

Academic Data Collection Certification Resource Guide

Updated May 2023

Overview

This document should serve as a resource guide during your certification of the Data Validation reports. Each MT and EOT collection there are six reports you must review before certifying. In addition, during Fall MT you need to review a seventh report, the Preliminary IPEDS FTF report. We encourage you to review all the other Validation reports as well.

This resource guide provides information on how to access the Validation reports, how often each should be reviewed, where you can find the definitions used in each report, and an explanation of where the data is used for official reporting purposes. Screenshots of Validation Reports provided in this guide are for illustrative purposes only.

Note that the [Data Collection Certification Form](#) is due by close of business (5:00PM) on the same day as the collection closes.

General Resources

A list of all the data elements and valid values that are collected during the Academic Data Collection are available on the Research & Policy Analysis webpage at www.usg.edu/research under the Data Collection & Reporting Resources link on the lefthand navigation bar. There is also a derived data elements document detailing how variables are constructed for reporting.

- a. Data Element Dictionary with Valid Values
- b. Functional and Technical Definitions of Derived Variables

If you have questions, please reach out to jennifer.mcmanus@usg.edu.

Table of Contents

- I. Accessing Data Validation Reports
- II. Course Data Submission Review
 - A. Credit Hours Generated by Budget Program Area
 - B. Semester Credit Hours Summary
- III. Student Data Submission Review
 - A. Preliminary SER
 - B. Attribute Summary
 - C. Fee Classification Summary
 - D. Dual Enrollment Students with Matriculation Term Issues
 - E. Preliminary IPEDS FTF

I. Accessing Data Validation Reports

1. Visit https://www.usg.edu/data_services/ > Data Validation Reports
2. Logon using credentials
3. Choose Academic Data Collection tab
4. Reports are listed on left hand side of screen under the headings Course Data Submission Review and Student Data Submission Review

The screenshot shows the 'USG Data Warehouse Academic Data Submission Reports' interface. The left-hand navigation menu is organized into several categories:

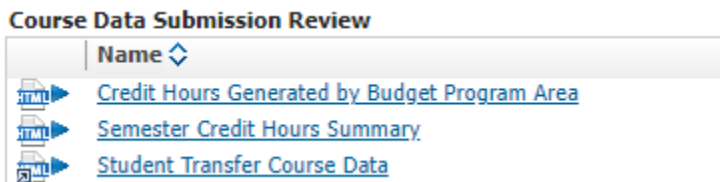
- Data Submission Errors**: Institution Summary, System Summary
- Submission Status**: Submission Status, Submission Summary
- Course Data Submission Review**: Credit Hours Generated by Budget Program Area, Semester Credit Hours Summary, Student Transfer Course Data
- Graduation Data Submission Review**: Graduation - Degrees Conferred Data Submission Summary
- Student Data Submission Review**: Admit Type Summary, Advanced Standing Summary, Attribute Summary, Class Standing Code Summary, Dual Enrollment Students with Participation Term Issues Summary, Enrollment by Academic Level, Enrollment by Citizenship Status, Enrollment by Gender, Enrollment by Program, Enrollment in Learning Support, Enrollment Summary, Fee Classification Summary, First Generation Summary, Focus Area Summary, Learning Support - Students with Learning Support Requirements After 30 Hours, Learning Support Req, Military Summary, Preliminary IPEDS FTF, Preliminary SER, State/Country Summary, Student Level Number and Admit Type Summary, Student Level Number and Student Type Summary, Student Level Number Summary, Student Type Summary, Test Code Summary
- Data Dictionary**: DED Derived Field Appendix, Data Submission Element Crosswalk, Download PDF, Elements by Category, Validation Rules by Primary Element, Validation Rules with Data Source
- Reference Code Reports**: All Reference Tables

The main content area on the right is titled 'USG Data Warehouse Academic Data Submission Reports' and contains the following sections:

- 1. Data Submission Errors**: The Data Submission Error Report displays the institution's data errors, conveniently grouped by Term, Category, Error Description and error count.
- 2. Submission Status**: Submission Record Count Reports allow you to review your data submitted by Course, Graduation or Student and also gives an option to download the entire dataset submitted to the Academic Data Warehouse. The submission status report shows the current Academic data submission status.
- 3. Data Submission Review**: These Summary Reports are a useful tool to review data submitted for element frequencies, i.e., Advanced Standing Summary, Enrollment Summary, etc.
- 4. Data Dictionary**: The Data Dictionary contains a Data Submission Crosswalk, Elements by Category as well as Validation Rules by the Primary Element submitted. The Data Element Dictionary is easily sorted by Course, General, Student, Graduation, Facilities and Person and displays the sub-elements and their respective validation rules.
- 5. Reference Code Reports**: Reference Code Reports are a convenient way to look up valid codes for a variety of data, i.e., County Codes, Banner Translation Labels, Race/Ethnicity Codes, etc. A large variety of reference reports is available for your reference.
- 6. Persisted Data Reports**: Persisted Data Collection (PDC) reports provide access to review and download data from prior collections. You will find one report for each mimic table and can optionally select a term and specific collection.

