



Solicitation Information

May 12, 2014

Addendum #3

RFP # 7548642

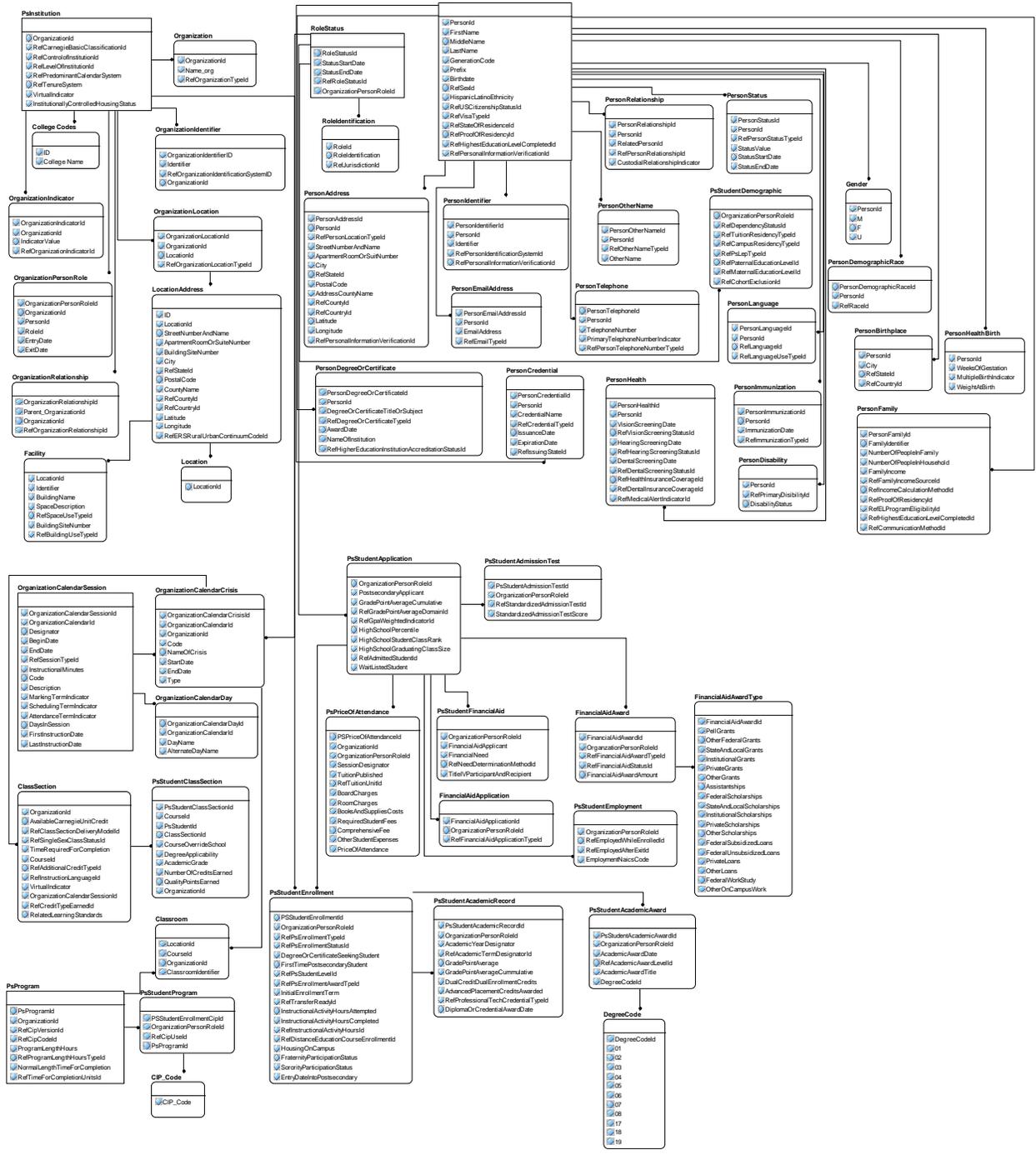
TITLE: HIGHER EDUCATION DATA WAREHOUSE

Submission Deadline: May 23, 2014 @ 2:00 PM (Eastern Time)

ATTACHED ARE THE FOLLOWING DOCUMENTS REFERENCED IN ADDENDUM #2:

1. DATA WAREHOUSE MODEL
2. DATA FLOW CHART
3. SPRING 2013 DATA DICTIONARY AND SUBMISSION FORM

**Gail Walsh
State of Rhode Island Division
of Purchases**



Governance

Validation

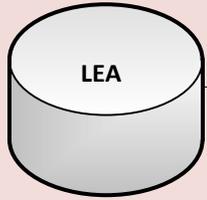
Sources

Collection

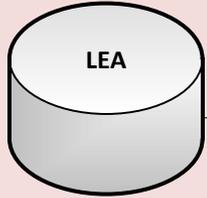
Storage

Analysis and Reporting

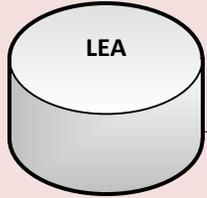
Data Platform



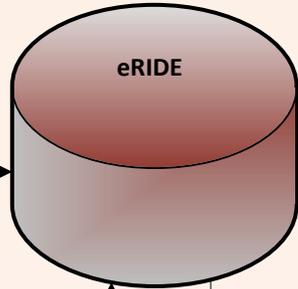
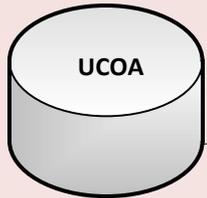
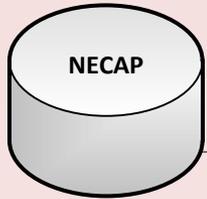
Data Transfer Agent



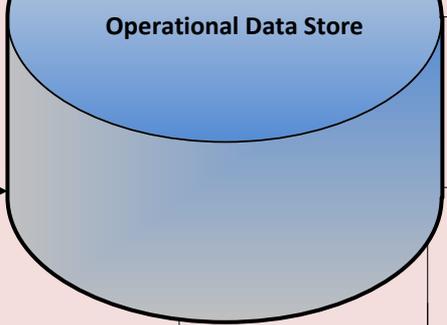
File Submission



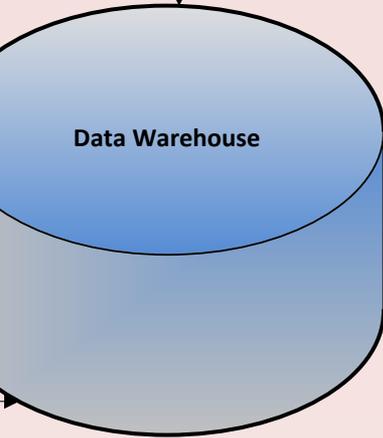
Program Census



ETL

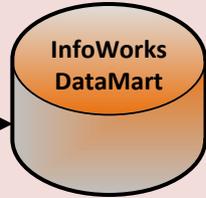


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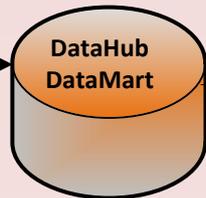


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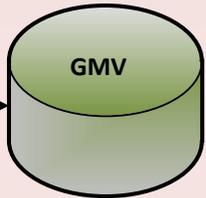
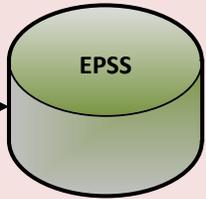
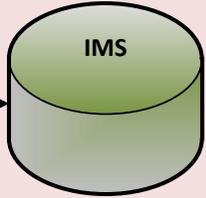
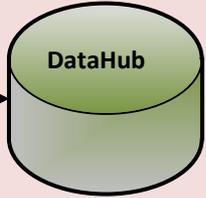
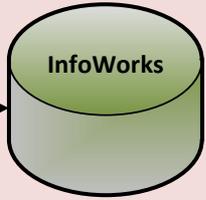
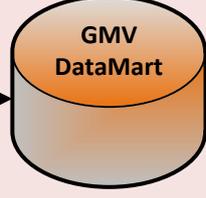
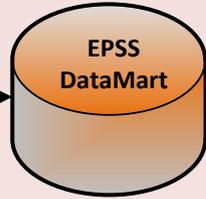
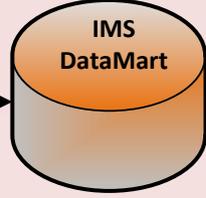
ETL



ETL



ETL



Metadata Management

Data Dictionary for the
RIBGHE Data Warehouse
Spring 2013

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File 1: Biographic Data File

