



OFFICE OF THE EXECUTIVE VICE PRESIDENT –  
BUSINESS OPERATIONS

OFFICE OF THE PRESIDENT  
Information Resources and Communications  
1111 Franklin Street, 7<sup>th</sup> Floor  
Oakland, California 94607-5200

January 15, 2008

**REGISTRARS  
IR DIRECTORS  
ITLC MEMBERS**

Re: Inclusion of Graduate Certificates and Credentials in Degree Conferred Files

Dear Colleagues:

Due to a new IPEDS requirement that educational institutions report all types of degrees listed in their offerings, we are asking the campuses to include graduate certificates and credentials in the Degree Conferred files submitted to the UCOP Corporate Student System (CSS), starting with the 2007-2008 academic year submission in September 2008.

We have created three new catch-all degree codes for graduate certificates:

<u>Code</u>	<u>Description</u>
80	Post-baccalaureate Certificate (other than credential)
81	Post-master's Certificate
82	First-professional Certificate (Post-degree) - <i>see definition in appendix</i>

The new codes are in addition to the existing degree codes for credentials:

<u>Code</u>	<u>Description</u>
51	Single Subject Instructional Credential
52	Multiple Subject Instructional Credential
53	Specialist Credential
54	Services Credential
55	Other Credentials

Please report all graduate certificates using code 80, 81, or 82, depending on the level, for the Degree Awarded Code data item (K010). Use the Degree College Code (K030) and Degree Major Code (K070) data items to represent the certificate program. If there is no existing UCOP major title corresponding to the program, have the responsible staff on your campus make a request for a new major code.

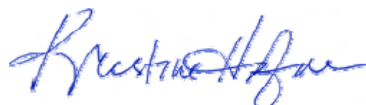
To the extent possible, also report credentials awarded during the academic year. We may be able to get some leniency on this from IPEDS, given that credentials are in fact awarded by the State

of California, but this is not certain. Your efforts to provide the data will be much appreciated by UCOP and campus staff who compile completion information.

The systemwide Degree Code Table, and all other CSS code tables, can be searched and downloaded from the Public Corporate Systems Gateway (CSG) at <https://csg.ucop.edu/public>.

The complete set of up-to-date Corporate Student System specifications may be downloaded from the Web 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,



Kristine Hafner  
Associate Vice President  
Information Resources and  
Communications

cc: Director Copperud, Academic Planning & Budget  
Director Jeffery, Student Financial Support  
Manager Mizuiri, Student Financial Support  
Coordinator Langberg, Student Financial Support  
Manager Burgess, Information Resources and Communications  
Programmer Analyst Pfaff, Information Resources and Communications

## Appendix

*\*Per the IPEDS definition, a first-professional certificate is an award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.*

*First-professional degrees are doctorate level degrees in the following fields:*

- *Chiropractic (D.C. or D.C.M.)*
- *Dentistry (D.D.S. or D.M.D.)*
- *Law (L.L.B., J.D.)*
- *Medicine (M.D.)*
- *Optometry (O.D.)*
- *Osteopathic Medicine (D.O.)*
- *Pharmacy (Pharm.D.)*
- *Podiatry (D.P.M., D.P., or Pod.D.)*
- *Theology (M.Div., M.H.L., B.D., or Ordination)*
- *Veterinary Medicine (D.V.M.)*