STATE UNIVERSITY SYSTEM *of* FLORIDA
Board of Governors

The Graduate Candidate Identification System (GCIS)

Introduction to the GCIS

The idea of developing a database of eligible undergraduates in the State University System (SUS) for recruitment into graduate programs first surfaced at the initial meeting of the Graduate Admissions Task Force almost a decade ago. Members felt that such a database could be a valuable tool in enhancing diversity in the graduate programs in the SUS. They also believed that a database could make recruitment of all students more efficient and effective.

At the request of the Office of Academic and Student Affairs of what was then called the Division of Colleges and Universities, the Center for Information Management & Educational Services at Florida State University developed the Graduate Candidate Identification System (GCIS). The GCIS is also referred to as the Graduate Recruitment Database. The GCIS is meant to include all SUS undergraduates with a minimum GPA of 2.8, who have earned a minimum of 72 hours, and have a major. Students in the "undeclared major category" or a "holding" category are not to be included. The database is to include the student's identification number, major, GPA, race, gender, e-mail address, and local and permanent addresses and telephone numbers. A user of the database is not able to access the student's identification number; this number is used purely for the internal purposes of the database. A user also is not able to identify an individual student's GPA. A user is able to query the database to identify all students with a minimum specified GPA and by major, race, and gender. Then, the user is able to obtain their e-mails, as well as local and permanent addresses and phone numbers. The database is Web-based and accessible through the State University System Web page. Each university registrar's office is responsible for populating the database with the specified information for that institution's undergraduates. The data need to be refreshed annually by the registrars. Only institutions providing information into the database are eligible to search the database.

In an attempt to balance the desire of universities for maximum access and the need to maintain limitations on access to the potentially sensitive information in the database, we have asked each university to designate the individuals who will have access to the database. Each registrar's office is assigned two passwords for importing data. Two passwords are assigned to the designated graduate admissions representatives for accessing data.

About the Center for Information Management & Educational Services

The Center for Information Management & Educational Services (CIMES) at Florida State University has a 30-plus-year history of providing information management and clearinghouse services, instructional design and development, and print and multimedia production. State agencies, including the Department of Education, as well as private agencies and businesses are among its clients. CIMES maintains the database on its servers, providing this service on a contractual basis.

Database Features and Operating Procedures

Criteria for Inclusion

- SUS undergraduate with a minimum GPA of 2.8 and 72 completed hours.
- Declared major (individuals with undeclared or "holding" status will not be included).

Data Structure includes the following fields of data:

- Student Name.
- Identification Number.*
- University.
- CIP Code. (This field is also used to determine Degree Program and Major)
- GPA.*
- Race, Ethnicity (selections to be provided by Board Office).
- Gender.
- E-Mail Address.
- Local Address.
- Local Phone Number.
- Permanent Address.
- Permanent Phone Number.
  * These fields are not viewable on the Web and are not included in user reports.

System features include the following:

- Database driven.
- Web-based.
- Search interface that allows users to search every field using Boolean operators.
- The GPA search interface allows the user to select the GPA in following ranges:
  - 2.8 and above;
  - 3.0 and above;
  - 3.2 and above;
  - 3.5 and above; or
  - 3.8 and above.
- Mailing label reports.
- User sign-off form for confidentiality.

Data collection and management

- Data are to be collected/submitted on an annual basis from each university's registrar's office.
- The Board of Governors coordinates all data collection activities with SUS contacts.
- An interface has been created to allow each university to submit and import institutional data electronically via the Web.
- Records are purged from the system annually and archived for 3 years.

System management

- Importing Data -- Each registrar's office is assigned 2 passwords for importing data.
- Searching the System – Two passwords are assigned to each university's graduate admissions representatives.
- Only participating SUS institutions have access.
- The import system has been designed to ensure that the transfer process is secure.

<u>Security Measures</u>

- CIMES provides five key elements of security:

1. <u>User Identification and Authentication</u>
   CIMES designed the database to require user identification and passwords for authorized users of the database. User IDs and passwords are stored as system control data within the server's database and used for user authentication. This ensures that entry is denied to unauthorized users. These control data are stored in an encrypted form. Passwords issued to registrars for the purpose of uploading data do not enable them to search the database. A different password is assigned to designated graduate admissions staff members to allow them to read the database.

2. Security of Data Stored on the CIMES Server
   On an annual basis university registrars are to upload student records into the CIMES server in a file format designed by CIMES. Security of data stored on the CIMES server is provided through firewalls, appropriate in-house permissions, and data and server permissions so that unauthorized persons do not have access to the data or to information about user identifications and passwords.

3. Encryption of Data Communication Traffic
   When files are uploaded by each university registrar and when admissions personnel read the data for recruitment purposes, the data are protected with the use of a Secure Socket Layer (SSL). SSL allows a secure connection between the Web browsers of those sending and downloading data and the CIMES server. Comodo, a leading company in Internet security, is the current certificate provider for the SSL certificate in use on the CIMES server.

4. Physical Security of the Server and Provision of Back-Up Procedures
   CIMES provides assurance to the Board of Governors that the server is physically secure in a controlled location to which access is restricted. CIMES also documents its back-up procedures to ensure against loss of data or system or server failure.

5. CIMES Access to Data
   CIMES access to the student records in the database is limited to the CIMES technical director and one assistant for administrative purposes to enable them to provide technical assistance to universities when needed. Both have signed confidentiality agreements that proscribe their disclosing any of the data to anyone else or making unauthorized use of the data. CIMES does not have a role in the use of the student records included in the database.

