

# 2010 National Survey of Recent College Graduates



Conducted for the National Science Foundation

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**DRAFT**

## GRADUATE LIST PREPARATION INSTRUCTIONS

This document provides instructions for preparing your institution's graduate list. To ensure confidentiality and privacy of graduate data, we request that you upload your Graduate List File(s) and supporting documentation to the secure HTTPS website provided for you by Mathematica, NSF's contractor for this survey. Please contact Dr. Gail Baxter, Mathematica List Collection Director, at 1-866-504-9640 or [questions@gradsurvey.org](mailto:questions@gradsurvey.org) if you have any questions.

### 1. Preparing the Graduate List Files

Please include all students who received at least one bachelor's or master's degree during the following periods:

Class of 2008: July 1, 2007 through June 30, 2008

Class of 2009: July 1, 2008 through June 30, 2009

You may either create separate files for each graduating class or create one file that includes fields for the month and year that degree was awarded.

**File Format.** The student list can be in any file format that is most convenient for you. The list can be in several electronic formats such as: Excel, Access, SAS, SPSS, ASCII, or a delimited file.

**Naming Files.** Include the school name and academic year in the file names so they can be easily identified.

**Students who received more than one degree.** Create a new record for each degree received by a student.

**Data Items.** Please include the data items in the next page. Leave the fields with missing data blank in the student's record. Please start items in the left-most column of the field.

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This information is solicited under the authority of the National Science Foundation Act of 1950, as amended, and the Confidentiality Information Protection and Statistical Efficiency Act of 2002. All information provided will be used for statistical purposes only. Response is entirely voluntary, and failure to provide some or all of the information will in no way adversely affect your institution. The average time required to prepare the graduate list, and to provide the contact information for the sampled graduates is estimated to be 3 hours. Response burden comments should be directed to Suzanne Plimpton, Reports Clearance Officer, NSF, via e-mail at [splimpto@nsf.gov](mailto:splimpto@nsf.gov) or call 703-292-7556.

Field Name	Data Item
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<b>Student Identification Number</b>	
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INSTID	<b>Student Institution ID</b> serves as a unique identifier for each record.
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<b>Degree</b>	
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DEGREE	<b>Degree Type.</b> (Bachelor’s, Master’s)
DEGREE_DATE	<b>Month and Year Degree Awarded</b> in format MM/YYYY. If the month is not available, include term or semester and year.

<b>First Major</b>	
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DEPARTMENT_1	<b>Department.</b> Name or code of the department from in which degree was awarded. If no department, leave blank.
CIP_CODE_1	<b>CIP Code for First Major.</b> Six-digit CIP code with decimal point (e.g., 40.0501) for the student’s first major. Leave blank if CIP codes are not used.
MAJOR_NAME_1	<b>First Major Name.</b> Name of the student’s first major.
MAJOR_CODE_1	<b>Code for Major, if CIP is not used.</b> Leave blank if only CIP is used.

<b>Second Major</b> <i>(for Students with Double Major Only—Do Not Include Minors or Specialties)</i>	
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DEPARTMENT_2	<b>Department.</b> Name or code of the department in which degree was awarded.
CIP_CODE_2	<b>CIP Code for Second Major.</b> Six-digit CIP code of the student’s second major.
MAJOR_NAME_2	<b>Second Major Name.</b> Field of study name of the student’s second major.
MAJOR_CODE_2	<b>Code for Second Major, if CIP is not used.</b>

<b>Sampling Demographic Information</b>	
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GENDER	<b>Gender.</b> Code as 1 = Male, 2 = Female, OR M = Male, F = Female.
RACE	<b>Race.</b> Provide codes used by your school.
HISPANICFLG	<b>Hispanic Indicator.</b> 1 = Hispanic or Latino, 2 = Not Hispanic or Latino. If Hispanic is reported with race, leave this field blank.
NRALSTATUS	<b>Nonresident Alien Status.</b> 1 = Nonresident alien, 2 = U.S. citizens/residents.

<b>Student Name</b>	
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FIRSTNAME	Student First Name.
MIDDLENAME	Student Middle Name or Initial.
LASTNAME	Student Last Name.

<b>Date of Birth</b>	
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DOB	Month, Day, and Year in which student was born in MM/DD/YYYY format.
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<b>Enrollment Status</b>	
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ENRLSTATUS	Code as 1 = Student currently enrolled at this institution, 2 = Student not currently enrolled at this institution.
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## 2. Uploading the Graduate List File and the List Documentation Form

Use Secure HTTPS File Transfer.

- Go to <https://www.gradsurvey.org>
- Enter the login ID and password sent to you by mail.
- Download the List Documentation Form (LDF)
- Type your answers directly on the LDF and save your changes.
- Click on the BROWSE button on https site, and select the files on your computer that you want to upload.
- Click the UPLOAD button.
- Check that you are uploading: (1) Graduate List File(s), (2) LDF, and if necessary (3) crosswalks to explain coding schemes used for data items.

If you password-protect your list file, please send the password in an email containing the filename and password to [questions@gradsurvey.org](mailto:questions@gradsurvey.org), or call 1-866-504-9640 with the password.

**Confirming File Receipt.** Mathematica will send an email confirming receipt of your files.

***Thank you very much for your assistance!***