MEMORANDUM

TO:       SUS Data Administrators and SUDS Community

FROM:    Terricka Washington, Database Administrator

DATE:    December 19, 2018

RE:       SUDS PROD Release of RET Annual 20172018 due 1/30/2019

<table>
<thead>
<tr>
<th>REPORTS</th>
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<tbody>
<tr>
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<td>- <strong>Edit 0826 Added:</strong> Cohort Adjust Ind. (01442) cannot be 'I' when Cohort Type-New (01466) is blank or Student-Right-to-Know (SRK) Flag-New (01465) is blank, or FTIC Full-Time Indicator-Entering Term (01458) is blank.</td>
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<td>- <strong>Edit 0827 Added:</strong> Cohort Adjust Ind. (01442) must be &quot;Q&quot; when Cohort Type-New (01466) = 'Q'</td>
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REPORTS
- **Report Renamed:** Short Name: AAR_FTFTIC_SUM_201501 changed to AP_FT_FTIC_SUM_201801, Long Name: Accountability Report FT-FTIC Retention Summary (2nd Fall) changed to Accountability Plan: FT-FTIC Retention Summary (2nd Fall). Elements COHORT_ADJ_IND, UNIV_ID and GRAD_YR1 added. CUM_GPA_YR1 revised to BEG_CUM_GPA_YR2 = Beginning of Term GPA (TOT_INST_GRD_PTS (01086) / GPA_INST_HRS (01085)) of the 2nd Fall SIF instead of using the End of Term GPA.

- **Report Renamed:** Short Name: AAR_FTPT_GRSUM_201501 changed to AP_FT_FTIC_GRSUM_201801_6, Long Name: Accountability Report FTPT FTIC Graduation Summary (6th Year) changed to Accountability Plan: FT-FTIC Graduation Summary (6th Year). Elements COHORT_ADJ_IND and GRAD_YR6 were added.

- **New Report Added:** Short Name: AP_FT_FTIC_GRSUM_201801_4, Long Name: Accountability Plan: FT-FTIC Graduation Summary (4th Year): This report provides student level detail for the 4yr FT-FTIC grad rates.
- **Report Renamed and modified:** `RETDTLRECS_201401` changed to `RETDTLRECS_201801`. This report was modified to only exclude military students.

- **New Report Added:** `RETGRSSUDS_201801_csv`: GRS Fed file for IPEDS in text format.
MEMORANDUM

TO:       SUS Data Administrators and SUDS Community

FROM:    Terricka Washington, Database Administrator

DATE:    December 14, 2018

RE:        SUDS BETA Release of RET Annual 20172018 due 1/30/2019

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- **New Report Added:** RETGRSSUDS_201801_csv: GRS Fed file for IPEDS in text format.
MEMORANDUM

TO: SUS Data Administrators and SUDS Community

FROM: Terricka Washington, Database Administrator

DATE: August 13, 2018

RE: SUDS PROD Release of SIFP (Fall 2018 due 10/12/2018)

SIF (Summer 2018 due 9/21/2018, Fall 2018 due 1/22/2019, Spring 2019 due 6/12/2019),


### SIFP Fall 2018 due 10/12/2018

**ENROLLMENTS**

- **Element Dual Enrollment Identification – 01070 Removed.**

- **Edit 6665 Added:** This edit will ‘.’ DUAL_ENROLL_IND for all reporting institutions going forward.

- **Edits Removed for Element 01070:**
  
  0008: Missing or Invalid Value.
  
  0327: DUAL_ENROLL_IND must equal H or S (High school or Home schooling) if the STU_RECENT_ADM_TYP equals H (Dually enrolled - High school) and the DEG_HIGHEST_HELD equals N (No degree)
  
  4233: Frequency of Values for ENROLLMENTS.DUAL_ENROLL_IND.

- **Element Dual Enrollment Indicator 10074 Added** – Defined as a code used to indicate a non-degree seeking student who is undertaking course work at a secondary and post-secondary educational institution during the same term. Qualified students in sixth (6th) through twelfth (12th) grade are eligible to undertake dual enrollment courses. This excludes Early Admits (Stu_Typ = 'E') because they are seeking a bachelor's degree.

- **Edits Added for Element 10074:**
  
  0008: Missing or Invalid Value.
  
  0825: Dual Enrollment Indicator (10074) must be coded as Private School (V), Public School (P), or Home Schooling Program (S) if the Type of Student at Time of Most Recent Admission (01413) equals Dually Enrolled - High school (H) and the Degree-Highest
Level Held (01112) equals No Degree (N).

