Data Preparation

(De-Identified Data)

De-Identified Data

De-identified data refers to data without any personal information that can be used to identify students. For the de-identified data, we request that you provide information about your graduate program and students. The following sections explain the two types of information and describe required fields as well as supplemental ones.

Program Information

There are four **required** fields for the information about your graduate management program. Table 1 shows a list of the required fields and associated categories or options. You must provide the name of your graduate management program and information for the other three fields using one of the provided categories.

Table 1. Required Fields for Program Information

Fields	Categories
Program Name	
Degree Granted	MBA PhD Other Masters (Quantitative) Other Masters (Non-Quantitative) Executive MBA
Mode of Program Delivery	On Campus Online Hybrid
Full-Time/Part-Time	Full-Time Part-Time

Student Information

This study requires data for students who graduated from your graduate program in Years 2018, 2019, and 2020. Data from these multiple years will be used to promote greater generalizability of the study results. For student information, this study collects four types of information about students. The first three types involve students' background, test scores, and graduate program they attended. These three types of information are **required** and must be provided. The last set of five fields are optional, but it is strongly recommended that you provide the information, if available.

Table 2 provides a list of all the fields associated with these four types of student information, and possible options for some fields. When providing student information, please consider the following:

- *Student Unique Identifier* (SUI) can be any combination of numbers and/or characters that are unique to each student. Note that the actual student university IDs should **not** be used.

SUI will be used to facilitate communication when we have questions about particular students.

- For the fields of *Undergraduate GPA*, *Mid-Program Graduate GPA*, and *Final Year Graduate GPA*, the 4.0 scale should be used. If your institution uses different GPA grades, please use a conversion table available from: https://www.mba.com/how-to-apply/apply-to-programs/convert-grades-to-gpa.
- For the test scores information, you will provide scores on *GMAT, GRE*, *EA,* or *Test Waiver*. If scores were waived, please indicate "Yes" to the *Test Waiver* field. Otherwise, please indicate "No" to the *Test Waiver* field and provide either GMAT, GRE, or EA scores. The *GMAT Scores* field requires five scores: *Total, Verbal, Quant, IR,* and *AWA*. The *GRE Scores* field requires three scores: *Verbal, Quant,* and *Writing*. The *EA Scores* field requires four scores: *Total, Verbal, Quant,* and *IR*.
- For the fields of *Employed 3 Months after Graduation* and *Pursued Further Education 3 Months after Graduation*, please indicate either "Yes" or "No".
- A response to the field, *Post-Graduate Employment Salary*, is needed only for those students who were indicated as "Yes" to *Employed 3 Months after Graduation*.

Preparing Data Files

For providing data files, you can use either a Microsoft Excel or a text file.

Excel File

If you choose to use the Excel data format, you can use the Excel template that you downloaded along with this document. The Excel template workbook contains two worksheets: *Program Information* and *Student Information*. The *Program Information* worksheet collects information about your graduate management program as shown in Table 1. Please provide **ALL** program names and degrees granted that are associated with your institution. The *Student Information* worksheet collects four types of information about students, as summarized in Table 2.

Text File

If data are prepared using a text file, both *Program Information* and *Student Information* should be stored in a single file. The *Program Information* section should come first, followed by the section for *Student Information*. For the *Program Information* section, each column represents each field, and each row represents each program. The number of columns is fixed to four, and the number of rows corresponds to the number of graduate management programs offered at your institution. For the *Student Information* section, each column represents each field for the four types of student information, and each row represents each student. Figure 1 presents an example for storing information in a text file. This example shows a case in which students in the data file have different types of test scores. In such cases, please include all the headers for GMAT, GRE, and EA scores and use "NA" when there was no information available. If only one type of test scores was used for **all** students in your data file (for example, GMAT), you can use the fields for GMAT scores only.

Table 2. Fields for the Four Types of Student Information

		Field		Possible Categories
Primary (Required)	**Background**	Student Unique Identifier (SUI)		
		Date of Birth (DOB)		
		Ethnicity (for US Citizens and Permanent Residents)		American Indian or Alaskan Native Asian Black or African American Hawaiian or Other Pacific Islander Hispanic or Spanish Origin Middle Eastern or North African White Other Unknown
		Gender		Female Male Unknown
		Undergraduate GPA (4.0 Scale)		
		First or Native Language (FNLA)		
	Test Scores	GMAT	Total Verbal Quant IR AWA	
		or		
		GRE	Verbal Quant Writing	
		or		
		EA	Total Verbal Quant IR	
		or		
		Test Waiver		Yes No
	Graduate Program	Program Name		
		Entry Year		
		Graduation Year		
		Mid-Program Graduate GPA (4.0 Scale)		
		Final Year Graduate GPA (4.0 Scale)		
Supplemental (Strongly Recommended)		Employed 3 Months after Graduation		Yes No
		Pursued Further Education 3 Months after Graduation		Yes No
		Post-Graduate Employment Salary (If Employed 3 Months after Graduation)		
		Pre-Graduate Years of Full-Time Work Experience		
		Citizenship		
		Undergraduate Major		

Figure 1. Example of Storing Information in a Text File

Program Name	Degree Granted	Mode	Full-/Part-time
Full time MBA	MBA	On Campus	Full-time
Master of Accounting	Other Masters (Quantitative)	Online	Full-time
Executive MBA	EMBA	Online	Full-time
:	:	:	:

								GMAT Scores					GRE Scores			EA Scores					
SUI	DOB	Eth	Gender	Under-GPA	FNLA	GMAT-T	GMAT-V	GMAT-Q	GMAT-I	GMAT-A	GRE-V	GRE-Q	GRE-W	EA-T	EA-V	EA-Q	EA-I	Waiver	...
0001	1995/02/15	Asian	Female	3.52	Chinese	700	46	50	6	5.0	NA	NA	NA	NA	NA	NA	NA	No	...
0002	1990/05/03	White	Male	3.78	English	NA	NA	NA	NA	NA	140	160	5.0	NA	NA	NA	NA	No	...
0003	1992/11/11	Hispanic	Male	3.84	Spanish	NA	NA	NA	NA	NA	NA	NA	NA	168	17	15	16	No	...
0004	1987/07/29	Other	Unknown	3.75	English	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	Yes	...
:	:							:											