>
<td>01475 Record Type – Hours to Degree</td>
<td>26-26</td>
<td>Record Type (1=Demographic, 2=Degree, 3=Course)</td>
</tr>
<tr>
<td>01462 Key-Hours to Degree Course Information</td>
<td>27-55</td>
<td>Sequence Key Secondary (If Applicable)</td>
</tr>
<tr>
<td>Reserved</td>
<td>56-65</td>
<td>Not Used</td>
</tr>
<tr>
<td>Action Code</td>
<td>66-66</td>
<td>‘C’ (Create a Record.)</td>
</tr>
<tr>
<td>Reserved</td>
<td>67-80</td>
<td>Not Used</td>
</tr>
</tbody>
</table>

To **delete** a record use the format described below:
To delete all Record Types (Demographic, Degree and Course) for an individual student use the format described below:

2) Determine the necessary parameters for the "SYSPARM=" parameters in procedure SUSHTDUP.

<table>
<thead>
<tr>
<th>Field</th>
<th>Position</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>01457 Key – Hours to Degree</td>
<td>1-4</td>
<td>Match Key – 1</td>
</tr>
<tr>
<td>01029 Person Identification</td>
<td>5-13</td>
<td>Match Key – 2</td>
</tr>
<tr>
<td>Reserved</td>
<td>14-65</td>
<td>Not Used</td>
</tr>
<tr>
<td>Action Code</td>
<td>66-66</td>
<td>‘E’. (Delete a set of records for an individual student.)</td>
</tr>
<tr>
<td>Reserved</td>
<td>67-80</td>
<td>Not Used</td>
</tr>
</tbody>
</table>

2) Determine the necessary parameters for the "SYSPARM=" parameters in procedure SUSHTDUP.

**External Parameters Description**

<table>
<thead>
<tr>
<th>Field</th>
<th>Position</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>&amp;OM - Old Master File</td>
<td>1</td>
<td>Indicates whether or not there will be an input Old Master File. Value should be 'Y' if the file is to be submitted and 'N' if the file is to be omitted. If left blank, value will default to 'Y' and an input file will be expected.</td>
</tr>
<tr>
<td>Selection Switch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&amp;NM - New Master File</td>
<td>2</td>
<td>Indicates whether or not there will be a New Master File generated. Value should be 'Y' if the file is to be produced and 'N' if the file is to be omitted. If left blank, value will default to 'Y' and the file will be produced.</td>
</tr>
<tr>
<td>Selection Switch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&amp;DM - Deleted Master File</td>
<td>3</td>
<td>Indicates whether or not there will be a Deleted Master File generated. Value should be 'Y' if Switch the file is desired and 'N' is the file is to be omitted. If left blank, value will default to 'N' and the file will not be produced.</td>
</tr>
<tr>
<td>Selection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&amp;IT - Input Transaction File</td>
<td>4</td>
<td>Indicates whether or not there will be an input Old Transaction File. Value should be 'Y' if the File is to be submitted and 'N' if the file is omitted. If left blank value will default to 'Y' and a transaction file will be expected.</td>
</tr>
<tr>
<td>Selection Switch</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BOG/IRM Support Programs   Technical
Hours to Degree File   Update Procedure

Field | Position | Function
--- | --- | ---
&DT – Deleted Transaction File | 5 | Indicates whether or not a Deleted Transaction File is desired. Value should be ‘Y’ if the file is to be produced and ‘N’ if the file is to be omitted. If left blank, value will default to ‘N’ and the file will not be produced.

3) Execute procedure SUSHTDUP. The following example will produce a New Master File, using an Old Master File and a Transaction File. A Deleted Transaction File and a Rejected Transaction File will also be produced.

**Sample JCL**

The following is a sample jobstream. If more detail is needed please consult the complete procedure listing.

```
// EXEC SUSHTDUP,
// DM='Y',
// DT='Y',
// HTDIN='input Hours to Degree file',
// HTDCORR='input transaction file',
// HTDNEW='new master HTD file DSN',
// NEWDSP='new master disposition',
// HTDDEL='deleted master file DSN',
// DELDSP='deleted file disposition',
// HTDRTF='rejected trans file DSN',
// RTFDSP='rejected trans disposition'
```
Complete Procedure Listing

//SUSHTDUP PROC PRTPARM=A,
//  ** SASLIST SYSOUT
//  ** DEFAULT PGM YEAR
//  ** INPUT OLD MASTER (Y/N)
//  ** OUTPUT NEW MASTER (Y/N)
//  ** DELETED MASTER (Y/N)
//  ** INPUT TRANS FILE (Y/N)
//  ** OUTPUT DEL TRANS (Y/N)
//  ** SAS WORK SPACE
//  ** SAS WORK SPACE
// OPTIONS='MEMSIZE=48M S=72 SORTPGM=BEST NOSOURCE NONOTES',
// SLIB='BOR.IEP.SOURCE',
// HTDIN=NULLFILE,
// HTDNEW='&HTDNEW',
// NEWBLK=,
// NEWDSP='(PASS)',
// NEWSPC=('CYL,(25,5),RLSE'),
// NEWUNT=SYSDA,
// NEWVOL=,
// NEWLBL=,
// HTDDEL='&HTDDEL',
// DELBLK=,
// DELDSP='(PASS)',
// DELSPC=('CYL,(25,5),RLSE'),
// DELUNT=SYSDA,
// DELVOL=,
// DELLBL=,
// HTDUP='HTDUP',
// HTDCORR=NULLFILE,
// HTDRTF='&HTDRTF',
// RTFBLK=,
// RTFDSP='(PASS)',
// RTFLBL=,
// RTFUNT=SYSDA,
// RTFVOL=,
// RTFSPC=('CYL,(25,5),RLSE')
// */
// END OF PROC SYMBOLIC PARAMETERS
// *
// ** FIRST STEP: EXCESS HOURS SUBFILE BUILD STEP.
// ** IF THE EXCESS HOURS SUBFILE HAS BEEN CREATED DURING A
// ** PREVIOUS EXECUTION OF THIS PROCEDURE THIS STEP MAY
// ** BY-PASSED USING THE OS-RESTART FACILITY.
// */
//STEP1 EXEC SAS,WORK=&WKSPC,
//   ** SASLIST SYSOUT
//   ** DEFAULT PGM YEAR
//   ** INPUT OLD MASTER (Y/N)
//   ** OUTPUT NEW MASTER (Y/N)
//   ** DELETED MASTER (Y/N)
//   ** INPUT TRANS FILE (Y/N)
//   ** OUTPUT DEL TRANS (Y/N)
//   ** SAS WORK SPACE
//   ** SAS WORK SPACE
// OPTIONS='MEMSIZE=48M S=72 SORTPGM=BEST NOSOURCE NONOTES',
// SLIB='BOR.IEP.SOURCE',
// HTDIN=NULLFILE,
// HTDNEW='&HTDNEW',
// NEWBLK=,
// NEWDSP='(PASS)',
// NEWSPC=('CYL,(25,5),RLSE'),
// NEWUNT=SYSDA,
// NEWVOL=,
// NEWLBL=,
// HTDDEL='&HTDDEL',
// DELBLK=,
// DELDSP='(PASS)',
// DELSPC=('CYL,(25,5),RLSE'),
// DELUNT=SYSDA,
// DELVOL=,
// DELLBL=,
// HTDUP='HTDUP',
// HTDCORR=NULLFILE,
// HTDRTF='&HTDRTF',
// RTFBLK=,
// RTFDSP='(PASS)',
// RTFLBL=,
// RTFUNT=SYSDA,
// RTFVOL=,
// RTFSPC=('CYL,(25,5),RLSE')
// */
// END OF PROC SYMBOLIC PARAMETERS
// *
// ** FIRST STEP: EXCESS HOURS SUBFILE BUILD STEP.
// ** IF THE EXCESS HOURS SUBFILE HAS BEEN CREATED DURING A
// ** PREVIOUS EXECUTION OF THIS PROCEDURE THIS STEP MAY
// ** BY-PASSED USING THE OS-RESTART FACILITY.
// */
//STEP1 EXEC SAS,WORK=&WKSPC,
//   ** SASLIST SYSOUT
//   ** DEFAULT PGM YEAR
//   ** INPUT OLD MASTER (Y/N)
//   ** OUTPUT NEW MASTER (Y/N)
//   ** DELETED MASTER (Y/N)
//   ** INPUT TRANS FILE (Y/N)
//   ** OUTPUT DEL TRANS (Y/N)
//   ** SAS WORK SPACE
//   ** SAS WORK SPACE
// OPTIONS='MEMSIZE=48M S=72 SORTPGM=BEST NOSOURCE NONOTES',
// SLIB='BOR.IEP.SOURCE',
// HTDIN=NULLFILE,
// HTDNEW='&HTDNEW',
// NEWBLK=,
// NEWDSP='(PASS)',
// NEWSPC=('CYL,(25,5),RLSE'),
// NEWUNT=SYSDA,
// NEWVOL=,
// NEWLBL=,
Complete Procedure Listing (Continued)

```
//SASLIST    DD SYSOUT=&PRTPARM,
//            DCB=(LRECL=133,RECFM=FBA,BLKSIZE=133)
//SLIB        DD DSN=&SLIB,DISP=SHR
//LIBRARY     DD DSN=BOR.SAS.FORMATS,DISP=SHR
//AUTOLIB     DD DSN=BOR.SAS.SASUSER,DISP=SHR
//HTDIN       DD DSN=&HTDIN,DISP=SHR
//HTDCORR     DD DSN=&HTDCORR,DISP=SHR
//HTDNEW      DD DSN=&HTDNEW,DISP=&NEWDSP,
//            UNIT=&NEWUNT,SPACE=&NEWSPC,
//            DCB=(LRECL=140,BLKSIZE=&NEWBLK,RECFM=FB),
//            &VOLSER&NEWVOL,LABEL=&NEWLBL
//HTDDEL      DD DSN=&HTDDEL,DISP=&DELDSP,
//            UNIT=&DELUNT,SPACE=&DELSPC,
//            DCB=(LRECL=140,BLKSIZE=&DELBLK,RECFM=FB),
//            &VOLSER&DELVOL,LABEL=&DELLBL
//HTDRTF      DD DSN=&HTDRTF,DISP=&RTFDSP,
//            UNIT=&RTFUNT,SPACE=&RTFSPC,
//            DCB=(LRECL=140,BLKSIZE=&RTFBLK,RECFM=FB),
//            &VOLSER&RTFVOL,LABEL=&RTFLBL
//SYSIN       DD DSN=&SLIB(&HTDUP&YR),DISP=SHR
```