4312: Frequency of Values for ENROLLMENTS.DUAL_ENROLL_INDICATOR

- Values Added for Element 10074:
  ‘N’ Not Dually Enrolled
  ‘P’ Public School
  ‘S’ Home Schooling Program
  ‘V’ Private School

**NOTE:** Due to the removal of the Dual Enrollment Indicator element (01070) and the addition of a new column to the ENROLLMENTS table, any future submission of SIF, SIFD, SIFP will need to add one extra column at the end of the file. Data for the removed element should be ‘.’ but if data is sent in this column will be ‘.’ on load into the database.

**COURSES TAKEN**

- Element Select Self-Supporting Course 10075 Added - Indicates if the course is market tuition rate, continuing education, sponsored credit course, or another type of self-supporting course.

- Edits Added for Element 10075.
  4314: Frequency of Values for COURSES_TAKEN.SELF_SUPPORT_CRS.
  0849: If Select Self-Supporting Course (10075) equals Continuing Education (C), Sponsored Credit (S), or Market Tuition Rate (M), then Course Budget Entity Code (01100) cannot be coded as E&G (1).
  0850: If Select Self-Supporting Course (10075) equals Sponsored Credit (S), then Course Budget Entity Code (01100) must be coded as Auxiliary (2) or C&G (3).
  0851: If Select Self-Supporting Course (10075) equals Market Tuition Rate (M) or Continuing Education (C), then Course Budget Entity Code (01100) must be coded as Auxiliary (2).
  0859: If Select Self-Supporting Course (10075) equals Market Tuition Rate (M), then Common Course Number (01196) must begin with a 5 or higher.
  0860: If Select Self-Supporting Course (10075) equals Market Tuition Rate (M), Continuing Education (C), or Sponsored Credit (S), then Student Section Funding Flag (01103) must be coded as Funded From Non-University Sources (‘4’) or Non-Fundable, Student Funded (‘L’).
  0008: Missing or Invalid Value.

- Values Added for Element 10075:
  ‘C’ Continuing Education
  ‘M’ Market Tuition Rate
  ‘N’ Not Applicable
  ‘S’ Sponsored Credit

**NOTE:** Due to the addition of a new column to the COURSES_TAKEN table, any future submission of SIF, SIFP will need to add one extra column at the end of the file.

**REPORTS**
- **IPEDSFENRL_2015 renamed to IPEDSFENRL_2018**: This report has been modified to include the UF/UFO breakout for ‘UF’.
- **Modified the ENROLL6S Report**: This report has been corrected to include 99-Non SUS Employee Waiver and 99-Non RES Profile categories.

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**SIF Summer 2018 due 9/21/2018, Fall 2018 due 1/22/2019, Spring 2018 due 6/12/2019**

**ENROLLMENTS**

- **Element Dual Enrollment Identification – 01070 Removed.**

- **Edit 6665 Added**: This edit will ‘.’ DUAL_ENROLL_IND for all reporting institutions going forward.

- **Edits Removed for Element 01070:**
  - 0008: Missing or Invalid Value.
  - 0327: DUAL_ENROLL_IND must equal H or S (High school or Home schooling) if the STU_RECENT_ADM_TYP equals H (Dually enrolled - High school) and the DEG_HIGHEST_HELD equals N (No degree)
  - 4233: Frequency of Values for ENROLLMENTS.DUAL_ENROLL_IND.

- **Element Dual Enrollment Indicator 10074 Added** – Defined as a code used to indicate a non-degree seeking student who is undertaking course work at a secondary and post-secondary educational institution during the same term. Qualified students in sixth (6th) through twelfth (12th) grade are eligible to undertake dual enrollment courses. This excludes Early Admits (Stu_Typ = ‘E’) because they are seeking a bachelor’s degree.

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- **Values Added for Element 10074:**
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COURSES TAKEN

- **Element Select Self-Supporting Course 10075 Added** - Indicates if the course is market tuition rate, continuing education, sponsored credit course, or another type of self-supporting course.

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**NOTE:** Due to the addition of a new column to the COURSES_TAKEN table, any future submission of SIF, SIFP will need to add one extra column at the end of the file.

