Information Technology Services

University System of Georgia Information Technology Services
Enterprise Data Management & Analytics

Test Plan
Academic Release 1.21

ADC Summer Mid-Term (MT) 20261

Contents

Test Plan for Academic Release 1.21

Preparation for Testing

Academic Release 1.21 and Data Collections ETL (ZADMETL) 1.3 must be applied to your TEST database to prepare for testing. Please follow the steps below to prepare for testing the release:

Step 1

Apply Academic Release 1.21 to the Banner database using the parameters for Summer MT 20261.

Step 2

Setup and/or identify test cases for testing the extraction and editor.

Step 3

In Banner, run the Data Collection Extraction process (ZADMETL) from Banner Job Submission (GJAPCTL).

Step 4

Turn on the ITS version of GlobalProtect VPN. For download, install, and login instructions, email DW_Test@usg.edu.

Step 5

Run the USG Extract in the TEST environment using the following URL:

https://appst.ds.usg.edu/ords/f?p=38576

Step 6

Review the Data Submission Error report to validate changes included in the release in the Cognos TEST environment using the following URL:

https://analyticst.ds.usg.edu/bi/

ACT Composite Test Codes

Purpose

Beginning in April 2025, students taking the ACT online can choose whether to include the science section. This option will be available to students taking the ACT in person starting September 2025. The new ACT Composite score will include English, Math, and Reading test scores. The Science test score will be reported separately for students who opted to take it.

Functionality delivered with this release:

Academic Release 1.21 includes the collection of a new data element, ACT Test Score Composite – English, Math, and Reading (A33), for students who took the ACT with English, Math, and Science. The Business Practices and Validation Rule are similar to the data element STR009 for test code A05. The following validation has been created to collect the test score.

- VSTR263 – The ACT Test Score Composite – English, Math, and Reading (A33) must be 01-36 when it is not null. Excludes admit types TR, TL, TP, NT, TP, TN, AU, and PB.

The Data Element STR009, ACT Test Score Composite, has been modified to specify that the existing test code, A05, includes the English, Math, Reading, and Science sections of the ACT. These modifications included changing the element name and description, and updating the Business Practice to ensure all individual section scores are present.

Data Element STR001, Test Code, has been modified to include the new valid value of test code A33: ACT Test Score Composite (English, Math, and Reading) and the updated valid value of test code A05: ACT Test Score Composite (English, Math, Reading, and Science).

For information on how to create test codes in STVTESC, review the GeorgiaBEST Data Collections Test Score Business Practice at
https://www.usg.edu/georgia_best/application_development_and_support/business_processes.

Test Scenarios:
Test Scenario 1a: New Data Element

In Cognos, generate a Data Element Dictionary (DED) using the Data Dictionary > Download PDF option.

Verify that the new element, ACT Test Score Composite – English, Math and Reading (A33) (STR197), is shown as below:

ACT Test Score Composite – English, Math and Reading (A33)	STR197
Category	Academic / Student / Test Results / STR197
Description	The ACT Test Score Composite (A33) is the average of the English, Math, and Reading test scores, rounded to the nearest whole number.
Data Type	N
Length	2

Format	X
Collection Period	Current: mid-term and end of term
Business Practices	If a test score for ACT Test Score Composite: English, Math and Reading (A33) is present, then test scores for English (A01), Math (A02) and Reading (A03) must also be present. Leave blank if there is no ACT score. Do not remove ACT scores from records of returning students. Do not convert ACT score to SAT score. ACT Scores are collected for student level numbers 10, 11, 20, 30, and 40.

Validation Rules — Active:

Severity	Code	Description
Error	VSTR263	The ACT Test Score Composite - English, Math and Reading (A33) must be 01-36 when it is not null. Excludes admit types TR, TL, TP, NT, TD, TN, AU, and PB.

Valid Values	(None)
Data Source	Provider: Banner Table: SORTEST Column: SORTEST_TEST_SCORE GUI Name: SOATEST GUI Label: Test Score SOAXREF Translation Code: RGTTEST (Test Code)
Effective Terms	Start: 20261 End: (None)
Old DW Reference	
Legacy Element ID	

Change History

Academic_Term	Change_Date	Change_Notes
20261	May 27, 2025	Created new data element ACT Test Score Composite – English, Math and Reading (A33) – STR197 with validation VSTR263.

Testing successful? (check one) ☐Yes   ☐No

Test Scenario 1b: Updated Data Elements

Using the DED generated in Test Scenario 1a, verify that the following highlighted changes are shown in the DED:

ACT Test Score Composite - English, Math, Reading and Science (A05)	STR009
Category	Academic / Student / Test Results / STR009
Description	The ACT Test Score Composite (A05) is the average of the English, Math, Reading and Science test scores, rounded to the nearest whole number.
Data Type	N
Length	2
Format	X
Collection Period	Current: mid-term and end of term
Business Practices	If a test score for ACT Test Score Composite: English, Math, Reading and Science (A05) is present, then test scores for English (A01), Math (A02), Reading (A03) and Science (A04) must also be present. Leave blank if there is no ACT score. Do not remove ACT scores from records of returning students. Do not convert ACT score to SAT score. ACT Scores are collected for student level numbers 10, 11, 20, 30, and 40.

Validation Rules	Active:		
	Severity	Code	Description
	Error	VSTR005	ACT Composite score (A05) must be 01-36 when it is not null. Excludes admit types TR, TL, TP, NT, TD, TN, AU, and PB.

Valid Values	(None)
Data Source	Provider: Banner Table: SORTEST Column: SORTEST_TEST_SCORE GUI Name: SOATEST GUI Label: Test Score SOAXREF Translation Code: RGTTEST (Test Code)

Effective Terms	Start: 19872 End: (None)		
Old DW Reference	ACADEMIC_TEST.TEST_CODE		
Legacy Element ID	S215		
Change History	Academic_Term	Change_Date	Change_Notes
	20261	May 27, 2025	Edited the element Name, Description and Business Practice. Edited the Description of VSTR005.
	20214	Feb 4, 2021	Corrected data element source fields
	20134		Changed VSTR005 to no longer validate against TR, TL, TP, NT, TP, TN, AU, PB.
	20012		99 is a valid code for students who matriculated prior to Fall 2000.

