



OFFICE OF THE EXECUTIVE VICE PRESIDENT –  
BUSINESS OPERATIONS

OFFICE OF THE PRESIDENT  
1111 Franklin Street  
Oakland, California 94607-5200

June 15, 2007

REGISTRARS  
IR DIRECTORS  
ITLC MEMBERS

Re: Additional Submission of Degree Conferred Data

Dear Colleagues:

After consultation with the campus Registrars, UCOP is requesting that campuses report degree conferred data twice a year starting with the 2007-2008 academic year.

The additional submission, due on December 15 yearly, will contain degree data from the preceding summer, enabling UCOP to calculate the most recent graduation rates by campus for freshmen and transfers. As a result, UCOP will be able to respond more fully to the State Legislature and match more closely with campus data at an earlier date in the Data-on-the-Web query system. The September submission schedule for Fall, Winter, and Spring degrees will remain in place, because the deadline for the IPEDS Completion Survey is in October.

The December file will have exactly the same layout and characteristics as the September file, but will only contain degrees granted during the most recent summer.

Degree Conferred submissions for the near future will be as follows:

- 1) September 2007 – campuses report Summer 2006, Fall 2006, Winter 2007, and Spring 2007 degrees as in the past.
- 2) December 2007 – campuses report Summer 2007 degrees.
- 3) September 2008 – campuses report Fall 2007, Winter 2008, and Spring 2008 degrees.
- 4) December 2008 – campuses report Summer 2008 degrees.

Steps 3 and 4 will be repeated each year after that.

The complete set of up-to-date Corporate Student System specifications may be downloaded from our web site at [http://www.ucop.edu/irc/campus\\_specs/css](http://www.ucop.edu/irc/campus_specs/css). If you have any questions about these specifications, please contact Dominique Pfaff at (510) 987-0394 or [dominique.pfaff@ucop.edu](mailto:dominique.pfaff@ucop.edu).

Sincerely,

A handwritten signature in blue ink, appearing to read "Kristine Hafner".

Kristine Hafner  
Associate Vice President  
Information Resources and  
Communications

cc: Vice President Sakaki, Student Affairs  
Director Wilbur, Undergraduate Admissions  
Director Jeffery, Student Financial Support  
Associate Director Agronow, Undergraduate Admissions  
Assistant Director Masten, Undergraduate Admissions  
Manager Mizuiri, Student Financial Support  
Coordinator Langberg, Student Financial Support  
Manager Burgess, Information Resources and Communications  
Programmer Analyst Pfaff, Information Resources and Communications