MASSACHUSETTS
Department of
Higher Education

Data Dictionary

Noncredit Program Completions - Activity File

Internal

Table of Contents

Table of Contents 2

Revisions 3

Data Specification 4

Summary 5

Data Elements 6

NCC001 - (College ID) 6

NCC002 - (Fiscal Year) 7

NCC003 - (Student SSN) 8

NCC004 - (Student ID) 9

NCC005 - (NC Program Identifier) 10

NCC006 - (NC Program Start Date) 11

NCC007 - (NC Program End Date) 12

NCC008 - (NC Program Enrollment Outcome) 13

Internal

Revisions

Version	Date	Author	Description
1	February 9, 2026	CGI	New Data Dictionary - created to support new noncredit fields Pilot for FY26 collection
1.1	June 22, 2026	Monika Patel - CGI	Updated data dictionary to address accessibility.

Internal

Data Specification

Terms	Definitions
Data Element	Unique identifier or title of the data element.
Description	Name of the data element.
Definition	A definition of the data element collected.
Data Constraints	Rules or limitations that are applied to the data element.
Data type	Type of data to be entered e.g. alphanumeric, numeric.
Field size	The minimum and maximum number of characters the data item can take. (format: minimum | maximum 1|2)
Format/Layout	The structure or pattern the data should follow.
Acceptable Values	The form in which the data is to be entered. Specific set of values that are permitted for a given data field.
Business Rule	Additional Comments or assistance on interpreting, applying or reporting the data item or code set.
Dependency	Refers to a relationship between different data elements where the value of one element is dependent on the value of another element.
Related Fields	List of related fields to the current data element.

Internal

Summary

The Noncredit Program Completions (NCC) collection captures student-level participation and completion information for noncredit programs offered by institutions. This collection documents when students enroll in noncredit programs, the timeframe in which the program is delivered, and the final outcome of the student's enrollment. Together, these elements provide a consistent and auditable record of noncredit program participation across institutions.

The primary role of the NCC collection is to support program accountability, outcome measurement, and Workforce Pell (WFP) reporting. By linking individual students to specific noncredit programs and recording standardized enrollment outcomes, the collection enables institutions and the state to assess completion patterns, monitor program performance, and support required reporting tied to workforce and financial aid initiatives.

The NCC collection focuses on actual student participation, rather than program design. Each record identifies the institution and fiscal year associated with the program offering, connects the student to a specific noncredit program, and records the program start and end dates used to determine the appropriate reporting period. Final enrollment outcomes indicate whether the student completed the program or exited prior to completion.

This collection is especially important for Workforce Pell oversight and longitudinal analysis, as it supports student-level linkage to employment, earnings, and credential data through administrative data matching. Accurate reporting of program end dates and enrollment outcomes ensures that students are correctly placed within fiscal years and that completion measures are applied consistently across institutions.

The NCC collection is designed to be used alongside the Noncredit Program collection, which defines program characteristics and eligibility attributes. Together, these collections provide a complete picture of noncredit offerings and outcomes, supporting institutional planning, statewide workforce analysis, and informed policy decision-making.

This collection is intended for collaborative use by Institutional Research staff and noncredit program leadership, ensuring shared understanding, consistent reporting practices, and reliable noncredit completion data.

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Data Elements

NCC001 - (College ID)

Data Element	NCC001		
Description	College ID		
Definition	An institutional identification code, as assigned by DHE. Code used to identify each college or university in the Commonwealth of Massachusetts.		
Data Constraints		**Data type**	Alphanumeric
Field size (Min | Max)	3 | 3	**Format/Layout**	000
Acceptable Values	See Appendix A: Institutional ID Code Listing		
Business Rule	Mandatory entry		
Dependency	Must match College's ID as specified in Data Dictionary Appendix A – Institution codes. Must be the same for the entire submission.		