Variable Name	Format	Allowable Code	Description
SID	A12		Student ID number
		DK	Left justified, unique identifier Missing value
SSN	A9		Social Security Number
		DK	Left justified, unique identifier Missing value
COLLEGE_CODE	A6		College Code
		003724	Rhode Island College
		003733	Community College of Rhode Island
		003919	University of Rhode Island
LNAME	A20		Left justified, Last Name
		DK	Missing value
FNAME	A15		Left justified, First Name
		DK	Missing value
MI	A2		Left justified, Middle Initial
HOME_CITY	A30		Home City, URI will use Mailing, RIC-permanent, CCRI-permanent, Left Justified
		DK	Missing Value
HOME_STATE	A2	Postal Abbreviations	Home State
		ZZ	For 50 states and DC
			For Foreign Countries and Outlying Areas [ie. Puerto Rico, Guam, Virgin Island, etc.]
		DK	Missing Value
ZIP_CODE	A9		Zip Code
		DK	Valid values are 5 or 9 digit zip codes Missing Value
BIRTH_DATE (CCYYMMDD)	N8		Date of Birth
		-9	Future dates are not allowable values. For partial dates, the minimum information needed to be reported is year, the missing information should then be reported as zeros (ie 19810000, 19760800, etc), a missing year is reported as -9 Missing Value
GENDER	A2		Gender
		M	Male
		F	Female
		DK	Missing Value
RACE	A2		Race/Ethnicity
		W	White
		I	American Indian/Alaskan Native
		O	Asian or Pacific Islander
		B	African-American
		H	Hispanic
		X	Other
		A	Asian
		P	Pacific Islander
		T	Two or More Races
		DK	Missing Value
		CITIZENSHIP	A2
Y	Yes		
N	No		
DK	Missing Value		
SPL_PGM	A3		Special Program
		ATO	CCRI access to Opportunity Program
		PEP	RIC Preparatory Enrollment Program
		TDP	URI Talent Development Program
		NA	Logical Skip
		DK	Missing Value

Note: If your institution has moved to the new race-ethnicity reporting format, please use a "T" (Two or More Races) for those students to whom it applies and please use "A" to indicate "Asian" or "P" to indicate "Pacific Islander" rather than the older "O" designation that combined these two groups

File 1: Biographic Data File

Variable Name	Format	Allowable Code	Description
HS_CODE	A7		High School Code
		ETS Number	Use ETS numbers only
		0409666	Other
		0409777	Out-of-Country
		0409888	Out-of-State (if not listed above)
		0409999	GED - General Equivalency Diploma
		DK	Missing Value
HS_STATE	A2		High School State
		Postal Abbreviations	For 50 states and DC
		ZZ	For Foreign Countries and Outlying Areas [i.e., Puerto Rico, Guam, Virgin Island, etc.]
		DK	Missing Value
HS_GRAD_DATE (CCYYMM)	N6		High School Graduation Date
			Future dates are not allowable values. For partial dates, the minimum information needed to be reported is year, the missing information should then be reported as zeros (i.e., 19810000, 19760800, etc), a missing year is reported as -9
		-9	Missing Value
HS_CLASS_SIZE	N4		High School Class Size
			Logical Skip (i.e., home school, etc)
			Missing Value
		-1	
		-9	
HS_CLASS_RANK	N4		High School Class Rank
			Logical Skip (i.e., home school, etc)
			Missing Value
		-1	
		-9	
SAT_MATH	N3		SAT Math Score
			Not Generally Coded for Transfers, Readm, SecDeg, URI and RIC will report, CCRI currently does not collect
		200-800	Actual SAT math score value
		-1	Logical Skip (Appl_type = T, R, S)
		-9	Missing Value
SAT_VERBAL	N3		SAT Verbal Score
			Not Generally Coded for Transfers, Readm, SecDeg, URI and RIC will report, CCRI currently does not collect
		200-800	Actual SAT verbal score value
		-1	Logical Skip (Appl_type = T, R, S)
		-9	Missing Value
SAT_WRITING	N3		SAT Writing Score
			Not Generally Coded for Transfers, Readm, SecDeg, URI and RIC will report, CCRI currently does not collect
		200-800	Actual SAT essay score value
		-1	Logical Skip (Appl_type = T, R, S)
		-9	Missing Value
ACT_SCORE	N2	1-36	Actual ACT score value
			Logical Skip (Appl_type = T, R, S)
			Missing Value
		-1	
		-9	
APPL_TYPE	A2		Application Type
		F	Freshman
		T	Transfer
		R	Readmit
		S	Second Bachelor Degree
		G	Graduate
		DK	Missing Value