Testing successful? (check one) ☐Yes   ☐No

Test Code		**STR001**
Category	Academic / Student / Test Results / STR001	
Description	Test code identifying the test taken by the student.	
Data Type	A/N	
Length	6	
Format	X	
Collection Period	Current: mid-term and end of term	
Business Practices		
Validation Rules	(None)	

Valid Values		

Code	Description
A01	ACT- English
A02	ACT- Math
A03	ACT- Reading
A04	ACT- Science Reasoning
A05	ACT- Composite (English, Math, Reading, Science)
A07	ACT- Combination Writing and Essay
A08	ACT- Essay
A09	ACT- ACT Writing Domain Ideas and Analysis
A10	ACT- ACT Writing Domain Development and Support
A11	ACT- ACT Writing Domain Organization
A12	ACT- ACT Writing Domain Language Use & Conventions
A15	ACT- ACT Production of Writing
A16	ACT- ACT Knowledge of Language
A17	ACT- ACT Conventions Standard English
A18	ACT- ACT Preparing for Higher Math
A19	ACT- ACT Number and Quantity
A20	ACT- ACT Algebra
A21	ACT- ACT Functions
A22	ACT- ACT Geometry
A23	ACT- ACT Statistics and Probability
A26	ACT- ACT Key Ideas and Details
A27	ACT- ACT Craft and Structure
A28	ACT- ACT Integration of Knowledge and Ideas
A29	ACT- ACT Interpretation of Data
A30	ACT- ACT Scientific Investigation
A31	ACT- ACT Evaluation of Models, Inferences, and Experimental Results
A32	ACT- ACT Writing Subject Score 2016
A33	ACT- Composite (English, Math, Reading)

Data Source	Provider: Banner Table: SORTEST Column: SORTEST_TESC_CODE GUI Name: SOATEST GUI Label: Test Code SOAXREF Translation Code: RGTTEST (Test Code)		
Effective terms	Start: (None) End: (None)		
Old DW Reference	ACADEMIC_TEST.TEST_CODE		
Legacy Element ID			
Change History	ACADEMIC_ TERM	CHANGE_DATE	CHANGE_NOTES
	20261	May 27, 2025	Added ACT Composite Test Code A33. Edited the Description of ACT Composite Test Code A05. Edited Data Source Column and GUI Label.
	20231	Jun 14, 2022	Added test codes for the Michigan English Test (METL,METO, METR, METS and METW).
	20221	Jun 15, 2021	Added PSAT Test Codes PS11, PS12 and PS10. Added PreACT Test Codes PA01, PA02, PA03 and PA05.
	20214	Feb 4, 2021	Corrected data element source fields.
	20211	Jun 12, 2020	Added test code DUOL. Corrected the Data Source Column, GUI Name and GUI Label.

Testing successful? (check one) ☐Yes   ☐No

Test Scenario 2:

Verify that the new ACT Test Score Composite – English, Math, and Reading (A33) has been added to the Test Code Validation (STVTESC) page. Identify students for Summer MT who have an A33 (ACT Test Score Composite – English, Math, and Reading) entered on SOATEST. If there are no Summer MT students with an A33 score, temporarily assign scores to a sample of students using the instructions provided in Appendix B. ACT test scores for English (A01), Math (A02), and Reading (A03) must also be present.

Run the ZADMETL process for parameter value A to generate output for ADC. Review the .lis file to verify that all ZADMETL steps show the status "SUCCESS." If ZADMETL is completed successfully, this test scenario is successful.

Testing successful? (check one) ☐Yes   ☐No

Test Scenario 3:

If ZADMETL was completed successfully in Test Scenario 2, run the ADC extraction and verify that it runs successfully.

In Cognos, navigate to Data Submission Errors > Institution Summary > Submission Term: 20261 – MT > Student > Student Test Results (ods_admstu_test_results_mimic) > View / Download to review the Data Submission Errors report for the following validation errors related to the ACT Test Score Composite (A33) code.

Verify that the following validation errors were not received:

- VSTR263 - The ACT Test Score Composite - English, Math and Reading (A33) must be 01-36 when it is not null. Excludes admit types TR, TL, TP, NT, TP, TN, AU, and PB.

Testing successful? (check one) ☐Yes   ☐No

Test Scenario 4:

Using a test student for Summer MT, enter a score for ACT Test Score Composite (A33) on SOATEST that is numeric and greater than 36 (e.g., 48). Save the record.

Run the ZADMETL process for parameter value A to generate output for ADC. Review the .lis file to verify that all ZADMETL steps show the status "SUCCESS." If ZADMETL is completed successfully, run the ADC extraction. Verify that the ADC extraction runs successfully.

In Cognos, navigate to Data Submission Errors > Institution Summary > Submission Term: 20261 – MT > Student > Student Test Results (ods_admstu_test_results_mimic) > View / Download to review the Data Submission Errors report for the following validation errors related to the ACT Test Score Composite (A33) code.

Verify that the following validation error was received:

- VSTR263 - The ACT Test Score Composite - English, Math and Reading (A33) must be 01-36 when it is not null. Excludes admit types TR, TL, TP, NT, TP, TN, AU, and PB.

Testing successful? (check one) ☐Yes   ☐No

If you entered a score for ACT Test Score Composite (A33) to student records for testing purposes in any test scenario above, please remove the test score from the student records.

If testing was unsuccessful, please explain the issues in detail here:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature: _____

Title: _____

Degree Level and Student Level Codes

Purpose

Beginning with the Summer Mid-Term (MT) 20261 Academic Data Collection, the discontinuation of one Degree Level Code valid value and the creation of new Degree Level Codes and Student Level Codes will be collected. These new valid values will provide institutions with a more granular breakdown of the current advanced certificate Degree Level codes and provide corresponding student levels to assist with IPEDS reporting.

Functionality delivered with this release:

Academic Release 1.21 includes the discontinuation of Degree Level Code F (Advanced Certificate) and the creation of the following new Degree Level codes for students seeking an advanced certificate:

- H – Post-Baccalaureate Certificate
- L – Post-Master's Certificate
- R – Post-First Professional Certificate

Two new Student Level codes have been created to align with the new Degree Level codes:

- 73 – Post-Master's (Degree Level L)
- 81 – Post-First Professional (Degree Level R)

The following validation rules have been created for Degree Level Code – Enrolled (SPE002):

- VSPE024 – If L is submitted for Degree Level Code on the highest priority MAJOR curriculum record, then the Student Level must be 73, and the student must not be pursuing other degrees with a level of A, B, D, G, M, P, Q, S, or V.
- VSPE025 – If R is submitted for Degree Level Code on the highest priority MAJOR curriculum record, then the Student Level must be 81, and the student must not be pursuing other degrees with a level of A, B, D, G, M, P, Q, S, or V.
- VSPE026 – If H is submitted for Degree Level Code on the highest priority MAJOR curriculum record, then the Student Level must be 60, and the student must not be pursuing other degrees with a level of A, B, D, G, M, P, Q, S, or V.