II. Course Data Submission Review

Review Credit Hours Generated by Budget Program Area and Semester Credit Hours Summary by clicking on the report titles



A. Credit Hours Generated by Budget Program Area

- i.) This report needs to be reviewed every MT and EOT collection for Summer, Fall and Spring.
- ii.) This report provides a summary of the credit hours produced by Fund Group (1...5,7) and Level (lower, upper, grad/prof) at your institution. The credit hour report is used to determine funding for the System, and these reports are delivered to the Governor's Office of Planning and Budget. The official Credit Hour Reports are published online at https://www.usg.edu/research/credit_hours.

The screenshot displays a report titled "USG ODS Data Validation Report" with a warning: "This report uses preliminary data during the data submission and validation process and should not be considered official." Below this is the report title: "University System Of Georgia Credit Hours Generated by Budget Program Area Academic Term 20201 EOT Census 2 Courses Only".

Institution	Total Credit Hrs No Military	Total Military	Total Credit Hrs With Military	Total Credit Hrs Not Counted	Lower Group 1	Upper Group 1	Grad/Prof Group 1	Total Group 1	Lower Group 2	Upper Group 2	Grad/Prof Group 2	Total Group 2	Lower Group 3	Upper Group 3	Grad/Prof Group 3	Total Group 3	Lower Group 4	Upper Group 4	Grad/Prof Group 4	Total Group 4	Lower Group 5	Upper Group 5	Grad/Prof Group 5	Total Group 5	
University	457.6	0	457.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	457.6	457.6

- iii.) You can find information on how credit hours are grouped into Fund Groups and Levels, and other details in the Functional and Technical Definitions of Derived Variables document.

B. Semester Credit Hours Summary

- a. This report needs to be reviewed every MT and EOT collection for Summer, Fall and Spring.

- b. This report provides a summary of the total credit hours produced at your institution.

Keep this version ▶ | [Icons] | Add this report ▶


























USG ODS Data Validation Report
This report uses preliminary data during the data submission and validation process and should not be considered official.

**University System of Georgia
Semester Credit Hours Summary
Academic Term 20201 EOT Census 2 Courses Only**

Institution	Credit Hours	Total Credit Hrs Lower	Total Credit Hrs Upper	Total Credit Hrs Grad/Prof	Total Credit Hrs Not Counted
University	457.6	0	0	457.6	0

III. Student Data Submission Review

Review Attribute Summary, Dual Enrollment Students with Matriculation Term Issues- Summary, Fee Classification Summary, Preliminary SER and Preliminary IPEDS FTF by clicking on report title

Student Data Submission Review	
	Name 
	Admit Type Summary
	Advanced Standing Summary
	Attribute Summary
	Class Standing Code Summary
	Dual Enrollment Students with Matriculation Term Issues - Summary
	Enrollment By Academic Level
	Enrollment by Citizenship Status
	Enrollment by Gender
	Enrollment by Program
	Enrollment in Learning Support
	Enrollment Summary
	Fee Classification Summary
	First Generation Summary
	Focus Area Summary
	Learning Support - Students with Learning Support Requirements After 30 Hours
	Learning Support Req
	Military Summary
	Preliminary IPEDS FTF
	Preliminary SER
	State/Country Summary
	Student Level Number and Admit Type Summary
	Student Level Number and Student Type Summary
	Student Level Number Summary
	Student Type Summary
	Test Code Summary

A. Preliminary SER

- i.) This report needs to be reviewed every MT and EOT collection for Summer, Fall, and Spring.
- ii.) This report provides a summary of enrollment at your institution. The Semester Enrollment Report is widely circulated to USO employees, media, and the legislature. The official Semester Enrollment Report is published online at https://www.usg.edu/research/enrollment_reports. Definitions used in the SER can also be found on the same website.
- iii.) The SER is only published using MT data but it is important that you check the report at both MT and EOT, since there can be students enrolled at EOT that were not at MT.
- iv.) There are seven pages of the report to check. Click on each one to review the data.