FEE WAIVERS

- **New Value added for Element 01109:**
  ‘5016’ Benacquisto Scholars

- **Edits Added for Element 01109.**
  0848: If the Waiver/Exemption Type (01109) equals (‘5016’), then Fee Class Residency (01106) must be coded as Non-Resident Alien (A), Resident Alien, Non-Florida Resident (E), Non-Florida Resident (N).

REPORTS

- **Waiverex Report Modified:** This report was modified to include the new waiver value.
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TO: SUS Data Administrators and SUDS Community
FROM: Terricka Washington, Database Administrator
DATE: August 06, 2018
RE: SUDS BETA Release of SIFP (Fall 2018 due 10/12/2018)

SIF (Summer 2018 due 9/21/2018, Fall 2018 due 1/22/2019, Spring 2019 due 6/12/2019),

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**REPORTS**
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**SIF Summer 2018 due 9/21/2018, Fall 2018 due 1/22/2019, Spring 2018 due 6/12/2019**

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**FEE WAIVERS**

- **New Value added for Element 01109:**
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- **Edits Added for Element 01109.**
  - 0848: If the Waiver/Exemption Type (01109) equals (‘5016’), then Fee Class Residency (01106) must be coded as Non-Resident Alien (A), Resident Alien, Non-Florida Resident (E), Non-Florida Resident (N).

**REPORTS**

- **Waiverex Report Modified:** This report was modified to include the new waiver value.
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ENROLLMENTS

- **Element Dual Enrollment Identification – 01070 Removed.**

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MEMORANDUM

TO: SUS Data Administrators and SUDS Community

FROM: Terricka Washington, Database Administrator

DATE: July 25, 2018


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<tbody>
<tr>
<td>APPLICANTS_ADMITS</td>
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</table>

- **Edit modified for HIGH_SCHOOL_GPA (01139)**
  - **0685**: Changed from an allowable tolerance (level 8) to a warning (level 5)

- **Tolerance ended for HIGH_SCHOOL_GPA (01139)**
  - **5802**: 10% Tolerance exceeded for Diagnostic Code 0685 - missing GPA_High_School when Stu_Typ = J or U and Fee_Class_Res = F, T or N, Deg_Highest_Held not = A, C or B, Stu_Class_Level = L and Final_Adm_Action = A and HS_ETS_CD is not 888888 or XXXXXX

- **Edits ended for Final Admission Action (01135)**
  - **5357**: If Final_Adm_Action A and Stu_type B, E and Fee_class_res F, T or N and GPA_high_school > = 2.5 and GPA_high_school < 3 and Stu_Class_level = L and GPA/Admission Test scores < acceptable ADMISSION SCALE then exception_typ F must exist.
  - **5358**: If Final_Adm_Action A and Stu_type J, U and Fee_class_res F, T or N and GPA_high_school > = 2.5 or GPA_high_school < 3 and Stu_Class_level = L and GPA_college < 2 and GPA/Admission Test scores < acceptable ADMISSION SCALE then exception_typ T, G, M must exist.
- **New edits for Final Admission Action (01135)**

5381 *(Level 9 critical error) replaces edit 5357:* If Final Admission Action (01135) = Admitted (A) and Type of Student (01414) is equal to Beginner FTIC (B) or Early Admit (E) and Fee Classification Residency (01106) is equal to Florida Resident (F), Non-Florida Resident (N), or Florida Resident Special Category (T) and the Student's Classification Level (01060) is Lower Undergraduate (L) and High School GPA (01139) is less than 2.5 or test scores on entrance exams are less than those needed for college placement, then Exception Status (01200) must equal FTIC Profile Assessment (F). In cases where multiple scores are submitted for a group (Reading, Writing/English, or Math) the score that is above the threshold trumps all other scores.

5388 *(Level 9 critical error) replaces edit 5358:* If Final Admission Action (01135) equals Admitted (A) and Student Type (01414) equals Transfer from Florida College System (J) or Other Undergraduate Transfer (U) and the Fee Classification Residency (01106) is equal to Florida Resident (F), Non-Florida Resident (N), or Florida Resident - Special Category (T), and Student Classification Level (01060) = Lower Division Undergraduate (L) and High School GPA (01139) is less than 2.5 or College GPA (01270) is less than 2 or test scores on entrance exams are less than those needed for college placement, then the Exception Status (01200) must be one of the following: Transfer Student - Undergraduate Exception (T), Entering or Transferring Graduate Students and Post-Baccalaureate Profession Students Exception (G) or Substitutions and/or Modifications (M). In cases where multiple scores are submitted for a group (Reading, Writing/English, or Math) the score that is above the threshold trumps all other scores.

