

**ASSIST Articulation Data Extract Specifications
for Use in Local Campus Degree Audit Systems
Initial Draft Proposal
November 20, 1996**

Background

As many institutions begin to implement local degree audit systems, they find a general duplication of work when they begin entering data to reflect transfer and articulation policies. Campuses that use ASSIST find that they have already entered much of the same information into ASSIST and desire an extract of that information to reduce the amount of work involved in establishing and maintaining data for the local degree audit system. When the ASSIST Articulation Subsystem was designed, there was a conscious effort to build-in support for this kind of extract. However, the primary focus has been on communicating articulation in a form for students and advisors rather than computerized evaluation systems. Now that numerous institutions are at the point of planning or implementing a local degree audit system, the ASSIST Coordination Site has developed these specifications to communicate the format of data that can be extracted from the ASSIST database. We realize, however, that because not all institutions have been maintaining data with a focus on use by automated systems, these extracts may not provide everything that is desired.

Note: This is the initial draft of the proposed extract specifications. It is being distributed to a limited number of institutions at this time for initial review and feedback before it is shared with a broader audience and the actual extract programs are written. If you are unsure of what the Coordination Site is seeking in this review, please contact us at (714) 824-4385.

These specifications are divided into three primary sections. Section 1 describes the general format of the extract files. Section 2 describes the contents of each extract file along with any other important information. Since many data elements are used in multiple extract files, section 3 describes each of the data elements in detail including valid values and other important characteristics.

Section 1 - General Format of ASSIST Articulation Extract Files

In discussing the requirements for an articulation extract, there are primarily two systems that are being implemented by institutions interested in using this extract data; DARS by University of Miami, Ohio, and On-Course by SCT. While some institutions are investigating or working with other systems, initially it has been agreed that the ACS should pursue an extract suitable for use by DARS and On-Course.

Since both of these systems utilize a different structure for representing articulation information, and some local institutions have modified the base systems to handle campus-specific requirements, the ACS is recommending that one set of extract files be developed. This will require that individual institutions convert these general extract files into their specific systems.

In the ASSIST database there is a variety of transfer/articulation related information that have potential use in degree audit systems. Currently, there will be seven types of data that can be extracted, each into a separate file, including:

- Non-UC Transferable Community College Courses
- Non-CSU Transferable Community College Courses
- UC Transferable Community College Courses
- CSU Transferable Community College Courses (CSU Baccalaureate Level)
- IGETC Applicable Community College Courses
- CSU-GE/Breadth Certification Applicable CSU and Community College Courses
- Instances of Course-to-Course Articulation (articulation between pairs of institutions)

While not all institutions desire all of these types of data, they are discussed completely in this document. At run-time, an operator will be able select which types of data extracts are to be generated.

The basic format of each of these files will be identical. Only the specific data elements to be included will change from file to file. All data elements will be represented as variable length data, although some data element descriptions identify a fixed length. Each file will be an ASCII text file with data fields delimited by commas and records delimited with a carriage return and line feed. Textual data elements will not be surrounded by quotation marks. Generally, records within each file will be sorted by:

- 1) Institution-Code
- 2) Course-Name
- 3) Beginning-Term

The source data for many of these extract files contain information which is textual in nature, including footnotes, addenda, comments, and articulation agreements entered as text. Since the degree audit systems that will be using these files cannot make use of textual information, textual information will not be included in the extract files. Specific implications of this will be discussed separately for each of the files.

Section 2 - Extract File Descriptions

Following is a more detailed description of each of the extract files including a general description of the extracted data, a brief description of the data source, any special comments about the data, and an ordered list of the data elements included in each record of the extract. The specific descriptions of each data element are available in Section 3 of this document.

File # 1: Non-UC Transferable Community College Courses

Description: This extract file includes a record for all community college courses that can be identified as not UC transferable.