Internal

NCC002 - (Fiscal Year)

Data Element	NCC002		
Description	Fiscal Year		
Definition	The fiscal year (July 1st - June 30th) that is being reported.		
Data Constraints	Must not be a future date	**Data type**	Numeric
Field size (Min | Max)	4 | 4	**Format/Layout**	YYYY
Acceptable Values	For example, Fiscal Year 2027 covers July 1, 2026 through June 30, 2027.		
Business Rule	Mandatory entry		
Dependency	Must be the correct year as chosen when the file is submitted. Must not be a year previously submitted. Must be the same for the entire submission.		

Internal

NCC003 - (Student SSN)

Data Element	NCC003		
Description	Student SSN		
Definition	The student's social security number. Unique identification number assigned by the Federal government to each citizen and permanent resident of the United States.		
Data Constraints	Campuses enter '000000000' if there is no SSN for a student	**Data type**	Numeric
Field size (Min | Max)	9 | 9	**Format/Layout**	000000000
Acceptable Values			
Business Rule	Mandatory entry If the student does not have a Social Security number, enter 000000000. DO NOT enter an identification code assigned by the institution for this item. Institutionally assigned identifiers should be reported in the Student ID data element.		
Dependency	Must have leading zeros. First three digits must be between 001 and 899 (excluding 666), middle two digits must be between 01 and 99, and last four digits must be 0001 and 9999.		

Internal

NCC004 - (Student ID)

Data Element	NCC004		
Description	Student ID		
Definition	An identification code assigned to the student by the institution. Unique code used by the institution to identify students.		
Data Constraints	Must be unique for combination of Institution and Year	**Data type**	Alphanumeric
Field size (Min | Max)	1 | 15	**Format/Layout**	000000000000000
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	Each student's unique ID as assigned by the institution for the duration of a student's enrollment.		

Internal

NCC005 - (NC Program Identifier)

Data Element	NCC005		
Description	NC Program Identifier		
Definition	The unique program identification code assigned to the noncredit program by the institution. Institutionally specific program code assigned by the college that identifies the noncredit program in the college's student record system.		
Data Constraints		**Data type**	Alphanumeric
Field size (Min | Max)	1 | 15	**Format/Layout**	Varies
Acceptable Values	Each College has its own unique program coding schematic; this field requires the institutionally specific program code.		
Business Rule	Mandatory entry		
Dependency			

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NCC006 - (NC Program Start Date)

Data Element	NCC006		
Description	NC Program Start Date		
Definition	The calendar date on which the noncredit program cohort begins its first required instructional activity.		
Data Constraints		**Data type**	Date
Field size (Min | Max)	8 | 8	**Format/Layout**	20260213
Acceptable Values	Date in YYYYMMDD format. Must not be a date in the future.		
Business Rule	Mandatory entry		
Dependency			

Internal

NCC007 - (NC Program End Date)

Data Element	NCC007		
Description	NC Program End Date		
Definition	The calendar date on which the noncredit program cohort completes its final required instructional activity.		
Data Constraints		**Data type**	Date
Field size (Min | Max)	8 | 8	**Format/Layout**	20260213
Acceptable Values	Date in YYYYMMDD format. Must not be a date in the future.		
Business Rule	Mandatory entry Program End Date must be within the Fiscal Year that is being reported. Program must complete prior to end of fiscal year.		
Dependency			

Internal

NCC008 - (NC Program Enrollment Outcome)

Data Element	NCC008		
Description	NC Program Enrollment Outcome		
Definition	The status describing a student's enrollment result in a noncredit program at the end of the enrollment or participation period, indicating whether the student completed, withdrew, or otherwise did not complete the program.		
Data Constraints		**Data type**	Numeric
Field size (Min | Max)	1 | 1	**Format/Layout**	0
Acceptable Values	1 Completed - Student completed all required instructional components of the program. 2 Failed - Student completed the program period but did not meet one or more required academic, competency, or assessment standards for completion 3 Did Not Complete - Student began the program but did not complete within the scheduled cohort period and has not formally withdrawn 4 Withdrew - Student voluntarily withdrew before completing the program. 5 Dismissed - Student was administratively withdrawn or dismissed (e.g., attendance, conduct, academic policy) 6 Never Attended - Student enrolled but did not attend any instructional activity		
Business Rule	Mandatory entry		
Dependency			

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