**TEST_REQS**

- Values Added for Element 02008:
  - ‘AC’ for ACCUPLACER
  - ‘PE’ for PERT

**COLLEGE_PREP**

- Table removed from submission

- Edit ended for UNIV ROW ID – 02002
  - 0738: UNIV_ROW_ID is missing

- Edit ended for Person ID – 01029
  - 5211: A matching Applicants_Admits row in the current submission could not be found. For the admission_exceptions table the match goes through stu_typ. For the degrees_awarded table the match goes through award_source.

- Edit ended for Remediation Area – 01144
  - 4066: Frequency

- Edit ended for Remediation Test - 01145
  - 0008: Missing or Invalid Value
  - 4067: Frequency

- Edit ended for Academic Year– 01522
  - 0520: Term Result Reported must be valid for reporting time frame
- Edit ended for Remediation Comp – 01146
  0005: Invalid Value.
  0546: Remediation Completion Method O (Other) must be explained
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- Edit ended for Community College Code – 01147
  0554: When Remediation_Comp is C then Comm_Coll_Cd cannot be missing or invalid
  6228: COMM_COLL_CD is nulled if REMEDIATION_COMP <> 'C'

- Edit ended for Common Course Prefix – 01195
  0549: The Course Prefix must be reported if the REMEDIATION_COMP = C
  6226: CRS_PREFIX is nulled if REMEDIATION_COMP <> 'C'

- Edit ended for Common Course Number – 01196
  0550: The Course Number cannot equal spaces and it must be numeric if REMEDIATION_COMP = C
  6227: CRS_NBR is nulled if REMEDIATION_COMP <> 'C'

- Edit ended for Common Course Outside Indicator – 01003
  0005: Invalid Value
  6229: CRS_IND is nulled if REMEDIATION_COMP <> 'C'

- Edit ended for Remediation Incompletion Code – 01148
  0547: Remediation Incompletion Code cannot be the letter O if Remediation Completion Method is N
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  0739: SSN in U_RESV field not allowed

REPORTS
- Modified Report Admissions File GPA and Test Score Profile (ADMTSTSCORE) This report was modified to include the new tests ACCUPLACER and PERT.

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MEMORANDUM

TO: SUS Data Administrators and SUDS Community

FROM: Terricka Washington, Database Administrator

DATE: July 20, 2018

RE: SUDS BETA Release of ADM (Summer 2018 due 9/7/2018
Fall 2018 due 10/5/2018
Spring 2019 due 3/1/2019)

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPLICANTS_ADMITS</strong></td>
</tr>
<tr>
<td><strong>- Edit modified for HIGH_SCHOOL_GPA (01139)</strong></td>
</tr>
<tr>
<td><strong>0685:</strong> Changed from an allowable tolerance (level 8) to a warning (level 5)</td>
</tr>
<tr>
<td><strong>- Tolerance ended for HIGH_SCHOOL_GPA (01139)</strong></td>
</tr>
<tr>
<td><strong>5802:</strong> 10% Tolerance exceeded for Diagnostic Code 0685 - missing GPA_High_School when Stu_Typ = J or U and Fee_Class_Res = F, T or N, Deg_Highest_Held not = A, C or B, Stu_Class_Level = L and Final_Adm_Action = A and HS_ETS_CD is not 888888 or XXXXXX</td>
</tr>
<tr>
<td><strong>- Edits ended for Final Admission Action (01135)</strong></td>
</tr>
<tr>
<td><strong>5357:</strong> If Final_Adm_Action A and Stu_type B, E and Fee_class_res F, T or N and GPA_high_school &gt; = 2.5 and GPA_high_school &lt; 3 and Stu_Class_level = L and GPA/Admission Test scores &lt; acceptable ADMISSION SCALE then exception_typ F must exist.</td>
</tr>
<tr>
<td><strong>5358:</strong> If Final_Adm_Action A and Stu_type J, U and Fee_class_res F, T or N and GPA_high_school &gt; = 2.5 or GPA_high_school &lt; 3 and Stu_Class_level = L and GPA_college &lt; 2 and GPA/Admission Test scores &lt; acceptable ADMISSION SCALE then exception Typ T, G, M must exist.</td>
</tr>
</tbody>
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- **New edits for Final Admission Action (01135)**
  5381 (Level 9 critical error) replaces edit 5357: If Final Admission Action (01135) = Admitted (A) and Type of Student (01414) is equal to Beginner FTIC (B) or Early Admit (E) and Fee Classification Residency (01106) is equal to Florida Resident (F), Non-Florida Resident (N), or Florida Resident Special Category (T) and the Student's Classification Level (01060) is Lower Undergraduate (L) and High School GPA (01139) is less than 2.5 or test scores on entrance exams are less than those needed for college placement, then Exception Status (01200) must equal FTIC Profile Assessment (F). In cases where multiple scores are submitted for a group (Reading, Writing/English, or Math) the score that is above the threshold trumps all other scores.