[Preliminary SER Report Page 1 - FTE Enrollment, Full Time Status](#)

[Preliminary SER Report Page 2 - Enrollment Count by Classification](#)

[Preliminary SER Report Page 3 - Enrollment Count by Level of Classification](#)

[Preliminary SER Report Page 4 - Enrollment Count by Self-Declared Race/Ethnicity](#)

[Preliminary SER Report Page 5 - New Student Enrollment Count by Classification](#)

[Preliminary SER Report Page 6 - Enrollment Count by Type of Residency and Tuition Status](#)

[Preliminary SER Report Page 7 - Enrollment Count by Selected Student Characteristics](#)

Example Page 1

University System of Georgia Preliminary Semester Enrollment Report Enrollment, FTE, and Full-Time Status

Institution	Current Enrollment	FTE	Full-Time	Percent Full-Time Enrollment
University	3,864	2,709	1,596	41.3

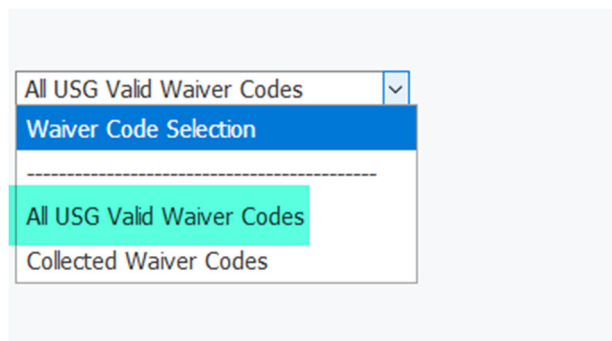
B. Attribute Summary

- i.) This report needs to be reviewed every MT and EOT collection for Summer, Fall, and Spring
- ii.) This report displays the number of students who have been tagged with a particular student attribute. By clicking on Detail Data, you can see a list of students that are in a particular category.
- iii.) A list of the valid student attribute codes is provided in the Data Element Dictionary with Valid Values.
- iv.) These student attributes are used to determine which students are First Generation, Military, etc. and are used in reports that are widely circulated to USO employees, media, and the legislature.

Institution	STUDENT_ATTRIBUTE_CODE	Record Count	Detail
University	MAA	39	Detail Data
	MAF	14	Detail Data
	MAM	5	Detail Data
	MAN	19	Detail Data
	MG	12	Detail Data
	MR	21	Detail Data
	MV	113	Detail Data
	P1AD	239	Detail Data
	P1BD	527	Detail Data
	P1CC	99	Detail Data
	P1DD	140	Detail Data
	P1HS	454	Detail Data
	P1LH	146	Detail Data
	P1MD	341	Detail Data
	P1SC	282	Detail Data
	P1UN	217	Detail Data
	P2AD	266	Detail Data
	P2BD	624	Detail Data
	P2CC	89	Detail Data
	P2DD	75	Detail Data
	P2HS	403	Detail Data
	P2LH	100	Detail Data
	P2MD	309	Detail Data
	P2SC	321	Detail Data
	P2UN	241	Detail Data
	RAA	84	Detail Data
	RAF	14	Detail Data
	RAM	5	Detail Data
	RAN	6	Detail Data
	RG	2	Detail Data
	RR	7	Detail Data
	RV	213	Detail Data
	UCOL	51	Detail Data

C. Fee Classification Summary

- i.) This report needs to be reviewed every MT and EOT collection for Summer, Fall, Spring.
- ii.) This report displays the number of students who have been tagged with a particular fee class code.
- iii.) There are two options for viewing Waiver Codes-All USG Valid Waiver Codes and Collected Waiver Codes. We suggest you look at All USG Valid Waiver Codes since this will list all USG codes even if there are no students with this code at your institution.



- iv.) By clicking on Detail Data, you can see a list of students that are in a particular category.
- v.) A list of valid fee class codes is provided in the Data Element Dictionary with Valid Values.
- vi.) These fee class codes are used to determine which students are receiving tuition, book, and fee waivers. In particular, the number of students with tuition waivers is displayed on Page 6 of the [Semester Enrollment Report](#). Reports using this information are widely circulated to USO employees, media, and the legislature.

Institution	FEE_CLASS_CODE	EDI_DESC	Record Count	Detail
University	SHIP	Student Health Insurance Payment	181	Detail Data
	WSIF	Special Institutional Fee	159	Detail Data
	SHIW	Student Health Insurance Waiver	133	Detail Data
	WOGA	Research, Teaching, or Graduate Assistant	120	Detail Data
	WITR	Tuition Remission Waivers	110	Detail Data
	WBCR	Border County Residents	107	Detail Data
	WMIL	Military - Military Personnel, Spouses, and Dep Children	95	Detail Data
	WRSM	Military - Recent Separated Military, Spouses, and Dep Child	52	Detail Data
	WVET	Veteran Waiver	38	Detail Data
	WATF	Presidential-Athletic Full (Superior Out-of-State)	20	Detail Data
	WEMD	Employee-Full Time USG Employee, Spouse, and Dep Children	15	Detail Data
	WACF	Presidential-Academic Full (Superior Out-of-State)	11	Detail Data
	WISC	Senior Citizen	11	Detail Data
	WAOC	Reciprocal - Academic Common Market	6	Detail Data
	WFTE	Employee-FT Pub School and TCSG Emp, Spouse, Dep Children	6	Detail Data
	WACP	Presidential-Academic Partial (Superior Out-of-State)	3	Detail Data
	WFMG	Economic Development-Econ Adv Emp, Spouses, and Dep Child	3	Detail Data
	WNGM	Military - GA Nat Guard, US Mil Reserv, Spouses, Dep Child	3	Detail Data
	WNRS	Non-Resident Students	2	Detail Data
	WINF	Presidential-International Full	1	Detail Data

