



OFFICE OF THE VICE PRESIDENT AND
CHIEF INFORMATION OFFICER
Information Technology Services

OFFICE OF THE PRESIDENT
1111 Franklin Street, 7th Floor
Oakland, California 94607-5200

February 18, 2016

**REGISTRARS
IT LEADERSHIP COUNCIL MEMBERS**

Re: Changes to Input Specifications for CSS Degree files

Dear Colleagues:

After consultation with Campus Registrars, UCOP is requesting the addition of **4 new data elements** to collect Gender Identity and Sexual Orientation information of students. Data collected on gender identity and sexual orientation will provide UC campuses with meaningful population data that will enable campuses to develop curricular and co-curricular offerings which reflect students' diverse perspectives, and that promote a safe and welcoming learning environment for all students. These new data elements are mandatory for undergraduate populations effective fall 2016, and are also required for graduate and professional students once available.

In addition to this, existing element named "**Sex Code**", **Ref No H020** will continue to capture current Gender data.

These changes are effective for the Annual Degrees conferred 2016 file due on September 15, 2016.

Technical Specifications for Existing Data Elements:

REF NO	Element Name	Loc	Length	Format	Error Level	Valid Values
H020	Sex Code	46	1	A	E	F = Female M = Male U = Unknown This field should have current Gender data and the value can change during enrollment period.

Technical Specifications for Additional Data Elements:

REF NO	Element Name	Loc	Length	Format	Error Level	Valid Values
H1000	Gender Identification	161	2	A	E	F = Female M = Male TF = Trans Female/Trans Woman TM = Trans Male/Trans Man GN = Genderqueer/Gender Non-Confirming DI = Different Identity
H1001	Gender at Birth	163	1	A	E	F = Female M = Male U = Unknown
H1002	Sexual Orientation	164	2	A	E	HS = Heterosexual or Straight GL = Gay or lesbian BI = Bisexual OT = Not Listed
H1003	Sexual Orientation (Please Specify)	166	500	A	E	This is a free-form text field for the "Not Listed" in above selection

Files Affected: CSSDEG (Summer, Academic Year)

Effective Date: Annual Degrees conferred 2016 submissions

New Record Length: The addition of the new fields will require the record length to be increased. The new record length will be 665 bytes.

The complete set of up-to-date Corporate Student System specifications may be downloaded from the ITLC Sharepoint site at <https://sp.ucop.edu/sites/itlc/Corporate%20Systems/Forms/AllItems.aspx>

If you have any questions, please contact Chris Handy or Poorani Rajamanickam at (510) 987-9417 or via email at chris.handy@ucop.edu | poorani.rajamanickam@ucop.edu

Sincerely,

Tom Andriola
Vice President and Chief Information Officer

cc: Vice President Brown, Institutional Research Content
Manager Furguele, Institutional Research Analyst
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