Academic Data Collection (ADC)

Data Submission & Reporting
User Guide

May 2024
Academic Data Collection (ADC) Data Submission & Reporting User Guide

Purpose

The Academic Data Collection (ADC) includes information on enrolled students, courses, schedules, and graduation. Data is submitted twice each term, at midterm and end of term, based on the published collection calendar.

Target Audience

This document is designed for institutional staff responsible for submitting data to the Academic Data Collection. This includes the Points of Contact (POCs) for each institution for the ADC and any other staff with roles and access to complete a data extraction and review data related to the ADC.

Scope of Document

This user guide will provide detailed instructions for each of the following processes of the Academic Data Collection:

- Academic Institutional User Roles
- Data Submission Process Flow
- Data Submission
- Reports
- Data Submission Errors
- Submission Status
- Data Submission Review
- Data Dictionary
- Reference Code Reports
- Request Error Relief
- Data Collection Certification

More Information and Support

For emergencies, business interruptions, or other production down situations, immediately call the ITS Helpdesk (706-583-2001 or 888-875-3697 toll-free within Georgia). For noncritical issues, log in with your username and password at https://usg.service-now.com/usgsp to submit a ticket.

Resources

Information about ITS Service Level Guidelines and the maintenance schedules can be found at https://www.usg.edu/customer_services/service_level_guidelines. For operational information on USG IT systems and services, please visit https://status.usg.edu.
# Academic Institutional User Roles

Before learning the data submission process, it is important to understand the User Roles that must be assigned to perform these procedures.

The following section explains the Academic Institutional User Roles that must be defined for the institution to successfully complete Academic Data Collections.

<table>
<thead>
<tr>
<th>Role Title</th>
<th>Role</th>
<th>Role Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Academic Extractor</td>
<td>usg_aca_extractor</td>
<td>Extract Academic Data</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View Academic Error Reports/Logs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Request Error Relief</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide Error Relief Comments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Role Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Extraction process collects data from the Academic campus Operational Data Store (ODS). If any errors are returned during the extraction process, the data warehouse user interface alerts the user. These errors must be corrected before data can be accepted by the Office of Research and Policy Analysis (RPA) and loaded into the relational data warehouse.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In exceptional cases where an error cannot be corrected, Error Relief can be requested from RPA. Comments must be provided explaining why the error is to be considered an exception. RPA approves or rejects the request(s).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution Academic Data</td>
<td>usg_aca_ods_reviewer</td>
<td>Review Academic Preliminary / Turn-Around reports for accuracy prior to load into the relational warehouse.</td>
</tr>
<tr>
<td>Submission Reviewer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Role Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Preliminary / Turn-Around Reports must be reviewed for accuracy before data is loaded into the relational warehouse for Official Reporting purposes. Once reports have been reviewed and accepted as accurate, the institution can notify the Office of Research and Policy Analysis (RPA) that data is ready for load.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution Academic Reviewer</td>
<td>usg_aca_reviewer</td>
<td>Review standard, pre-built Official Academic Reports for accuracy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Role Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Once data has been loaded into the relational data warehouse, pre-built (canned) Academic reports can be reviewed.</td>
</tr>
</tbody>
</table>
Data Submission Process Flow

### Academic Data Submission Process Flow

1. **Institution loads USGQuest**
   - Institution loads data to USGQuest

2. **Access Data**
   - Access Data Collection Application

3. **Click Extract button**
   - Are you sure you want to Extract?

4. **Extraction request sent to processing queue**
   - More than 5 extraction processes currently running?

5. **System Officer/RPA Approves or Rejects request**
   - System Officer/RPA approves or rejects request

6. **Error Relief Request Approved**
   - Error Relief Request Approved

7. **Error Relief Request Rejected**
   - Error Relief Request Rejected

8. **Process Pending**
   - Process Pending

### Validation Reports

1. **Click Reports button**
   - Are you sure you want to Request Error Relief?

2. **Request Error Relief**
   - Request Error Relief

3. **View Error Reports in Cognos**
   - Can errors be corrected in source system?

