

## Council of Graduate Schools Instructions for the Student-Level Data Template

### Background

Institutions participating in the Council of Graduate Schools' (CGS) "Completion and Attrition in AGEP and non-AGEP Institutions," which is funded by the National Science Foundation (grant #1138814), were required to provide data on all underrepresented minority students (defined as U.S. citizens and permanent residents who are Black/African American, American Indian/Alaska Native, and Hispanic/Latino/Latina<sup>1</sup>) enrolled in STEM doctoral programs between 1992-93 and 2011-12. These instructions are to be used for any graduate school wishing to collect their own student-level data.

Please note that your institution will need to enter an appropriate date, highlighted in yellow, reflecting the time period which you intend to use for data collection.

The format for the student-level record is shown in the Student-level Template. Each student record should contain the following data:

- Enrollment information (doctoral program name, type of doctoral degree, date started in doctoral program)
- Prior educational attainment (under, undergraduate institution, field of study, undergraduate GPA, year of undergraduate degree, previous graduate degree awarded, and number of graduate hours transferred)
- Degree status information as of [DATE] (candidacy status, graduation date, attrition date and reason, if applicable)
- Demographic information (gender, race/ethnicity, year of birth)
- Institutional financial support

Definitions for each variable in the student-level data template are provided below. **Please use these definitions to ensure that the data across all institutions are consistent.**

### Variable definitions

#### ENROLLMENT DATA

- **Scrambled ID number:** This is a scrambled ID number that is assigned by each institution for the purpose of data collection.
- **Doctoral program name:** The full name (no abbreviations) of the eligible STEM doctoral program in which each underrepresented minority student was/is enrolled (example: Biological Sciences). Please be as specific as possible. If, for instance, a doctoral student earned a Ph.D. in Engineering, but were enrolled in a Civil Engineering program, please enter (Ph.D. Engineering, Civil Engineering program)
- **Doctoral degree type:** The type of doctoral degree in which the student is/was enrolled (example: Ph.D., D.Eng., etc.).

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<sup>1</sup> This includes students who are of two or more races when at least one of those races is either American Indian/Alaska Native or Black/African American. When students are of two or more races and their specific races are unknown, they will be excluded from this study.

- **Date student started the program:** For each underrepresented minority student enrolled in an eligible STEM doctoral program between **DATE and DATE**, enter the date in which they started the program:
  - **Month (MM):** Using MM format, indicate the month in which each student started the program (example: “08” for August).
  - **Year (YYYY):** Using YYYY format, indicate the year in which each student started the program (example: “2003”).

### **STUDENT DEMOGRAPHIC CHARACTERISTICS**

- **Year of birth (YYYY):** Using YYYY format, enter the year of birth for each underrepresented minority student enrolled in an eligible STEM doctoral program from academic years **DATE and DATE**
- **Gender:** Indicate the gender of each underrepresented minority student enrolled in an eligible STEM doctoral program between **DATE and DATE**, using:
  - "M" for male
  - "F" for female
  - "U" for unknown
- **Race/ethnicity:** Indicate the race/ethnicity of each underrepresented minority student enrolled in an eligible STEM doctoral program between **DATE and DATE**, using:
  - "H" for Hispanic/Latino/a
  - "A" for American Indian/Alaska Native (non-Hispanic/Latino/a)
  - "B" for Black/African American (non-Hispanic/Latino/a)
  - "T" when students identify with two or more races and at least one of those races is either American Indian/Alaska Native or Black/African American.
  - "U" when students are of two or more races and the specific races are unknown.

### **DATA FOR MOST RECENT/RELEVANT UNDERGRADUATE DEGREE**

- **Undergraduate institution:** Indicate the institution from which each underrepresented minority student received his/her undergraduate degree. If a student received more than one undergraduate degree, use the undergraduate degree on which program admission was based.
- **Field of undergraduate degree:** Enter the full name (no abbreviations) of the field in which each underrepresented minority STEM doctoral student earned his/her undergraduate degree (example: “Biology”). If unknown, enter “unknown.” Use the undergraduate degree on which program admission was based, if student earned multiple undergraduate degrees.
- **Undergraduate GPA:** Indicate each underrepresented minority STEM doctoral student’s cumulative GPA earned from his/her undergraduate degree awarded (example: “3.22”) Use the undergraduate degree on which program admission was based, if student earned multiple undergraduate degrees.
- **Scale for undergraduate GPA (if other than 4.0):** If the undergraduate GPA was calculated according to a scale other than a 4.0 scale, please indicate (example: “5.0,” or “Pass/Fail”). If the GPA is calculated according to a 4.0 scale, leave blank.
- **Year undergraduate degree awarded (YYYY):** Using YYYY format, indicate the year in which each underrepresented minority STEM doctoral student earned his/her most recent undergraduate degree.