D. Dual Enrollment Students with Matriculation Term Issues

- i.) This report needs to be reviewed every MT and EOT collection for Summer, Fall, Spring.
- ii.) This report identifies former Dual Enrollment students at your institution with incorrect matriculation terms. When a student goes from being a Dual Enrollment student (student level nbr=11) to a non-DE student, their matriculation term should be updated to reflect the first term they enrolled after they stopped being student level nbr=11. See example below.

Student ID	Student Level NBR	Academic Term	Incorrect Matriculation Term	Correct Matriculation Term
1	11	20162	20162	20162
1	11	20164	20162	20162
1	10	20172	20162	20172
1	10	20174	20162	20172

- iii.) For all students that appear on the Matriculation Term Issues report, you need to correct the matriculation term in Banner and re-extract.
- iv.) Matriculation date is used to determine which students are First Time Freshman (IPEDS and SER definitions). If a student’s matriculation term is not updated, this leads to incorrect counts of number of FTF. This affects the majority of reports published on the RPA website as well as IPEDS data submission. Reports using this information are widely circulated to USO employees, media, and the legislature.

E. Preliminary IPEDS FTF

- i.) This report needs to be reviewed every Fall MT collection.
- ii.) This report identifies the cohort of First Time Freshman at your institution (IPEDS definition).
- iii.) By clicking on the blue value, you can drill down to the individual student level. Information is provided on student id, as well as all the variables which are used to determine if a student is IPEDS FTF.
- iv.) You can find information on the IPEDS FTF definition in the Functional and Technical Definitions of Derived Variables document. Note that IPEDS FTF counts are widely reported to federal and state agencies.

University System of Georgia Fall 2020 IPEDS FTF

Institution Name	IPEDS FTF Count
	1,443

University System of Georgia

Fall 2020 IPEDS FTF

STUDENT_INST_ID	STU_INST_UID	DEGREE_LEVEL_CODE	STUDENT_LEVEL_NBR	HS_GRADUATION_YR	TRANSFER_COLL_FICE	TRANSFER_YEAR	ADMIT_TYPE	MATRICULATION_TERM	ENROLLMENT_STATUS_CODE	INST_TERM_HRS_ATTEMPTED	FULL-TIME/PART-TIME	GENDER_CODE	IPEDS_RACE_ETHNICITY_CODE	AGE_AT_MATRIC
		B	10	2013			NF	20212	HEADONTY	6	PT	F	W	25
		B	10	2014			NF	20212	HEADONTY	12	FT	F	H	24
		B	10	2008			NF	20212	HEADONTY	6	PT	F	B	30
		B	30	2020	001571	2020	FR	20211	HEADONTY	4	PT	F	W	18
		B	10	2020	005255	2019	FR	20212	HEADONTY	13	FT	M	W	18
		V	10	2020	005511	2020	CA	20212	HEADONTY	13	FT	F	W	19
		B	10	2020	005255	2019	FR	20212	HEADONTY	15	FT	F	B	21
		B	10	2020			FR	20212	HEADONTY	14	FT	F	W	18
		B	10	2020			FR	20212	HEADONTY	15	FT	M	W	18
		A	10	2020			FR	20212	HEADONTY	12	FT	F	W	18
		B	10	2020	005254	2019	FR	20212	HEADONTY	15	FT	F	W	19
		B	10	2020	005614	2020	FR	20212	HEADONTY	15	FT	M	W	18
		B	10	2020			FR	20212	HEADONTY	15	FT	F	W	18
		B	10	2020			FR	20212	HEADONTY	15	FT	F	W	18
		B	10	2019			FR	20212	HEADONTY	15	FT	F	W	19
		B	10	2020			FR	20212	HEADONTY	15	FT	F	W	19
		B	10	2020	005621	2019	FR	20212	HEADONTY	15	FT	F	W	18
		B	10	2018			FR	20212	HEADONTY	7	PT	M	W	20
		B	10	2020			FR	20212	HEADONTY	14	FT	M	W	18
		B	10	2020	022884	2020	FR	20212	HEADONTY	14	FT	F	W	18
		A	10	2020			FR	20212	HEADONTY	12	FT	M	W	18