



STUDENT AFFAIRS ASSESSMENT
at the University of Georgia

DATA REQUEST FORM

Name:

Department:

Email address:

Today's date:

Data needed by*:

Brief explanation of the legitimate educational purpose for which you are requesting this data:

NOTES:

1. *The Department of Student Affairs Assessment requires a minimum of seven business days to complete data requests.
2. Students who have placed restrictions on their personal information will *not* be included in your report.
3. To match a list of student names to their information, we need at least one of the following: birth date or their 810 number.
4. Updated data for each semester is available approximately *three weeks* after the beginning of the semester. DSAA will confirm with you that the data you request is available for the semester you are seeking. We cannot, for example, provide you with currently enrolled data for the spring 2009 semester in December 2008. The data we provide for you three weeks into the spring semester will reflect the demographics of students enrolled for spring semester, but their grades will be current as of the completion of fall 2008 semester.
5. Please talk with others in your department and consolidate your data requests as much as possible.

What information will you be *providing* to DSAA for matching purposes? Please provide this information in Excel format (check all that apply):

- Student names (full name)
- Dates of birth
- Social security numbers (this data point will be deleted after data retrieval)
- 810 Number (Can Number)
- Other: _____
- No items provided.

What information do you want DSAA to include in your dataset? (check all that apply):

<p>Demographics:</p> <p><input type="checkbox"/> Student name (NAME)</p> <p><input type="checkbox"/> Date of birth (DOFB)</p> <p><input type="checkbox"/> Gender (SEX)</p> <p><input type="checkbox"/> Ethnicity (ETHOR)</p> <p><input type="checkbox"/> Veteran Status</p> <p><input type="checkbox"/> Country of citizenship (COUNTRY)</p> <p><input type="checkbox"/> Citizenship code—US citizen, alien non-resident, alien resident, etc. (CITCD)</p> <p>Contact Information</p> <p><input type="checkbox"/> Permanent address (ADSTRE, ADCITY, ADCOUNTRY, ADZIP)</p> <p><input type="checkbox"/> Permanent phone (ADPHONE)</p> <p><input type="checkbox"/> Local address (LSTREET, LCITY, LCOUNTRY, LZIP)</p> <p><input type="checkbox"/> Local phone (LPHONE)</p> <p><input type="checkbox"/> UGA email address (EMAIL)</p> <p>Academic Performance</p> <p><input type="checkbox"/> Cumulative GPA, UGA hours only (CUMGPA)</p> <p><input type="checkbox"/> Overall GPA, including transfer work (OVRGPA)</p> <p><input type="checkbox"/> Honors Program membership (HONCD)</p> <p><input type="checkbox"/> Honors standing (Dean's List or Presidential Scholar) (HCODE)</p> <p><input type="checkbox"/> Probation status (PCODE)</p> <p><input type="checkbox"/> Total hours enrolled for the current semester (TOTLHRSENR)</p> <p><input type="checkbox"/> Total UGA hours earned, does not include transfer hours (UGAHRER)</p> <p><input type="checkbox"/> Cumulative hours earned, includes transfer hours (CUMHRER)</p> <p>Term Information</p> <p><input type="checkbox"/> Enrolled term—what term this information reflects (e.g. 200808=fall 2008, 200902=spring 2009, summer=200905) (ENR_TERM)</p>	<p>Academic Details</p> <p><input type="checkbox"/> Class level—freshman, sophomore, etc. (CLASS)</p> <p><input type="checkbox"/> Program level—undergrad or graduate (PGMLV)</p> <p><input type="checkbox"/> Matriculation term—term student began at UGA (CURMTR)</p> <p><input type="checkbox"/> School code—Franklin, Terry, Grady, etc. (SCHCD)+</p> <p><input type="checkbox"/> Major code (MAJOR)+</p> <p><input type="checkbox"/> Degree objective (DEGREE)</p> <p><input type="checkbox"/> Expected graduation term (GATERM)</p> <p>Pre-Enrollment Information (Those who have paid the commitment deposit. Available summer before first-time enrollment)</p> <p><input type="checkbox"/> Email Address</p> <p><input type="checkbox"/> Permanent/Home address</p> <p><input type="checkbox"/> Ethnicity</p> <p><input type="checkbox"/> Gender</p> <p><input type="checkbox"/> 810 Number</p> <p>+ These items will appear as a numeric code. DSAA will provide you with the list of schools and majors that correspond to the numeric codes. Be aware that there are hundreds of majors; requesting this data item will require substantial work on your part to match the codes to the major names. Consider whether it will be sufficient for your needs to match students by their school code instead.</p>
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