Sample Reports
Program Name: HTDUPyr
Output File Name: SASLIST
Report Title: File Maintenance Report – Valid Transactions
Source Data: Hours to Degree Update Transaction File

Report Description:

Valid transactions are reported separately by transaction record key and data element. The value of the field prior to updating is displayed as well as the revised data.

Key Field elements used by this report are as follows:
01475 - Key – Hours to Degree
01462 – Key – Hours to Degree Course Information
## Key Information

<table>
<thead>
<tr>
<th>DATA ELEMENT</th>
<th>C</th>
<th>T</th>
<th>BEFORE CHANGE</th>
<th>AFTER CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01457 = UNIV4567890241997081101011</td>
<td>A</td>
<td>99999999</td>
<td>1948-10-17</td>
<td></td>
</tr>
<tr>
<td>01457 = UNIV5678901231997051204012</td>
<td>A</td>
<td>999999</td>
<td>199108</td>
<td></td>
</tr>
<tr>
<td>01457 = UNIV8907890241997081101011</td>
<td>C</td>
<td>99999999</td>
<td>199108</td>
<td></td>
</tr>
<tr>
<td>01457 = UNIV9998099991997050202021</td>
<td>D</td>
<td>99999999</td>
<td>199108</td>
<td></td>
</tr>
</tbody>
</table>

**9/5/2007**

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Program Name: HTDUPyr

Output File Name: SASLIST

Report Title: File Maintenance Report – InValid Transactions

Source Data: Hours to Degree Update Transaction File

Report Description:

Invalid transactions are reported separately by transaction record key, data element and occurrence. The Value that was to be replaced in the data field, as well as an error message, are also provided for the user's information.

Key Field elements used by this report are as follows:
- 01475 - Key – Hours to Degree
- 01462 – Key – Hours to Degree Course Information
<table>
<thead>
<tr>
<th>KEY INFORMATION</th>
<th>DATA ELEMENT</th>
<th>A</th>
<th>C</th>
<th>DATA TO BE TRANSFERRED</th>
<th>ERROR MESSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01457 = UNIV4567890241997081101011</td>
<td>01471</td>
<td>A</td>
<td>1994-11-12</td>
<td>NO RECORD EXISTS; CREATE NOT SPECIFIED</td>
<td></td>
</tr>
<tr>
<td>01471</td>
<td>01457 = UNIV4567890241997081101012</td>
<td>A</td>
<td>1971</td>
<td>PGM GENERATED FIELD-UPDATE NOT ALLOWED</td>
<td></td>
</tr>
</tbody>
</table>
Program Name: HTDUPyr

Output File Name: SASLIST

Report Title: File Maintenance Report – Completion Statistics

Source Data: Hours to Degree Update Transaction File

Report Description:

This report page displays the total number of records which have been written or read during the updating process: Old Master, New Master, Deleted Master, Transaction, or Rejected Transaction Files.
RUN DATE: 08/29/2007 RUN TIME 14:43:01

PARAMETER SELECTION:
- OLD MASTER HOURS TO DEGREE FILE SELECTION: Y
- NEW MASTER HOURS TO DEGREE FILE SELECTION: Y
- DELETED MASTER FILE RECORDS SELECTION: Y
- TRANSACTION FILE SELECTION: Y
- REJECTED TRANSACTION FILE SELECTION: Y

PROCESSING STATISTICS:
- NUMBER OF OLD MASTER HOURS TO DEGREE RECORDS READ: 21,000
- NUMBER OF NEW MASTER HOURS TO DEGREE RECORDS WRITTEN: 21,403
- NUMBER OF DELETED OLD MASTER RECORDS WRITTEN: 15
- NUMBER OF TRANSACTION RECORDS READ: 1,004
- NUMBER OF REJECTED TRANSACTION RECORDS WRITTEN: 2
Cost Update Procedure (SUSCSTUP)

Program HTDCSTyr program allows the user to update the Hours to Degree file by adding Course Program Category (01098), Cost Per Hour (2 Digit CIP (01575)) and Cost Per Hour (4 Digit CIP (01577)) by using the EAMAST output files created by the SUSEAMG Expenditure Analysis procedure.

Files and Reports

SUSCSTUP

Input Files

HTDIN  Master File
Fixed Format
Contains 140, Optional

INFIL   EA File
Fixed Format
Contains 50, Optional

Output Files

HTDNEW  New Master File
Fixed Format
Contains 140, Optional
Procedure and Program Descriptions

Library Members Referenced

The Procedure Name is SUSCSTUP
The Program Name is HTDCSTyr

Execution Procedure

Procedure Execution Instructions

To execute the SUSCSTUP procedure follow these steps.

1) The necessary jobs for the EA procedure that contains the information for the new columns must be produced first.

2) An Hours to Degree Good Output File should have been created during the execution of procedure SUSHTDED.

Sample JCL

The following is a sample job stream. If more detail is needed please consult the complete procedure listing.

```
//EDIT     EXEC SUSCSTUP,
//    YR='06',
//    UNIV='UNIV',
//    OPTIONS='MEMSIZE=48M SOURCE NOTES NODATE',
//    EAIN4='YOUR.EAIN.FCMAST.CIP4',
//    EAIN='YOUR.EAIN FCMAST.CIP2',
//    HTDIN='YOUR.HTD.INFILE',
//    HTDNEW='YOUR.UPDATED.HTD.FILE',
//    NEWDSP='(,CATLG,DELETE)',
//    NEWSPC='(TRK,(200,200),RLSE)'
```
Complete Procedure Listing

//SUSCSTUP PROC HTDCST='HTDCST', ** UPDATE PROGRAM NAME
// YR='06', ** DEFAULT PGM YEAR
// UNIV=, ** REPORTING INSTITUTION
// WKSPC="12000,8000", ** SAS WORK SPACE
// VOLSER='VOL=SER=', ** SAS WORK SPACE
// OPTIONS='MEMSIZE=48M S=72 SORTPGM=BEST NOSOURCE NONOTES', ** OPT
// SLIB='BOR.IEP.SOURCE', ** SOURCE LIBRARY
// EAIN4=NULLFILE, ** EA INPUT FILE CIP4
// EAIN=NULLFILE, ** EA INPUT FILE CIP2
HTDIN=NULLFILE, ** MASTER HTD INPUT
// HTDNEW='&HTDNEW', ** NEW HTD DSN
// NEWBLK=, ** NEW HTD BLK
// NEWDSP='(,PASS)', ** NEW HTD DISP
// NEWSPC='(CYL,(25,5),RLSE)', ** NEW HTD SPACE
// NEWUNT=SYSDA, ** NEW HTD UNIT
// NEWVOL=, ** NEW HTD VOLUME
// NEWLBL= ** NEW HTD LABEL
/*
 /*        END OF PROC SYMBOLIC PARAMETERS
 /*

//STEP1 EXEC SAS,WORK=&WKSPC,PARM='&OPTIONS,SYSPARM="&UNIV"'
//LIBRARY DD DSN=BOR.SAS.FORMATS,DISP=SHR
//FDLIB DD DSN=BOR.SAS.FD.SOURCE,DISP=SHR
//AUTOLIB DD DSN=BOR.SAS.SASUSER,DISP=SHR
//EAIN4 DD DSN=&EAIN4,DISP=SHR
//EAIN DD DSN=&EAIN,DISP=SHR
//HTDIN DD DSN=&HTDIN,DISP=SHR
//CIP2 DD UNIT=SYSDA,DCB=(LRECL=25,RECFM=FB), SPACE=(TRK,(5,5),RLSE)
//CIP4 DD UNIT=SYSDA,DCB=(LRECL=25,RECFM=FB), SPACE=(TRK,(5,5),RLSE)
//HTDNEW DD DSN=&HTDNEW,DISP=&NEWDSP,
//       UNIT=&NEWUNT,SPACE=&NEWSPC,
//       DCB=(LRECL=140,BLKSIZE=&NEWBLK,RECFM=FB),
//       &VOLSER&NEWVOL,LABEL=&NEWLBL
//SYSIN DD DSN=TLIB(&HTDCST&YR),DISP=SHR
Sample Reports

Program Name: Cost Program Update

Output File Name: HTDNEW

Report Title: Cost to Degree Update Program

Source Data: HTD Edit File and Expenditure Analysis File

Report Description:

This program allows the user to update the Hours to Degree file by adding Course Program Category (01098), Cost Per Hour (2 Digit CIP (01575)) and Cost Per Hour (4 Digit CIP (01577)) by using the EAMAST output files created by the SUSEAMG Expenditure Analysis procedure. The updates will only apply if Course Grouping Codes (01485) = ‘A’ and Course System Code (01484) = ‘N’ for specific institution. Common Course Number (01196) will be used to determine if the course level is Lower, Upper or Grad I.

Key Field elements used by this report are as follows:

01196 – Common Course Number
01484 – Course System Code
01485 – Course Grouping Code
01098 – Course Program Category (2000 CIP)
01575 - Cost Per Hour at 2-digit CIP Level
01577 - Cost Per Hour at 4-digit CIP Level
Report Procedure (SUSHTDRP)

Program HTDRPyr produces three types of reports from the Hours to Degree File. A set of reports is produced from the Demographic records, the Degree Records and the Course Records.

Flowchart

Step 1: A Good Output File should have previously been selected from the Hours to Degree File Edit Procedure SUSHTDED

Step 2: Run procedure SUSHTDRP as required selecting either Demographic, Degree or Course Reports.
Procedure and Program Descriptions

Program HTDRPyr produces three types of reports from the Hours to Degree File. A set of reports is produced from the Demographic records, the Degree Records and the Course Records. The reports provide summary information of student population by Date of Entry, Date of Recent Admission, and by High School Graduation Date. The Degree Reports provide summaries by Degree Program. The Course Reports provide summaries of courses by Course Program Category and Grade Awarded.

Library Members Referenced

The Procedure Name is SUSHTDRP
The Edit Program Source Name is HTDRPyr
Other Members Referenced are HTDyrIO(HTD File Format)
File and Report Descriptions

HTDRPyr

Input Files

INFILE

Hours to Degree File
Fixed Format
Contains 140 characters.

Contains the edited Good Output File from the Hours to Degree edit procedure (SUSHTDED).

Printer Output

SASLIST

Report File
Fixed Format
Contains 133 characters.

Contains the reports produced by program HTDRPyr.
Procedure Execution Instructions

To execute the Hours to Degree Excess Hours Subfile and Report Procedure follow these steps.

1) An Hours to Degree Good Output File should have been created during the execution of procedure SUSHTDED.

Execute the procedure SUSHTDRP to create the Hours to Degree reports. Select each set of optional reports using parameters RP1 (the Demographic report), RP2 (the Degree Report) and RP3 (the Course Report). In the following example all three have been selected

Sample JCL

```
//STEP3 EXEC SUSHTDRP,
//      UNIV='Reporting Institution (01045)',
//      RP1='Y',
//      RP2='Y',
//      RP3='Y',
//      HTDGOOD='Your HTD GoodFile'
```
Complete Procedure Listing

//SUSHTDRP PROC HTDRP='HTDRP',
//  YR='06',
//  LRECL=133,
//  RECFM=FBA,
//  BLKSIZE=133,
//  UNIT='UNIT=SYSDA',
//  SPACE='SPACE=(TRK,(5,5),RLSE)',
//  SLIB='BOR.IEP.SOURCE',
//  FDLIB='BOR.SAS.FD.SOURCE',
//  HTDGOOD=&HTDGOOD,
//  UNIV=,
//  RP1='N',
//  RP2='N',
//  RP3='N',
//  PRTPARM='SYSOUT=A'
///
// EXCRPT EXEC SAS, PARM='SYSPARM="&UNIV,&RP1,&RP2,&RP3"'
// LIBRARY DD DSN=BOR.SAS.FORMATS, DISP=SHR
// AUTOLIB DD DSN=BOR.SAS.SASUSER, DISP=SHR
// SLIB DD DSN=&SLIB, DISP=SHR
// FDLIB DD DSN=&FDLIB, DISP=SHR
// HTDGOOD DD DSN=&HTDGOOD, DISP=SHR
// SASLIST DD &PRTPARM,
//   &UNIT,
//   &SPACE,
//   DCB=(LRECL=LRECL, RECFM=RECFM, BLKSIZE=BLKSIZE)
// SYSIN DD DSN=&SLIB(&HTDRP&YR), DISP=SHR
Sample Reports

Program Name: **HTDRPyr**

Output File Name: SASERRLIST

Report Title: Student Population By Matriculation Date, Date of Most Recent Admission and High School Graduation Date

Source Data: Hours to Degree File

Report Description:

**Report 1**

This report is produced as part of the output from the Hours to Degree Report Program.

Total student population is supplied by ranges of matriculation dates for earlier years and for specific matriculation dates beginning five years previous to the reporting academic year.

Key Field elements used by this report are as follows:

- 01064 – Student’s Date of Entry
- 01420 - Date of Most Recent Admission
- 01471 – High School Graduation Date
<table>
<thead>
<tr>
<th>STUDENT POPULATION</th>
<th>(01064)</th>
<th>(01420)</th>
<th>(01471)</th>
<th>(01024)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIOR TO JANUARY 1970</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>173</td>
</tr>
<tr>
<td>JANUARY 1970 - DECEMBER 1979</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>296</td>
</tr>
<tr>
<td>JANUARY 1980 - DECEMBER 1989</td>
<td>22</td>
<td>12</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1990 - DECEMBER 1990</td>
<td>9</td>
<td>7</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1991 - DECEMBER 1991</td>
<td>19</td>
<td>13</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1992 - DECEMBER 1992</td>
<td>29</td>
<td>27</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1993</td>
<td>13</td>
<td>11</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MAY 1993</td>
<td>8</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AUGUST 1993</td>
<td>41</td>
<td>46</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1994</td>
<td>15</td>
<td>16</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MAY 1994</td>
<td>12</td>
<td>11</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AUGUST 1994</td>
<td>60</td>
<td>63</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1995</td>
<td>29</td>
<td>30</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MAY 1995</td>
<td>22</td>
<td>22</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AUGUST 1995</td>
<td>95</td>
<td>93</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1996</td>
<td>38</td>
<td>46</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MAY 1996</td>
<td>18</td>
<td>20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AUGUST 1996</td>
<td>30</td>
<td>31</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JANUARY 1997</td>
<td>3</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MAY 1997</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AUGUST 1997</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Program Name: **HTDRPyr**

Output File Name: SASLIST

Report Title: Student Population By Degree Level Granted

Source Data: Hours to Degree File

Report Description:

Report 1

This report is produced as part of the output from the Hours to Degree Report Program.