Please direct questions to Jay Chen at Jianzhong.Chen@flbog.edu or 850-245-9728.

Florida Graduate Candidate Identification System

The Formatting of Data Must Meet the Following Requirements:

- Eligible students shall be defined as students with:
  - more than 72 credit hours completed,
  - a GPA of 2.8 or greater, and
  - a declared major.
- Headers **must** be included as the first row of the file.
  - The headers must conform to the Field Names listed below. Neither the order of the columns or the presence of additional columns should prevent the data from being imported so long as the correct column headers are present.
  - The order of the columns **must** match the order of the headers. The columns themselves can be in any order, but the headers must accurately reflect the order that the data columns are in.
  - Here is an example of a valid header row:
    "FIRST NAME","LAST NAME","MIDDLE INITIAL","STUDENT ID","UNIVERSITY","CIPCODE","GPA","RACE/ETHNICITY","GENDER", "EMAIL ADDRESS","LOCAL STREET ADDRESS","LOCAL CITY","LOCAL STATE","LOCAL ZIP CODE","LOCAL PHONE NUMBER","PERMANENT STREET ADDRESS","PERMANENT CITY","PERMANENT STATE","PERMANENT ZIP CODE","PERMANENT PHONE"
    Records should be formatted in a text file, including a ".txt" suffix. The name of the text file **must** contain only letters and numbers and underscores (no spaces or special characters).
- All fields should be enclosed by double quotes, and columns should be delimited by a single comma. Fixed-width output is acceptable, provided that the previous instructions are also followed.
- If certain data are not available, the field should be left blank (null).

Field Details

First Name	Text	Student first name
Last Name	Text	Student last name
Middle Initial	Text	Student middle initial
Student ID	Text	University assigned student ID number
University	Text	University abbreviation (See below)
CIP Code	Text	Board of Governors-assigned CIP code
GPA	Decimal	Actual GPA with full precision
Race/Ethnicity	Text	Conform to the codes as presented below
Gender	Text	"M" for Males and "F" for Females

Email Address	Text	Student current e-mail address
Local Street Address	Text	Student local street address
Local City	Text	Student local city
Local State	Text	Student local state - 2-digit abbreviations only
Local Zip Code	Text	Student local zip code
Local Phone Number	Text	Student local phone number with area code
Permanent Street Address	Text	Student permanent street address
Permanent City	Text	Student permanent city
Permanent State	Text	Student permanent state - 2-digit abbreviations
Permanent Zip Code	Text	Student permanent zip code
Permanent Phone	Text	Student permanent phone number with area code

University Abbreviation Codes

FAMU	Florida A&M University
FAU	Florida Atlantic University
FGCU	Florida Gulf Coast University
FIU	Florida International University
FSU	Florida State University
NCF	New College of Florida
UCF	University of Central Florida
UF	University of Florida
UNF	University of North Florida
USF	University of South Florida
UWF	University of West Florida

Race/Ethnicity Codes

-IF NON_RES_ALIEN_FLG = 'Y' THEN IPEDS_RACE_ETHNIC_CD = '1'
-IF HISPANIC_FLG = 'Y' THEN IPEDS_RACE_ETHNIC_CD = '2'
-IF NO_RACE_REPORT_FLG = 'Y' THEN IPEDS_RACE_ETHNIC_CD = '9'

ONLY if NONE of the above is set to 'Y':
-IF AM_IND_ALASKAN_FLG = 'Y' THEN IPEDS_RACE_ETHNIC_CD = '3'
-IF ASIAN_FLG = 'Y' THEN IPEDS_RACE_ETHNIC_CD = '4'
-IF BLACK_AFRICAN_AM_FLG = 'Y' THEN IPEDS_RACE_ETHNIC_CD = '5'
-IF NAT_HAWAII_PAC_IS_FLG = 'Y' THEN IPDEDS_RACE_ETHNIC_CD = '6'
-IF WHITE_FLG = 'Y' THEN IPEDS_RACE_ETHNIC_CD = '7'
-IF 2 OR MORE OF THE RACE FLAGS = 'Y' THEN IPEDS_RACE_ETHNIC_CD = '8'

Method of Dissemination of Search Results from the
Florida Graduate Candidate Identification System

Please print/type information below:

Name	
Title	
University	
Address	
Telephone Number	
Fax Number	
Email Address	

Are you the main contact for GCIS at your institution? ☐ **Yes** ☐ **No**

If not, please list the main contact's name: _____

How will you be using the database? (Please check all that apply.)

☐   Uploading information onto the database from my institution (ex: IT or Registrar's office)

☐   Searching and downloading information from the database (ex: Admissions or Recruitment office)

☐   Other (Please explain below):
_____
_____

Signature: **Date:**

_____

Privacy Agreement for Florida Graduate
Candidate Identification System

Public Law 93-380: Privacy Rights of Parents and Students, commonly known as the "Buckley Amendment," limits the availability of personally identifiable records of students. Access to these records or copies of these records may not be given by you to any other person or agency, except to authorized personnel at your institution with a legitimate educational interest in the records. It is under this justification and these restraints that these records are made available to you. Acceptance and subsequent use of the records will constitute recognition of and adherence to the above limitations regarding use of these records.

☐   I understand the above limitations and agree to adhere to them.

Print Name: _____Date: _____

Signature: _____

Institution: _____