Data Source: Community college ASSIST course list data. Valid courses in community college ASSIST course list files that are not found in the official UC Transferable Course Agreement database are, by default, not UC transferable.

Comments: The courses represented in this file should not appear in any other files (except possibly the “Non-CSU Transferable” file).

Data Elements: Institution-Code
Beginning-Term
Ending-Term
Course-Name
Course-Title

File # 2: Non-CSU Transferable Community College Courses

Description: This extract file includes a record for all community college courses that can be identified as not CSU transferable.

Data Source: Community college ASSIST course list data. Valid courses in community college ASSIST course list files with transfer codes of 0 or 1 are not CSU transferable. ASSIST course list files are maintained by the individual community colleges.

Comments: The courses represented in this file should not appear in any other files (except possibly the “Non-UC Transferable” file).

Data Elements: Institution-Code
Beginning-Term
Ending-Term
Course-Name
Course-Title

File # 3: UC Transferable Community College Courses

Description: This extract file includes a record for all community college courses that are UC transferable.

Data Source: These are the official data as approved and maintained by the University of California Office of the President.

Comments: This file includes courses which are also in other files. If the UC-Credit-Limit data element is a 'Y', this course has some kind of a textual comment or footnote that describes a limitation that cannot be codified.

Data Elements: Institution-Code
Beginning-Term
Ending-Term
Course-Name
Course-Title
UC-Credit-Limit
UC-Eligibility-Code

File # 4: CSU Transferable Community College Courses (Baccalaureate Level)

Description: This extract file includes a record for all community college courses that are CSU Baccalaureate Level (CSU Transferable).

Data Source: Community college ASSIST course list data. Valid courses in community college ASSIST course list files with transfer codes of 2 or 3 are CSU transferable. ASSIST course list files are maintained by the individual community colleges.

Comments: This file includes courses which are also in other files.

Data Elements: Institution-Code
Beginning-Term
Ending-Term
Course-Name
Course-Title

File # 5: IGETC Applicable Community College Courses

Description: This extract file includes data on all community college courses that have been approved for use in the Intersegmental General Education Transfer Curriculum (IGETC).

Data Source: These are the official data as approved by the California State University Chancellor's Office and the University of California Office of the President and maintained by the ASSIST Coordination Site.

Comments: The beginning and ending terms of each record indicate the time period in which the respective course can be used for the given IGETC area. Courses applicable in multiple IGETC areas will have a separate record for each area in which the course is applicable as the beginning and ending terms maybe different for each IGETC area. This file includes courses which are also in other files.

Data Elements: Institution-Code
Beginning-Term
Ending-Term
Course-Name
Course-Title
IGETC-Area

File # 6: CSU-GE/Breadth Certification Applicable Courses

Description: This extract file includes data on all community college courses that have been approved for use in CSU General Education/Breadth Certification (per CSU Executive Order # 595).

Data Source: These are the official data as approved by the California State University Chancellor's Office and maintained by the ASSIST Coordination Site.

Comments: The beginning and ending terms of each record indicate the time period in which the respective course can be used for the given CSU GE/Breadth area. Courses applicable in multiple CSU GE/Breadth areas will have a separate record for each area in which the course is applicable as the beginning and ending terms maybe different for each CSU GE/Breadth area. This file includes courses which are also in other files.

Data Elements: Institution-Code
Beginning-Term
Ending-Term
Course-Name
Course-Title
CSU-GE-Certification-Are

File # 7: Course-to-Course-Articulation

Description: This extract file includes data on instances of course-to-course articulation (articulation between pairs of institutions). This extract file includes course-to-course articulation of single courses and course sequences. It does not include articulation records that are exclusively textual in nature.

Data Source: ASSIST Articulation Agreement database. These data are maintained in ASSIST by the receiving institution.

Comments: Records with course sequences will include a maximum of 4 courses each from the sending and receiving institutions.

