

# **Level 2 Report Explanation: CCP Escalated Courses Report**

The purpose of this report explanation is to assist EMIS Coordinators in reviewing the CCP Escalated Courses Report.



Revised: May 22, 2020

## REVISION HISTORY

The revisions to this document are listed in the table below.

<b>Date</b>	<b>Description</b>
5/15/2020	Report Explanation first posted.

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## FUNCTION AND PURPOSE

The CCP (College Credit Plus) Escalated Courses Report is a Level 2 report that can be found in the Data Collector. This is a report that will show data for CCP courses that were escalated to ODE for review.

The CCP Escalated Courses Report is identified in the Data Collector with the following name:

- *(CCPL-004) Escalated Courses Report*

If this report explanation—in concert with the EMIS Manual—does not answer your questions or help you to resolve your issues with the CCP Escalated Courses Report, then the normal path for getting help with EMIS reporting should be followed. The first point of contact should be the EMIS coordinator, followed by the Information Technology Center (ITC), then the EMIS Helpdesk, and finally ODE EMIS directly.

## PROCESS DESCRIPTION

A row is created for each CCP course for a given fiscal year whenever the course in question has been escalated to ODE for review.

The Error Severity code assigned to each row in this report is C (critical).

## REPORTS

### *Layout and Fields*

Given the number of fields appearing on this report, a complete picture is not provided in this report explanation. Only the first columns appear in the table below; however, all fields are listed out alphabetically below the table, with explanations or definitions provided as warranted.

#### Layout for Report CCPL-002

FY	RPT DEST IRN	LEVEL 2 REC TYPE CODE	SSID	CAMPUS CODE	COURSE ID	SECTION ID	ENRL YEAR
2016	000236	CCPL-004	OI1200603	SNCL	ART 1110	108	2015
2016	000236	CCPL-004	OI1200603	SNCL	CIS 1111	202	2015

**AREA COORDINATOR IRN.** The IRN of the entity receiving the report of the Area Coordinator.

**AREA COORDINATOR REGION CODE.** Two-digit number identifying the Area Coordinator region.

**CAMPUS CODE.** The campus code of the higher education institution.

**CAMPUS NAME.** The name of the Higher Education campus.

**COURSE ID.** Unique identifier that distinguishes this course from all others at the institution (should resemble those used on transcripts or course catalogs).

**COURSE ROSTER DATE.** For all students with a CCP Delivery Type OC the roster date is the fifteenth day calendar day of the term. For all students with an off-campus delivery type (OL, CI, HI) the roster date is fifteen days after the college credit plus course starts. (MMDDYYYY format).

**CREDIT HOUR CODE.** Code indicating whether the course is on a semester of quarter basis.

**CREDIT HOUR COUNT.** Credit count reported by the college.

**DATE PULLED.** Date on which the data was pulled.

**DLVR METHOD CODE (Delivery Method Code).** Code that indicates the method of delivery for the course.

- OC = On college campus or campus owned or leased space that is not a secondary school
- OL = Online
- CI = Not on college campus (including leased space) taught by college (post-secondary) instructor
- HI = Not on college campus (including leased space) taught by qualified instructor who may also be a high school instructor

**ENRL YEAR (Enrollment Year).** The calendar year during which the course occurred.

**ERR SEV CODE (Error Severity Code).** Code indicating the severity of the error. All rows in this report are classified as critical.

**ESCALATED DATE.** Date on which the course was escalated.

**FY (Fiscal Year).** The fiscal year during which the course in question took place.

**HIGHER ED IRN.** IRN of the higher education institution.

**INSTITUTION NAME.** The name of the Higher Education institution.

**LEA REPORTED BY COLLEGE.** The IRN of the entity in which the student is enrolled according to the college.

**LEVEL 2 REC TYPE CODE.** The name of the report, CCPL-004.

**RESP CREDIT COUNT.** Credit count that the district is responsible for.

**RESULT CODE.** This Result Code is used internally and is not useful to districts.

**RESULT CODE DESCR (Result Code Description).**

CC0007 Course has been escalated

**REVIEW CODE.** Indicates any review(s) placed on the course.

**RPT DEST IRN.** The IRN of the entity receiving the report.

**SECTION ID.** Identifier assigned by the institution which, in a given term, distinguishes among one or more sections, classes, or offerings of the same course.

***SSID.*** The student's SSID.

***TERM CODE.*** The term during which the course occurred.