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**MEMORANDUM 30-2024-17**

**TO:** Florida College System Reports Coordinators

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

**DATE:** March 18, 2024

**SUBJECT:** 2024 Spring Anticipated Degree Graduates

**DUE DATE: Submission Window: Monday, March 18, 2024, to Friday, April 19, 2024**

The Florida College System (FCS) and the Independent Colleges and Universities of Florida (ICUF) have worked together to establish a cooperative, reciprocal relationship to provide additional transfer options for our degree transfer students. In an effort to inform potential degree graduates of this additional option of continuing their postsecondary education, ICUF, the State University System and the FCS have requested a list of anticipated Associate in Science (AS), Associate in Applied Science (AAS) and Associate in Arts (AA) degree graduates for the 2024 spring term.

We suggest that students defined as anticipated graduates be those who have earned no less than 75 percent of the total hours toward degree completion as of the end of the 2023-24 fall term. We also recommend the group include any student who is expected to graduate at the end of the spring term.

This data submission is optional. However, it is in the best interest of these students if all FCS institutions participate to provide maximum opportunity for all anticipated graduates to continue their postsecondary education in a Florida higher learning institution of their choice.

In preparation for your data submission, please review the attached edit criteria and record format. Return the file through TIBCO® using the specified filename:

“CCxx.ADG.ICUFLIST.T3E2024.PROD.txt” (where xx is your college number).

Please note, we are requesting this data only if you have previously provided public notice to the parents of students and to the students who are 18 or older designating the requested data as directory information and have given the parents and students the right to refuse disclosure. If a parent or older student has refused disclosure, do not include that student’s data in your response.

Please submit your file by the close of business on April 19, 2024. Notify [Ayusha Mahajan](mailto:ayusha.mahajan@fldoe.org) via email, at [ayusha.mahajan@fldoe.org](mailto:ayusha.mahajan@fldoe.org), if you choose to accept/decline submitting a data file.

2024 Spring Anticipated Degree Graduates

March 18, 2024

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KP/am

Attachments

cc: Florida College System Executive Assistants to the Presidents

Florida College System Chief Information Officers

Clifford Humphrey, Executive Vice Chancellor, FCS

Mike Sfiropoulos, Associate Vice Chancellor of Student and Academic Affairs, FCS

**Community College and Technical Center Management Information Systems  
2023-24 Spring Anticipated Degree Graduates  
Edits**

Below are the edits for the 2023-24 Spring Anticipated Degree Graduates file:

Edit:

01_1	Reporting Institution missing or invalid	Critical
02_1	Student ID Number missing or contains embedded blanks	Critical
02_2	Student ID Number all zeroes	Critical
02_3	Student ID Number duplicated within college with same degree type	Critical
02_4	Student ID Number first 9 positions numeric and 10th position not blank	Critical
03_1	Year Identifier missing or invalid	Critical
04_1	Term Identifier missing or invalid	Critical
06_1	Degree Type missing or invalid	Critical
07_1	Last Name missing	Critical
07_2	Duplicate Last Name, First Name, Middle Name, and Suffix	Informational
07_3	Last Name contains special or Unicode characters	Critical
08_1	First Name missing	Critical
08_2	First Name contains special or Unicode characters	Critical
10_1	Street Address missing	Critical
11_1	City missing	Critical
12_1	State Code missing	Critical
13_1	Zip Code missing	Critical
14_1	Florida Education Identifier missing or invalid	Critical
14_2	Florida Education Identifier duplicated within college with same degree type	Critical
14_3	Florida Education Identifier less than 2000 in positions 3-12	Critical
15_1	Middle Name contains special or Unicode characters	Critical
16_1	Name Suffix contains special or Unicode characters	Critical
17_1	Email invalid format	Critical
17_2	Email contains special or Unicode characters	Critical
17_3	Email missing	Informational