

Data Submission

Institutions can provide data in a flat file via Excel or CSV. If doing the latter, please use a pipe delimited format, and include column headings in the first row of the file (use the same column headings as specified in the Excel template). Institutions will upload their data files to the Move IT secure file transfer system at <https://files.usg.edu/>. Institutions will need to contact the CASSIE team (cassie@usg.edu) in order to setup an account.

Data Definitions

Below are definitions of the sample and variables requested in the Data Template. Where possible, definitions are from the Common Education Data Standards (CEDS) or Integrated Postsecondary Education Data System (IPEDS).¹ The sample consists of the Fall 2010 and Fall 2011 IPEDS First Time Freshmen that are seeking an Associate's, Bachelor's, or Bachelor's with Master's degree. The variables in the Data Template highlighted in **yellow** do not vary from term-to-term. The variables highlighted in **green** can vary from term-to-term.

Sample Population

IPEDS First Time Freshman who are seeking an Associate's, Bachelor's, or Bachelor's with Master's Degree, and whose Country of Origin is the United States:

A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits or postsecondary formal award earned before graduation from high school).

Only include students who are seeking an Associate's, Bachelor's or Bachelor's with Master's. If your institution distinguishes between Career Associate's and Associate's please note that in the data template under the column **Degree Level Being Pursued** (see below).

Note: Do not include students in your sample who are Non Resident Aliens. This stipulation is due to various regulations and data privacy practices regarding the collection of data on these students.

Definitions

Unique Identifier A de-identified ID indicating a student observation. The same student should have the same Unique ID for tracking purposes

IPEDS Institutional ID: Unique institutional ID assigned by IPEDS

¹ See <https://ceds.ed.gov/Default.aspx> and <https://surveys.nces.ed.gov/ipeds/VisGlossaryAll.aspx?>

Semester A calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may be an additional summer session.

Quarter A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.

Semester with Winter term A calendar system that typically includes two four month-long semesters, with a month-long mini-session in between. At many colleges, this means that students are enrolled in courses in the fall and spring semesters, but spend January pursuing one specific class or opportunity.

Enrollment Term

- For Semester based schools, allowable responses are: Summer, Fall, Spring
- For Quarter based schools, allowable responses are: Winter, Spring, Summer, Fall
- For Semester with Winter term based schools, allowable responses are: Fall, Winter, Spring, Summer

Enrollment Year Calendar year. Twelve-month period starting with January 1 and ending with December 31.

SAT Scores For students that took the SAT between 2005-2016, provide their Math, Critical Reading, and Writing scores (Range: 0-800). For students that took the SAT prior to 2005, provide their Math and Verbal score (Range: 0-800). Use the Critical Reading/Verbal column in the Data Template to report Critical Reading and Verbal scores.

ACT Scores: Five ACT Scores are requested: English, Math, Reading, Science, and Composite. Score range: 1-36

High School GPA: A measure of average performance in all courses taken by a person during his or her high school career as determined for record-keeping purposes. This is obtained by dividing the total grade points received by the total number of credits attempted. Report GPA with 2 decimal points (e.g. 2.68)

Institution Specific Admission Index: If your institution uses a specific index for determining admission or rank, please provide (e.g. Freshman Index, HS Rank), along with information about how to interpret this rank (e.g. 1 to 100 with 100 being highest). This institution specific admission index will only be used for micro-analyses at your specific institution, if requested.

IPEDS Race/Ethnicity: Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize *U.S. citizens, resident aliens, and other eligible non-citizens*. IPEDS records race/ethnicity through two questions. Please provide the responses to both questions if available.

Individuals are asked to first designate ethnicity as:

- Hispanic or Latino or
- Not Hispanic or Latino

Second, individuals are asked to indicate all races that apply among the following:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Note: Since the sample population does not include Non Resident Aliens, you will not need to provide an IPEDS race for these students.

Sex: The concept describing the biological traits that distinguish the males and females of a species. Allowable responses are:

- Male
- Female
- NA

First Generation: Categories used to describe a student based on parent/legal guardian's highest educational attainment. Allowable responses are:

- Yes-Neither parent has completed a baccalaureate degree. If information is only known about one parent/guardian and that person did not complete a baccalaureate respond Yes.
- Unknown-Information about parental education is not known about any parent/guardian.
- No-Otherwise

Birthdate: Month and year of birth. Format ##/####

Degree Level being pursued: Person is enrolled in courses for credit and recognized by the institution as seeking a degree. Allowable responses are:

- Associate's
- Bachelor's
- Bachelor's with Master's

Major and Minor CIP (Classification of Instructional Program): Categories used to describe a student's curriculum of study for their major and/or minor. For a complete list of CIP codes, see:

<https://nces.ed.gov/ipeds/cipcode/Default.aspx?v=55> . Response should have six digits. The Data Template has space for up to 3 majors and 3 minors. If a student has more than 3 majors and/or minors please add additional columns.

Foreign Language Indicator: Yes/No indicator for whether the student took a foreign language course in the term

Foreign Language 1-4: Provide Course Acronym and Number. Acronym is the 4-character abbreviation of the program of study of the course. Number is the 4-character sequence designating the level of the course.

Students may take multiple foreign language courses in a term. The Data Template provides space for up to 4 foreign courses per term. If a student takes more than 4 foreign language courses in a term please add additional columns.

Education Abroad Definition: Education abroad is the act of a student pursuing educational opportunities in a country other than the U.S. Education abroad can be done in various contexts-as a stand-alone course, as part of a course which predominantly takes place at the domestic institution but involves a period abroad, etc. It also includes programs that are both credit bearing and non-credit bearing (e.g. Student Engineers without Borders).

