



STATE UNIVERSITY DATA SYSTEM (SUDS) RESUBMISSION POLICY

Policy/Issue/Rationale

In order to make the best possible Board policy decisions, it has been determined that data quality is of the utmost importance. Information Resource Management (IRM) collects longitudinal data from all of Florida’s public universities. Each University has its own Enterprise Resource Planning (ERP) system and all data is extracted, transformed, and loaded (ETL) from these systems into the SUDS Data Warehouse. The longitudinal nature of educational data and the need to collect data from different systems creates a situation where the data housed in SUDS has a margin of error.

To reduce this margin of error and ensure the SUDS data is as accurate as possible, IRM allows institutions to ‘resubmit’ historical or closed data collections when data anomalies are discovered. There are several general error classifications that when discovered can initiate a resubmission. These classification include but are not limited to data entry errors, person miss-identifications, programmatic bugs, and data processing methodology changes.

Resubmission Requirements

To initiate a resubmission an institution must submit a request to the SUDS team. Beginning May 2015, the resubmission of accepted data will require a detailed resubmission form (see form below). IRM approval must be granted prior to any resubmission. Resubmission forms will be retained for historical purposes. Resubmission Requests can be delivered electronically through the use of email.

*Resubmission Limitations

*IRM required or initiated resubmissions are exempt from these limitations. Methodology changes, programmatic errors, or process errors that are discovered or agreed upon are exempt from this limitation. Any egregious data issues discovered by Board or University staff may also initiate a resubmission.

Due to time constraints and deadlines for processing Performance Based Funding and Accountability reporting (PBF/Acc.), resubmissions will be limited between December 1st and April 1st of each fiscal year.

After the March Board of Governors Accountability Report Approval - November 30 th	Open resubmission upon approval from IRM
December 1 st - April 1 st (after the March Board of Governors Accountability Report Approval.)	Data submissions due within this period will be given a broader submission window. Data from submissions open within this period will be <u>locked for PBF/Accountability usage on the submission due date.</u> Resubmission of these collections may be approved; however, data that is processed after the due date will <u>not</u> be included in the PBF/Accountability.

Authority/Reference/Cross Reference

FLBOG Regulations: 3.007 State University System (SUS) Management Information System

Attachments/Exhibits

Exhibit 1 - SUDS Resubmission Form



SUDS DATA RESUBMISSION FORM

In order to ensure data quality, IRM requires a resubmission request for any resubmission of accepted data.

This form is NOT required for changes related to resubmissions initiated because of agreed upon system wide criteria changes or IRM programmatic changes.

A single form can be used for resubmitting multiple year/terms of a single submission. For example, in order to resubmit SIF for 201101,201105 only 1 form is required. Multiple forms are required for resubmitting different types of submissions (i.e. SIF, OB, IRD).

University:		Submission:	
Name:		Affected Tables: (i.e. Demo, Course, etc.)	
Date:		Year(s)/Term(s): (Separate multiple collection terms with commas Ex. 201201,201205)	
Does the data resubmission impact PBF-related data?			YES <input type="checkbox"/> NO <input type="checkbox"/>

Please provide a detailed explanation of the reason for this resubmission.

Please describe the expected effect on the data due to this resubmission. (For example, "These identity corrects should increase our overall unduplicated student headcount.", "This correction will increase this terms FTIC students.") This will assist both the University and the Board in validating the resubmission.

Please describe the processes, steps, or actions the university has taken to ensure that this issue does not happen in the future.

DATA ADMINISTRATOR SIGNATURE

IRM/IR APPROVAL

Yes:

No: