

CODING Guide for Data Entry

Most variables in spreadsheet have dropdown menus of selectable responses. The following numeric data must be entered manually: Age of Matriculation; Expected Family Contribution (EFC); High School GPA; SATmath; ACTmath; ALEKS; and Number of Semesters to earn 60 credits, to complete Associate Degree, to complete Bachelor Degree.

Each university will enter data for its students when they take a remedial or gateway course. This will avoid wasted effort of entering all freshmen, some of whom may withdraw, transfer, change majors before taking a math class. All necessary data (e.g., SAT scores, Year of matriculation) should be accessible to faculty and staff who have FERPA rights to access/view it. It is a FERPA violation for students to enter data.

Entering students into the database who are enrolled in remedial and gateway classes should be done each semester after the last day to drop a class (i.e., the date when students can drop and have the class not appear on their transcripts). Follow the steps below.

Steps to prepare for data entry:

1. Print out Class Lists for all remedial and gateway classes being taught
2. Have professor for that class provide corequisite info needed for columns AT, AU, AV, BA, BB, BC
 - a. **AT & BA:** Is there a corequisite component for the class?
 - b. **AU & BB:** If there is a corequisite component, is it **Comingle or Cohort**
 - For **Comingle** – professor will need to note which students are receiving corequisite support and which are not
 - c. **AV & BC:** CoReq format: Extended hrs/same prof; Extended hrs/diff prof; Separate crse/same prof; Separate crse/diff prof; Mandatory tutoring; or Computer-based support
3. Data entry person (remember FERPA!) can gather and begin data entry after drop date for first 5 sections of spreadsheet (except for end of semester info regarding if student finished/stopped attending/withdrew; final grade; if grade was Pass or Fail).
 - a. **STUDENT DEMOGRAPHICS**
 - i. Request data from Office of Institutional Research
 1. First Generation status
 2. EFC (Expected Family Contribution) – dollar amount for academic year
 - b. **MATH PLACEMENT RESULTS** (should be in student record)
 - c. **ACADEMIC MAJOR INFO** (will need to look up CIP code for major of record)
 - d. **REMEDIAL COURSE INFO** (enter everything at this point except for end of semester results)
 - e. **GATEWAY COURSE INFO** (enter everything at this point except for end of semester results)
4. End of semester – Enter end of semester results for all courses (Finished class? Grade in class? Passed or Failed?)
 - a. See Table 2 for Grade Point Values for all grades at each PASSHE school
5. Future semesters – Higher level math courses can be entered for students already in database
 - a. Data entry person will need to check for students who are repeating courses or taking higher level math courses to avoid duplicate entries.
 - i. Sort spreadsheet by ID number to more easily find students who are repeating remedial or gateway courses, and students in gateway courses who previously took remedial courses. Add new math class info to existing data record
 - ii. Exception: A second data record should be created for *students who change major resulting in the need to take a different Gateway course*. In this situation, add an ‘a’ to the end of Student ID for original major data record. Add a ‘b’ to the end of same Student ID for new major/gateway course data record.

Table 1. Coding rules for Excel spreadsheet

Blue Font = Drop down menu in spreadsheet

	Column	HEADER	DESCRIPTION	Data response Options							
STUDENT DEMOGRAPHICS	A	University	University	Bloomsburg; California; Cheney; Clarion; Edinboro; East Stroudsburg; Indiana; Kutztown; Lock Haven; Mansfield; Shippensburg; Slippery Rock; West Chester							
	B	StudentID	ID# in system	Enter ID # assigned by university. Students who change majors (requiring a different Gateway Math class) will need 2 data records: Use ID#a (e.g., 444444a; original major); and ID#b (e.g., 444444b; for new major w/new Gateway)							
	C	Ethnicity		White	Black	Asian	American Indian/ Alaskan Native	Hawaiian/Pacific Islander	Non-Resident Alien	Unknown	
	D	Hispanic		Hispanic	Non-Hispanic						
	E	Gender		Male	Female						
	F	EFC	Expected Family Contribution	Manually enter dollar amount based on FAFSA. Should be able to get this from Office of Institutional Research on your campus. Column is formatted to automatically insert a dollar sign							
	G	1stGen	First Generation	First Generation	Not First Generation		Get info from Office of Institutional Research				
	H	AgeMatric	Age of Matriculation	Manually enter 2-digit number representing age of student during First Semester as a Full-time Student							
	I	1stSem	1st semester as a full-time student	Most students will have a Fall semester as their first semester. Drop down menu includes Fall and Spring semesters.							
	J	HS GPA	High School GPA	Manually enter up to 3 decimal places (e.g. 3.340 or 3.346)							
K											
MATH PLACEMENT RESULTS	L	SATscore	SAT math score	Enter SAT math standard score (200 - 800); Leave blank only if not available (still enter if part of student record even if it isn't used for math placement purposes)							
	M	SATcut	SAT used to set Gateway cut-point	Indicate if SAT math score was Above or Below cut point to place in gateway class. Leave blank if University doesn't use SAT to set a cut-point or if student didn't take SAT							
	N	ACTscore	ACT math score	Enter ACT math standard score (1 – 36); Leave blank only if not available (still enter if part of student record even if it isn't used for math placement purposes)							
	O	ACTcut	ACT used to set Gateway cut-point	Indicate if ACT math score was Above or Below cut point to place in gateway class. Leave blank if University doesn't use ACT to set a cut-point or if student didn't take ACT							
	P	ALEKScore		Enter ALEKS score (1 – 100); Leave blank if not used at your school or not available							
	Q	ALEKScut	ALEKS used to set Gateway cut-point	Indicate if ALEKS score was Above or Below cut point to place in gateway class. Leave blank if University doesn't use ALEKS to set a cut-point or if student didn't take ALEKS							
	R	HS_GPAcut	HS GPA used to set Gateway cutpoint	Indicate if High School GPA was Above or Below cut point to place in gateway class. Leave blank if University doesn't use High School GPA to set a cut-point or if student record has no HS GPA noted							
	S	HSmathCut	HS class used to set Gateway cutpoint	Indicate if a High School math class grade was Above or Below cut point to place in gateway class. Leave blank if Univ. doesn't use HS math class grade to set a cut-point or if student didn't take qualifying math class							
	T	InHouse	Univ. uses in-house math placement test	Indicate if in-house math placement test score was Above or Below cut point to place in gateway class. Leave blank if University doesn't use an in-house placement test to set a cut-point or if student didn't take test							
	U	PlaceResult	Course "should" take	Select course category (Remedial or Gateway) that student qualified for based on placement method(s), regardless of what course student ended up taking							
V											
ACAD MAJOR	W	Major	Declared Major	Manually enter declared major at time student took math class (e.g., Special Education; Biology; Criminal Justice). Information should be on class list or can be found in student record.							
	X	Degree	Level & type	Select Associate or Bachelor to corresponds with academic major when student takes Math class							
	Y	GateCrse	Gateway Course	Manually enter Course Prefix and Number without space separating them (e.g., MATH107); Be sure to use your university's prefix: MA, MAT, MATH. Leave blank if major does not require a specific course							
	Z	TypicYear	Typical Year	Select FR, SO, JR, or SR to indicate academic year in which Gateway Course is ideally or typically taken based on expected course progression which assumes no remedial math needed							

	AA																						
REMEDIAL COURSE INFO	AB	Remed?	Remedial Course Taken	Course Prefix and number without spaces (e.g., MATH090) Leave blank if student did not take remedial course, even if placement test “recommended” it																			
	AC	ForCred?	Credits count toward graduation	Select Credit (counts toward graduation) or NoCredit (does not count toward graduation) Leave blank if student did not take remedial course, even if placement test “recommended” it																			
	AD	YrTaken	Year when taken	Select FR, SO, JR, SR to indicate year taken. Each year includes Fall, Spring, & PRECEEDING summer (e.g., Sum21, Fall21, & Sp22 would all be coded as FR ; Summer between FR and SO years would be coded as SO)																			
	AE	RemFinish?	Did student finish remedial course?	Select Withdrew (means that student officially withdrew after drop date; transcript will have W); Stopped Attending (means that student stopped coming to class but didn’t withdraw); or Finished (student finished/got grade)																			
	AF	RemGrade	Grade Point Values	Select (from drop down menu) University specific Grade Point Value that corresponds with Letter grade earned (A through F, including +/- if used) in course. See Table 2 for University specific Grade Point Values. Leave blank if course is taken Pass/Fail.																			
	AG	RemPorF	Pass or Fail course	Select Pass (means grade met or exceeded a set minimum) or Fail (means grade did not meet set minimum and course will need to be repeated). Also select Fail if student withdrew or stopped attending and failed (i.e., DWF).																			
Leave next 6 blank if remedial course not repeated																							
REMEDIAL COURSE REPEATED	AH	Remed2?	Remedial Course Being Repeated	Course Prefix and number without spaces (e.g., MATH090) Leave blank if student did not take remedial course, even if placement test “recommended” it																			
	AI	Credit2?	Credits count toward graduation	Select Credit (counts toward graduation) or NoCredit (does not count toward graduation) Leave blank if student did not take remedial course, even if placement test “recommended” it																			
	AJ	YrTaken2	Year when repeated	Select FR, SO, JR, SR to indicate year taken. Each year includes Fall, Spring, & PRECEEDING summer (e.g., Sum21, Fall21, & Sp22 would all be coded as FR ; Summer between FR and SO years would be coded as SO)																			
	AK	Rem2Finish	Did student finish remedial repeat?	Select Withdrew (student officially withdrew after drop date; transcript will have W); Stopped Attending (student stopped coming to class but didn’t withdraw); or Finished (student finished/got a letter grade)																			
	AL	RemGrade2	Grade Point Values	Select (from drop down menu). See Table 2 for University specific Grade Point Values. Leave blank if course is taken Pass/Fail.																			
	AM	Rem2PorF	Passed or Failed course	Select Pass (means grade met or exceeded a set minimum) or Fail (means grade did not meet set minimum and course will need to be repeated). Also select Fail if student withdrew or stopped attending and thus failed.																			
AN																							
GATEWAY COURSE INFO	AO	GWcourse	Gateway Course	Should be same as column Y : Course Prefix and number without spaces (e.g., MATH107); Be sure to use your university’s prefix: MA, MAT, MATH. Leave blank if major does not require a specific course																			
	AP	GWwhen	Year taken	Select FR, SO, JR, SR to indicate year taken. Each year includes Fall, Spring, & PRECEEDING summer (e.g., Sum21, Fall21, & Sp22 would all be coded as FR ; Summer between FR and SO years would be coded as SO)																			
	AQ	GWfinish	Did student finish Gateway course?	Select Withdrew (student officially withdrew after drop date; transcript will have W); Stopped Attending (student stopped coming to class and thus failed); or Finished (student finished/got a letter grade)																			
	AR	GWgrade	Grade Point Values	Select (from drop down menu) University specific Grade Point Value that corresponds with Letter grade earned (A through F, including +/- if used) in course. See Table 2 for University specific Grade Point Values.																			
	AS	GW_PorF	Passed or Failed course	Select Pass (means grade met or exceeded a set minimum) or Fail (means grade did not meet set minimum and course will need to be repeated). Also select Fail if student withdrew or stopped attending and thus failed.																			
	AT	CoReq?	Did student get CoReq support?	Select CoReq if student (not the entire class) received CoRequisite/supplemental support. Select NoCoReq if student did not receive any CoRequisite/supplemental support.																			
	AU	ClassStruc?	Structure of class	Select Comingle if part of class did not receive corequisite support & part of class did receive corequisite support. Select Cohort if either all students in class received or all students did not receive corequisite support																			
	AV	Format?	Support Format	Select Ext(ended) Hrs Same Prof ; Ext(ended) Hrs Diff Prof ; Sep(arate)Crse Same Prof , Sep(arate) Crse Diff Prof ; Man(datory)Tutoring , or Computer Based . Leave Blank only if AT = NoCoReq																			
Leave next 7 blank if Gateway not repeated																							

