

## Completions Database File Layout

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**HEADER RECORD:** (Header Record only required for 2-year public institutions)

<u>Ref</u>	<u>Field Name</u>	<u>Data Type</u>	<u>Format</u>	<u>Starting Position</u>
hd010	header	char	Value 'HEADER'	01
hd020	fice	inte	999999	07
hd030	rptyr	inte	YYYY	13
hd040	rpttrm	char	Value 'SU'	17
hd050	censusdt	date	MMDDYYYY	19
hd060	subdate	date	MMDDYYYY	27
hd070	filetype	char	Value 'G'	35 G=Graduate
hd080	subtype	char	Value 'I'	36 I=Initial
hd090	subfreq	char	Value 'A'	37 A=Annual

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**DATA RECORD:** (one per student)

<u>Ref</u>	<u>Field Name</u>	<u>Data Type</u>	<u>Format</u>	<u>Starting Position</u>
gr010	fice	inte	999999	01
gr020	stid	inte	999999999	07
gr030	dob	inte	YYYYMMDD	16
gr040	rptyr	inte	YYYY	24
gr050	rpttrm	char	Value 'SU'	28
gr060	gradyr	inte	YYYY	30
gr070	gradtrm	char	XX	34
gr080	degcip	inte	999999	36
gr090	degdes	inte	99	42

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**TRAILER RECORD:** (Trailer Record only required for 2-year public institutions)

<u>Ref</u>	<u>Field Name</u>	<u>Data Type</u>	<u>Format</u>	<u>Starting Position</u>
tr010	trailer	char	Value 'TRAILER'	01
tr020	fice	inte	999999	08
tr030	rptyr	inte	YYYY	14
tr040	rpttrm	char	Value 'SU'	18
tr050	filetype	char	Value 'G'	20 G=Graduate
tr060	recnt	inte	999999	21 Include leading 0's. Ex. 005473