Education Abroad Indicator: Yes/No indicator for whether the student was enrolled in an education abroad program during the term.

Education Abroad Location: Country Code of the country the education abroad program took place in. Use the IIE Country Code list provided in the Data Template. If the education abroad took place in multiple locations, please add columns listing the various destinations. Use the following naming convention for column headings: Education Abroad Location 1, Education Abroad Location 2, etc.

Education Abroad Language of Instruction: Was the Education Abroad program taught in English? Allowable responses are Yes, No, Mix.

Education Abroad Duration: Length of education abroad participation. Do not include time spent in the program that was conducted at the domestic institution (e.g. If a student participates in a semester long course, but only 1 week was spent abroad, then the duration of the program should be listed as Less than Two Weeks). Allowable responses are:

- Less than Two Weeks
- Two to (less than) Eight Weeks. If more granular information is available, please specify if program was:
 - Two to (less than) Four Weeks
 - Four to (less than) Eight Weeks
- Eight to (less than) one Semester/Quarter
- One Semester/Quarter
- More than One Semester/Quarter

Education Abroad Program Type: What was the type/format of the education abroad? Allowable responses are:

- College & University Program: Programs administered through the institution's education abroad office. Many are tied to curriculum, embedded into a course, and/or faculty led
- Reciprocal Exchange Program: Contractual exchanges between a host institution abroad and a U.S. home institution. Traditionally, these are a one-for-one exchanges and students register at and pay tuition at their home university.
- Program Provider: International education organizations that provide services in addition to course enrollment overseas.
- Other: Please offer a brief description

Education Abroad Experience Type: Specify whether the education abroad experience was classroom based, experiential learning (e.g. internship, service learning, Independent or field based research), or a mix of the two.

Education Abroad for Credit: Is the education abroad a credit bearing program/course (s)? Allowable responses are Yes, No.

Note: Sometimes, a student participates in two (or more) separate study abroad experiences in the same term. If you have a student like this, please add additional columns to the template which detail each of the experiences. Use the following naming convention for column headings: For the 1st experience: Education Abroad 1, Education Abroad Location 1...Education Abroad for Credit 1. For the 2nd experience: Education Abroad 2, Education Abroad Location 2....Education Abroad for Credit 2. Etc.,

Title VI, Language Flagship, or Institution-Specific Foreign Language Support Program Participation Indicator: Yes/No indicator for whether the student participated in a Title VI, Language Flagship, or Institutional Foreign Language Support program.

Title VI participation encompasses (a) receiving a fellowship from Title VI funds (e.g., FLAS), (b) completing a credit bearing class that was developed or substantially revamped using Title VI funds (e.g., developed as part of a UISFL grant), or receiving special advising or substantive academic affiliation enabled via a Title VI grant (e.g., engaging in a global business simulation team sponsored by a CIBE project)

Language Flagship is a Department of Defense sponsored program at 21 universities and colleges around the U.S. The program provides undergraduate students with the opportunity to pursue professional-level language

proficiency in one of seven languages (Arabic, Chinese, Korean, Persian, Portuguese, Russian or Turkish). See <https://www.thelanguageflagship.org/>

Institution-Specific Foreign Language Support program is any home-grown, institution based support and exchange program that undergraduates at your college or university may participate in.

Title VI, Language Flagship, or Institution-Specific Foreign Language Program Type: Please list one or more of the programs students may have participated in.

- Centers for International Business Education
- Foreign Language and Area Studies Fellowships
- Language Resource Centers
- National Resource Centers
- Undergraduate International Studies and Foreign Language Program
- Language Flagship
- Institution-Specific Foreign Language Support

Pell Grant Recipient: Yes/No indicator for whether student received a Pell Grant this term.

Received Any Other Need-Based Grant Recipient: Yes/No indicator for whether student received a need-based grant this term (does not include Pell)

Adjusted Gross Income: This is an individual/family's total gross income minus specific deductions as defined by the Internal Revenue Service. AGI can be found on a student's FAFSA form. If this information is not available, leave this field blank.

College Term GPA: A measure of average performance in all courses taken by a person during a term. This is obtained by dividing the total grade points received by the total number of credits attempted in that term. Report GPA with 2 decimal points (e.g. 2.68). Do not include transfer hours.

Cumulative GPA: A measure of average performance in all courses taken by a person during all past terms of college. This is obtained by dividing the total grade points received by the total number of credits attempted up to and including term of interest. Report GPA with 2 decimal points (e.g. 2.68). Do not include transfer hours.

Advanced Standing Hours Accepted by your Institution: The number of credit hours accepted from Advanced Placement, International Baccalaureate, Dual Enrollment, CLEP, ACE, DANES, and other evaluated programs prior to a student's matriculation as a First Time Freshman.

Cumulative Credit Hours Attempted (at your institution): The sum of the course credit hours attempted during the current term and all past terms. Exclude transfer hours.

Cumulative Credit Hours Earned (at your institution): The sum of the course credit hours earned during the current term and all past terms. Exclude transfer hours.

Cumulative Transfer Hours: The sum of course credit hours taken at another institution and accepted for credit by your institution as of the current term.

Degree Level Awarded: Degree student was awarded. Allowable responses are:

- Associate's
- Bachelor's
- Bachelor's with Master's

If a student received more than 2 degrees please add additional columns.

CIP Awarded: Six digit CIP code reflecting the curriculum of study the student received an award for.

Term Awarded: Term that the student was awarded a degree

Year Awarded: Calendar year the student was awarded a degree

Students may receive multiple degrees. The Data Template provides space for up to 2 degrees; please add more columns if a student received more than 2 degrees. If your institution records minor, please also provide that.