Depending on how the receiving institution maintains articulation agreements in ASSIST, the degree to which this extract file matches the actual articulation may vary greatly. For example, if a receiving institution uses only textual information in agreements, no course-based data can be extracted. If a receiving institution uses a combination of course-based and textual information, the extracted data may only represent part of the information in the full agreement. If a receiving institution uses course-based articulation exclusively, the extracted data should match the full agreement closely. This will need to be assessed on a campus by campus basis by reviewing how data is entered into ASSIST.

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|-----------------------|-----------------------------|------------------------------------|
| Data Elements: | Institution-Code | (Sending Institution) |
| | Beginning-Term | |
| | Ending-Term | |
| | Course-Name | (Sending Course # 1) |
| | Course-Title | (Sending Course Title # 1) |
| | Conjunction | (Sending Course Conjunction # 1) |
| | Course-Name | (Sending Course # 2) |
| | Course-Title | (Sending Course Title # 2) |
| | Conjunction | (Sending Course Conjunction # 2) |
| | Course-Name | (Sending Course # 3) |
| | Course-Title | (Sending Course Title # 3) |
| | Conjunction | (Sending Course Conjunction # 3) |
| | Course-Name | (Sending Course # 4) |
| | Course-Title | (Sending Course Title # 4) |
| | Institution-Code | (Receiving Institution) |
| | Receiving-Institution-Major | |
| | Course-Name | (Receiving Course # 1) |
| | Course-Title | (Receiving Course Title # 1) |
| | Conjunction | (Receiving Course Conjunction # 1) |
| | Course-Name | (Receiving Course # 2) |
| | Course-Title | (Receiving Course Title # 2) |

| | |
|--------------|------------------------------------|
| Conjunction | (Receiving Course Conjunction # 2) |
| Course-Name | (Receiving Course # 3) |
| Course-Title | (Receiving Course Title # 3) |
| Conjunction | (Receiving Course Conjunction # 3) |
| Course-Name | (Receiving Course # 4) |
| Course-Title | (Receiving Course Title # 4) |

Section 3 - Definition of Data Elements

The following are definitions of each data element. Many of these data elements are used in multiple files.

Name: Institution-Code
Description: Educational Testing Service institution code
Comments: This is a six-digit code
Valid Data Values: Any valid ETS code that has been registered with the ASSIST Coordination Site

Name: Beginning-Term
Description: The beginning term of the information expressed as a term abbreviation followed by a 4 digit year. For example: F1997. Maximum length: 6 characters.
Comments: Values for this element in some extract files may not be 100% accurate as it may be deduced (by the extract programs) from the academic year of a file in which the course is stored.
Valid Data Values: Fyyyy
Wyyyy
Syyyy
SUyyyy

Name: Ending-Term
Description: The ending term of the information expressed as a term abbreviation followed by a 4 digit year. For example: F1997. Maximum length: 6 characters.
Comments: Values for this element in some extract files may not be 100% accurate as it may be deduced (by the extract program) from the academic year of a file in which the course is stored.
Valid Data Values: Fyyyy
Wyyyy
Syyyy
SUyyyy

Name: Course-Name
Description: Prefix and number of the course as it appears on computer-produced transcripts from the respective institution. For example: AT 101
Comments: Many ASSIST database files store courses with prefixes in a standardized form. The ASSIST database includes course prefix mapping information so that standard course prefixes can be replaced with local course prefixes used on computer-produced transcripts. There may be times where course names in the extract files do not match with course names on electronic transcripts. This is either due to inconsistencies in the institutions electronic transcript database or errors in the ASSIST course prefix mapping files.
Valid Data Values: There is no standard format or length for valid course names, although course names for most institutions do not exceed 20 characters. The specific format of course names changes from institution to institution.