4. **Correct errors in source system**
   - Correct errors in source system

5. **Re-run submission process from the beginning**
   - Re-run submission process from the beginning

### Error Reports

1. **Access Data Validation Reports and Click Reports button**
   - Access Data Validation Reports and Click Reports button

2. **Click Req Error Relief button**
   - Are you sure you want to Request Error Relief?

### Extraction

1. **Click Extract button**
   - Are you sure you want to Extract?

2. **Extraction request sent to processing queue**
   - More than 5 extraction processes currently running?

3. **Process Pending**
   - Process Pending

4. **Process Running**
   - Did process run successfully?

5. **Extraction Success**
   - Extraction Success

6. **Extraction Failure/Contact ITS**
   - Extraction Failure/Contact ITS

7. **Error Relief Request Approved**
   - Error Relief Request Approved

8. **Error Relief Request Rejected**
   - Error Relief Request Rejected

9. **Correct errors in source system and re-run submission process from beginning**
   - Correct errors in source system and re-run submission process from beginning.
Data Submission

This section provides detailed instructions for completing the data submission process. This includes the following steps:

- Confirm installation of current Academic Release (CAMPUS_ODS_ADM_ETL_INSTALL)
- Run the Data Collection Extraction process (ZADMETL)
- Access the Academic Data Submission Application
- Extract to Data Warehouse Mimic tables (USGODS)

Confirm Installation of the Current Academic Release

To successfully run the Data Collection Extraction process (ZADMETL) in Banner, the current Academic Release (CAMPUS_ODS_ADM_ETL_INSTALL) must be installed.

For the release documentation and the current ETL Execution Parameters, refer to the Academic tab under Data Collections Documentation on the Data & Reporting Services site: https://www.usg.edu/data_services/data_collections_documentation/academic.

Data Collection Extraction Process (ZADMETL)

The first step in the extraction process is to run the Data Collection Extraction process (ZADMETL) to populate the tables in the USGQUEST schema on the institution’s designated database. The ZADMETL process is used to initiate the Academic Data Mart (ADM) Institution Extraction, populating the Banner tables (Views) in the USGQUEST schema. The extraction process pulls data from these tables to populate the data warehouse staging tables (USGODS).

Run the ZADMETL process from the Process Submission Controls (GJAPCTL).

In the Parameter Values section, populate parameter number 01 (Data Collection to Extract?) with the value ‘A’ to extract data for the ADC. With the cursor in the Submission section, click Save to execute the process.
Review the ZADMETL .lis and .log files to verify a successful extraction. All errors must be resolved to achieve a successful extraction.
For information on ZADMETL .lis output, including error messages and their causes, please refer to the Data Collection Extraction user documentation available at https://www.usg.edu/georgia_best/application_development_and_support/banner/userdocs.
Access the Data Collection Application

Once the data is successfully loaded into the USGQUEST schema, the Data Collection Application (Apex) should be executed to extract the academic data from the Banner tables in the USGQUEST schema and populate the data warehouse staging tables (USGODS).

1. Access the Data Collection Site at the following URL: https://www.usg.edu/data_services/. Note: This site provides access to the Data Collection Application and the Data Validation Reports. A successful extraction must be completed before reviewing reports.

2. Click the Data Collection Application link in the navigation column.
3. Select the Academic Data Collection Application (Includes ADC, Facilities, and Financial Aid) link.

4. This link opens the login page for the Apex application.  
   **Note:** The direct URL is [https://apps.ds.usg.edu/ords/f?p=38576](https://apps.ds.usg.edu/ords/f?p=38576). Any additional numbers that may appear at the end of this URL are used to identify a current session. Do not bookmark or save a session specific URL. If issues are encountered accessing the Apex application, clear the browser cache, close the browser and start over with the direct URL.
5. Enter Username and Password and click Login. The Overview tab will display the SETID and name of the institution and the last successful actions per data mart.

![Overview tab with SETID and last successful actions]

6. In the upper left corner of the Overview tab, click the Select Datamart dropdown list. The data marts displayed are based on permissions assigned to the user's login. Select the Academic option.

![Select Datamart dropdown list with Academic option selected]

7. Once Academic is selected, a new Academic Data Collection tab appears next to the Overview tab. Click on the Academic Data Collection tab to reach the ADC home page. The Academic Data Collection tab displays the institution's SETID and name, current collection and ETL package version, extraction processing steps, and last successful actions for the data mart.