File 2: Term Data File

Variable Name	Format	Allowable Code	Description
SID	A12		Student ID number
		DK	Left justified, unique identifier Missing value
SSN	A9		Social Security Number
		DK	Left justified, unique identifier Missing value
COLLEGE_CODE	A6		College Code
		003724	Rhode Island College
		003733	Community College of Rhode Island
		003919	University of Rhode Island
TERM (CCYYT)	N5		Term
		-9	Missing Value
STUDENT_LEVEL	A2		Student Level
		U	Undergraduate
		P	First Professional
		DK	Missing Value
DEGREE_SEEKING	A2		Degree Seeking
		Y	Yes
		N	No
		DK	Missing Value
MAJOR_CODE_1	A6		First Major Code
		CIP code	Use CIP codes only (http://nces.ed.gov/pubs2002/2002165_2.pdf)
		DK	Missing Value
MAJOR_CODE_2	A6		Second Major Code
		CIP code	Use CIP codes only (http://nces.ed.gov/pubs2002/2002165_2.pdf)
		NA	Logical Skip/Not Applicable
		DK	Missing Value
ENTRY_CODE	A2		Entry Code
		N	New to Institution this term
		C	continuing at institution this term
		R	returning to institution this term
		T	transferring to institution this term
		DK	Missing Value
TUITION_CODE	A3		Tuition Code
		IN	Instate
		OUT	Out-of-state
		REG	Regional (NEBHE)
		MTP	Metropolitan Tuition Plan
		DK	Missing Value
REGISTRATION_STATUS	A2		Registration Status
		R	Registered
		S	Off campus (national student exchange studying elsewhere)
		L	Leave of Absence
		W	Withdrawn
		DK	Missing Value
END_TERM_GPA_ENROLLED_CREDITS	N2.1		End of Term GPA Enrolled Credits
		0 and Greater	Total number of enrolled credits this term included in GPA calculation
		-1	Logical Skip (REGISTRATION_STATUS = L, W)
		-9	Missing Value
END_TERM_NGPA_ENROLLED_CREDITS	N2.1		End of Term Non-GPA Enrolled Credits
		0 and Greater	Total number of enrolled credits this term NOT included in GPA calculation
		-1	Logical Skip (REGISTRATION_STATUS = L, W)
		-9	Missing Value

File 2: Term Data File

Variable Name	Format	Allowable Code	Description
END_TERM_GPA_EARNED_CREDITS	N2.1		End of Term GPA Earned Credits
		0 and Greater	Total number of earned credits this term included in GPA calculation
		-1	Logical Skip (END_TERM_GPA_ENROLLED_CREDITS=0, -1)
		-9	Missing Value
END_TERM_NGPA_EARNED_CREDITS	N2.1		End of Term Non-GPA Earned Credits
		0 and Greater	Total number of earned credits this term NOT included in GPA calculation
		-1	Logical Skip (END_TERM_NGPA_ENROLLED_CREDITS=0, -1)
		-9	Missing Value
END_TERM_GPA	N1.3		End of Term GPA
		0-4.0	Grade point average
		-1	Logical Skip (END_TERM_GPA_ENROLLED_CREDITS=0, -1)
		-9	Missing Value
END_CUML_GPA_EARNED_CREDITS	N3.1		End of Term Cumulative GPA Earned Credits
		0 and Greater	Cumulative credits earned to date included in GPA calculation
		-9	Missing Value
END_CUML_NGPA_EARNED_CREDITS	N3.1		End of Term Cumulative Non-GPA Earned Credits
		0 and Greater	Cumulative credits earned to date NOT included in GPA calculation
		-9	Missing Value
END_CUML_GPA	N1.3		End of Term Cumulative GPA
		0-4.0	Grade point average
		-9	Missing Value
END_TERM_DEVEL_GPA_ENROLLED_CREDITS	N2.1		End of Term GPA Developmental Class Enrolled Credits
		0 and Greater	Total number of enrolled credits in developmental courses this term included in GPA calculation
		-1	Logical Skip (REGISTRATION_STATUS = L, W)
		-9	Missing Value
END_TERM_DEVEL_NGPA_ENROLLED_CREDITS	N2.1		End of Term Non-GPA Developmental Class Enrolled Credits
		Greater than 0	Total number of enrolled credits in developmental courses this term NOT included in GPA calculation
		-1	Logical Skip (REGISTRATION_STATUS = L, W)
END_TERM_DEVEL_GPA_EARNED_CREDITS	N2.1		End of Term GPA Developmental Class Earned Credits
		0 and Greater	Total number of earned credits in developmental courses this term included in GPA calculation
		-1	Logical Skip (END_TERM_DEVEL_GPA_ENROLLED_CREDITS = 0, -1)
END_TERM_DEVEL_NGPA_EARNED_CREDITS	N2.1		End of Term Non-GPA Developmental Class Earned Credits
		Greater than 0	Total number of earned credits in developmental courses this term NOT included in GPA calculation
		-1	Logical Skip (END_TERM_DEVEL_NGPA_ENROLLED_CREDITS = 0, -1)
		-9	Missing Value