Key Field elements used by this report are as follows:

01081 – Degree-Level Granted
<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>DEGREES GRANTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 RENEWABLE NATURAL RESOURCES</td>
<td>15</td>
</tr>
<tr>
<td>09 MASS COMMUNICATIONS</td>
<td>27</td>
</tr>
<tr>
<td>11 COMPUTER &amp; INFORMATION SCIENCE</td>
<td>18</td>
</tr>
<tr>
<td>13 EDUCATION</td>
<td>103</td>
</tr>
<tr>
<td>15 ENGINEERING TECHNOLOGY</td>
<td>12</td>
</tr>
<tr>
<td>22 LAW</td>
<td>4</td>
</tr>
<tr>
<td>23 LETTERS</td>
<td>3</td>
</tr>
<tr>
<td>24 LIBERAL/GENERAL STUDIES</td>
<td>6</td>
</tr>
<tr>
<td>26 LIFE SCIENCES</td>
<td>28</td>
</tr>
<tr>
<td>27 MATHEMATICS</td>
<td>7</td>
</tr>
<tr>
<td>40 PHYSICAL SCIENCES</td>
<td>2</td>
</tr>
<tr>
<td>42 PSYCHOLOGY</td>
<td>48</td>
</tr>
<tr>
<td>43 PROTECTIVE SERVICES</td>
<td>24</td>
</tr>
<tr>
<td>44 PUBLIC ADMINISTRATION &amp; SERVIC</td>
<td>11</td>
</tr>
<tr>
<td>45 SOCIAL SCIENCES</td>
<td>33</td>
</tr>
<tr>
<td>50 VISUAL &amp; PERFORMING ARTS</td>
<td>8</td>
</tr>
<tr>
<td>51 HEALTH PROFESSIONS &amp; REL. SCI.</td>
<td>14</td>
</tr>
<tr>
<td>52 BUSINESS &amp; MANAGEMENT</td>
<td>106</td>
</tr>
</tbody>
</table>
Program Name: HTDRPyr

Output File Name: SASLIST

Report Title: Course Report Program

Source Data: Hours to Degree File

Report Description:

  Report 3 A and B

  This report provides a count of courses by Grade Awarded, and a count of courses by Course Program Category.

Key Field elements used by this report are as follows:
  01098 – Course Program Category
  01102 - Grade Awarded
<table>
<thead>
<tr>
<th>GRADE DISTRIBUTION BY GRADE AWARDED (01102)</th>
<th>USED</th>
<th>NOT USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>6001</td>
<td>1010</td>
</tr>
<tr>
<td>A-</td>
<td>1336</td>
<td>93</td>
</tr>
<tr>
<td>B</td>
<td>4402</td>
<td>787</td>
</tr>
<tr>
<td>B+</td>
<td>1693</td>
<td>163</td>
</tr>
<tr>
<td>B-</td>
<td>924</td>
<td>65</td>
</tr>
<tr>
<td>C</td>
<td>285</td>
<td>67</td>
</tr>
<tr>
<td>C+</td>
<td>1115</td>
<td>130</td>
</tr>
<tr>
<td>C-</td>
<td>285</td>
<td>67</td>
</tr>
<tr>
<td>D</td>
<td>437</td>
<td>252</td>
</tr>
<tr>
<td>D+</td>
<td>109</td>
<td>60</td>
</tr>
<tr>
<td>E</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>EC</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>F</td>
<td>82</td>
<td>454</td>
</tr>
<tr>
<td>HW</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>19</td>
</tr>
<tr>
<td>I*</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>N</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>NC</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>P</td>
<td>57</td>
<td>264</td>
</tr>
<tr>
<td>S</td>
<td>657</td>
<td>99</td>
</tr>
<tr>
<td>TR</td>
<td>0</td>
<td>64</td>
</tr>
<tr>
<td>U</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>V</td>
<td>0</td>
<td>37</td>
</tr>
<tr>
<td>W</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>WF</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>WR</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>XX</td>
<td>54</td>
<td>539</td>
</tr>
<tr>
<td>PROGRAM CATEGORY (01098)</td>
<td>TOTAL COURSES</td>
<td>USED</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------</td>
<td>------</td>
</tr>
<tr>
<td>00 NO DISCIPLINE REPORTED</td>
<td>24668</td>
<td>20008</td>
</tr>
<tr>
<td>13 EDUCATION</td>
<td>3400</td>
<td>1000</td>
</tr>
<tr>
<td>14 ENGINEERING</td>
<td>2000</td>
<td>1000</td>
</tr>
<tr>
<td>16 FOREIGN LANGUAGES</td>
<td>1100</td>
<td>100</td>
</tr>
</tbody>
</table>
Merge Procedure (SUSHTDMG)

Flowchart
Procedure and Program Descriptions

SDCSByr

Program SDCSByr subsets the student data course files for the year. It will select only those records that have at least one baccalaureate awarded in the reporting term. A subfile is produced and passed the HTDMGyr.

HTDMGyr

Program HTDMGyr merges the Hours to Degree File with the user’s input student subfile. Records selected for processing are those in which a baccalaureate degree was awarded. The fields which are used as match key fields are:

01045 Reporting Institution
01029 Person Identification Number
01412 Term Degree Granted

Program generated elements which are derived from the student subfile are added to the Hours to Degree File. These elements are:

01024 Student Date of Birth
01044 Racial/Ethnic Group
01408 Gender
01051 Term Identifier
01064 Student’s Date of Entry
01065 Student Budget Entity
01068 Type Student at Date of Entry
01106 Fee Classification Residency
01112 Degree - Highest Level Held
01125 Degree Granted Information
Which includes three occurrences of:
01081 Degree - Level Granted
01082 Degree Program Category
01083 Degree Program Fraction of Degree Granted
01411 Institution Granting Highest Degree
01413 Type Student at Time of Most Recent Admission
01419 Person Name
01420 Date of Most Recent Admission

A count of all non-matching records will be produced. All HTD records that do not have a matching SDCF record and all SDCF records that meet the criteria (first baccalaureate, single major, single degree) and do not have an HTD record will be displayed and must be explained at the time of submission. All SDCF records that
match an HTD record but do not meet the criteria (first baccalaureate, single major, single degree) must also be explained.

Library Members Referenced

The Procedure Name is SUSHTDMG
The Program Names are SDCSByr HTDMGyr
The other members referenced are HTDyrIO (HTD File Format)
STUyr (Student Data Course File)

Files and Reports

SDCSByr

Input Files

SUMMER  Student Data Course File, Summer Term
Variable Format
320 to 2330

SPRING  Student Data Course File, Spring Term
Variable Format
320 to 2330

FALL  Student Data Course File, Fall Term
Variable Format
320 to 2330

Output Files  Student Data Course Subfile
Variable Format
320 to 2330

Printer Output

SDCFREPT  Report File
Fixed Format
Contains 133 Characters, Sequential

Contains the runtime statistics report produced by program SDCSByr.
**HTDMGyr**

**Input Files**

**HTDFILE**  
Hours to Degree File  
Contains 140 characters  
Contains the Hours to Degree File.

**SDCFILE**  
Student Data Course SubFile  
Variable Format  
320 to 2330

**Output Files**

**HTDMFL**  
Hours to Degree Merged File  
Fixed Format  
Contains 140 Characters  
Contains the user’s input Hours to Degree File with program generated Student Data Course file fields added.

**Pinter Output**

**HTDUP**  
Report File  
Fixed Format, Sequential  
Contains 133 Characters  
Contains the Duplicate records report produced by program HTDMGyr.

**HTDCNT**  
Report File  
Fixed Format, Sequential  
Contains 133 Characters  
Contains the processing information report produced by program HTDMGyr.

**HTDERR**  
Report File  
Fixed Format, Sequential  
Contains 133 characters  
Contains the error records report produced by program HTDMGyr.
**Execution Procedure**

Execute the procedure SUSHTDMG to create the Hours to Degree/Student Data Course File merged file.

**Sample JCL**

```
//MERGE EXEC SUSHTDMG,
// SUMMER='Summer term Student Data Course File',
// FALL='Fall term Student Data Course File',
// SPRING='Spring term Student Data Course File',
// SDCFILE='Student Data Course File subfile of baccalaureate records',
// SDCFDS='(,CATLG,DELETE)',
// SDCFS='(TRK,(primary,secondary),RLSE)',
// HTDFILE='Input HTD file',
// HTDMFL='Output HTD file',
// HTDMDS='(,CATLG,DELETE)',
// HTDMS='(TRK,(primary,secondary),RLSE)'
```

bold lines are the options cataloging of the SDCF subfile and the merged HTD file.

The student subfile out of the first step in the procedure can be cataloged and reused in the merge step. The following statement added to the job card will re-run the merge only.