The following validation rules have been created for Student Level (STE078):

- VSTE335 – If Student Level Number is 73, then student must have a Degree Level Code of L on the highest MAJOR curriculum record.
- VSTE336 – If Student Level Number is 81, then student must have a Degree Level Code of R on the highest MAJOR curriculum record.
- VSTE337 – If Student Level Number is 60, then student must have a Degree Level Code of H on the highest MAJOR curriculum record.

A student enrolled only in an advanced certificate program should have a Degree Level Code of H, L, or R, and a Student Level Code of 60, 73, or 81. A student enrolled in a degree-seeking program and in an advanced certificate program should have the student level code that matches their major with the highest priority number.

Please note that additional issues with these validation rules are being investigated. Contact DW_Test@usg.edu for assistance with Banner setup, questions about validation errors, or if additional validation errors are reported.

Test Scenarios:
Test Scenario 1: Updated Data Elements

In Cognos, generate a data element dictionary using the Data Dictionary > Download PDF option. Verify that the following highlighted changes are shown in the DED:

Degree Level Code – Enrolled		SPE002
Category	Academic / Student / Student Program Enrolled / SPE002	
Description	Designates degree or certificate level the student is working towards.	
Data Type	A	
Length	1	
Format	X	
Collection Period	Current: Mid-term and End of Term	
Business Practices	Less than Bachelor Degree Level Codes: Z, C, E, V, G, and A. Bachelor Degree Level Code: B Graduate Degree Level Codes: M, S, D, P, H, L, and R. Non-Degree Level Codes: N and X	

Validation Rules	Status: Active	
	Code	**Description**
	VSPE002	Degree Level Code must be valid for the institutional level. Valid codes for Georgia Institute Of Technology, Georgia State University, Augusta State University, or University Of Georgia are (Z, C, E, V, A, B, N, H, L, R, M, S, D, P, X, G).
	VSPE003	Degree Level Code must be valid for the institutional level. Valid codes for Columbus State University, Kennesaw State University, University of West Georgia, Georgia Southern University, University of North Georgia, Middle Georgia State University, Georgia College and State University, and Valdosta State University are (Z, C, E, V, A, B, N, H, L, M, S, D, X, G).
	VSPE004	Degree Level Code must be valid for the institutional level. Valid codes for Fort Valley State University, Clayton State University, Augusta State University, Savannah State University, Georgia Southwestern State University, Albany State University are (Z, C, E, V, A, B, N, H, L, G, M, S, X).
	VSPE005	Degree Level Code must be valid for the institutional level. Valid codes for Abraham Baldwin Agricultural College, College of Coastal Georgia, Gordon College, Georgia Gwinnett College, Dalton State College, East Georgia College, Georgia Highlands College, Georgia Perimeter College,

		South Georgia State College, and Atlanta Metropolitan State College are (Z, C, E, V, A, B, N, X, G).
	VSPE008	If D is submitted for Degree Level Code then the Student Level must be 76
	VSPE016	If M is submitted for Degree Level Code then the Student Level must be 72
	VSPE017	If S is submitted for Degree Level Code then the Student Level must be 74
	VSPE024	If L is submitted for Degree Level Code on the highest priority MAJOR curriculum record, then the Student Level must be 73, and the student must not be pursuing other degrees with a level of A, B, D, G, M, P, Q, S, or V
	VSPE025	If R is submitted for Degree Level Code on the highest priority MAJOR curriculum record, then the Student Level must be 81, and the student must not be pursuing other degrees with a level of A, B, D, G, M, P, Q, S, or V.
	VSPE026	If H is submitted for Degree Level Code on the highest priority MAJOR curriculum record, then the Student Level must be 60, and the student must not be pursuing other degrees with a level of A, B, D, G, M, P, Q, S, or V

Status: Inactive

Code	Description
VSPE006	Degree Level Code must be valid for the institutional level. Valid codes for Waycross College, Bainbridge College are (Z,C, E,V, A, N, X)
VSPE018	If STUDENT_LEVEL_CODE in (10,20,30,40) DEGREE_LEVEL_CODE must be B, A, V, Z, C, N, X, G.

Valid Values	Code	Description
	A	Associate
	B	Bachelor
	C	One-year Vocational – Related Certificate
	D	Doctorate
	E	Two-year Vocational – Related Certificate
	G	Nexus
	H	Post-Baccalaureate Certificate
	L	Post-Master's Certificate
	M	Masters
	N	Non-Degree
	P	First Professional A

Q	First Professional B	
R	**Post First Professional Certificate**	
S	Education Specialist	
V	Career Associate	
X	Other	
Z	Less than 1 Year Certificate	

Data Source	Provider: Banner Table: STVDEGC | SORLCUR (SGVCCUR) Column: STVDEGC_DLEV_CODE WHERE STVDEGC_CODE = SGVCCUR_DEGC_CODE GUI Name: STVDEGC | SGASTDN GUI Label: Level on STVDEGC for Degree on 'Curricula' tab SOAXREF Translation Code:
Effective terms	Start: (None) End: (None)
Old DW Reference	ACADEMIC_PROGRAM.DEGREE_LEVEL_CODE
Legacy Element ID	S314

Change History	Academic Term	Change Date	Change Notes
	20194	Nov 12, 2018	Nexus Degree Level Code G was added.
	20031	Aug 14, 2012	Georgia College and State University now offers Doctorate level degrees so they were switched from VSPE004 to VSPE005.
	20011		In Summer 2000, Q, First Professional B, including Baccalaureate degrees at UGA only in Forest Resources, Pharmacy, Journalism, and Social Work, was removed
	20011		In Summer 2000, the definition of X was changed from 'other' to 'Non-degree seeking post-baccalaureate'.
	20141	Aug 30, 2013	VSPE008 Rule changed from "If D is submitted for Degree Level Code then the students level cannot be 53 or below" to "If D is submitted for Degree Level Code then the Student Level must be 76 "

19981		Code Z was added effective for all active students (Type 1 and 3) in Summer 1997 and effective for all other students (Type G and 2 records) in Fall 1997.
20211	Jun 12, 2020	The Business Practice section was updated with the correct URL for the DMA website. VSPE003 was updated to correct the spelling of Middle Georgia State University. The Data Source was changed from STVDEGC_DLEV_CODE where STVDEGC_CODE = SGBSTDN_ DEGC_CODE_1 to STVDEGC_DLEV_CODE where STVDEGC_CODE = SGVCCUR_ DEGC_CODE. Corrected the GUI Name and GUI Label.
20261		Updated Business Practice and Valid Values to discontinue Degree Level Code F and include Degree Level Codes H, L, and R.