File 2: Term Data File

Variable Name	Format	Allowable Code	Description
END_CUM_DEVEL_GPA_EARNED_CREDITS	N3.1	0 and Greater -9	End of Term Cumulative GPA Developmental Class Earned Credits Cumulative credits earned to date in developmental courses Missing Value
END_CUM_DEVEL_NGPA_EARNED_CREDITS	N3.1	Greater than 0 -9	End of Term Cumulative Non-GPA Developmental Class Earned Credits Cumulative credits earned to date in developmental courses NOT included in GPA calculation Missing Value
TRANSFER_PS_COLL_1	A7	ETS Number 0409666 0409777 0409888 NA DK	First Transfer College Use ETS numbers only Other Out-of-Country Out-of-State (if not listed above) Logical Skip Missing Value
Note: This variable captures only post secondary to postsecondary transfer credits. Other variables listed below capture the following: credits earned 1) while in high school via transfer articulation agreements (dual enrollment credit), 2) while in high school via ADVANCED PLACEMENT course taking/testing programs sponsored by the College Board, and 3) CLEP based credit transfer.			
TRANSFER_PS_CREDITS_1	N3.1	Greater than 0 -1 -9	Credits from First Transfer College Logical Skip Missing Value
TRANSFER_PS_COLL_2	A7	ETS Number 0409666 0409777 0409888 NA DK	Second Transfer College Use ETS numbers only Other Out-of-Country Out-of-State (if not listed above) Logical Skip Missing Value
TRANSFER_PS_CREDITS_2	N3.1	Greater than 0 -1 -9	Credits from Second Transfer College Logical Skip Missing Value
TRANSFER_PS_COLL_3	A7	ETS Number 0409666 0409777 0409888 NA DK	Third Transfer College Use ETS numbers only Other Out-of-Country Out-of-State (if not listed above) Logical Skip Missing Value
TRANSFER_PS_CREDITS_3	N3.1	Greater than 0 -1 -9	Credits from Third Transfer College Logical Skip Missing Value
TRANSFER_PS_COLL_4	A7	ETS Number 0409666 0409777 0409888 NA DK	Fourth Transfer College Use ETS numbers only Other Out-of-Country Out-of-State (if not listed above) Logical Skip Missing Value
TRANSFER_PS_CREDITS_4	N3.1	Greater than 0 -1 -9	Credits from Fourth Transfer College Logical Skip Missing Value
TRANSFER_DE_HS	A7	ETS Number 0409666 0409777 0409888 NA DK	Transfer High School (Dual Enrollment/Transfer Articulation) Use ETS numbers only Other Out-of-Country Out-of-State (if not listed above) Logical Skip Missing Value
Note: This variable captures only credits earned while in high school via transfer articulation agreements (dual enrollment credit). Captured elsewhere are credits earned 1) from post secondary to postsecondary transfer 2) while in high school via ADVANCED PLACEMENT course taking/testing programs sponsored by the College Board, and 3) CLEP based credit transfer.			
TRANSFER_DE_CREDITS	N3.1	Greater than 0 -1 -9	Credits from Transfer High School (Dual Enrollment/Transfer Articulation) Logical Skip Missing Value