GATEWAY COURSE REPEATED	AW	GW2When	When repeated GW	Select FR, SO, JR, SR to indicate year taken. Each year includes Fall, Spring, & <i>PRECEEDING</i> summer (e.g., Sum21, Fall21, & Sp22 would all be coded as FR ; Summer between FR and SO years would be coded as SO)
	AX	GW2finish	Did Student Finish GW course repeat?	Select Withdraw (means that student officially withdrew after drop date; transcript will have W); Stopped Attending (means that student stopped coming to class and thus failed); or Finished (student finished/got grade)
	AY	GW2Grd	Grade Point Values	Select (from drop down menu) See Table 2 for University specific Grade Point Values.
	AZ	GW2PorF	Passed or Failed Crs.	Select Pass (means grade met or exceeded a set minimum) or Fail (means grade did not meet set minimum and course will need to be repeated). Also select Fail if student withdrew or stopped attending and thus failed.
	BA	CoReq2?	Did <i>student</i> get CoReq support?	Select CoReq if student (not the entire class) received CoRequisite/supplemental support. Select NoCoReq if student did not receive any CoRequisite/supplemental support.
	BB	Class2Struc?	Structure of Class	Select Comingle if part of class did not receive corequisite support & part of class did receive corequisite support. Select Cohort if either all students in class received or all did not receive corequisite support
	BC	Format2?	Support Format	Select Ext(ended) Hrs Same Prof; Ext(ended) Hrs Diff Prof; Sep(arate)Crse Same Prof, Sep(arate) Crse Diff Prof; Man(datory)Tutoring, or Computer Based. Leave Blank only if BA = NoCoReq

OUTCOME MEASURES OF STUDENT SUCCESS	BD																		
	BE	PostGateCrs	Course taken after Gateway	Manually enter Course Prefix and number without spaces (e.g., PSYC205)															
	BF	PGCgrade	Letter Grade	Select (from drop down menu) See Table 2 for University specific Grade Point Values.															
	BG	PostGate2	Next Crse in Pathway (2 nd crs. after Gateway)	Manually enter Course Prefix and number without spaces (e.g., PSYC409)															
	BH	PGC2grade	Letter Grade																
	BI	60credits	# of semesters elapsed until 60 credits earned	# of semesters elapsed since matriculation (even if didn't take classes) until 60 credits earned	Count only Fall & Spring semesters. Do not count summers or inter-sessions (e.g., 3 = Completed 60 or more credits by end of Fall Soph. year)														
	BJ	AssocDeg	# of semesters elapsed until degree complete	# of semesters elapsed since matriculation (even if didn't take classes) until degree completion	Count only Fall & Spring semesters. Do not count summers or inter-sessions (e.g., 6 = Completed AS in 6 th semester since matriculation; took 3 years to complete assoc. degree)														
	BK	BachDegree	# of semesters elapsed until degree complete	# of semesters elapsed since matriculation (even if didn't take classes) to complete degree	Count only Fall & Spring semesters. Do not count summers or inter-sessions (e.g., 10 = Completed BS in 10 th semester since matriculation; "5-year plan")														
BL																			
BM	Comments		Enter comments if student's progression does not fit neatly into spreadsheet.																

Table 2. Letter grade values

	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F (E)	WF/WE
BLOOM	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0	0
CALU	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0	0
CHENEY	4.0			3.0			2.0			1.0		0	0
CLARION	4.0			3.0			2.0			1.0		0	0
EU (BORO)	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0	0
ESU	4.0	3.667	3.333	3.0	2.667	2.333	2.0	1.667	1.333	1.0	0.667	0	0
IUP	4.0			3.0			2.0			1.0		0	0
KUTZ	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0	0
LHU	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0	0
MANS	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0	0
MILL	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7				0	0
SHIP	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0	0
SRU	4.0			3.0			2.0			1.0		0	0
WCU	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0	0