Testing successful? (check one) ☐Yes   ☐No

Student Level		**STE078**

Category	Academic / Student / Student Term Enrollment / STE078
Description	A number indicating a student's standing and other characteristics (e.g. sophomore, joint enrollment, post-bac, and graduate).
Data Type	N
Length	2
Format	X
Collection Period	Current: Mid-term and End of Term
Business Practices	Student Level codes 73 and 81 have been added for Post-Baccalaureate students who are seeking a graduate-level certificate. Student Level 73 aligns with Degree Level L, and Student Level 81 aligns with Degree Level R. Post-Baccalaureate student level codes 53 and 56 effective Fall 2010

Validation Rules	Code	Description
	VSTE228	Research Universities may use student levels 10, 11, 20, 30, 40, 50, 51, 52, 53, 56, 60, 72, 73, 74, 76, 80, 81, and 90 only.
	VSTE229	Regional Universities may use student levels 10, 11, 20, 30, 40, 50, 51, 52, 53, 56, 60, 72, 73, 74, and 76 only.
	VSTE230	State Universities may use student levels 10, 11, 20, 30, 40, 50, 51, 52, 53, 56, 60, 72, 73, 74, and 76 only.
	VSTE231	State Colleges may use student levels 10, 11, 20, 30, 40, 50, 51, 52, 53, and 56 only.

	VSTE233	If Student Level Number is 53 then Student Type must equal N.
	VSTE234	If Student Level Number is 53 then student can only have N or X degree level codes
	VSTE235	If Student Level Number is 56 then Student Type must equal B.
	VSTE236	If Student Level Number is 53 then Admit Type must equal ND, TR, TL, TP, TD, TN, NT.
	VSTE237	If Student Level Number is 56 then student cannot have N, X, D, H, L, R, M, S, or P degree level codes
	VSTE238	If Student Level Number is 56 then student can only have degree level codes of A, B, C, E, G, V, or Z.
	VSTE239	If Student Level Number is 56 then Admit Type must be PB, TR, TL, TP, TD, TN, NT, or RE.
	VSTE278	Student Level Must be Present
	VSTE335	If Student Level Number is 73, then student must have a Degree Level Code of L on the highest MAJOR curriculum record.
	VSTE336	If Student Level Number is 81, then student must have a Degree Level Code of R on the highest MAJOR curriculum record.
	VSTE337	If Student Level Number is 60, then student must have a Degree Level Code of H on the highest MAJOR curriculum record.

Valid Values	Code	Description
	10	Freshman: Student who has earned 0 - 29 college semester credit hours
	11	Joint Enrollment: Student who is jointly enrolled in high school and college. This category also includes students enrolled through Dual Enrollment programs sponsored by Georgia Department of Education Schools and paid for by Accel.
	20	Sophomore: Student who has earned 30 - 59 college semester credit hours (for associate level colleges, this includes all students with 30 or more hours).
	30	Junior: Student who has earned 60 - 89 college semester credit hours.
	40	Senior: Student who has earned 90 or more college semester credit hours.
	50	Unclassified Undergraduate - Transient: Special category of student taking one or more courses which he/she has permission to transfer.
	51	Unclassified Undergraduate - Other: Student who has a bachelor's degree who is enrolled for credit at the undergraduate level but not pursuing another degree.
	52	Auditor: Student admitted only to audit one or more classes.

53	Post-Baccalaureate non-degree seeking: Student who has a Baccalaureate degree , was readmitted to reporting institution and is not working toward a degree.
56	Post-Baccalaureate undergrad degree seeking: Student who has a Baccalaureate degree was readmitted to reporting institution and is working toward a degree
60	Post-Baccalaureate: Student who has a Baccalaureate degree who is taking first professional or graduate courses but who is not working toward a degree.
72	Graduate-Masters: Student pursuing an Master's degree
73	Post-Master's Certificate: Student who is seeking a Post-Master's certificate but who is not working toward a degree.
74	Graduate-Education Specialist: Student pursuing an Education Specialist degree
76	Graduate-Doctoral Degree: Student pursuing a doctoral degree (Ph.D or Ed.D.)
80	First Professional: Student enrolled in Veterinary Medicine, Law, Medicine, Dentistry, or Doctor of Pharmacy.
81	Post-First Professional Certificate: Student who is seeking a Post-First Professional certificate but who is not working toward a degree.
90	Medical, Dental, Veterinary Medicine Interns and Residents: Student enrolled as an intern or resident.

Data Source	Provider: Banner Table: SGBSTDN | ZORSLVL Column: SGBSTDN_LEVL_CODE and ZORSLVL_SLVL_CODE GUI Name: SGASTDN/ZOASLVL GUI Label: Level on 'Curricula' Tab – SGBSTDN / Regents' Level - ZOASLVL SOAXREF Translation Code:
Effective terms	Start: 19821 End: (None)
Old DW Reference	STUDENT_TERM_ATTRIBUTES.STUDENT_LEVEL_NBR
Legacy Element ID	S301

Academic Term	Change Date	Change Notes

Change History	19983		In Winter 1998, 'degree' in Code 51 was further specified to mean 'bachelor's degree. In Summer 1998, Code 05, vocational-technical student enrolled in vocational-technical programs under contract with the Georgia Department of Technical and Adult Education, was dropped. In Fall 1998, the equivalent number of SCHs was changed from QCHs: Code 10, 0-44 changed to 0-29; Code 20, 45-89 changed to 30-59 and 45 changed to 30; Code 30, 90-134 changed to 60-89; Code 40, 135 to 90. In Summer 2000, Code 81, for First Professional B student enrolled in Forest Resources, Pharmacy (at Bachelor's level), Journalism, or Social Work (beyond sophomore level), at University of Georgia only, was dropped.
	20031		In Summer 2002, the student level "70 Graduate" was replaced with 72, 74, and 76.
	20092		09/2008 added DE to Student Level 11
	20214		Corrected data element source fields
	20142		Student Level Must be Present
	20102		10/2009 added Post-Baccalaureate student level codes 54 and 58
	==20261==		==Updated Business Practice and Valid Values to discontinue **Student** Degree Level Code F and include Student Level Codes 73 and 81.==