## DATA FOR MOST RECENT/RELEVANT GRADUATE WORK COMPLETED PRIOR TO ENTRY TO DOCTORAL PROGRAM

- **Prior graduate degree awarded (if applicable):** Enter the following information for all underrepresented minority STEM doctoral students who earned a graduate degree prior to enrollment in this STEM doctoral program:
  - **Program in which prior graduate degree or certificate was awarded:** Indicate the name of the program in which any prior graduate degree or certificate was earned by each underrepresented minority STEM doctoral student who earned a graduate degree before enrolling in this STEM doctoral program (example: Microbiology, Accounting, International Affairs). If the student did not have a previous graduate degree, leave blank.
  - **Type of prior graduate degree or certificate:** Indicate the type of prior graduate degree earned (example: “M.S.” for Master of Science, “M.Agr.” for Master of Agriculture) If the student did not have a previous graduate degree, leave blank.
  - **Year prior graduate degree was awarded**
    - **Year (YYYY):** Using YYYY format, indicate the year in which the degree was awarded (example: “1995”).
- **Non-degree graduate credits transferred to doctoral program:** For each student who earned graduate credit hours prior to enrolling in the current STEM doctoral program, indicate the number of credit hours transferred to the current program (example: Enter “3” if 3 graduate credit hours were transferred to this STEM doctoral program). If no graduate hours were transferred to the current program at enrollment, enter “0.”

## STATUS OF DOCTORAL STUDENT (AS OF DATE)

- **Candidacy attained:** Indicate whether or not the student has or has not attained candidacy as of **DATE**, using “Y” for “Yes,” “N” for “No,” and “NA” for “Not Applicable” (i.e., for institutions or programs that do not recognize candidacy status).
  - **(If applicable) Date candidacy was attained:** For each underrepresented minority student enrolled in an eligible STEM doctoral program between **DATE and DATE**, enter the date in which he/she attained candidacy:
    - **Month (MM):** Using MM format, indicate the month in which each student attained candidacy (example: “07” for July).
    - **Year (YYYY):** Using YYYY format, indicate the year in which each student attained candidacy (example: “2006”).
- **If completed doctorate:** For underrepresented minority students who completed a doctorate in an eligible STEM doctoral program as of **DATE**, please indicate the:
  - **Graduation date:** For each underrepresented minority student enrolled in an eligible STEM doctoral program between **DATE and DATE**, enter the date in which they graduated:
    - **Month (MM):** Using MM format, indicate the month in which each student graduated (example: “05” for May). Leave this blank for students who have not earned a doctorate as of **DATE**.

- **Year (YYYY):** Using YYYY format, indicate the year in which each student graduated (example: “2004”). Leave this blank for students who have not earned a doctorate as of **DATE**.
  - **If master’s degree awarded *en route*, date of award:** If a master’s degree was awarded *en route* to a doctorate, indicate the:
    - **Month (MM):** Using MM format, indicate the month in which the master’s degree was awarded (example: “12” for December). If unknown, enter your best estimate.
    - **Year (YYYY):** Using YYYY format, indicate the year in which each student graduated (example: “2009”). If unknown, enter your best estimate.
- **If left program without completing doctorate:** For underrepresented minority students who left an eligible STEM doctoral program as of **DATE**, please indicate the:
  - **Attrition date:** Indicate the date when the student left the program:
    - **Month (MM):** Using MM format, indicate the month in which the student left the program (example: “11” for November). If unknown, enter your best estimate.
    - **Year (YYYY):** Using YYYY format, indicate the year in which the student left the program (example: “2009”).
  - **Primary reason for not completing doctorate:** Use "V" to indicate if attrition was voluntary (e.g., personal reason), and "I" if attrition was involuntarily (e.g., excused for poor academic performance). If unknown, enter your best estimate.
  - **Student transferred to another graduate program:** Using “Y” for “Yes,” “N” for “No,” and “U” for “Unknown” indicate whether or not the student transferred to a non-professional graduate program.
  - **Student transferred to a professional program:** Using “Y” for “Yes,” “N” for “No,” and “U” for “Unknown” indicate whether or not the student transferred to a professional program (e.g., medical program, law, etc.)
  - **If master’s degree was awarded, date of award:** For underrepresented minority students who left an eligible STEM doctoral program as of **DATE**, but earned a master’s degree *en route* to the doctorate in this program, indicate the date of the award:
    - **Month (MM):** Using MM format, indicate the month in which each student who did not earn a STEM doctoral degree earned a master’s degree (example: “12” for December). If the student did not earn a master’s degree, leave blank.
    - **Year (YYYY):** Using YYYY format, indicate the year in which each student who did not earn a STEM doctoral degree earned a master’s degree (example: “2005”). If the student did not earn a master’s degree, leave blank.
  - **Status as of **DATE**:** Indicate the status of all students who were enrolled in an eligible STEM doctoral program between **DATE and DATE** using:
    - "G" for students who have graduated
    - "L" for students who left the program without completing (include students who enrolled but then transferred out of the program).
    - "C" for students who are actively enrolled in the program or on leave of absence and are eligible to continue in the program without reapplying
    - "U" for students whose status is unknown

## STUDENT FINANCIAL SUPPORT

- **Number of semesters/quarters student received financial support:** Indicate the number of semesters/quarters that each underrepresented minority student was enrolled in a STEM doctoral program between **DATE and DATE** and received funding via a:
  - teaching assistantship
  - research assistantship
  - fellowship/traineeship
  - tuition waiver
  - fee waiver
  - health insurance
- If no funding was received, enter "0." If this information is unknown, enter "U."

## AGEP

- **Is student considered an "AGEP student by the institution?:** Using "Y" for "Yes" or "N" for "No," or "U" for "unknown," indicate whether or not your institution considered the student to be an "AGEP student."