Naming of the reports

1. Report Type and Part

To identify the report type and part, please use the first 4 characters of the filename, (e.g. “P2R2” of “P2R2_FT_HD_ST_BA_BA.htm”)

<table>
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<tr>
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<th>Part 1</th>
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<tbody>
<tr>
<td>Course Level Report</td>
<td>P1R2</td>
<td>P2R2</td>
<td>P3R2</td>
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<tr>
<td>Department Level Report</td>
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<tr>
<td>Campus &amp; Nexus Level Report</td>
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</table>

2. For Course Level Reports:

P1R2_FT_D_ST_BA_BA.htm

   a. Study Mode (e.g. FT, PTE, PTD)
   b. Level (e.g. D, HD, Cert)
   c. Campus (e.g. ST, KC, KT)
   d. Discipline (e.g. AS, BA, DPTC)
   e. Department (e.g. AS, BA, CP)

3. For Department Level Reports:

P1R3_FT_D_ST.htm

   a. Study Mode (e.g. FT, PTE, PTD)
   b. Level (e.g. D, HD, Cert)
   c. Campus (e.g. ST, KC, KT)

4. For Campus & Nexus Level Reports:

P1R3_FT_D_ST.htm

   a. Study Mode (e.g. FT, PTE, PTD)
   b. Level (e.g. D, HD, Cert)
   c. Nexus (e.g. CW, ST, TY)