Testing successful? (check one) ☐Yes   ☐No

Degree Level Code		SPA002
Category	Academic / Graduation / Student Graduation Program / SPA002	
Description	Designates degree or certificate level the student earned.	
Data Type	A	
Length	1	
Format	X	
Collection Period	Following: Mid-term and End of Term	
Business Practices	Less than Bachelor Degree Level Codes: Z, C, E, V, G, and A. Bachelor Degree Level Code: B	

	Graduate Degree Level Codes: M, S, D, P, <mark>H, L, and R</mark>. A degree is defined as an award (e.g., Bachelor of Science, Associate of Science) conferred upon the student for successful completion of a given program or curriculum. This definition also applied to certificates. More information can be found at. https://usg.edu/research/academic_programs
Validation Rules	

Valid Values	<table><tr><th>Code</th><th>Description</th></tr><tr><td>A</td><td>Associate</td></tr><tr><td>B</td><td>Bachelor</td></tr><tr><td>C</td><td>One-year Vocational – Related Certificate</td></tr><tr><td>D</td><td>Doctorate</td></tr><tr><td>E</td><td>Two-year Vocational – Related Certificate</td></tr><tr><td>G</td><td>Nexus</td></tr><tr><td>H</td><td>Post-Baccalaureate Certificate</td></tr><tr><td>L</td><td>Post-Master's Certificate</td></tr><tr><td>M</td><td>Masters</td></tr><tr><td>N</td><td>Non-Degree</td></tr><tr><td>P</td><td>First Professional A</td></tr><tr><td>Q</td><td>First Professional B</td></tr><tr><td>R</td><td>Post First Professional Certificate</td></tr><tr><td>S</td><td>Education Specialist</td></tr><tr><td>V</td><td>Career Associate</td></tr><tr><td>X</td><td>Other</td></tr><tr><td>Z</td><td>Less than 1 Year Certificate</td></tr></table>

Data Source	Provider: Banner Table: STVDEGC | SORLCUR (SHVCCUR) Column: STVDEGC_DLEV_CODE where STVDEGC_CODE = SHVCCUR_DEGC_CODE GUI Name: STVDEGC | SHADEGR GUI Label: Level on STVDEGC for Degree on 'Curricula' tab SOAXREF Translation Code:

Effective terms	Start: (None) End: (None)		
Old DW Reference	ACADEMIC_PROGRAM.DEGREE_LEVEL_CODE		
Legacy Element ID			
Change History	**Academic Term**	**Change Date**	**Change Notes**
	<mark>20261</mark>		<mark>Updated Business Practice and Valid Values to discontinue Degree Level Code F and include Degree Level Codes H, L, and R.</mark>
	20194	Nov 12, 2018	Nexus Degree Level Code G was added
	19994		Prior to Spring 1998, the title was Degree Recognition Code
	20011		In Summer 2000, Q, First Professional B, including Baccalaureate degrees at UGA only in Forest Resources, Pharmacy, Journalism, and Social Work, was removed.
	20211	Jun 12, 2020	Updated URL in the Business Practice Section. Change the data source from STVDEGC.STVDEGC_DLEV_CODE here STVDEGC.STVDEGC_CODE = SHRDGMR.SHRDGMR_DEGC_CODE to STVDEGC_DLEV_CODE where STVDEGC_CODE = SHVCCUR_DEGC_CODE. Updated the GUI Name and GUI Label.

Testing successful? (check one) ☐Yes   ☐No

Institutional Cumulative Credit Hours Earned		**SGC004**
Category	Academic / Student / Student Graduation / SGC004	
Description	The number of credit hours earned at your institution. This field represents the hours the institution uses to calculate the institutional GPA, and it thus may exclude repeated courses according to varying institutional procedures. Excludes institutional credit (for example in learning support) and transfer credit.	
Data Type	N	
Length	6	
Format	X	

Collection Period	Following: Mid-term and End of Term
Business Practices	

Validation Rules	Status: Active

Code	Description
VSGC012	Institutional Cumulative Hours Earned must be greater than zero and cannot be null.
VSGC014	Institutional Cumulative Hours Earned must be 500 or less for degree level codes Z, C, V, A, G, and B.
VSGC015	Institutional Cumulative Hours Earned must be 600 or less for degree level codes H, L, R, M, S, D, G, and P.

Status: Inactive

Code	Description
VSGC013	Institutional Cumulative Hours Earned must be equal to Institutional Cumulative Hours Attempted or Less.

Valid Values	

Data Source	Provider: Banner
	Table: SHRLGPA
	Column: SHRLGPA_HOURS_EARNED where SHRLGPA.SHRLGPA_GPA_TYPE_IND = 'I'
	GUI Name: SHATERM
	GUI Label: Earned Hours, Institution
	SOAXREF Translation Code:

Effective terms	Start: (None)
	End: (None)

Old DW Reference	STUDENT_GRADUATION..INST_TERM_HRS_EARNED

Legacy Element ID	

Change History	Academic Term	Change Date	Change Notes
	20261		Updated Validation Rules VSGC015 to discontinue degree level code F and include degree level codes H, L, and R
	20214	Feb 4, 2021	Corrected data element source fields.
	20134		Turned off Edit VSGC013 due to K credits causing Earned hours to be greater than Attempted

Testing successful? (check one) ☐Yes   ☐No

USG Cumulative Credit Hours Earned	SGC005

Category	Academic / Graduation / Student Graduation / SGC005
Description	The number of credit hours earned at your institution. This is called 'Regents GPA Hours Earned' by Banner institutions. Excludes institutional credits (such as learning support) and credit hours.
Data Type	N
Length	6
Format	X
Collection Period	Following: Mid-term and End of Term
Business Practices	

Validation Rules	Status: Active

Code	Description
VSGC019	USG Cumulative Hours Earned must be 600 or less for degree level codes H, L, R, M, S, D, G, and P.

Status: Inactive

Code	Description
VSGC016	USG Cumulative Hours Earned must be greater than zero and cannot be null.
VSGC017	USG Cumulative Hours Earned must be equal to USG Cumulative Hours Attempted or Less.
VSGC018	USG Cumulative Hours Earned must be 500 or less for degree level codes Z, C, V, A, and B.