At NERDC(CNS):

RESTART=MERGE.SAS
Complete Procedure Listing

//SUSHTDMG PROC YR='06', ** DEFAULT PGM YEAR
//WKSPC='"4000,600"', ** SAS WORK SPACE
//SLIB='BOR.IEP.SOURCE', ** SOURCE LIBRARY
//FDLIB='BOR.SAS.FD.SOURCE', ** SAS FD LIBRARY
//SDCFILE='&SDCFILE', ** SDCF SUBFILE
//SDCFDSP='(PASS)', ** SDCF DISP
//SDCFSP='(TRK,(150,50),RLSE)', ** SDCF SPACE
//SDCFUN=SYSDA, ** SDCF UNIT
//SVOLSER='VOL=SER=', ** SDCF VOL
//SDCFVL=, ** SDCF VOL
//SDCFLB=, ** SDCF LABEL
//TPARM='SYSOUT=A', ** SDCF RPT PRINT DFLT
//TBLK=, ** SDCF REPORT BLKSIZE
//TUNIT='UNIT=SYSDA', ** SDCF REPORT UNIT/SP
//TSPACE='SPACE=(TRK,(5,5),RLSE)', ** SDCF REPORT SPACE
//OPTIONS='NOSOURCE NONOTES NODATE', ** SAS OPTIONS
//SUMMER='NULLFILE', ** SUMMER SDCF
//FALL='NULLFILE', ** FALL SDCF
//SPRING='NULLFILE', ** SPRING SDCF
//SDCSB='SDCSB', ** SDCF SUB PGM
//HTDFILE='&HTDFILE', ** HTD DSN
//HTDMFL='&HTDMFL', ** HOURS TO DEG DSN
//HTDMDS='(PASS)', ** HOURS TO DEG DISP
//HTDMSP='(CYL,(25,5),RLSE)', ** HOURS TO DEG SPACE
//HTDMUN=SYSDA, ** HOURS TO DEG UNIT
//HTDMVS='VOL=SER=', ** HOURS TO DEG VOLSER
//HTDMVL=, ** HOURS TO DEG VOL
//HTDMLB=, ** HOURS TO DEG LABEL
//HTDMG='HTDMG', ** HTD/SDC MERGE PGM
//PRTPARM='SYSOUT=A' ** SASLIST SYSOUT

/*
 ** END OF PROC SYMBOLIC PARAMETERS
*/
/*
 ** SUBSET THE STUDENT DATA COURSE FILE - DEGREE ONLY RECORDS
 ** IF THE SUBSET SUBFILE HAS BEEN CREATED DURING A
 ** PREVIOUS EXECUTION OF THIS PROCEDURE THIS STEP MAY
 ** BY-PASSED USING THE OS-RESTART FACILITY.
*/
/*
//SDCF EXEC SAS,WORK=&WKSPC,PARM='&OPTIONS,SYSPARM="&UNIV"'
//SASLIST DD &PRTPARM,
//DCB=(LRECL=133,RECFM=FBA,BLKSIZE=133)
//SLIB DD DSN=&SLIB,DISP=shr
//LIBRARY DD DSN=BOR.SAS.FORMATS,DISP=shr
*/
Complete Procedure Listing Continued

//AUTOLIB  DD DSN=BOR.SAS.SASUSER,DISP=SHR
//FDLIB   DD DSN=&FDLIB,DISP=SHR
//SUMMER  DD DSN=&SUMMER,DISP=SHR
//FALL    DD DSN=&FALL,DISP=SHR
//SPRING  DD DSN=&SPRING,DISP=SHR
//SDCFILE DD DSN=&SDCFILE,DISP=&SDCFDSP,
  //  UNIT=&SDCFUN,SPACE=&SDCFSP,
  //  DCB=(LRECL=120,BLKSIZE=,RECFM=FB),
  //  &SVOLSER&SDCFVL,LABEL=&SDCFLB
//SDCFRPT DD &TPARM,
  //  &TUNIT,
  //  &TSPACE,
  //  DCB=(LRECL=133,RECFM=FBA,BLKSIZE=&TBLK)
//SYSIN   DD DSN=&SLIB(&SDCSB&YR),DISP=SHR
/*
/*    SECOND STEP: EXCESS HOURS/SUBFILE MERGE STEP.
/*
//MERGE   EXEC SAS,WORK=&WKSPC,PARM='&OPTIONS,SYSPARM="&UNIV"'
//SASLIST DD &PRTPARM,
  //  DCB=(LRECL=133,RECFM=FBA,BLKSIZE=133)
//SLIB    DD DSN=&SLIB,DISP=SHR
//FDLIB   DD DSN=&FDLIB,DISP=SHR
//LIBRARY DD DSN=BOR.SAS.FORMATS,DISP=SHR
//HTDFILE DD DSN=&HTDFILE,DISP=SHR
//SDCFILE DD DSN=&SDCFILE,DISP=SHR
//HTDDUP  DD SYSOUT=A
//HTDCNT  DD SYSOUT=A
//HTDERR  DD SYSOUT=A
//HTDMFL  DD DSN=&HTDMFL,DISP=&HTDMS,
  //  UNIT=&HTDMUN,SPACE=&HTDMSP,
  //  DCB=(LRECL=140,BLKSIZE=,RECFM=FB),
  //  &HTDMVS&HTDMVL,LABEL=&HTDMLB
//SYSIN   DD DSN=&SLIB(&HTDMG&YR),DISP=SHR
Sample Reports

Program Name: SDCSByr

Output File Name: SASLIST

Report Title: Runtime Statistics

Source Data: Student Data Course File

Report Description:

These records are eliminated from HTD processing because they were granted out-of-term.

Data Elements Used By Report Program:

01051 – Term Identifier
01045 – Reporting Institution
01029 – Person Identification Number
01419 - Person Name
01412 – Term Degree Granted
01125 - Degree Granted Information
These records are eliminated from HTD processing because they were granted out-of-term.

<table>
<thead>
<tr>
<th>PERSON IDENTIFICATION</th>
<th>PERSON NAME</th>
<th>TERM</th>
<th>TERM DEGREE IDENTIFIER</th>
<th>DEGREES GRANTED INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER (01029)</td>
<td>PERSON NAME (01419)</td>
<td>(01051)</td>
<td>(01412)</td>
<td>(01125)</td>
</tr>
<tr>
<td>111111111</td>
<td>HOLLAND</td>
<td>SUSAN</td>
<td>A</td>
<td>199805</td>
</tr>
<tr>
<td>222222222</td>
<td>JONES</td>
<td>APRIL</td>
<td>B</td>
<td>199805</td>
</tr>
<tr>
<td>333333333</td>
<td>SMITH</td>
<td>JOHN</td>
<td>C</td>
<td>199805</td>
</tr>
<tr>
<td>444444444</td>
<td>DAVIS</td>
<td>JASON</td>
<td>D</td>
<td>199805</td>
</tr>
<tr>
<td>555555555</td>
<td>THOMAS</td>
<td>VICKI</td>
<td>E</td>
<td>199805</td>
</tr>
<tr>
<td>777777777</td>
<td>BROWN</td>
<td>CAMERON</td>
<td>G</td>
<td>199805</td>
</tr>
<tr>
<td>888888888</td>
<td>WHITE</td>
<td>AMY</td>
<td>H</td>
<td>199805</td>
</tr>
</tbody>
</table>
Program Name: **SDCSByr**

Output File Name: **SASLIST**

Report Title: **Runtime Statistics**

Source Data: **Student Data Course File**

Report Description:

The first records were passed to the HTD processing. The duplicate student records were deleted.

Data Elements Used By Report Program:

01051 – Term Identifier
01045 – Reporting Institution
01029 – Person Identification Number
01419 -  Person Name
01112 -  Degree – Highest Level Held
01412 – Term Degree Granted
01125 -  Degree Granted Information
THE FIRST RECORD WAS PASS TO THE HTD PROCESSING
THE DUPLICATE STUDENT RECORDS WERE DELETED

<table>
<thead>
<tr>
<th>PERSON IDENTIFICATION</th>
<th>PERSON NAME</th>
<th>DEGREE-HIGHEST LEVEL HELD</th>
<th>TERM IDENTIFIER</th>
<th>TERM DEGREE GRANTED</th>
<th>DEGREES GRANTED INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER (01029) PERSON NAME (01419) (01112) (01051) (01412) (01125)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>123456789 NIPPER SALLY T A 199805 199805 B500501100N 000N 000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>987654321 FIELDS THOMAS E A 199808 199808 B090401100N 000N 000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>123987456 JOHNSON JOHN M H 199808 199808 B141001100N 000N 000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Program Name: **SDCSByr**

Output File Name: **SASLIST**

Report Title: **Runtime Statistics**

Source Data: **Hours to Degree File and Student Data Course File**

Report Description:

This report provides a count of the total number of Baccalaureate Degrees granted.

Data Elements Used By Report Program:

- 01051 – Term Identifier
- 01045 – Reporting Institution
- 01029 – Person Identification Number
- 01112 - Degree – Highest Level Held
- 01412 – Term Degree Granted
- 01125 - Degree Granted Information
### Selected Records with a Baccalaureate Degree Awarded

<table>
<thead>
<tr>
<th>Reporting Term</th>
<th>Degree Term</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>199805</td>
<td>199801</td>
<td>1</td>
</tr>
<tr>
<td>199805</td>
<td>199805</td>
<td>285</td>
</tr>
<tr>
<td>199808</td>
<td>199808</td>
<td>437</td>
</tr>
<tr>
<td>199901</td>
<td>199601</td>
<td>1</td>
</tr>
<tr>
<td>199901</td>
<td>199705</td>
<td>1</td>
</tr>
<tr>
<td>199901</td>
<td>199805</td>
<td>1</td>
</tr>
<tr>
<td>199901</td>
<td>199808</td>
<td>1</td>
</tr>
<tr>
<td>199901</td>
<td>199901</td>
<td>508</td>
</tr>
</tbody>
</table>
Program Name: HTDMGyr
Output File Name: HTDDUP
Report Title: Duplicate Records
Source Data: Hours to Degree File and Student Data Course File

Report Description:

This report provides a listing of Hours To Degree File records and Student Data Course File records which contain duplicate Person Identification Numbers. A detail list is provided.