File 2: Term Data File

Variable Name	Format	Allowable Code	Description
TRANSFER_AP_HS	A7		Transfer High School (AP)
Note: This variable captures only credits earned while in high school via ADVANCED PLACEMENT course taking/testing programs sponsored by the College Board. Captured elsewhere are credits earned 1) from post secondary to postsecondary transfer 2) while in high school via transfer articulation agreements (dual enrollment credit), and 3) CLEP based credit transfer.		ETS Number	Use ETS numbers only
		0409666	Other
		0409777	Out-of-Country
		0409888	Out-of-State (if not listed above)
		NA	Logical Skip
		DK	Missing Value
TRANSFER_AP_CREDITS	N3.1	Greater than 0	Credits from Transfer High School (AP)
		-1	Logical Skip
		-9	Missing Value
TRANSFER_CLEP_CREDITS	N3.1	Greater than 0	Credits (CLEP)
Note: This variable captures only credits earned via CLEP based credit transfer. It should equal the total number of CLEP credits		-1	Logical Skip
		-9	Missing Value
ACADEMIC_STANDING	A2		Academic Standing
		W	On warning at institution this term
		P	On probation at institution this term
		D	Dismissed at institution this term
		NA	Logical Skip
		DK	Missing Value
DEGREE_CODE_1	A4		Institutional code for degree if conferred this term
			Valid values and descriptions for this variable should be submitted with data
		NA	Logical Skip
		DK	Missing Value
DEGREE_MAJOR_1	A6		Major of First Degree
		CIP code	Use CIP codes only (http://nces.ed.gov/pubs2002/2002165_2.pdf)
		NA	Logical Skip
		DK	Missing Value
DEGREE_CODE_2	A4		Institutional code for degree if conferred this term
		NA	Logical Skip
		DK	Missing Value
DEGREE_MAJOR_2	A6		Major of Second Degree
		CIP code	Use CIP codes only (http://nces.ed.gov/pubs2002/2002165_2.pdf)
		NA	Logical Skip
		DK	Missing Value
PELLDIS_YN	A2		Received Pell Disbursement
		Y	Yes
		N	No
		DK	Missing Value
PELLDIS_AMT	N5		Pell Disbursement Amount Received
		Greater than 0	Dollar amount of Pell Disbursement
		-1	Logical Skip (PELLDIS_YN = N)
		-9	Missing Value
EFC_YN	A2		Estimated Family Contribution (Federal)
		Y	Yes
		N	No
		DK	Missing Value
EFC_AMT	N5		Estimated Family Contribution Amount (Federal)
		0 and Greater	Dollar amount of EFC
		-1	Logical Skip (EFC_YN = N)
		-9	Missing Value

File 3: Course Data File

Variable Name	Format	Allowable Code	Description
SID	A12	DK	Student ID number Left justified, unique identifier Missing value
SSN	A9	DK	Social Security Number Left justified, unique identifier Missing value
COLLEGE_CODE	A6	003724 003733 003919	College Code Rhode Island College Community College of Rhode Island University of Rhode Island
TERM (CCYYT)	N5	-9	Term Missing Value
TRANS_COLLEGE_CODE	A7	ETS Number 0409666 0409777 0409888 NA DK	Transfer College Code Use ETS numbers only Other Out-of-Country Out-of-State (if not listed above) Logical Skip Missing Value
COURSE_CODE	A8A4	DK	Course Code (from Course Catalog file) positions 1-8 for discipline, positions 9-12 for course number Missing Value
COURSE_CREDITS	N2.1	0 and Greater -9	Course Credits Missing Value

File 3: Course Data File

Variable Name	Format	Allowable Code	Description
COURSE_GRADE_ALPHA	A3	A,A-,B+,B,B-,C+,C,C-,D+,D,F	Course Grade
		I	Incomplete
		I/A-	Incomplete with A- Work
		I/B+	Incomplete with B+ Work
		I/B	Incomplete with B Work
		I/B-	Incomplete with B- Work
		I/C+	Incomplete with C+ Work
		I/C	Incomplete with C Work
		I/C-	Incomplete with C- Work
		I/D+	Incomplete with D+ Work
		I/D-	Incomplete with D- Work
		I/H	Incomplete with Honors Work
		I/S	Incomplete with Satisfactory Work
		IC	Incomplete Continuing
		ICR	Incomplete, Pass Work
		W	Official withdrawal
		WP	Unofficial withdrawal, Passing
		WF	Unofficial withdrawal, Failing
		WNA	Unofficial withdrawal, No Assessment
		CR	Pass
NCR	Fail		
NW	No work		
P	Pass		
H	Honors		
S	Satisfactory		
U	Unsatisfactory		
T	Transfer		
AUD	Audit		
DK	Missing Value		
COURSE_QUALITY_POINTS	N1.2	4.00	A
		3.67	A-
		3.33	B+
		3.00	B
		2.67	B-
		2.33	C+
		2.00	C
		1.67	C-
		1.33	D+
		1.00	D
		0.00	F
		0.00	T
0.00	Other Grades		
-9	Missing Value		

