

## **Protocol 1054 Data Collection**

**Protocol Number: 1054**

**Effective Date: 5/4/2018**

**Revised Date: 01/14/2021; 08/07/2025**

### **Protocol**

The Graduate School collects data to track information related to students, the admissions process, student satisfaction with the program, and the learning process. This occurs in different ways at different times of the program. Policy 930 (Education Records Privacy) lists the data that is considered “directory information” by GSSIMR. All data and education records are maintained and used according to federal laws and regulations.

### **Students and Admissions Process**

During the application stages of the admissions process, data is collected through the application forms and includes:

- Name(s)
- Contact information such as addresses (physical and email) and phone numbers
- Citizenship and languages
- Immigration status if not a U.S. citizen
- Date of birth
- U.S. Social Security number
- Educational background (institution, major, dates attended, degree)
- Previous research experience
- Transcript from each university they’ve attended
- Publications on which they are an author
- Demographic information that is optional for them to provide (gender, race/ethnicity, marital status, veteran)

This data is stored securely in online files, student record software system, and/or locked file cabinets.

Once a student is admitted into the program, additional data collected includes:

- Work experience
- Awards
- Disciplinary history
- Visa information (if international)
- Travel information including airport preferences
- Food allergies and restrictions

This data is collected by the GSSIMR staff and is stored securely in online files, student record software system, and/or locked file cabinets.

Prior to matriculation, the students complete background checks. The information collected from the background checks include:

- Name(s)
- Date of birth
- U.S. Social Security number
- Verification of employment history
- Criminal history information

This data is collected by the Human Resources Department in their role as specified by the Funding and Support Services Agreement and is stored securely in online files and/or locked file cabinets.

### **Program Satisfaction and Learning Process**

Data collected regarding program satisfaction and the learning process is used to assess student's learning based on the Core Competencies and program requirements, satisfaction with the program, and completion rates. Data collected includes but is not limited to:

- Module Course Evaluations
- Student's course evaluations feedback (anonymously)
- Term Reports
- Rotation Reports
- Qualifying Assessments
- Supervisory Committee Reports
- Thesis Defense Reports
- Career development data
  - o Scientific meetings attended
  - o Scientific talks delivered
  - o Posters presented
  - o Papers published
  - o Courses served as teaching assistants
  - o Awards received
  - o Fellowships (applied for and received)

This data is collected by the GSSIMR staff and is stored securely in online files, student record software system, and/or locked file cabinets. This data is used to assist in determining benchmarks, dashboards, achievements, successes, and areas needing improvement.