Data Elements Used By Report Program:

01045 – Reporting Institution
01029 – Person Identification Number
## Duplicate Records on HTD

<table>
<thead>
<tr>
<th>HTD</th>
<th>DEGREC=UNIV1234567891998081312022Y</th>
<th>YNN199608120001210000000000120</th>
<th>B131202100N000000000N000000000030000300</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTDKEY=UNIV123456789199808131202</td>
<td>UNIV=UNIVSSN=123456789</td>
<td>DEGTERM=199808</td>
<td>TYPEHTD=2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HTD</th>
<th>DEGREC=UNIV1234567891998081312022Y</th>
<th>YNN199708120001210000000000120</th>
<th>B131202100N000000000N000000000030000300</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTDKEY=UNIV123456789199808131202</td>
<td>UNIV=UNIVSSN=123456789</td>
<td>DEGTERM=199808</td>
<td>TYPEHTD=2</td>
</tr>
</tbody>
</table>
Program Name: HTDMGyr

Output File Name: HTDCNT

Report Title: Hours to Degree/SDCF Merge Processing Information

Source Data: Hours to Degree File and Student Data Course File

Report Description:

This report provides a count of the total number of Hours to Degree Records read, and the Total Number of Student Data Course File records read. For those Hours to Degree Records which did not find a matching degree record on the Student Data Course file a detail list is provided.

Data Elements Used By Report Program:

01045 – Reporting Institution
01029 – Person Identification Number
01412 – Term Degree Granted
HTDMG05 V1-06
HOURS TO DEGREE/STUDENT DATA COURSE FILE MERGE PROGRAM
HTDMG98 PROCESSING COMPLETION STATISTICS:

TOTAL NUMBER OF INPUT STUDENT SUBFILE RECORDS READ: 1235
TOTAL NUMBER OF INPUT STUDENT SUBFILE RECORDS SELECTED: 1194 MEETING CRITERIA

TOTAL NUMBER OF INPUT STUDENT SUBFILE RECORDS SELECTED: 38 NOT MEETING CRITERIA (MULTI MAJOR/DEGREE)
TOTAL NUMBER OF HOURS TO DEGREE FILE RECORDS PROCESSED: 72072
TOTAL HTD DEMOGRAPHIC RECORDS: 1306

TOTAL HTD DEMOGRAPHIC RECORDS NOT MATCHING STUDENT SUBFILE: 1306 (MUST EXPLAIN)
TOTAL STUDENT SUBFILE NOT MATCHING HTD DEMOGRAPHIC RECORDS: 1232 TOTAL

TOTAL STUDENT SUBFILE NOT MATCHING HTD DEMOGRAPHIC RECORDS: 1194 MEETING CRITERIA (MUST EXPLAIN)
TOTAL STUDENT SUBFILE NOT MATCHING HTD DEMOGRAPHIC RECORDS: 38 NOT MEETING CRITERIA (MULTI MAJOR/DEGREE)

TOTAL STUDENT SUBFILE MATCHING HTD - SDCF DOES NOT MEET CRITERIA 0 MATCH - NOT MEETING CRITERIA (MUST EXPLAIN)
Program Name: HTDMGyr

Output File Name: HTDERR

Report Title: The Following Records Could not be Updated

Source Data: Hours to Degree File and Student Data Course File

Report Description:

This report provides a listing of Hours To Degree File records which could not find a corresponding match on the Student Data Course File. A detail list is provided.

Data Elements Used By Report Program:

01045 – Reporting Institution
01029 – Person Identification Number
01082 – Degree Program Category
01412 – Term Degree Granted
01475 – Record Type
THE FOLLOWING RECORDS COULD NOT BE UPDATED - NO MATCHING STUDENT DATA COURSE FILE RECORD WAS FOUND
OR THE STUDENT SUBFILE RECORD DID NOT FIND A MATCH ON THE HOURS TO DEGREE FILE
OR THE STUDENT SUBFILE RECORD MATCHED THE HTD, BUT DID NOT MEET THE CRITERIA FOR THE DEGREES REPORTED ON THE HTD

IF ANY RECORDS ARE REPORTED HERE WITH A COMMENT (MUST EXPLAIN) THEN
THIS REPORT AND A WRITTEN EXPLANATION MUST ACCOMPANY YOUR SUBMISSION

<table>
<thead>
<tr>
<th>REPORTING</th>
<th>PERSON ID</th>
<th>TERM DEG</th>
<th>DEG PGM</th>
</tr>
</thead>
<tbody>
<tr>
<td>INST</td>
<td>NUMBER</td>
<td>GRANTED</td>
<td>CAT(CIP)</td>
</tr>
</tbody>
</table>

**ON HTD ONLY**

| UNIV     | 012345678 | 200405    | 521401   | NOT ON STUDENT SUBFILE (MUST EXPLAIN) |
| UNIV     | 123456789 | 200405    | 131314   | NOT ON STUDENT SUBFILE (MUST EXPLAIN) |
| UNIV     | 234567890 | 200405    | 521401   | NOT ON STUDENT SUBFILE (MUST EXPLAIN) |
| UNIV     | 345678901 | 200405    | 451101   | NOT ON STUDENT SUBFILE (MUST EXPLAIN) |

**ON STUDENT SUBFILE ONLY**

| UNIV     | 456789012 | 200405    | 200405   | MEETS CRITERIA (MUST EXPLAIN)       |
| UNIV     | 567890123 | 200405    | 200405   | MEETS CRITERIA (MUST EXPLAIN)       |
| UNIV     | 890123456 | 200405    | 200405   | DOES NOT MEET CRITERIA             |
| UNIV     | 901234567 | 200405    | 200405   | DOES NOT MEET CRITERIA             |
Excess Hours Procedure (SUSEHRPT)

Flowchart

Step 1: Build the Excess Hours Subfile

HTDEHyr
Excess Hours Subfile
Build program

EHFILE
Output Excess Hours Subfile

SASLIST
Excess Hours Subfile Program Processing Information Report

Step 2: Produce the Excess Hours Report

HTDERyr
Excess Hours Report program

EHRPT
Excess Hours Report
Procedure and Program Descriptions

HTDEHyr

Program HTDEHyr produces the Excess Hours Subfile. It uses as input the Good Output Hours to Degree File produced during procedure SUSHTDED.

HTDERyr

Program HTDERyr produces the Excess Hours Report using as input the Excess Hours Subfile created by program HTDEHyr.

Library Members Referenced

The Procedure Name is SUSEHRPT
The Program Names are HTDEHyr HTDERyr
The Other Members referenced are HTDyrIO (HTD File Format) HTDEXyr (Excess Hours File Format)

File and Report Descriptions

HTDEHyr

Input Files

HTDGOOD Hours to Degree File
Fixed Format
Contains 140 characters.

Contains the Hours to Degree File. This file should be an edited Good output file produced by edit procedure SUSHTDED.

Output Files

EHFILE Excess Hours Subfile
9/5/2007 101
BOG/IRM Support Programs
Hours to Degree File
Excess Hours Procedure

Fixed Format
Contains 250 Characters

Contains the Excess Hours Subfile.

Pinter Output

SASLIST
Report File
Fixed Format, Sequential
Contains 133 Characters

Input Files

EHFILE
Excess Hours Subfile
Fixed Format
Contains 250 Characters

Contains the Excess Hours Subfile

Printer Output

SASLIST
Processing Information File
Fixed Format, Sequential
Contains 133 Characters

Contains the processing information from the Excess Hours Report Subfile.

EHRPT
Report File
Fixed Format, Sequential
Contains 133 Characters
Execution Procedure

To execute the Hours to Degree Excess Hours Subfile and Report Procedure follow these steps.

1) An Hours to Degree Good Output File should have been created during the execution of procedure SUSHTDED.

2) Determine the level of detail to be used within the report. This level is controlled by parameter ‘S1’ within procedure SUSEHRPT. Following are the options:
   1 = University summary
   2 = Discipline summary
   3 = Discipline detail
   4 = Student detail

3) Determine the level of discipline detail to be used in the student detail report. This level is controlled by parameter ‘S2’ within the procedure. Following are the options:
   2 = Two digit discipline detail
   4 = Four digit discipline category
   6 = Six digit degree program

4) Execute the procedure SUSEHRPT to create the Excess Hours Subfile and the Excess Hours Report. The report will be a student detail report with a six digit CIP summary and a university summary.