Valid Values	(None)
Data Source	Provider: Banner Table: ZHRRLGA Column: ZHRRLGA_HOURS_EARNED GUI Name: SHATERM GUI Label: Georgia GPA Tab > Overall Regents' GPA > Earned Hours SOAXREF Translation Code:
Effective terms	Start: 19821 End: (None)

Old DW Reference	STUDENT_TERM_ENROLLMENT.INST_CUM_HRS_EARNED		
Legacy Element ID	S305		
Change History	Academic Term	Change Date	Change Notes
	20261		Updated Validation Rules VSGC019 to discontinue degree level code F and include degree level codes H, L, and R
	20134		Turned off Edit VSGC017 due to K credits causing Earned hours to be greater than Attempted
	20204	Mar 31, 2020	March Bundle: Updated GUI Name and Label fields to replace ZHATERM with SHATERM.

Testing successful? (check one) ☐Yes ☐No

Transfer Hours Accepted, Cumulative, Undergraduates Rule			**SGC008**
Category	Academic / Graduation / Student Graduation / SGC008		
Description	The cumulative credit hours earned and accepted in transfer from all postsecondary institutions previously attended. Excludes institutional credit hours, courses with grades of D and F that do not transfer, and vocational courses.		
Data Type	N		
Length	6		
Format	X		
Collection Period	Following: Mid-term and End of Term		
Business Practices	Must be blank for Graduate and First Professional students (see Student Level) and for non-transfer students. Linked to Prior Colleges Attended--Transfer College and to Cumulative Transfer GPA, Undergraduates. Grades of D or F that do not transfer are not included in calculation of this element. 000.00 means that a student is a transfer with attempted GPA transfer hours but no earned transfer hours.		
Validation Rules	Status: Active		
	Code	Description	
	VSGC026	Cumulative Transfer Hours Earned cannot hold negative values.	
	VSGC027	Cumulative Transfer Hours Earned must be 500 or less for degree level codes Z, C, V, A, G, and B.	
	VSGC028	Cumulative Transfer Hours Earned must be 600 or less for degree level codes H, L, R, M, S, D, G, and P.	

Valid Values	
Data Source	Provider: Banner Table: SHRLGPA Column: SHRLGPA_HOURS_EARNED where SHRLGPA.SHRLGPA_GPA_TYPE_IND = 'T' GUI Name: SHATERM/SHATRNS GUI Label: GPA Hours, Transfer SOAXREF Translation Code:
Effective terms	Start: (None) End: (None)
Old DW Reference	STUDENT_TERM_ENROLLMENT.CUM_TRANSFER_HRS_EARNED
Legacy Element ID	S208

Change History	Academic Term	Change Date	Change Notes
	20261		Updated Validation Rules VSGC028 to discontinue degree level code F and include degree level codes H, L, and R
	20214	Feb 4, 2021	Corrected data element source fields.
	19981		Before Summer 1997, this element reflected the total number of credit hours earned at the transfer college (see S207)
	19994		In Spring 1999, statement "undergraduate students whose transfer credits will be recorded after a probationary period must have transfer hours coded 000-a blank field will be in error" was removed.
	20031		In Summer 2002, the element size changed from 3 to 6.

Testing successful? (check one) ☐Yes   ☐No

Student Level Code	SGR017
Category	Academic / Graduation / Student Graduation / SGR017
Description	A field indicating whether the student is an undergraduate, graduate, or professional student.
Data Type	N
Length	2

Format	X
Collection Period	Following: Mid-term and End of Term
Business Practices	
Validation Rules	Status: Active | Code	Description | |---|---| | VSGR046 | Student Level Indicator must be US, GS, or PR. | | VSGR048 | If Student Level Indicator is GS then Degree Level Code must be M, V, H, L, R, C, S, G, D, or Z. | | VSGR050 | If Student Level Indicator is US, then Degree Level Code must be Z, C, V, A, G, or B. | Status: Inactive | Code | Description | |---|---| | VSGR047 | For two-year colleges, Student Level Indicator GS and PR are not valid | | VSGR049 | If Student Level Indicator is PR then Degree Level Code must be P. |
Valid Values	<table><tr><th>Code</th><th>Description</th></tr><tr><td>GS</td><td>Graduate</td></tr><tr><td>NA</td><td>Not Applicable</td></tr><tr><td>PR</td><td>Professional</td></tr><tr><td>US</td><td>Undergraduate</td></tr></table>
Data Source	Provider: Banner Table: SGBSTDN Column: SGBSTDN_LEVL_CODE GUI Name: SGBSTDN GUI Label: Level on 'Curricula' Tab SOAXREF Translation Code: RGTSLVL
Effective terms	Start: 20031 End: (None)
Old DW Reference	ACADEMIC_LEVEL.STUDENT_LEVEL
Legacy Element ID	
Change History	Academic Term Change Date Change Notes

	20261		Updated Validation Rules VSGC048 to discontinue degree level code F and include degree level codes H, L, and R
	20091		09/2008 added DE to Student Level 11
	20031		In Summer 2002, the student level "70 Graduate" was replaced with 72, 74, and 76.
	19983		In Winter 1998, 'degree' in Code 51 was further specified to mean 'bachelor's degree'. In Summer 1998, Code 05, vocational-technical student enrolled invocational-technical programs under contract with the Georgia Department of Technical and Adult Education, was dropped. In Fall 1998, the equivalent number of SCHs was changed from QCHs: Code 10, 0-44 changed to 0-29; Code20, 45-89 changed to 30-59 and 45 changed to 30; Code 30, 90-134 changed to60-89; Code 40, 135 to 90. In Summer 2000, Code 81, for First Professional B student enrolled in Forest Resources, Pharmacy (at Bachelor's level), Journalism, or Social Work (beyond sophomore level), at University of Georgia only, was dropped.
	20111		10/2009 added Post-Baccalaureate student level codes 54 and 58
	20131		Turned off Edit VSGR049 due to Professional students being able to allow multiple degrees which could range from any value of degree levels.

Testing successful? (check one) ☐Yes   ☐No

Test Scenario 2a: Degree Level Codes Setup

Verify that the new valid values for degree level codes H, L, and R and their descriptions have been added to the Degree Level Code Validation (STVDELV) page as listed below. Do not remove code F.

Code: H
Description: Post-Baccalaureate Certificate

Code: L
Description: Post-Master's Certificate

Code: R
Description: Post First Professional Cert

Degree Level Codes must be valid for the institutional level. Not all institutions will be set up for graduate-level certificate programs.

Testing successful? (check one) ☐Yes   ☐No

Verify that the degree codes (acronyms) for any advanced certificates have been mapped to degree level H, L, or R on the Degree Code Validation (STVDEGC) page. An example of the setup is listed below.

