

# Modification to Exit Coding

## What is the reason for reviewing exit coding?

The Data Governance Committee was asked by SBCTC to research and propose a standardized system-wide coding schema for certificates under 45 credits that aligns the use of the data in both Legacy and PeopleSoft applications.

The need to modify the certificate credit thresholds come from three perspectives; Student Achievement, program approval and PeopleSoft implementation. Though different perspectives, the credit threshold of 20 credits is the same in each. This definitional change aligns both the Legacy and PeopleSoft coding schemas as well as how the certificates are defined through program approval and used in the Student Achievement's completion point. Programs of 20 or more credits go through a more stringent approval process than programs of under 20 credits.

## What is changing?

Only the exit codes associated to certificates fewer than 45 credits change. There will be no change in coding for awards 45 credits and above.

Prior to summer quarter 2014, the definition of Exit Code 4 was less than 45 credits. The new credit threshold for Exit Code 4 is 20 to 44 credits.

Prior to the summer of 2014, the definition of Exit Code 9 did not include a credit threshold. As of summer quarter 2014, Exit Code 9 will be used for awards of 1 to 19 credits.

Exit Code Z, an existing unused exit code, will be used for non-credit bearing certificates.

## What are the differences between the old and new certificate exit codes?

The matrix below demonstrates the current legacy coding structure as well as the new legacy coding structure as of summer quarter 2014. PeopleSoft coding has also been included in the matrix to show the alignment between Legacy and PeopleSoft.

Certificate	Current Legacy	New Legacy (as of B451)	People Soft
90+ credits	Exit code 2	Exit code 2	C90
45-89 credits	Exit code 3	Exit code 3	C45
20-44 credits	Exit code 4	Exit code 4	C20
1-19 credits	Exit code 4 or 9	Exit code 9	C01
0 credits	Exit code 9	Exit code Z	C00

## What is the timeline for implementation of this new coding?

Colleges should use the new Exit Coding schema for any short certificates awarded starting summer quarter of the 2014-15 academic year. No changes will be made to the processing of Student Achievement points until 2015-16 to allow for the transition. Currently, the Student Achievement completions point for short certificates use Exit Code 4 where the student has earned 20 or more vocational credits. After implementation and transition, Student Achievement will use Exit Code 4 without calculating credits in an effort to enhance the transparency of point calculations.

FirstLink colleges should not implement the new exit code definitions as the implementation timeline aligns with migration of data into PeopleSoft.

## How are the new Exit Codes implemented?

The State Board Bellevue IT office will update legacy lookup tables for Exit Codes 4, 9 and Z to reflect the new descriptions.

The State Board Olympia office will update the data dictionaries and other documents referencing specific exit code descriptions to reflect the new credit thresholds.

Colleges will need to update the Exit Codes associated to Educational Program Codes (EPC's) on screen SM5006.

Colleges should begin using these new definitions when awarding credentials starting Summer 2014.

**Colleges should not recode any completions awarded prior to Summer 2014.**

## How will this affect PeopleSoft data conversion?

FirstLink colleges should not implement the new exit code definitions as the implementation timeline aligns with migration of data into PeopleSoft.

The SBCTC Olympia office is working with ctcLink staff to determine the appropriate conversion techniques for both new and old exit coding schemas.

If at the time of conversion there are any exit code or EPC issues, ctcLink staff will work with the college for an appropriate solution.

## Frequently Asked Questions

**Q:** How will this affect Perkins reporting and DLOA?

**A:** Non-credit bearing certificates previously included in the processing of data will now be excluded where appropriate. Non-credit bearing certificates were previously included because of the lack of ability to differentiate between credit-bearing and non-credit bearing exit code 9 awards.

**Q:** Are we losing the ability to track any completions?

**A:** No, the credit thresholds are being discretely defined into explicit codes, no codes are being retired. We will have the ability to roll-up or drill-down into the credit thresholds as needed.

**Q:** Should we go back and change old codes?

**A:** No, it is imperative to the use of the data that records prior to 2014-15 are not recoded.

**Q:** If we have a certificate with a mix of non-credit and credit classes what exit code do we use?

**A:** Use the exit code that describes the total number of credit required.

**Q:** Do we need a CIP code for programs with an exit code Z?

**A:** Yes, in order to make the data useful you should assign the CIP code that most accurately reflects the award subject area.

**Q:** We are getting ready to enter short-term training certificates in student records for 2013-14. Is it OK to use the new coding, or will that mess things up?

**A:** Yes, this will cause problems with the data. Do not use the new Exit Code definitions on any completions awarded prior to 2014-15.