

Data Preparation

(Identifiable Data)

Identifiable Data

Identifiable data refers to data with any personal information that can be used to identify students. For the identifiable 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	Options
<i>Program Name</i>	
<i>Degree Granted</i>	MBA PhD Other Masters (Quantitative) Other Masters (Non-Quantitative) Executive MBA
<i>Mode of Program Delivery</i>	On Campus Online Hybrid
<i>Full-Time/Part-Time</i>	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 information, and graduate program they attended. These three types of information are **required** and must be provided. The last set of three 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 information, please indicate whether test waiver was granted to each student. If scores were waived, please indicate “Yes” to the *Test Waiver Granted* field. Otherwise, please indicate “No” to the *Test Waiver Granted* field and indicate which scores were used, either “GMAT”, “GRE”, or “EA”.
- 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.

Table 2. Fields for the Four Types of Student Information

		Field	Possible Categories
Primary (Required)	Background	Student Unique Identifier (SUI)	
		First Name	
		Last Name	
		Date of Birth (DOB)	
		First or Native Language (FNLA)	
		Undergraduate GPA (4.0 Scale)	
	Graduate Program	Program Name	
		Entry Year	
		Graduation Year	
		Mid-Program Graduate GPA (4.0 Scale)	
		Final Year Graduate GPA (4.0 Scale)	
	Test	GMAT or GRE or EA	GMAT GRE EA
		Test Waiver Granted	Yes No
	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)			