Name: Course-Title
Description: Descriptive, textual title of a course. For example: Physical Anthropology
Comments: Course titles included in these extract specifications are not expected to be used during any automated evaluations. They are included to aid in problem solving and human interpretation of data. It is possible that course titles should not be included in these extracts since they cannot be used by other evaluation systems.
Valid Data Values: There is no standard format or length for valid course titles.

Name: UC-Credit-Limit
Description: Indicates if a credit limit applies to a given course.
Comments: If a credit limit does apply, it is expressed as textual information in the source data. This textual information is not included in the extract as it does not contain any consistent, codified information that could be used accurately by other evaluation systems.
Valid Data Values: Y
N

Name: UC-Eligibility
Description: Courses marked with "UC-x" will satisfy the five different areas of the 1998 transfer course requirements.
Comments: The following are the valid codes and their respective area. Information within parentheses is not part of the data, but rather a description of that data value.
Valid Data Values: UC-E (English)
UC-M (Math)
UC-H (Humanities)
UC-B (Behavioral and Social Sciences)
UC-S (Biological and Physical Sciences)

Name: IGETC-Area
Description: The area of IGETC applicability for a specified course.
Comments: The following are the valid area codes and their respective descriptions. Information within parentheses is not part of the data, but rather a description of that data value.

Valid Data Values:

- 1A (English Composition)
- 1B (Critical Thinking - English Composition)
- 1C (Oral Communication {CSU requirement only})
- 2A (Math)
- 3A (Arts)
- 3B (Humanities)
- 4A (Anthropology and Archaeology)
- 4B (Economics)
- 4C (Ethnic Studies)
- 4D (Gender Studies)
- 4E (Geography)
- 4F (History)
- 4G (Interdisciplinary, Social & Behavioral Sciences)
- 4H (Political Science, Government & Legal Institutions)
- 4I (Psychology)
- 4J (Sociology & Criminology)
- 5A (Physical Science)
- 5B (Biological Science)
- 6A (Languages Other Than English)
- 7A (Political Science)
- 7B (History/Economics)
- 8A (Interim sequence for 1B - Critical Thinking)
- 8B (Interim sequence for 1B - English Composition)
- 8C (Interim sequence for 1B - English Composition - 2nd Quarter)

Name: CSU-GE-Certification-Area
Description: The area of CSU-GE/Breadth Certification applicability for a specified course.
Comments: The following are the valid area codes and their respective descriptions. Information within parentheses is not part of the data, but rather a description of that data value.

Valid Data Values:

- A1 (Oral Communication)
- A2 (Written Communication)
- A3 (Critical Thinking)
- B1 (Physical Science)
- B2 (Life Science)
- B3 (Laboratory Activity)
- B4 (Mathematics/Quantitative Reasoning)
- C1 (Arts {Art, Dance, Music, Theater})

- C2 (Humanities {Literature, Philosophy, Foreign Language})
- D1 (Anthropology and Archeology)
- D2 (Economics)
- D3 (Ethnic Studies)
- D4 (Gender Studies)
- D5 (Geography)
- D6 (History)
- D7 (Interdisciplinary Social or Behavioral Science)
- D8 (Political Science, Government and Legal Institutions)
- D9 (Psychology)
- D0 (Sociology and Criminology)
- E (Lifelong Understanding and Self-Development)

Name: Receiving-Institution-Major

Description: ASSIST major code.

Comments: The ASSIST major codes are established by the receiving institution ASSIST staff and are consistent among all sending institution agreements with that receiving institution for a specified academic year. Campus ASSIST staff will need to coordinate with staff responsible for the local degree audit system to determine what, if any, types of mappings need to be established in order to use this data element effectively.

Valid Data Values: There are no set restrictions on this data element except that all values must be upper case only.

Name: Conjunction

Description: The conjunction between multiple courses which are referred to in an articulation agreement.

Comments: Depending on how data has been entered into ASSIST, it is possible that there could be some confusion in correctly interpreting this data element since ASSIST does not support complete parenthetical logic.

Valid Data Values: AND
OR
NONE