Changes to Existing Data Element Request Form
University System of Georgia

Requester Information

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Information about Proposed Data Element

1. **Name of existing data element:**

   Two-Year Certificate and Degree Level Code of 'E'
   Multiple data elements impacted (see item #7)

2. **Why is the change needed?**

   To create a clear distinction between One-Year and Two-Year Certificates.

3. **When is the change needed? Please list the first term you are asking the change to occur, as well the latest acceptable term the change could be implemented. Also note if there are any policies or deadlines related to your request.**

   Summer 2026 EOT Originally Requested
   Spring 2027 Mid-Term Implementation Planned

4. **Provide a brief description of the change. If requesting additional codes to be added to an element, please suggest codes, and provide a comprehensive list of valid values including the proposed changes. Please specify whether the codes are text or numeric and provide any source documentation if available.**

   CER1 Degree Acronym will be used for One-Year Certificates (30-59 hours to align with IPEDS Award level of '02). One-Year Certificates will remain Degree Level of 'C'.

   CER2 Degree Acronym will be used for Two-Year Certificates (60 plus semester hours to align with IPEDS Award level of '04). Two-Year Certificates will be Degree Level 'E'

5. **Is the data sensitive in any way?**

   No

6. **Where is the data element currently collected in Banner (table and form)? Would the proposed change also be in the same Banner table and form? If not, please explain.**

   No changes to currently collected fields from Banner tables and forms.

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7. **To what other existing USG data elements is this one related and how would the new element affect them? Provide rules/edits that should be followed in collecting this information.**

Student Level Code SGR017
Validation Update - VSGR050: If Student Level Indicator is US then Degree Level Code must be Z, C, V, A, G, B, or E.

Degree Level Code SPA002:
Already has 'E' listed as a valid value. Update description to 'Undergraduate Certificate (60+ credits)'.

Degree Level Code - Enrolled SPE002:
Already has 'E' listed as a valid value. Validations are correct as 'E' is listed as appropriate for each sector.

Update description to 'Undergraduate Certificate (60+ credits)'

Student Level STE078
Validation is correct as is – VSTE238: If Student Level Number is 56 then student can only have degree level codes of A, B, C, E, G, V, or Z. (Student Level 56 - Post-Baccalaureate undergrad degree seeking: Student who has a Baccalaureate degree was readmitted to reporting institution and is working toward a degree.)

Credit Hours, Total Earned and Transfer (SGC001)
Validation Update – VSGC002: Credit Hours, Total Earned and Transferred must be 500 or less for degree level codes Z, C, V, A, B, G, and E.

Transfer Hours Accepted, Cumulative, Undergraduates (SGC008)
Validation Update – VSGC027: Cumulative Transfer Hours Earned must be 500 or less for degree level codes Z, C, V, A, G, B, and E.

Catalog of Authorized Academic Programs
Degree Level 'E' Description should be updated from 'Two-Year Vocational-Related Certificated' to 'Undergraduate Certificate (60+ credits)'.

Approved at 2nd Read June 17, 2026