

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Academic and Student Reporting

NUMBER: 2.11.1

A. PURPOSE

The South Dakota Board of Regents administers the Enterprise Resource Planning System (ERP) and several third-party software solutions for the system. As the SD university system strives to maintain the highest quality data, this policy is designed to manage the data and the reporting of that data for the ERP and other system-managed third-party solutions.

B. DEFINITIONS

- 1. Census Date:** A date calculated at the first ten (10) percent of the term. See BOR Policy 2.1.1 – System Academic Year / Academic Calendar.
- 2. Data Dictionary:** A set of information describing the contents, definitions, format, and structure of the database and the data elements used by the institutions and the Regents.
- 3. Enterprise Resource Planning (ERP) System:** A software solution platform to manage and integrate all institutional operational activities including academic records, accounts receivable, budget, financial aid, finance, grants, human resources, procurement, student records, etc.
- 4. Extract:** Term synonymous with the frozen data repository.
- 5. Frozen Data Repository:** A series of data tables that host extracted and transformed data from the Student Information System and managed by Regents Information Systems.
- 6. Institution:** Defined as one of the six (6) public universities: Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines and Technology, South Dakota State University, and the University of South Dakota.
- 7. Live Data Repository:** Live data from the ERP that is stored in a centralized system solution and managed by Regents Information System.
- 8. Regents Information Systems:** A department of the Board of Regents that manages the universities centralized technology systems.
- 9. Student Information System:** A part of the ERP that encompasses student information and financial aid information.

C. POLICY STATEMENTS

1. Board Policy section 7 provides acceptable use, security requirements, and personally identifiable information governance.
2. BOR Policy 3.1.1 governs the confidentiality of student records and access to that information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). SAC Guideline 3.3.1.1 and 3.3.1.2 provides additional procedural guidance on FERPA.
3. The ERP and related central third-party solitons are functionally supported by institutional and system functional teams. As such, each of those team members are responsible for the accuracy, quality, and integrity of the data.
4. The Board of Regents maintains both live data within the data systems and a frozen data repository.
5. Official reporting for headcount and full-time equivalency shall only include those students who are enrolled in a course with student credit hours assigned.

D. ACADEMIC AND STUDENT DATA

1. System Data

1.1. Live Data

Live data is transactional data utilized for operational reporting, trend analysis, and day-to-day tracking of information to facilitate decision-making. This data is also available in self-service to end-users for courses, financial aid, and student information. All data presented to the end-user from this source is tightly controlled with security access.

1.2. Frozen Data

Frozen data is data utilized for federal reporting purposes, standardized annual reports or other types of reports that rely on data as of a 'point in time' such as accreditation reporting. This data is extracted from the live data at a point in time.

2. Frozen Data Repository

2.1. Timeline

2.1.1. Fall Term (Full Term):

- 0-Type Record: At the end of Census Day based on full part of term.
- 1-Type Record: At the end of the third working day following Census for full part of term.
- 2-Type Record: No longer used.
- 3-Type Record: The Monday following the final exam week.
- 4-Type Record: One week after End of Term Processing.

2.1.2. Spring Term (Full Term):

- 0-Type Record: At end of Census Day based on full part of term.
- 1-Type Record: At the end of the third working day following Census for full part of term.
- 2-Type Record: No longer used.
- 3-Type Record: The Monday following the final exam week.
- 4-Type Record: One week after End of Term Processing.

2.1.3. Summer Term (Full Term):

- 0-Type Record: Not used for Summer.
- 1-Type Record: Not used for Summer.
- 2-Type Record: No longer used.
- 3-Type Record: The Monday following the last final exam week.
- 4-Type Record: One week after End of Term Processing.

3. System Reporting Solutions

3.1. System Approved Reporting Solutions

Academic Affairs Council shall vet with the academic vice president or designee any reporting solution that shall be the system solution. The system office will route through the appropriate senior staff and councils.

3.2. Security and Access

Institutional data custodians must ensure privacy, security, and access to reporting data. Institutions must maintain compliance with federal, state, Board of Regents, and institutional statutes, regulations, and/or policies.

3.3. System Reporting of Fall Enrollment, System Strategic Report, Legislative Reporting

3.3.1. Preliminary Enrollment Data

Record-Type 0 will be used for the preliminary review of the enrollment at 10% of the term and will be moved to record-type 1 upon final freeze. Collection and initial release of enrollment totals or enrollment estimates for all semesters shall be the responsibility of the Board of Regents office. Prior to the initial release of enrollment data, all inquiries regarding enrollment totals or estimates shall be directed to the Board office.

3.3.2. Official IPEDS and Factbook Reporting

Record-Type 1 will be used for official enrollment and federal reporting.

3.3.3. System Strategic Reports and System Legislative Reports

Collection and official reporting shall be the responsibility of the Board of Regents.

3.4. Data Validation and Data Integrity

Each institution shall review system edits to ensure the integrity of the data. Verification should be managed at the institution level and based on the workflow of the data validation and data reporting.

FORMS / APPENDICES:

None

SOURCE:

BOR August 1993; BOR January 1997; BOR March 2006; BOR June 2006; October 2023 (Clerical); BOR August 2024.