The following example will produce the excess hours report using the default parameters. A permanent copy of the Excess Hours Subfile will not be created.

    //EHREPT  EXEC SUSEHRPT,
    //   UNIV='univ',
    //   HTDGOOD=your.input.good.HTD.file',
    //   S1='4',S2='6'

The next example will produce the Excess Hours Report and also catalog the Excess Hours Subfile as a permanent data set. The report will be a discipline summary and university summary.

    //EHREPT  EXEC SUSEHRPT,
    //   UNIV='univ',
    //   HTDGOOD='your.input.good.HTD.file.',
    //   EHFILE='your.output.excess.hours.subfile',
    //   EHDISP='(,CATLG,DELETE)',S1='2'
The next example will produce the Excess Hours Report using the cataloged Excess Hours Subfile created during a previous execution of the procedure. The report will be a university summary (the default).
**Complete Procedure Listing**

```sas
//EHRPT PROC HTDEF='HTDEH', ** SUBFILE BUILD PGM NAME
  HTDER='HTDER', ** EXCESS HOURS RPT
  YR='06', ** YEAR OF PROGRAM
  WKSPC="5000,4000", ** SAS WORK SPACE
  OPTIONS='NOSOURCE NONOTES NODATE', ** SAS OPTIONS
  LRECL=133, ** SAS REPORT LRECL
  RECFM=FBA, ** SAS REPORT RECFM
  BLKSIZE=133, ** SAS REPORT BLKSIZE
  UNIT='UNIT=SYSDA', ** SAS REPORT UNIT
  SPACE='SPACE=(TRK,(5,5),RLSE)', ** REPORT SPACE
  EHFILE='&EHFILE', ** REPORT FILE DSN
  EHUNIT='UNIT=SYSDA', ** REPORT FILE UNIT
  EHVS='VOL=SER=', ** REPORT FILE VOL
  EHVL=, ** REPORT FILE VOL
  EHSSPACE='SPACE=(TRK,(90,30),RLSE)', ** REPORT FILE SPACE
  EHDISP='(,PASS)', ** REPORT FILE DISP
  SLIB='BOR.IEP.SOURCE', ** SOURCE LIBRARY
  FDLIB='BOR.SAS.FD.SOURCE', ** FD LIBRARY
  HTDGOOD=&HTDGOOD, ** HTD INPUT FILE
  UNIV=, ** UNIVERSITY
  S1='4', ** REPORT DETAIL OPTION
  S2='6', ** RPT CIP DETAIL LEVEL
  PRTPARM='SYSOUT=A', ** SASLIST PRINT DEFLTS
  RPTPARM='SYSOUT=A' ** OUTPUT REPORT DEFLTS
/* EXCESS HOURS SUBFILE BUILD PROCEDURE
/*
/*EXCSUB EXEC SAS,WORK=&WKSPC,
  PARM="&OPTIONS,SYSPARM="&UNIV"",
  LIBRARY DD DSN=BOR.SAS.FORMATS,DISP=SHR
  AUTOLIB DD DSN=BOR.SAS.SASUSER,DISP=SHR
  SLIB DD DSN=&SLIB,DISP=SHR
  FDLIB DD DSN=&FDLIB,DISP=SHR
  HTDGOOD DD DSN=&HTDGOOD,DISP=SHR
  EHFILE DD DSN=&EHFILE,DISP=&EHDISP,
  &EHUNIT,
  &EHSSPACE,
  DCB=(LRECL=250,RECFM=FB)
  SASLIST DD &PRTPARM,
  DCB=(LRECL=133,RECFM=FBA,BLKSIZE=133)
  SYSIN DD DSN=&SLIB(&HTDEH&YR),DISP=SHR
/*
/* EXCESS HOURS REPORT PROCEDURE
//*/
```

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Complete Procedure Listing Continued

//EXCRPT EXEC SAS,WORK=&WKSPC,
   PARM='OPTIONS,SYSPARM="&UNIV,&S1,&S2"'
//LIBRARY   DD DSN=BOR.SAS.FORMATS,DISP=SHR
//AUTOLIB   DD DSN=BOR.SAS.SASUSER,DISP=SHR
//SLIB      DD DSN=&SLIB,DISP=SHR
//FDLIB     DD DSN=&FDLIB,DISP=SHR
//EHFILE    DD DSN=&EHFILE,DISP=SHR
//RPTOUT    DD &RPTPARM,
   &UNIT,
   &SPACE,
   DCB=(LRECL=&LRECL,RECFM=&RECFM,BLKSIZE=&BLKSIZE)
//SYSIN     DD DSN=&SLIB(HTDER&YR),DISP=SHR
//*
Sample Reports

Program Name: HTDERyr
Output File Name: RPTOUT
Report Title: Student Excess Hours Degree Report
Source Data: Excess Hours Subfile

Report Description:

This report provides a count of the total population of students on the Hours to Degree File by Degree Program. It is reported in various levels of detail, depending on the level of detail requested by the user. Also provided are the frequencies of the number of times the student changed Degree Program, the average hours required for the degree program, the excess hours not applied to the degree, the average hours used toward the degree and the average hours above the approved hours toward the degree.

Key Field elements used by this report are as follows:

- 01045 - Reporting Institution
- 01098 – Course Program Category
- 01435 - Number of Degree Program Changes
- 01472 - Baccalaureate – First Flag
- 01473 - Baccalaureate – Multiple Majors Flag
- 01474 - Baccalaureate – Multiple Degree Flag
- 01475 - Record Type – HTD
- 01477 - Catalog – Hours To Degree
- 01481 - Term – Upper Level
- 01484 - Course System Code
- 01486 - Course Result Code
- 01487 - Repeat Indicator
- 01488 - Credit Hours Testing Method
- 01489 - Credit Hour Usage Indicator
For the Student Excess Hours Degree Report

The following algorithms are used:

All transfer hours that are coded failed, incomplete, repeated, withdrawn or non-accredited do not have earned hours and are not counted as excess. All native excess roll-over credit and all vocational or college prep hours are not excess. They are set to zero before processing begins for this file.

<table>
<thead>
<tr>
<th>Column</th>
<th>Algorithm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Degree Program Category (01082)</td>
</tr>
<tr>
<td>2-5</td>
<td>Frequency of Unique Keys - Hours to Degree (01457) *</td>
</tr>
<tr>
<td>6</td>
<td>Average of Catalog - Hours to Degree (01477)</td>
</tr>
<tr>
<td>7-10</td>
<td>Excess Hours Transferred from Another Institution</td>
</tr>
</tbody>
</table>
| 7      | Transferred from a Florida Community College  
        | Sum** of Student Section Credit (01097) reported as follows:  
        | Course System Code (01484) = Florida Public Community College  
        | Credit Usage Indicator (01489) = hours not used to degree |
| 8      | Transferred from a Florida 4-Year Institution  
        | Sum** of Student Section Credit (01097) reported as follows:  
        | Course System Code (01484) = Other SUS Institution  
        | Course Grouping Code (01485) not equal Exam Credit  
        | Credit Usage Indicator (01489) = hours not used to degree |
| 9      | AP/IB/CLEP/AICE, etc  
        | Sum** of Student Section Credit (01097) reported as follows:  
        | Credit Hour Testing Method (01488) not equal to NN  
        | Credit Usage Indicator (01489) = hours not used to degree |
| 10     | Non-Florida / Private Institution  
        | Sum** of Student Section Credit (01097) reported as follows:  
        | Course System Code (01484) = Private/Out-of-State  
        | Credit Usage Indicator (01489) = hours not used to degree |
| 11-15  | Excess Hours Earned at the Reporting University (Native) |
| 11     | Lower Level Hours  
        | Sum** of Student Section Credit (01097) reported as follows:  
        | Course System Code (01484) = Native  
        | Course - Student Classification Level = lower  
        | Repeat Indicator (01487) = not repeated  
        | Course Result Code (01486) = passed  
<pre><code>    | Credit Usage Indicator (01489) = hours not used to degree |
</code></pre>
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
</table>
| 12| Upper Level Hours                                                           | Sum** of Student Section Credit (01097) reported as follows:  
Course System Code (01484) = Native  
Course - Student Classification Level = upper  
Repeat Indicator (01487) = not repeated  
Course Result Code (01486) = passed  
Credit Usage Indicator (01489) = hours not used to degree |
| 13| Withdrawn Hours                                                             | Sum** of Student Section Credit (01097) reported as follows:  
Course System Code (01484) = Native  
Repeat Indicator (01487) = not repeated  
Course Result Code (01486) = withdrew  
Credit Usage Indicator (01489) = hours not used to degree |
| 14| Failed Hours                                                                | Sum** of Student Section Credit (01097) reported as follows:  
Course System Code (01484) = Native  
Repeat Indicator (01487) = not repeated  
Course Result Code (01486) = failed or incomplete  
Credit Usage Indicator (01489) = hours not used to degree |
| 15| Repeated Hours                                                              | Sum** of Student Section Credit (01097) reported as follows:  
Course System Code (01484) = Native  
Repeat Indicator (01487) = Repeated  
Credit Usage Indicator (01489) = hours not used to degree |
| 16| Total Excess to Degree                                                      | Sum of Columns 7 - 15                                                                                                                                                                                   |
| 16a| Total Native Excess to Degree                                               | Sum of Columns 11-15                                                                                                                                                                                    |
| 17| Student Hours Used Toward Degree Program                                    | Credit Usage Indicator (01489) = hours used to degree                                                                                                                                                 |
| 18| Hours Used Over BOG Approved Hours                                           | Sum of Columns 17 minus Column 6                                                                                                                                                                       |

