

BU Administrative Data Usage and Sharing Policies

Glossary of Terms (updated November 2023)

Note : Examples not covered within this framework should be discussed with the appropriate Data Trustee. Trustees should also be consulted prior to creating new data repositories using restricted, confidential, or internal data. Data sharing in response to legal, federal, or other compliance mandates is outside of the scope of these guidelines and should be discussed with the appropriate Data Trustee and the Office of General Counsel prior to submission.

Data	Approved Data Sharing Level*			Masking Limit(s) (smallest aggregated display size)	Exception
	Identifiable Record-Level	Record-Level	Aggregate		
Personal Information					
Race/Ethnicity (IPEDS R/E, Race/Ethnicity Indicators/Counts)	Confidential - Data Trustee Approval Required	Confidential - Data Trustee Approval Required <hr/> Internal - Leadership	Internal - Administrative	5	Data submitted/attainable from IPEDS, Fact Book, or other public source with prior Trustee approval
Gender/Sex (Legal Sex, Gender Identity)	Confidential - Data Trustee Approval Required	Confidential - Data Trustee Approval Required <hr/> Internal - Leadership	Internal - Administrative	5	Data submitted/attainable from IPEDS, Fact Book, or other public source with prior Trustee approval
Disability Status	Restricted - Data Trustee Approval Required	Confidential - Data Trustee Approval Required	Internal - Administrative	5	Data submitted/attainable from IPEDS, Fact Book, or other public source with prior Trustee approval
Date Of Birth (Age, Year of Birth)	Confidential - Data Trustee Approval Required	Confidential - Data Trustee Approval Required <hr/> Internal - Leadership	Internal - Administrative	5	Data submitted/attainable from IPEDS, Fact Book, or other public source with prior Trustee approval
Address (Home/Current Country, State, Province)	Internal - Administrative	Internal - Administrative	Public - General Interest	N/A	
Address Detail (Home/Current Zip, Street)	Confidential - Data Trustee Approval Required	Internal - Administrative	Internal - Administrative	N/A	Data submitted/attainable from IPEDS, Fact Book, or other public source with prior Trustee approval

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	Identifiable Record-Level	Record-Level	Aggregate		
Citizenship (Visa Status, Country of Citizenship, Non-Resident Alien)	Internal - Administrative	Internal - Administrative	Public - General Interest	N/A	
Veteran Status (individual or family/dependent of veteran)	Confidential - Data Trustee Approval Required	Confidential - Data Trustee Approval Internal - Leadership	Internal - Administrative	5	Data submitted/attainable from IPEDS, Fact Book, or other public source with prior Trustee approval
Academic Information					
Enrollment Status (Registration, Withdrawal/Leaves, Settlement)	Internal - Administrative	Internal - Administrative	Internal - Administrative Internal - External Consortia	N/A 3	Data submitted/attainable from IPEDS, Fact Book, or other public source with prior Trustee approval
Class Enrollment (Class History, Degree Progress, Academic Load/Certification, Transfer Credit, Hub)	Internal - Administrative	Internal - Administrative	Internal - Administrative	N/A	
Areas of Study/Academic Programs (Degrees Pursued, Level, Major(s), Minor(s), Degrees Awarded)	Internal - Administrative	Internal - Administrative	Public - General Interest	N/A	
Grades (GPA, First-Year GPA, Credit Hours Earned)	Internal - Administrative	Internal - Administrative	Internal - Administrative Public - General Interest	N/A Full Cohort (e.g., class of 2020 GPA)	

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Data	Approved Data Sharing Level*			Masking Limit(s) (smallest aggregated display size)	Exception
	Identifiable Record-Level	Record-Level	Aggregate		
Academic Offerings (Class Offerings, Instructors, Bulletin, Degrees/Programs Taught, Tuition/Fees)	Public - General Interest	Public - General Interest	Public - General Interest	N/A	
Persistence (Cohort-based Retention, Graduation, Time to Degree)	Confidential - Data Trustee Approval Required	Internal - Administrative	Internal - Administrative	N/A	Data submitted/attainable from IPEDS, Fact Book, or other public source with prior Trustee approval
			Internal - External Consortia	3	
Student Participation (Athletic Teams, Clubs, KHC, Study Abroad)	Internal - Administrative	Public - General Interest	Public - General Interest	N/A	Publicly available data
			Public - General Interest	Full Cohort	
Employee Information (Including Faculty Affairs)					
Faculty (Terminal Degree, Rank, Tenure, Workload)	Internal - Leadership	Internal - Administrative	Internal - Administrative	N/A	
			Internal - External Consortia	Public - General Interest	
Faculty Salary	Confidential - President, Provost, Trustees	Confidential - President, Provost, Trustees	Internal - Leadership	Excludes executive compensation	
			Confidential - Data Trustee Approval Required	Confidential - Data Trustee Approval Required	
			Public - General Interest	Rank Category	

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	Identifiable Record-Level	Record-Level	Aggregate		
Employee Salary	Confidential - President, Provost, Trustees Confidential - Data Trustee Approval Required	Confidential - President, Provost, Trustees Confidential - Data Trustee Approval Required	Internal - Leadership	Excludes executive compensation	
Student Admissions and Aid Data					
Previous Institution (HS Attended, College Attended, Degrees Received)	Internal - Administrative	Internal - Administrative	Public - General Interest	5	
Applicant Assessment - Pre-Drop (Decisions, Ratings, Committees, Test Scores, Prior GPA)	Confidential - Data Trustee Approval Required	Confidential - Data Trustee Approval Required	Internal - Leadership	N/A	
Applicant Assessment - Post Drop (Decisions, Ratings, Committees, Test Scores, Prior GPA)	Internal - Administrative	Internal - Administrative	Internal - Administrative Public - General Interest	N/A Full Cohort	
Financial Aid Awards (Awards, Amounts, Statuses)	Confidential - Data Trustee Approval Required	Internal - Administrative	Internal - Administrative	Internal - N/A	Data submitted/attainable from IPEDS, Fact Book, or other public source with prior Trustee approval

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Financial Aid Application (Income, Need, EFC)	Restricted - Data	Confidential - Data	Internal - Administrative	N/A	
	Trustee Approval Required	Trustee Approval Required	Public - General Interest	Full Cohort	
Survey Data					
Survey Reponses - Quantitative (NSSE, Belonging & Culture, MISO)	Confidential - Data	Confidential - Data	Internal - Administrative	N/A	
	Trustee Approval Required	Trustee Approval Required			
Survey Reponses - Qualitative (NSSE, Belonging & Culture, MISO)	Confidential - Data	Confidential - Data	Internal - Administrative	N/A	Data submitted/attainable from IPEDS, Fact Book, or other public source with prior Trustee approval.
	Trustee Approval Required	Trustee Approval Required			