5388 (Level 9 critical error) replaces edit 5358: If Final Admission Action (01135) equals Admitted (A) and Student Type (01414) equals Transfer from Florida College System (J) or Other Undergraduate Transfer (U) and the Fee Classification Residency (01106) is equal to Florida Resident (F), Non-Florida Resident (N), or Florida Resident - Special Category (T), and Student Classification Level (01060) = Lower Division Undergraduate (L) and High School GPA (01139) is less than 2.5 or College GPA (01270) is less than 2 or test scores on entrance exams are less than those needed for college placement, then the Exception Status (01200) must be one of the following: Transfer Student - Undergraduate Exception (T), Entering or Transferring Graduate Students and Post-Baccalaureate Profession Students Exception (G) or Substitutions and/or Modifications (M). In cases where multiple scores are submitted for a group (Reading, Writing/English, or Math) the score that is above the threshold trumps all other scores.

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MEMORANDUM

TO: SUS Data Administrators and SUDS Community
FROM: Terricka Washington, Database Administrator
DATE: July 16, 2018
RE: SUDS PROD Release of EA (Annual 2017 due 10/30/2018),
    OB (Annual 2018 due 8/21/2018),
    SFA (Annual 2017 due 10/02/2018),
    SCD (OB 2018, MidYr2019, and EOY 2019)

<table>
<thead>
<tr>
<th>EA Annual 2017 due 10/30/2018</th>
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<tbody>
<tr>
<td>The Expenditure Analysis File (EA) software required no changes for this release.</td>
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<tr>
<th>OB Annual 2018 due 08/21/2018</th>
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**EMPLOYEE_DATA**
- **Element BOG Job Structure 02087 Added** – Defined as A State University System specific categorical classification of institutional jobs by structural category. This is a hierarchy that represents the uniqueness of the university workforce, while clustering major job types in a way that allows for comparisons across institutions.

- **Edit Added for Element 02087:**
  0005: Invalid Value
  4315: Frequency of Values for EMPLOYEE_DATA.BOG_JOB_STRUCT_CAT

- **Values Added for Element 02087:**
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  ‘02’ Core Operational Supervisor
  ‘03’ Specialized Technical/Para Professional
  ‘04’ Non-Faculty Supplementary Personnel
  ‘05’ Instruction/Research Supplementary Personnel
  ‘06’ Faculty (Full Time)
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  ‘09’ Professional
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- **Edit Added for Pay Plan, SUS – 01037**
  0901: If Pay Plan (01037) is Faculty (22) then BOG Job Structure Category must be Instruction/Research Supplementary Personnel (05), Faculty (Full-Time) (06), Faculty Administrator - Managerial (07), Professionalized Occupation (08), Professional (09), Lower-Level Executive (12), or Upper-Level Executive (13).

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**EMPLOYEE_DEMO**

- **Edit Added for Tenure Status - 01671**
  
  **5395:** If Tenure Status (01671) is Tenure (1), Non-Tenured, Tenure-Earning (2), Not Tenured, Not-Tenure Earning (3), Non-Tenured, Tenure-Earning, Not Eligible (4), or Multi-Year (M) then BOG Job Structure Category must be Faculty (Full-Time) (06), Faculty Administrator - Managerial (07), Lower-Level Executive (12), or Upper-Level Executive (13).

- **Edit Added for Retirement Code, Employment Resource - 01047**
  
  **5394:** If Retirement Code (01047) is Senior Management (UM) then BOG Job Structure Category must be Faculty Administrator - Managerial (07), Lower-Level Executive (12), or Upper-Level Executive (13).

- **Edit Added for Senior Management Benefit Switch - 01020**
  
  **5390:** If Senior Management Switch (01020) is Yes (Y) then BOG Job Structure Category must be Faculty (Full-Time) (06), Lower-Level Executive (12), or Upper-Level Executive (13).
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