![Academic Data Collection tab with institution information and extraction steps]
Perform an Extraction

1. On the Academic Data Collection tab, a series of buttons appear on the left side. The available buttons may vary depending on the state of the current collection.
   - Home
   - Extract
   - Req. Error Relief
   - Start Over

2. To perform an extraction, click the Extract button.

3. A confirmation prompt will be displayed asking: “Are you sure you want to extract?” Click OK to continue with the extraction or click Cancel to return to the Home page.
4. The extraction request is submitted to the process queue that manages the number of extraction requests submitted by all institutions. **Note:** If more than 5 extraction processes are currently running, the request will be placed in the queue and picked up for processing when space is available.

5. The message “Extraction request successfully submitted to the process queue!” will be displayed along with an OK button. Click OK to return to the Home page.

6. If more than 5 extraction processes are running, a new request will be placed in the queue. In this case, the Academic ETL Summary window will display PENDING. Refresh the browser as needed to verify that the request moves from PENDING to RUNNING.
7. If the extraction request is successfully executed, the Status in the Academic ETL Summary window will display RUNNING.

8. When the extraction process is complete, the status displays SUCCESS or FAILURE. If the status is SUCCESS, continue to the next step in the process. If the status is FAILURE, it may be necessary to contact ITS for further investigation.

9. Verify if the extraction has been completed with Validation/Edit errors. If no Validation/Edit errors have been produced, the Req. Error Relief button will be grayed-out and inaccessible. This confirms that no errors are present and Data Submission Reports are ready for review.

10. If Validation/Edit errors are present, the Req. Error Relief button will be available. Data Submission Error reports must be reviewed to determine the method of correction in the source system. Error relief should only be requested if errors exist that cannot be resolved in the source system. 

   **NOTE:** If the Req. Error Relief button is clicked by mistake, the Start Over button should be used, and the extraction process will need to be restarted.
Reports

This section provides detailed information on the reports that are available after completing the data submission process.

- Data Submission Reports
- Data Validation Reports

Reporting Options

There are two types of reports available for use after the data have been submitted.

Data Submission Reports

The Data Submission Reports provide high-level summary information related to the data submission process. Reports include:

- Institution Summary
- Submission Status
- Submission Summary

Data Validation Reports

Data Validation Reports are preliminary reports that provide detailed data information as submitted and stored in the data warehouse mimic tables (USGODS).

These reports should be used to validate the data.
Accessing Reports

1. Access the Data Collection Site at the following URL: https://www.usg.edu/data_services/.
   Note: This site provides access to the Data Collection Application and the Data Validation Reports. A successful extraction must be completed before reviewing reports.

2. Click the Data Validation Reports link in the navigation column.
3. Enter User ID and Password. This is the same account information used to log in to the Data Collection Application.

4. The Cognos home page is displayed.
5. Select Data Collections on the left-hand navigation to reach the Data Collections dashboard.

![Data Collections dashboard]

Welcome to the new USG Cognos Analytics and Reporting Portal!
On the left, choose one of the following icons:
Data Collections: Academic Data Submission, Academic Financial Aid, Facilities Inventory, Financial or Human Resources.
IPEDS HR: Current Year and Previous Years reports.

6. The Cognos Dashboard is displayed. All Data Validation Reports can be accessed from this dashboard.
Note: The data mart tabs displayed are based on permissions assigned to the user's login.

![USG Data Warehouse]

**USG Data Warehouse**
Academic Data Submission Reports
A variety of useful reports on the left will assist the end user with data submission and review to the USG Academic Data Warehouse.

1. **Data Submission Errors**
   The Data Submission Error Report displays the institution's data errors, conveniently grouped by Term, Category, Error Description and error count.

2. **Submission Status**
   Submission Record Count Reports allow you to review your data submitted by Course, Graduation or Student and also gives an option to download the entire dataset submitted to the Academic Data Warehouse. The submission status report shows the current Academic data submission status.

3. **Data Submission Review**
   These Summary Reports are a useful tool to review data submitted for element frequencies, i.e., Advanced Standing Summary, Enrollment Summary, etc.

4. **Data Dictionary**
   The Data Dictionary contains a Data Submission Crosswalk. Elements by Category as well as Validation Rules by the Primary Element submitted. The Data Element Dictionary is easily sorted by Course, General, Student, Graduation, Facilities and Person and displays the sub-elements and their respective validation rules.
Data Submission Errors

The Data Submission Errors are located in the left navigation column of the Academic Data Submission tab.

Institution Summary

Under Data Submission Errors, the Institution Summary report allows the user to view the details of Validation/Edit errors encountered during the extraction.

There are three possible options to view errors: (All), Known Issue, and Error. Selecting the (All) option will display all reported known issues and errors. The Known Issue option will be shown if there are active known issues within the current collection. The Error option will be shown if there are active errors that have not been cleared.
The error reports are grouped by Category and Record Type. They can be viewed and downloaded by record type or as a summary of all errors.

Click the View/Download link in the View and Download column to see detailed Business Rule errors for a specific Record Type, Category, and Primary Element. Click the View and Download all errors for [current term] link at the bottom of the errors table to view a detailed summary of all Business Rule errors.

![Image of error report example]

These reports can be downloaded using the Cognos Viewer. In the upper right corner of the report, select the dropdown menu next to the HTML icon. This menu provides download formats. Select the desired format to download the report.
Submission Status

The Submission Status is located in the left navigation column of the Academic Data Submission tab. The status displays a high-level overview of the collection status.

Submission Summary

The Data Submission Record Counts - Submission Summary Report provides details of each record submitted per collection category (Course, Graduation, and Student), grouped by table name.
Below is an example of the Data Submission Record Count – Submission Summary by Course. Click the View/Download link to access the record detail. This provides all of the records in a specific table.

**Submission Term: 20244 - EOT**

<table>
<thead>
<tr>
<th>Category</th>
<th>Record Type</th>
<th>Record Count</th>
<th>Download Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common</td>
<td>Institution Sonxref Table <em>(ods_common_sonxref_mimic)</em></td>
<td>1,437</td>
<td>View / Download</td>
</tr>
<tr>
<td>Course</td>
<td>Catalog <em>(ods_admcrs_catalog_mimic)</em></td>
<td>358</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Class Session <em>(ods_admcrs_cls_session_mimic)</em></td>
<td>1,220</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Enrollment <em>(ods_admcrs_enroll_mimic)</em></td>
<td>14,710</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Faculty <em>(ods_admcrs_faculty_mimic)</em></td>
<td>680</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Grade <em>(ods_admcrs_grade_mimic)</em></td>
<td>13,569</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Section <em>(ods_admcrs_section_mimic)</em></td>
<td>1,203</td>
<td>View / Download</td>
</tr>
<tr>
<td></td>
<td>Section Attributes <em>(ods_admcrs_section_attr_mimic)</em></td>
<td>983</td>
<td>View / Download</td>
</tr>
</tbody>
</table>

These reports can be downloaded using the Cognos Viewer. In the upper right corner of the report, select the dropdown menu next to the HTML icon. This menu provides download formats. Select the desired format to download the report.
Data Submission Review

The Data Submission Review Reports are preliminary reports used to review data prior to loading it into the data warehouse. These reports are grouped by category and based on element types.

Course Data Submission Review

The Course Data Submission reports are preliminary reports that can be used to validate course credit hours by term.

The Credit Hours Generated by Budget Program Area report provides a summary of the credit hours generated by Fund Group and Level at the individual institutions. Click the hyperlinks within the table for specific course information pertaining to the Fund Group and Level.
The Semester Credit Hours Summary provides a summary of the total credit hours produced at the individual institution.

The Semester Credit Hours Summary table includes columns for Institution, Credit Hours, Total Credit Hours Lower, Total Credit Hours Upper, Total Credit Hours Grad/Prof, and Total Credit Hours Not Counted.

Click on the hyperlinks within the table for specific course information related to the level of instruction (Lower, Upper, Grad/Prof).

For information on how credit hours are categorized and other related details, refer to the ADC Functional and Technical Definitions of Derived Variables document at https://www.usg.edu/research/data_collection_and_reporting_resources/academic_data_collection_and_reporting.

**Graduation – Degrees Conferred Data Submission Review**

The Graduation – Degrees Conferred Data Submission Summary is a preliminary report that can be used to validate graduation data. It provides a record count of graduates by Field of Study. Click the Number of Distinct Graduates for a detailed listing of students per Degree program Area.
Student Data Submission Reports

The Student Data Submission Reports provide detailed data on commonly used elements. These reports can be used to validate student data.

Reports provide data based on Record Count or Enrollment. The Record Count Report provides a complete record count based on the element.

All Record Count Reports follow the same format for accessing report details.
For example, the Attribute Summary report provides all records containing a Student Attribute Code and are grouped based on the code. Click Detail Data to access the record(s) detail information as stored in the database table.

For example, the Enrollment by Academic Level report provides details for all enrolled students based on current Academic Level. Click Detail Data to access the record(s) detail information as stored in the database table.
Data Dictionary

The Data Dictionary reports provide a technical reference for all academic data elements. Reports provide a drill-down option for crosswalk information, elements by category, and elements with associated validation rules (Business Rules).

Click the “Download PDF” option to generate a data element dictionary that contains detailed information, such as definitions, validation rules, collection tables, Banner references, and collection periods.
Reference Code Reports

Reference Code Reports provide access to the Data Warehouse Reference tables.

Selecting “All Reference Tables” will expand to provide all available reference table reports.

Below is an example of the County Reference Report.
Request Error Relief

This section provides detailed instructions for Requesting Error Relief. This includes:

- Accessing the Error Relief Page
- Entering Error Relief Reasons
- Receiving Acceptance or Rejection of Request

If it is determined that errors were produced during the extraction process that cannot be corrected in the source system for an error-free extraction, use the Request Error Relief process to allow data to load into the data warehouse.

The Academic Data Collection Application (Apex) can be accessed from the Data Services website at [https://www.usg.edu/data_services/](https://www.usg.edu/data_services/) or the direct URL at [https://apps.ds.usg.edu/ords/f?p=38576](https://apps.ds.usg.edu/ords/f?p=38576).

1. From the Academic Data Collection tab, click the Req. Error Relief button to begin the error relief process.

2. A confirmation prompt will be displayed asking: “Are you sure you want to request Error Relief? All records will be marked for Error Relief. Extract option will no longer be available for this data submission.” Click OK to continue or Cancel to return to the homepage.

NOTE TO USER:
Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.

Below are the Process Steps and ETL Summary:

<table>
<thead>
<tr>
<th>User(s)</th>
<th>Step(s)</th>
<th>Process(s)</th>
<th>Comments/Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>1</td>
<td>Extract</td>
<td>Extraction was successful and there are no errors. The work is complete. Request Error Relief will not appear in the left navigation menu. Keep-on extracting/submitting.</td>
</tr>
<tr>
<td>User</td>
<td>2</td>
<td>Request For Error Relief</td>
<td>Extraction was successful and there are errors. Request Error Relief will appear in the left navigation menu. Once the Error Relief button is activated then continue with step 2.</td>
</tr>
</tbody>
</table>

Confirm error relief request:
Are you sure you want to request Error Relief?
All records will be marked for Error Relief. Extract option will no longer be available for this data submission.

OK | Cancel
3. Validation errors have been flagged for Error Relief. Submit reason(s) for Error Relief Request. On the Errors Requested for Relief window, click the notepad icon on each row to open the data entry page for that specific error.

![Errors Requested for Relief](image)

4. The data entry page will be displayed for the selected error. Enter the reason for the Error Relief Request in the provided text box and click Update Reason.

![Error Relief Request](image)

5. You will be returned to the Errors Requested for Relief window. The Reason Entered column now displays Y for this record.

![Reason updated for error relief](image)

6. Continue to enter a reason for all errors that require error relief. The Academic ETL Summary will show a status of Error Relief Request – PENDING for REASONS until all errors have a reason recorded and saved.

![Academic ETL Summary](image)
7. When all errors have a recorded reason, the ETL Summary will display a status of Error Relief Request – SUCCESS, and an email will generate and notify the RPA of the request(s).