Degree Code: CERG
Description: PostBac Certificate
Level: H

Degree Code: CERM
Description: Post Masters Certificate
Level: L

Degree Code: CERP
Description: Post First Professional Cert
Level: R

Additional degree codes may be used for advanced certificate programs. Any degree codes mapped to degree level F will need to be updated to match the current degree levels.

Degree Level Codes must be valid for the institutional level. Not all institutions will be set up for graduate-level certificate programs.

Testing successful? (check one) ☐Yes   ☐No

Test Scenario 2b: Student Level Codes Setup

Verify that the new valid values for student level codes 73 and 81 and their descriptions have been added to the Regents' Student Level Code (ZTVSLVL) page as listed below.

Regents' Student Level: 73
Description: Post-Master's Certificate

Regents' Student Level: 81
Description: Post-First Professional Cert

Student Level codes must be valid for the institutional level. Not all institutions will be set up for graduate-level student codes.

Testing successful? (check one) ☐Yes   ☐No

Verify that the Regents' Student Level Rules (ZOASLVL) page has been updated to include the new valid values for student level codes 73 and 81 and their descriptions. The Post-Master's Certificate must have Regents' Level 73, and the Post-First Professional Cert must have Regents' Level 81.

Student Level codes must be valid for the institutional level. Not all institutions will be set up for graduate-level student codes.

Testing successful? (check one) ☐Yes   ☐No

Test Scenario 3:

Identify individual test students enrolled for Summer MT who only have advanced certificate degree codes (e.g., CERG, CERM, and CERP) as their active highest priority MAJOR curriculum. If there are no enrolled Summer MT students with advanced certificate degree codes as their only curriculum, temporarily update a student's curricula to one of those degree codes as their active highest priority MAJOR.

Run the ZADMETL process for parameter value A to generate output for ADC. Review the .lis file to verify that all ZADMETL steps show the status "SUCCESS." If ZADMETL is completed successfully, this test scenario is successful.

Testing successful? (check one) ☐Yes   ☐No

Test Scenario 4:

If ZADMETL was completed successfully in Test Scenario 3, run the ADC extraction and verify that it runs successfully.

In Cognos, navigate to Data Submission Errors > Institution Summary > Submission Term: 20261 – MT > Student > Student Program Enrolled (ods_admstu_prog_enroll_mimic) > View / Download to review the Data Submission Errors report for the following validation errors related to the Degree Level Code and Student Level Code.

Verify that the following validation errors were not received for Degree Level Code – Enrolled (SPE002):

- VSPE024 – If L is submitted for Degree Level Code on the highest priority MAJOR curriculum record, then the Student Level must be 73, and the student must not be pursuing other degrees with a level of A, B, D, G, M, P, Q, S, or V.
- VSPE025 – If R is submitted for Degree Level Code on the highest priority MAJOR curriculum record, then the Student Level must be 81, and the student must not be pursuing other degrees with a level of A, B, D, G, M, P, Q, S, or V.
- VSPE026 – If H is submitted for Degree Level Code on the highest priority MAJOR curriculum record, then the Student Level must be 60, and the student must not be pursuing other degrees with a level of A, B, D, G, M, P, Q, S, or V.

Testing successful? (check one) ☐Yes   ☐No

Verify that the following validation errors were not received Student Level (STE078):

- VSTE335 – If Student Level Number is 73, then student must have a Degree Level Code of L on the highest MAJOR curriculum record.
- VSTE336 – If Student Level Number is 81, then student must have a Degree Level Code of R on the highest MAJOR curriculum record.
- VSTE337 – If Student Level Number is 60, then student must have a Degree Level Code of H on the highest MAJOR curriculum record.

Testing successful? (check one) ☐Yes   ☐No

Test Scenario 5:

Identify individual test students enrolled for Summer MT who do not have advanced certificate degree codes (e.g., CERG, CERM, and CERP) as their active highest priority MAJOR curriculum. Temporarily change the test student's curricula to update their degree-seeking program to a lower priority and add an advanced certificate degree code as their active highest priority MAJOR.

If a student is enrolled in a degree-seeking program and in a graduate-level certificate program, the major with the highest priority number will dictate the student level code.

Run the ZADMETL process for parameter value A to generate output for ADC. Review the .lis file to verify that all ZADMETL steps show the status "SUCCESS." If ZADMETL is completed successfully, this test scenario is successful.

Testing successful? (check one) ☐Yes   ☐No

Test Scenario 6:

If ZADMETL was completed successfully in Test Scenario 5, run the ADC extraction and verify that it runs successfully.

In Cognos, navigate to Data Submission Errors > Institution Summary > Submission Term: 20261 – MT > Student > Student Program Enrolled (ods_admstu_prog_enroll_mimic) > View / Download to review the Data Submission Errors report for the following validation errors related to the Degree Level Code and Student Level Code.

Verify that the following validation errors were not received for Degree Level Code – Enrolled (SPE002):

- VSPE024 – If L is submitted for Degree Level Code on the highest priority MAJOR curriculum record, then the Student Level must be 73, and the student must not be pursuing other degrees with a level of A, B, D, G, M, P, Q, S, or V.
- VSPE025 – If R is submitted for Degree Level Code on the highest priority MAJOR curriculum record, then the Student Level must be 81, and the student must not be pursuing other degrees with a level of A, B, D, G, M, P, Q, S, or V.
- VSPE026 – If H is submitted for Degree Level Code on the highest priority MAJOR curriculum record, then the Student Level must be 60, and the student must not be pursuing other degrees with a level of A, B, D, G, M, P, Q, S, or V.

Testing successful? (check one) ☐Yes   ☐No

Verify that the following validation errors were not received Student Level (STE078):

- VSTE335 – If Student Level Number is 73, then student must have a Degree Level Code of L on the highest MAJOR curriculum record.
- VSTE336 – If Student Level Number is 81, then student must have a Degree Level Code of R on the highest MAJOR curriculum record.
- VSTE337 – If Student Level Number is 60, then student must have a Degree Level Code of H on the highest MAJOR curriculum record.

Testing successful? (check one) ☐Yes   ☐No

If you added or updated curricula to student records for testing purposes in any test scenario above, please remove the curricula from the student records.

If testing was unsuccessful, please explain the issues in detail here:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature: _____

Title: _____

Appendix A: Document Change History

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

Release and Date	Form/Process	Page	Update Description
April 24, 2025	N/A	N/A	Initial release of beta test plan.

