CCGI Course Grade Data Element Template for CaliforniaColleges.edu

The Course Grade Template is designed to enable the upload of students' courses and course grades. **All field headers are required.** Please note the following:
— All fields with a "Y" in the "Data Required" column must contain a valid value.
— All fields with an "N" in the "Data Required" column can be left blank.

Field Name	Data Req'd	Description	Values	Notes
StateID	Y	Student State ID (SSID)	10 digit #	Numeric.
CDSCode	Y	Statewide School Code, where the course was taken; corresponds to the CourseCDSCode in the District Data Specification V1	14 digit #	Numeric. May start with 0. (*Out-of-State, Out-of-Country and College Course use 99999999999999*)
ATPCode	Y	CEEB code as assigned by the College Board, where the course was taken; corresponds to the CourseCEEBCode in the District Data Specification V1	6 digit #	Numeric. May start with 0. 4 digit numbers may be left padded with 00. (*use 111111 if unknown*)
CourseInstitutionName	N	Name of the institution where the course was taken	Free Text	Alphanumeric. This field is encouraged especially when Course CDS Code is not available and Course CEEB Code is not sufficiently descriptive (such as for an international high school)
IsWorkInProgress	Y	Identifies if the course is in progress or completed.	Y, N	Y indicates work in progress.
GradeLevel	Y	Grade level when the course was taken; corresponds to the CourseGradeLevel in the District Data Specification V1	07, 08, 09, 10, 11, 12	2 digits, for example 8 should be 08

SchoolYear	Y	School year when the course was taken	YYYY-YY	Example: 2022-23
TermDescription	N	Name of the term the course was taken, as determined by the HS	Free Text	Alphanumeric. Example: Fall Semester
Term	Y	Term the course was taken, as best mapped to the UC and CSU acceptable term values	Quarter: Q1, Q2, Q3, Q4 Trimester: T1, T2, T3 Semester: S1, S2 Summer: SS1, SS2 Full Year: F	
CourseCurriculumTerm	N	Term of content delivered during a course, which may not be the course term according to the calendar	Quarter: Q1, Q2, Q3, Q4 Trimester: T1, T2, T3 Semester: S1, S2 Summer: SS1, SS2 Full Year: F	
LocalCourseID	Y	The Local ID for a given course	Free Text	Alphanumeric.
TranscriptAbbreviation	Y	The course abbreviation included on a student's transcript	Free Text	Alphanumeric. *Best practice is to include the Transcript Abbreviation that is submitted to CMP (UC's A-G Course Management Portal).
SubjectArea	Y	The a-g subject area for a course as determined by the HS	A, B, C, D, E, F, G, Z	Enter Z for non a-g coursework.
AcademicIndicator	N	Advanced coursework indicator	Advanced Placement: AP International Baccalaureate: IB Honors: H	If blank/null, considered non-advanced course.

DualEnrollmentIndicator	N	Dual Enrollment Indicator	Dual Enrollment: DE	If blank/null, considered a non-dual enrollment course.
CreditsAttempted	Y	Number of credits or units attempted for the course	Numeric	5 is generally accepted as full credit for a semester course
CreditsEarned	Y	Number of credits or units earned for the course	Numeric	5 is generally accepted as full credit for a semester course
CourseGrade	Y	+/- A, B, C, D, or F letter grade earned for a course, or an indication of another status	Free Text	Alphanumeric. If IsWorkInProgress= Y, it must contain "WIP". While any value will appear on a final transcript, only letter grades +/- A, B, C, D, and F are permitted for application integration (other than the COVID exception year where P, Pass, C, and CR are also accepted).

File Structure Requirements

— File names must have the .csv extension.
— Files must be **UTF-8 encoded** with no byte order mark.
— Files must contain a **header row containing all field headers listed above.**
— Fields containing **commas** must be enclosed within double quotes.
— **File name format**: {districtname}_CourseGrade_Template_yyyymmdd.csv