



STATE UNIVERSITY SYSTEM *of* FLORIDA

Board of Governors

The Graduate Candidate Identification System (GCIS)

(updated by CIMES 3/21)

[Introduction](#)

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 over two decades 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 sometimes referred to as the Graduate Recruitment Database or GradID. 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 actual 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. 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.

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

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;
 - 3.8 and above.
- 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 originally coordinated all data collection activities with SUS contacts. When the Board of Governors dropped support this activity was taken over by CIMES.
- 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.
- Details of the data collected is available below in the Data Requirements and Upload Process section of this document.

System management

- Importing Data -- Each registrar's office is assigned accounts used to importing data.
- Searching the System -- Accounts 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.

Security Measures

User Identification and Authentication

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.

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.

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. Sectigo, a leading company in Internet security, is the current certificate provider for the SSL certificate in use on the CIMES server.

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.

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.

Data Requirements and Upload Process

Overview

- GCIS datasets are uploaded via an SSL secured form within the GCIS website (<https://gradid.fsu.edu>)
- After uploading the dataset, the user is presented with a preview of the first several records and given the opportunity to confirm that the dataset import should continue or be cancelled.

- Uploaded datasets that are cancelled are deleted.
- Uploaded datasets that are confirmed to continue are processed immediately and will be available with GCIS as soon as the importing process has completed.
- Once uploaded data is imported, the uploaded file is deleted from the server.
- The import process rejects duplicate existing records (based on student_id) within the active record set.
- Imported datasets are retained in the active, searchable data table for one year from their import date. The data is then moved to the archive table (which is not searchable) where it is retained for three years before being removed from the database.
- The GPA field is used to calculate which GPA range a student falls into. Only the GPA Range is stored in the database, not the actual GPA value.
- Because New College (NCF) does not issue numeric GPA values, all NCF students uploaded are automatically assigned a GPA of 4.00 for purposes of the GPA Range calculation.

Data Requirements

- Eligible students shall be defined as students with:
 1. at least 72 credit hours completed,
 2. a GPA of 2.8 or greater, and
 3. have declared a major.
- Records should be formatted in a MS Excel file with an ".xlsx" suffix. The name of the file should contain only letters and numbers and underscores (no spaces or special characters).
 1. Headers must be included as the first row of the file.
 2. The values in each column of the header row must match the Field Names listed below.
 3. The values in each column of the header row must appear in the same order that they appear in below.
 4. No extra columns should be included.
- Please be sure to review the tables below for guidance on how the data in each field should be configured.
- If certain data are not available, the field should be left blank (null).
- Only rows with student records or the header should be included. Rows containing termination strings or other characters need to be deleted before submission. **ALL EXTRANEIOUS CHARACTERS SHOULD BE REMOVED.**
- An example XLSX file with valid headers is available from within the GCIS
- Unless noted, all fields are searchable and will be included in downloaded search results.

Data Definitions/Details

Field Name	Type	Notes/Rules
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 – <ul style="list-style-type: none"> This needs to be a consistent unique identifier which can be used to match student records across imports. It can be your university's actual internal student ID number, a hashed version of that or any other value as long as it meets these requirements. This value is only used to match records across imports. It is not searchable and is not included in search results.
university	Text	University abbreviation (See below)
CIP_Code	Text	BOR assigned CIP code for the students declared major with or without decimals (ex. 26.0101 or 260101)
GPA	Decimal	Actual GPA with full precision – <ul style="list-style-type: none"> This value is used to determine which GPA range the student is in. The range is searchable returned in the search results, but the specific GPA values are not.
race_ethnicity	Text	Conform to the codes as presented below
gender	Text	"M" for Males and "F" for Females
email	Text	Student current email address
local_street	Text	Student local street address
local_city	Text	Student local city
local_state	Text	Student local state - 2 digit abbreviations only
local_zip	Text	Student local zip code
local_phone	Text	Student local phone number with area code
permanent_street	Text	Student permanent street address
permanent_city	Text	Student permanent city
permanent_state	Text	Student permanent state - 2 digit abbreviations only
permanent_zip	Text	Student permanent zip code
permanent_phone	Text	Student permanent phone number with area code

University Abbreviation Codes

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

Gender

Code	Description
F	Female
M	Male

Race/Ethnicity Codes -

Either the Letter Code or the Numeric Code can be used. Do not use both.

Letter Code	Numeric Code	Description
I	3	American Indian/Alaskan Native
A	4	Asian or Pacific Islander
B	5	Black (Not of Hispanic Origin)
H	2	Hispanic
P	6	Native Hawaiian/Pacific Islander
X	9	Not Reported
O	1	Other/Non-Resident Alien
T	8	Two or More Race/Ethnicities
W	7	White (not of Hispanic Origin)

Additional Race/Ethnicity guidance provided by BOG:

- IF NON_RES_ALIEN_FLG = 'Y' THEN Numeric Code = 1
- IF HISPANIC_FLG = 'Y' THEN Numeric Code = '2'
- IF NO_RACE_REPORT_FLG = 'Y' THEN Numeric Code = '9'
- ONLY if NONE of the above is set to 'Y':
 - IF AM_IND_ALASKAN_FLG = 'Y' THEN Numeric Code = '3'
 - IF ASIAN_FLG = 'Y' THEN Numeric Code = '4'
 - IF BLACK_AFRICAN_AM_FLG = 'Y' THEN Numeric Code = '5'
 - IF NAT_HAWAII_PAC_IS_FLG = 'Y' THEN Numeric Code = '6'
 - IF WHITE_FLG = 'Y' THEN Numeric Code = '7'
 - IF 2 OR MORE OF THE RACE FLAGS = 'Y' THEN Numeric Code = '8'

User Account Request Form
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: _____