Note: If a student is enrolled in a course beyond the brief add/drop period at the beginning of the term, a course record indicating that they withdrew from the course should be included whether or not the "W" grade (or any of the "W" variations) is included on the student's transcript

File 4: Course Catalog File

Variable Name	Format	Allowable Code	Description
COLLEGE_CODE	A6		College Code
		003724	Rhode Island College
		003733	Community College of Rhode Island
		003919	University of Rhode Island
TERM (CCYYT)	N5		Term
		-9	Missing Value
COURSE_CODE	A8A4		Course Code (from Course Catalog file) positions 1-8 for discipline, positions 9-12 for course number
		DK	Missing Value
COURSE_TITLE	A100		Course Title
		DK	Missing Value

File 5: Major Catalog File

Variable Name	Format	Allowable Code	Description
COLLEGE_CODE	A6		College Code
		003724	Rhode Island College
		003733	Community College of Rhode Island
		003919	University of Rhode Island
TERM (CCYYT)	N5		Term
		-9	Missing Value
MAJOR_CODE	A10		Code used for major at each school
		DK	Missing Value
DESCR	A100		Description of Major Code
		DK	Missing Value
CIP_CODE	A6		CIP Code
		CIP code	Use CIP codes only (http://nces.ed.gov/pubs2002/2002165_2.pdf)
		DK	Missing Value

File 6: Accuplacer File (CCRI Only)

Variable Name	Format	Allowable Code	Description
SID	A12	DK	Student ID number Left justified, unique identifier Missing value
SSN	A9	DK	Social Security Number Left justified, unique identifier Missing value
COLLEGE_CODE	A6	003724 003733 003919	College Code Rhode Island College Community College of Rhode Island University of Rhode Island
ACCUPLACER_ARITH_SCORE	N3	0-120 -1 -9	Accuplacer arithmetic score CCRI will report, URI and RIC currently does not collect Actual Accuplacer arithmetic score Logical Skip Missing Value
If a student has taken this particular Accuplacer test more than once, please only include their first score. "MTS1" (from Banner test code table)			
ACCUPLACER_COLLEGE_MATH_SCORE	N3	0-120 -1 -9	Accuplacer college math score CCRI will report, URI and RIC currently does not collect Actual Accuplacer college math score Logical Skip Missing Value
If a student has taken this particular Accuplacer test more than once, please only include their first score. "MTS3"			
ACCUPLACER_ELEM_ALG_SCORE	N3	0-120 -1 -9	Accuplacer elementary algebra score CCRI will report, URI and RIC currently does not collect Actual Accuplacer elementary algebra score Logical Skip Missing Value
If a student has taken this particular Accuplacer test more than once, please only include their first score. "MTS2"			
ACCUPLACER_RDG_SCORE	N3	0-120 -1 -9	Accuplacer reading score CCRI will report, URI and RIC currently does not collect Actual Accuplacer reading score Logical Skip Missing Value
If a student has taken this particular Accuplacer test more than once, please only include their first score. "ERD1"			
ACCUPLACER_SENTENCE_SCORE	N3	0-120 -1 -9	Accuplacer English Sentence writing score CCRI will report, URI and RIC currently does not collect Actual Accuplacer English Sentence writing score Logical Skip Missing Value
If a student has taken this particular Accuplacer test more than once, please only include their first score. "ZZZ1"			
INHOUSE_WRTG_SCORE	N2	10,50,90 -1 -9	In-House English writing score CCRI will report, URI and RIC currently does not collect Actual in-house writing essay rating (10, 50 or 90) Logical Skip Missing Value
If a student has taken this particular Accuplacer test more than once, please only include their first score. "ENG1"			
ACCUPLACER_MATH_COURSE_PLACE	N2	1-8 -1 -9	Accuplacer math course placement Grid CCRI will report, URI and RIC currently does not collect Levels 1-8 Logical Skip Missing Value
"MTZZ" Actually a GRID, #'s 1 to 8			

File 6: Accuplacer File (CCRI Only)