<table>
<thead>
<tr>
<th>Step</th>
<th>Process</th>
<th>Datamart</th>
<th>Collection Term</th>
<th>STATUS</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Error Relief Request</td>
<td>ADM</td>
<td>2018-4 EOT</td>
<td>SUCCESS</td>
<td>10/23/2019 16:54:53</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Request Load to DW</td>
<td>ADM</td>
<td>2018-4 EOT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>Institution Certify</td>
<td>ADM</td>
<td>2018-4 EOT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

8. When the RPA has approved or rejected the Error Relief Request, the ETL Summary will display one of the following status messages:

a. RPA Error Approval – SUCCESS

<table>
<thead>
<tr>
<th>Step</th>
<th>Process</th>
<th>Datamart</th>
<th>Collection Term</th>
<th>STATUS</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ExtractionETL</td>
<td>ADM</td>
<td>2014-4 MT</td>
<td>SUCCESS</td>
<td>02/01/2012 09:35:53</td>
<td>02/01/2012 09:44:54</td>
</tr>
<tr>
<td>2</td>
<td>Error Relief Request</td>
<td>ADM</td>
<td>2014-4 MT</td>
<td>SUCCESS</td>
<td>02/07/2012 11:35:21</td>
<td>02/07/2012 12:43:64</td>
</tr>
<tr>
<td>3</td>
<td>RPA Error Approval</td>
<td>ADM</td>
<td>2014-4 MT</td>
<td>SUCCESS</td>
<td>02/07/2012 14:17:05</td>
<td>02/07/2012 14:20:14</td>
</tr>
<tr>
<td>4</td>
<td>Request Load to DW</td>
<td>ADM</td>
<td>2014-4 MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>RPA Load to DW</td>
<td>ADM</td>
<td>2014-4 MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6</td>
<td>Request Certification</td>
<td>ADM</td>
<td>2014-4 MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>Institution Certify</td>
<td>ADM</td>
<td>2014-4 MT</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

b. RPA Error Approval – REJECTED

<table>
<thead>
<tr>
<th>Step</th>
<th>Process</th>
<th>Datamart</th>
<th>Collection Term</th>
<th>STATUS</th>
<th>START TIME</th>
<th>END TIME</th>
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<tr>
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<tr>
<td>3</td>
<td>RPA Error Approval</td>
<td>ADM</td>
<td>2014-4 MT</td>
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11. If error relief is rejected, RPA will notify the Point of Contact with additional information. The Start Over button will then need to be used, as the extraction process will need to be restarted.
Academic Data Collection Certification

All institutional staff responsible for submitting data to the Academic Data Collection must also submit the Data Collection Certification Form to complete a successful submission.


Analyzing Higher Education and Related State and National Policy Issues

As part of the Operations Division, Research and Policy Analysis (RPA) analyzes higher education and related state and national policy issues and their impact on the University System of Georgia.

About Us

The research conducted by RPA focuses on students, curriculum, and faculty. Examples include the analysis of data on student enrollment behavior (such as retention, and graduation), research on supply and demand for Georgia's work force, needs analyses, and financial aid. RPA serves as the point of primary contact for meeting the information needs of external entities and agencies and reports to the Chief Operating Officer.

RPA collaborates with others in the System office on policy development and implementation. RPA is responsible for administering the University System student, curriculum, financial aid, and degree data systems, interpreting Board policy in data collections and analysis, and ensuring that the data needed to implement policies are available at the System level, that definitions of data elements are standard and meaningful, and that relevant and valid interpretations of those data are used in the development and implementation of BOR policy initiatives. RPA also serves as the liaison to selected System committees and state and federal agencies.
2. Click the Data Collection & Reporting Resources link in the navigation column and select Academic Data Collection and Reporting.

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3. The Academic Data Collection and Reporting webpage has multiple resources, including the Data Collection Certification Form and the ADC Certification Resource Guide. The Data Collection Certification Form is to be submitted on the same day the collection closes. The ADC Certification Resource Guide provides detailed information on the validation reports to be certified, how often they should be reviewed, and how the data is used for official reporting purposes.
## Appendix A: Document History

This section details the history of the document and updates made for each modification.

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<th>Release and Date</th>
<th>Page/Process</th>
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