Appendix B: A33 – ACT Test Score Composite Setup

The following steps should be followed to create the ACT Test Score Composite – English, Math, and Reading (A33).

Step 1: Create Test Code A33 on the Banner Test Code Validation (STVTESC) page using the following values:
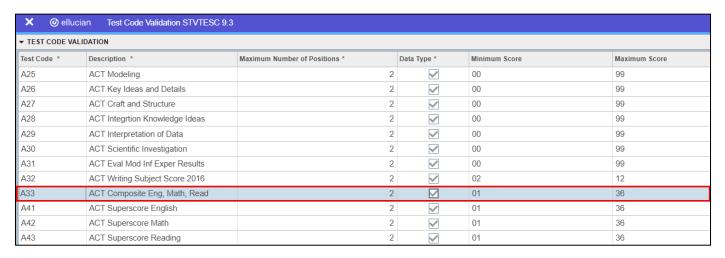
- Test Code: A33
- Description: ACT Composite Eng, Math, Read
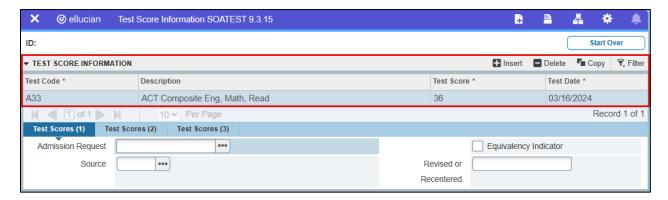- Maximum Number of Positions: 2
- Data Type: Checked (numeric test scores)
- Minimum Score: 01
- Maximum Score: 36

The entry for A33 should look like the entry below:

Test Code *	Description *	Maximum Number of Positions *	Data Type *	Minimum Score	Maximum Score
A25	ACT Modeling	2	☑	00	99
A26	ACT Key Ideas and Details	2	☑	00	99
A27	ACT Craft and Structure	2	☑	00	99
A28	ACT Integrtion Knowledge Ideas	2	☑	00	99
A29	ACT Interpretation of Data	2	☑	00	99
A30	ACT Scientific Investigation	2	☑	00	99
A31	ACT Eval Mod Inf Exper Results	2	☑	00	99
A32	ACT Writing Subject Score 2016	2	☑	02	12
A33	ACT Composite Eng, Math, Read	2	☑	01	36
A41	ACT Superscore English	2	☑	01	36
A42	ACT Superscore Math	2	☑	01	36
A43	ACT Superscore Reading	2	☑	01	36

Step 2: Enter A33 (ACT Composite Eng, Math, Read) on the Banner Test Score Information (SOATEST) page.

Test Code *	Description	Test Score *	Test Date *
A33	ACT Composite Eng, Math, Read	36	03/16/2024

Appendix C: Banner Setup for Degree Level and Student Level Codes

The following steps should be followed to add Degree Level Codes H, L, and R, and Student Level Codes 73 and 81.

Step 1: Create Degree Level Code H, L, and R on the Banner Degree Level Code Validation (STVDLEV) page as listed below. **Do not remove code F.**
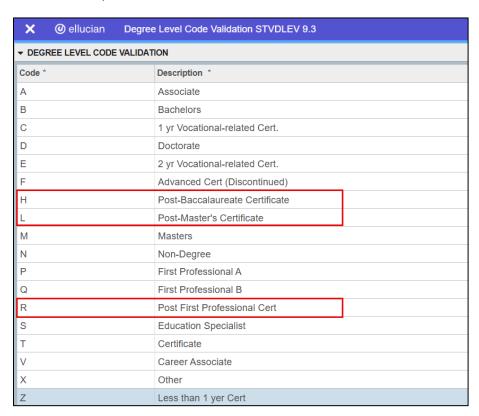
- Code: H
- Description: Post-Baccalaureate Certificate

- Code: L
- Description: Post-Master's Certificate

- Code: R
- Description: Post First Professional Cert

Code *	Description *
A	Associate
B	Bachelors
C	1 yr Vocational-related Cert.
D	Doctorate
E	2 yr Vocational-related Cert.
F	Advanced Cert (Discontinued)
H	Post-Baccalaureate Certificate
L	Post-Master's Certificate
M	Masters
N	Non-Degree
P	First Professional A
Q	First Professional B
R	Post First Professional Cert
S	Education Specialist
T	Certificate
V	Career Associate
X	Other
Z	Less than 1 yer Cert

Degree Level Codes must be valid for the institutional level. Not all institutions will be set up for graduate-level certificate programs.

Step 2: Update the Banner Degree Code Validation (STVDEGC) page to map any advanced certificates to Degree Level Codes H, L, or R. An example of the setup is listed below.

- Degree Code: CERG
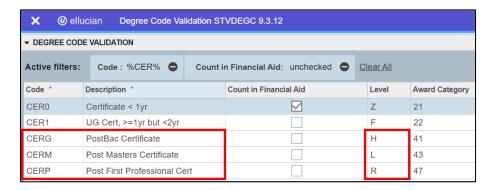- Description: PostBac Certificate
- Level: H

- Degree Code: CERM
- Description: Post Masters Certificate
- Level: L

- Degree Code: CERP
- Description: Post First Professional Cert
- Level: R

Code *	Description *	Count in Financial Aid	Level	Award Category
CER0	Certificate < 1yr	☑	Z	21
CER1	UG Cert, >=1yr but <2yr	☐	F	22
CERG	PostBac Certificate	☐	H	41
CERM	Post Masters Certificate	☐	L	43
CERP	Post First Professional Cert	☐	R	47

Additional degree codes may be used for advanced certificate programs. Any degree codes mapped to degree level F will need to be updated to match the current degree levels.

Degree Level Codes must be valid for the institutional level. Not all institutions will be set up for graduate-level certificate programs.

Step 3: Verify that the new valid values for student level codes 73 and 81 and their descriptions have been added to the Regents' Student Level Code (ZTVSLVL) page as listed below.

- Regents' Student Level: 73
- Description: Post-Master's Certificate

- Regents' Student Level: 81
- Description: Post-First Professional Cert

Student Level codes must be valid for the institutional level. Not all institutions will be set up for graduate-level student codes.

Step 4: Verify that the Regents' Student Level Rules (ZOASLVL) page has been updated to include the new valid values for student level codes 73 and 81 and their descriptions. The Post-Master's Certificate must have Regents' Level 73, and the Post-First Professional Cert must have Regents' Level 81.

Student Level codes must be valid for the institutional level. Not all institutions will be set up for graduate-level student codes.