Variable Name	Format	Allowable Code	Description
ACCUPLACER_RDG_COURSE_PLACE	A4		Accuplacer reading course placement CCRI will report, URI and RIC currently does not collect
"ERDP"		0312	Engl 0312 ESL Reading I *
		0700	Engl 0700 Essential Reading Skills *
		0850	Engl 0850 Basic College Reading *
		0890	Engl 0890 Critical Reading for College Success *
		1002	Engl 1002 Reading & Skills Study Program
		0000	No Resulting Placement
		NA	Logical Skip/Not Applicable
		DK	Missing Value
ACCUPLACER_SENTENCE_COURSE_PLACE	A2		Accuplacer English Sentence course placement CCRI will report, URI and RIC currently does not collect
"ZZZZ" (Used as a guide if in-house writing placement is borderline; English department makes decision)		25	Engl 0250 Compensatory Writing Skills *
		05	Engl 1005 College Writing
		10	Engl 1010 Composition I
		00	No Resulting Placement
		NA	Logical Skip/Not Applicable
		DK	Missing Value
INHOUSE_WRTG_COURSE_PLACE	A4		In-House English writing course placement CCRI will report, URI and RIC currently does not collect
"ENG2"			Actual Course Placements writing score
		0250	Engl 0250 Compensatory Writing Skills *
		1005	Engl 1005 College Writing
		1010	Engl 1010 Composition I
		1050	Engl 1050 (Replaced w/Engl 1005 in Fall 2006)
		1070	Engl 1070 ESL I (6 credits)
		1080	Engl 1080 ESL II (6 credits)
		1090	Engl 1090 Paragraph Writing ESL (6 credits)
		1300	Engl 1300 Composition for ESL (3 credits)
		0000	No Resulting Placement
* CCRI in-house credit only		NA	Logical Skip/Not Applicable
		DK	Missing Value
TERM (CCYYT)	N5		Term
		-9	Missing Value

Appendix
Data Submission Cover Sheet

Rhode Island Board of Governors for Higher Education Initial Data Submission Cover Sheet, Spring 2013

Contact Information and Submission Signature

Please print the information requested below and sign and date this submission cover sheet:

Name of Submitting Institution:	
Your Name:	
Your Job Title:	
Your Direct Phone # & Ext.:	
Your Direct E-mail Address:	
Your Signature	
Date:	

A.	<p><u>File 1: Biographical Data File</u></p> <ol style="list-style-type: none"> 1. Number of data items (variables) included in this submission: _____ 2. Number of total records (rows) included in this submission: _____ 3. The total number of records included in this file should equal the total number of individual students included in the file.
B.	<p><u>File 2: Term Data File</u></p> <ol style="list-style-type: none"> 1. Number of data items (variables) included in this submission: _____ 2. Number of total records (rows) included in this submission: _____ 3. The total number of records included in this file should equal the total number of individual students included in the file.
C.	<p><u>File 3: Course Data File</u></p> <ol style="list-style-type: none"> 1. Number of data items (variables) included in this submission: _____ 2. Number of total records (rows) included in this submission: _____ 3. The total number of records included in this submission can be greater than the number of individual students represented in the file because there can be multiple course-level records for each student. Number of individual students represented in the file: _____ 4. Number of individual courses represented in the file: _____
D.	<p><u>File 4: Course Catalog Data File</u></p> <ol style="list-style-type: none"> 1. Number of data items (variables) included in this submission: _____ 2. Number of total records (rows) included in this submission: _____ 3. The total number of records should equal the total number of individual courses that your institution offers, whether or not any students were enrolled in them this semester. If the course was offered in previous semesters and has been officially dropped as an offering (will not be offered in future semesters), it can be omitted. Be sure to add any new course offerings as well. (Whether or not all of the records in this file represent the FULL course catalog, there should be no course listed in the course data file that is not represented here.)
E.	<p><u>File 5: Major Catalog Data File</u></p> <ol style="list-style-type: none"> 1. Number of data items (variables) included in this submission: _____ 2. Number of total records (rows) in this submission: _____ 3. The total number of records should equal the total number of majors that your institution offers, whether or not any students were declared in them this semester. If the major was offered in previous semesters and has been officially dropped as an offering (will not be offered in future semesters), it can be omitted. Be sure to add any new major offerings as well. (Whether or not all of the records in this file represent the FULL major catalog, there should be no major assigned to any student in their data files that is not represented here.)
F.	<p><u>Data Screening Tabulations</u> Please review and include the required data screening tabulations that are to accompany your file submissions, as described in the data request memorandum.</p>
G.	<p><u>(CCRI Only)</u> <u>File 6: Course Data File</u></p> <ol style="list-style-type: none"> 1. Number of data items (variables) included in this submission: _____ 2. Number of total records (rows) included in this submission: _____ This should be equal to the total number of students that took the Accuplacer since the coverage period of the prior submission of the Accuplacer file.