* The key can be set to be university, university and degree program, or university, degree program and person identifier.
** The sum will be at the level of the key.
### Technical

#### Excess Hours Procedure

- **DATE:** 08/29/2007
- **TIME:** 17:42:36

#### BOG/IRM Support Programs

**Hours to Degree File**

**Excess Hours Procedure**

<table>
<thead>
<tr>
<th>UNIV</th>
<th>STUDENT EXCESS HOURS DEGREE REPORT</th>
<th>UNIVERSITY SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|                                   | | | | | | | | | | | | | | | |
|-----------------------------------|---------------------------------------------------------------|
| | | | | | | | | | | | | | | | |

**State University System of Florida**

**9/5/2007**

#### University Summary

| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

- **EXCESS HOUR NOT APPLIED TO DEGREE**
- **NUMBERS OF MAJOR CHANGES**
- **POST-SEC Approval**
- **TRANSFER FROM ANOTHER INSTITUTION**
- **REPORTING UNIVERSITY**
- **EXCESS HOURS EARNED AT THE REPORTING UNIVERSITY**
- **TOTAL EXCESS HOURS NOT USED WITHDRAWN TO BOG DEGREE PROGRAM**

#### Column: 1

<table>
<thead>
<tr>
<th>UNIVERSITY</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1230</td>
<td>696</td>
</tr>
<tr>
<td>377</td>
<td>157</td>
</tr>
<tr>
<td>8181</td>
<td>10430</td>
</tr>
<tr>
<td>175</td>
<td>9131</td>
</tr>
<tr>
<td>836.00</td>
<td>4965.8</td>
</tr>
<tr>
<td>0.00</td>
<td>1532.9</td>
</tr>
<tr>
<td>1310</td>
<td>27890</td>
</tr>
<tr>
<td>18644.6</td>
<td>152103</td>
</tr>
<tr>
<td>22.67</td>
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#### University Summary

**9/5/2007**

**110**
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Cost to Degree Report (SUSHTDCO)

Procedure and Program Descriptions

HTDCOSyr

Program HTDCOSyr produces the Cost to Degree Report. It uses as input the Good Output Hours to Degree File produced during procedure SUSHTDED.

Library Members Referenced

The Procedure Name is SUSHTDCO
The Program Names are HTDCOSyr

File and Report Descriptions

HTDCOSyr

Input Files

HTDGOOD Hours to Degree File
Fixed Format
Contains 140 characters.

Contains the Hours to Degree File. This file should be an edited Good output file produced by edit procedure SUSHTDED.

Output Files

Pinter Output

COSTREPT Report File
Fixed Format, Sequential
Contains 133 Characters

9/5/2007
Execution Procedure

To execute the Cost to Degree Procedure follow these steps.

1) An Hours to Degree Good Output File should have been created during the execution of procedure SUSHTDED.

2) Determine the CIP of detail to be used within the report. This level is controlled by parameter ‘4’ within procedure SUSHTDCO. Following are the options:

   2 = 2 Digit CIP
   4 = 4 Digit CIP

The following example will produce the cost to degree report using the default parameters.

```
//STEP1  EXEC SUSHTDCO,
//   UNIV='univ',
//   FILEIN='your.input.good.HTD.file',
//   DIGIT='2'
```
Complete Procedure Listing

```sas
//SUSHTDCO PROC RPTPGM=HTDCOS,  *SAS PROGRAM*
//  YR='06',  *YEAR OF PROGRAM*
//  SLIB='BOR.IEP.SOURCE',  *SOURCE LIBRARY*
//  WKSPC='"12000,8000"',  * SAS WORK SPACE*
//  OPTIONS='MEMSIZE=48M NOSOURCE NONOTES NODATE',  * OPT*
//  FILEIN=NULLFILE,  *FILE INPUT*
//  UNIV='ALL',  *UNIV PARAMETER*
//  DIGIT='4',  *DIGIT PARAMETER*
//  REPTPARM='SYSOUT=A',  * OUTPUT PRINTER DEFLTS *
//  PLRECL=133,  * LRECL*
//  PRECFM=FBA,  *RECFM*
//  PBLK=133,  * BLKSIZ*
//  PUNIT='UNIT=SYSDA',  * UNIT/S*
//  PSPACE='SPACE=(TRK,(5,5),RLSE)'  * SPACE*
//
/*                END OF SYMBOLIC PARAMETERS
/*
//HTDSTP EXEC SAS,WORK=&WKSPC,
//     PARM=('&OPTIONS,SYSPARM="&UNIV,&DIGIT"')
//HTDIN DD DSN=&FILEIN,DISP=SHR
//LIBRARY DD DSN=BOR.SAS.FORMATS,DISP=SHR
//SYSOUT DD SYSOUT=A
//COSTREPT DD &REPTPARM,&PUNIT,&PSPACE,
//  DCB=(LRECL=&PLRECL,RECFM=&PRECFM,BLKSIZE=&PBLK)
//SYSIN DD DSN=&SLIB(&RPTPGM&YR),DISP=SHR
```
Program Name: Cost Report

Output File Name: COSTREPT

Report Title: Cost to Degree Report

Source Data: HTD Edit File

Report Description:

This report provides a summary of cost per degree based on 2-digit CIP (and nursing) or 4-digit CIP level of course on the Hours to Degree File by Degree Program. Only courses that have been coded as academic (01485 Course Grouping Code = ‘A’) and taken at the native institution (01484 Course System Code = ‘N’ for specific institution; ‘N’ or ‘O’ for system-wide summary) are included in the report.

Key Field elements used by this report are as follows:

01082 – Degree Program Category
01575 - Cost Per Hour at 2-digit CIP Level
01577 - Cost Per Hour at 4-digit CIP Level
01068 – Type of Student at Date of Entry
# HOURS TO DEGREE FILE FOR 2006-2007

STATE UNIVERSITY SYSTEM
ALL PROGRAMS

Count of Degrees and Average Cost by Type of Student at Date of Entry

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<th>AA Transfers Count</th>
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FILE INFORMATION

Hours to Degree File

Dataset Name

Hours to Degree File 2006-2007

PHYSICAL ATTRIBUTES

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1. 01045 Reporting Institution
2. 01029 Person Identification Number
3. 01412 Term Degree Awarded
4. 01082 Degree Program Category
5. 01475 Record Type - HTD
6. 01462 Key Hours to Degree Course Information

Internal Description:

Logical Record Length 140
Block Size Default
Record Format FB
Hours to Degree File

2006-2007

File Attributes: LRECL=140, RECFM=FB, BLKSIZE=Default
Sort Sequence: 01457, 01045, 01029, 01412, 01082

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#### 2006-2007

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Sort Sequence: 01457, 01045, 01029, 01412, 01082

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##### DEGREE INFORMATION

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#### 2006-2007

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Sort Sequence: 01457, 01045, 01029, 01412, 01082

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**COURSE RECORD**

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9/5/2007  121
## Hours to Degree File

2006-2007

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## 2006-2007

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Sort Sequence: 01457, 01045, 01029, 01412, 01082

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**Dataset Name**

Excess Hours Subfile

**PHYSICAL ATTRIBUTES**

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Key – Hours to Degree File

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2. 01045 Reporting Institution
3. 01082 Degree Program Category

Internal Description:

- Logical Record Length 250
- Block Size Default
- Record Format FB
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For more information on data elements, see the SUS data dictionary on the web at: [www.flbog.org/IRM/](http://www.flbog.org/IRM/).
Alphabetical Listing of Data Elements

**Hours to Degree File**

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Alphabetical Listing of Data Elements

**Hours to Degree File**

**2006-2007**

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