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

OFFICE OF THE PRESIDENT
1111 Franklin Street, 7¹¹¹ Floor
Oakland, California 94607-5200

October 31, 2016

GRADUATE DEANS
IT LEADERSHIP COUNCIL MEMBERS

Re: Adding New Data Elements to Input Specifications for CSS Graduate Admissions
     Database Files

Dear Colleagues:

UC Office of the President is requesting that twelve new data elements be added to the campus input files for the Graduate Admissions Database (GAD). To better understand and report on the pipeline to UC graduate programs, eight new fields related to prior institutions and degrees will be added. In order to implement the recommendations of the LGBT Advisory Council, four new fields related to gender identity and expression, as well as sexual orientation, will be added. These twelve new fields will be phased in beginning Fall 2016, with the expectation that all campuses collect and report them by Fall 2017.

In summary, UCOP is requesting that twelve new data elements be added to the GAD input files as follows:

Technical Specifications:

Ref No	Element Name	Loc	Length	Format	Error Level	Valid Values
Q122	Institution Awarding UG Degree_2	114	6	Char	E	Valid six-digit ATP Code in CSS School Code Table, or blank: http://data.ucop.edu/subject-area/code-tables.html
Q123	Date UG Degree Awarded_2	120	2	Char	E	Valid Year 'YY' or blank
Q124	Institution Awarding Master's Degree	122	6	Char	E	Valid six-digit ATP Code in CSS School Code Table, or blank: http://data.ucop.edu/subject-area/code-tables.html

Q125	Date Master's Degree Awarded	128	2	Char	E	Valid Year 'YY' or blank
Q126	Institution Awarding Master's Degree_2	130	6	Char	E	Valid six-digit ATP Code in CSS School Code Table, or blank: http://data.ucop.edu/subject-area/code-tables.html
Q127	Date Master's Degree Awarded_2	136	2	Char	E	Valid Year 'YY' or blank
Q128	California Community College Attended	138	6	Char	E	Valid six-digit ATP Code in CSS School Code Table, or blank: http://data.ucop.edu/subject-area/code-tables.html
Q129	California Community College Experience	144	2	Char	E	AD = Earned associate's degree TR = Completed significant transferable academic units toward four-year degree OT = Other ' ' = Blank
Q130	Gender Expression	146	2	Char	E	MF = Mostly feminine SF = Somewhat feminine EQ = Equally feminine and masculine SM = Somewhat masculine MM = Mostly masculine
H1000	Gender Identity	148	2	A	E	F = Female M = Male TF = Trans Female/Trans Woman TM = Trans Male/Trans Man GN = Genderqueer/Gender Non-Conforming DI = Different Identity ' ' = Blank
H1002	Sexual Orientation	150	2	A	E	HS = Heterosexual or Straight GL = Gay or Lesbian BI = Bisexual OT = Not Listed ' ' = Blank
H1003	Sexual Orientation (Please specify)	152	50	A	E	This is a free-form field for the "Not Listed" in the above section.

Effective Date:

Fall 2016 Graduate Admissions input file (CSSGAD) to be submitted February 1, 2017

The complete set of up-to-date Corporate Student System Graduate Admissions Database specifications may be downloaded from our Website at: http://data.ucop.edu/subject-area/graduate-admissions.html.

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

Sincerely,

Tom Andriola
Vice President and Chief Information Officer
Information Technology Services

cc: Vice President Brown, Institutional Research & Academic Planning
       Director Popoola, Institutional Research & Academic Planning
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       Analyst Merchant, Institutional Research & Academic Planning
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