



Institutions can provide data in a flat file via Excel or CSV. If doing the latter, please use a pipe delimited format, and include column headings in the first row of the file (use the same column headings as specified in the Excel template). Institutions will upload their data files to the Move IT secure file transfer system at <https://files.usg.edu/>. Institutions will need to contact the CASSIE team (cassie@usg.edu) in order to get the system set up.

Unique Identifier A de-identified ID indicating a student observation. The same student should have the same Unique ID for tracking purposes

IPEDS Institutional ID: Unique institutional ID assigned by IPEDS

¹ See <https://ceds.ed.gov/Default.aspx> and <https://surveys.nces.ed.gov/ipeds/VisGlossaryAll.aspx?>

Semester A calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may be an additional summer session.

Quarter A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each.

Sex: The concept describing the biological traits that distinguish the males and females of a species. Allowable responses are:

- x Male
- x Female

Education Abroad Duration: Length of education abroad participation. Do not include time spent in the program that was conducted at the domestic institution (e.g. If a student participates in a semester long course, but only 1 week was spent abroad, then the duration of the program should be listed as Less than Two Weeks). Allowable responses are:

- x Less than Two Weeks
- x Two to (less than) Eight Weeks. If more granular information is available, please specify if program was:
 - o Two to (less than) Four Weeks
 - o Four to (less than) Eight Weeks
- x Eight to (less than) one Semester/Quarter
- x One Semester/Quarter
- x More than One Semester/Quarter

Education Abroad Program Type: What was the type/format of the education abroad? Allowable responses are:

- x College & University Program: Programs administered through the institution's education abroad office. Many are tied to curriculum, embedded into a course, and/or faculty led
- x Reciprocal Exchange Program: Contractual exchanges between a host institution abroad and a U.S. home institution. Traditionally, these are a one for one exchanges and students register at and pay tuition at their home university.
- x Program Provider: International education organizations that provide services in addition to course enrollment overseas.
- x Other: Please offer a brief description

Education Abroad Experience Type: Specify whether the education abroad experience was classroom based, experiential learning (e.g. internship, service learning, Independent or field based research), or a mix of the two.

Education Abroad for Credit: Is the education abroad a credit bearing program/course (s)? Allowable responses are Yes, No.

Note: Sometimes, a student participates in two (or more) separate study abroad experiences in the same term. If you have a student like this, please add additional columns to the template which detail each of the experiential

