FLORIDA DEPARTMENT OF EDUCATION
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Manny Diaz, Jr.
Commissioner of Education

MEMORANDUM 30-2025-08

TO: Florida College System Reports Coordinators

FROM: Kimberly Pippin, Bureau Chief, Community College and Technical Center
            Management Information Services

DATE: October 14, 2024

SUBJECT: 2024-2025 Integrated Postsecondary Data System (IPEDS) Graduation Rate
            Survey - Four Year Institution Exclusions

DUE DATE: Friday, November 8, 2024

The Bureau of Community College and Technical Center Management Information Systems
(CCTCMIS) announces the collection of exclusions data for the 2024-2025 IPEDS Graduation
Rate Survey. This survey includes a six-year look at completions and graduation rates.

The exclusions data collection begins on Monday, October 14, 2024, and colleges must provide a
file containing exclusion type and student data from the Fall 2018-2019 cohort. The format and
instructions for the exclusions file are attached.

Please submit the exclusions file with the exclusion type and students' identification numbers
using the filename CCxx.STU.EXCLUDE4.T2B2019.PROD.txt (where xx is the institution
number). Submit the certification form and indicate "No" on the form if your college has no
students meeting exclusion criteria in the cohort.

The exclusions file data submission is due Friday, November 8, 2024. The certification form is
available on the CCTCMIS website and must be submitted by Tuesday, November 12, 2024,
using the specified certification file name listed within the form.

If you have any questions, please email the appropriate staff below:

> Data Processing Manager: Katherine Mueller
> Exclusions Database: Ayusha Mahajan

KP/am

Attachments

cc: Florida College System Executive Assistants to the Presidents
    Florida College System Chief Information Officers

Florida College System
2024-2025 Integrated Postsecondary Data System (IPEDS)
Graduation Rate Survey - Four Year Institution
Instructions for Exclusions File Submission

Four Year Cohort
The Fall 2018-2019 cohort file, CCxx.STU.EF2IPFIL.T2B2019 (where xx is the institution number), has been sent to your college via TIBCO® by the Bureau of PK-20 Education Reporting and Accessibility (PERA). Download the file to a secure area.

Select records where:
    Line = 1 Full-Time\First-Time Degree\Certificate Seeking
            and Sex not equal to "X" (Unknown sex is not reported to IPEDS)

Exclusions
Include **ONLY** those records of students from the Fall 2018-2019 cohort who meet one of the following criteria:

a. The student is deceased or is totally and permanently disabled and thus unable to return to school.
b. The student left school to serve in the armed forces or was called up to active duty (Do NOT include students already in the military who transfer to another duty station).
c. The student left school to serve with a foreign aid service of the federal government, such as the Peace Corps.
d. The student left school to serve on an official church mission.

Include all exclusions from Fall 2018-2019 through, and including, Summer 2024-2025.

Return the exclusions file to Community College and Technical Center Management Information Systems (CCTCMIS) with the student identification number of the exclusion-eligible students, if any, using the following file naming convention:

CCxx.STU.EXCLUDE4.T2B2019.PROD.txt (where xx is your institution number)

NOTE: Files with invalid filenames will be rejected and deleted.

If your college has no exclusion eligible students in this cohort, please send the certification form only and indicate "No" on the form.

The exclusions files are due by Friday, November 8, 2024, and the completed certification form is due by Tuesday, November 12, 2024.

Records not in the original cohort will not be loaded.

Florida College System
Integrated Postsecondary Data System (IPEDS)
2024-2025 Four Year Institution Graduation Rate Survey
2018-2019 Fall Enrollment
Deceased Exclusions Record Format

Field Characteristics: A = Alphabetic only A/N = Alphanumeric N = Numeric only					PERA cohort file already sent through TIBCO®: CCxx.STU.EF2IPFIL.T2B2019 College will submit via TIBCO® to CCTCMIS file: CCxx.STU.EXCLUDE4.T2B2019.PROD.txt (Where xx is the institution number)
Item No.	**From-To**	**Size**	**Field Char**	**Field Name**	**Field Description**
1	1-2	2	N	CCNUM	Two-digit college number (**01-28**)
2	3-8	6	A/N	TrmYear	2B2019 (Beginning of Fall Term 2018-19)
3	9-18	10	A/N	PSNID	Ten-character student identifier
4	19-19	1	A	ExclType	Type of Exclusion: A - The student is deceased or is totally and permanently disabled and thus unable to return to school. B - The student left school to serve in the armed forces or was called up to active duty (Do NOT include students already in the military who transfer to another duty station). C - The student left school to serve with a foreign aid service of the federal government, such as the Peace Corps. D - The student left school to serve on an official church mission.
5	20-33	14	A/N	FLEID	Fourteen-character Florida Education Identifier