Preparation of CDR Data

Institutions submit CDR data under the CDR data element definitions, edit criteria, and guidelines in effect for the academic/fiscal/calendar year for which the data is submitted. The submission schedules in Part III of Volume I of the CDR indicate the dates on which the various data submissions are due.

The due dates for submission of the CDR files have been developed with two goals in mind. The first goal is to provide the institutions with as much time as possible for preparing and editing the data prior to submitting it to System Administration. The second goal is to provide System Administration with the data in a timely manner in order to meet various state and federal reporting requirements. In the light of these goals, various procedures have been developed over the years to assist the institutions and System Administration in submitting and processing the CDR data.

A. The CDR liaisons (or their representatives) submit CDR data to System Administration according to the appropriate submission schedule using the File Transfer Process (FTP).

B. In the event that an institution determines that it cannot submit CDR data as scheduled, the CDR liaisons should notify the CDR Technical Coordinator as soon as any delay in submission is known.

C. Changes to the identifiers for students, course sections, etc., (i.e., key changes) are initiated by the institution. The timing of such changes is critical in those instances where data for the same entity may be submitted at different times during a term (e.g., post-term student data is submitted about three months later than the 6th week student data and social security numbers for some students may differ). The CDR Technical Coordinator should be notified of key changes prior to submission of any data which incorporate such key changes.

When an institution determines that additional data must be submitted to System Administration in the form of a memo, or a transaction file, and the additional data are not in response to any edit produced by System Administration, the additional data should be sent to the CDR Technical Coordinator with the data area, year and term, and data elements affected clearly indicated. The key changes discussed above are in this category.

Data Submission Schedule

The data submission schedules for each campus are presented on the following pages. The schedules are summarized by academic term.

Student data is to be developed and reported for each academic term as specified. Financial Aid student data is reported annually.

Complete curricular data is required for each academic term as specified. Faculty survey data may be required when planned analysis dictates the need. Institutions will be advised of this one semester in advance.

The formats for the first and second term data submission schedules are identical. The beginning dates of instruction, date of record (for 6th-week data submission) and dates of submission are specified for each campus. It is important to note that for the student area, there are two data submission cycles indicated under "Dates of Submission" on each data submission schedule: a 6th-week and a post-term data submission. The format for each of these two submission cycles is unique and, hence, is treated separately and in detail in a later section in Part III. All of the data to be submitted for a given term must have a date of record as indicated for that given term. Each of these data submissions requires a unique format and must be submitted as a separate file.

Note: Until the late 1980's, UW-River Falls and UW-Superior were on quarter systems and, therefore, submitted a Term 3 CDR. UW-Superior's last Term 3 CDR was in 1987-88 and UW-River Fall's last Term 3 CDR was in 1989-90.

MAAD (Multiple Application and Admissions Database) files are submitted monthly with data on upcoming summer/fall term undergraduate applicants. The submissions begin in October and continue through the "end of cycle" the following September. There is also one "end of cycle" submission that includes data for spring term undergraduate applicants which is due in March.

THE UNIVERSITY OF WISCONSIN

CDR DATES TABLE
FALL TERM 2023-24

UNIT	WEEKS OF INSTRUCTION	INSTRUCTION BEGINS	DATE OF RECORD	SUBMISSION DATE 4-WK	4th-WK DATA FINALIZED	SUBMISSION POST-TERM	POST-TERM DATA FINALIZED
MSN	15	9/6/23	9/19/23	10/4/23	11/1/23	2/8/24	3/7/24
MIL	15	9/5/23	9/18/23	10/3/23	10/31/23	2/8/24	3/7/24
EAU	15	9/6/23	9/19/23	10/4/23	11/1/23	2/8/24	3/7/24
GBY	15	9/6/23	9/19/23	10/4/23	11/1/23	2/8/24	3/7/24
LAC	15	9/5/23	9/18/23	10/3/23	10/31/23	2/8/24	3/7/24
OSH	14	9/6/23	9/19/23	10/4/23	11/1/23	2/8/24	3/7/24
PKS	14	9/6/23	9/19/23	10/4/23	11/1/23	2/8/24	3/7/24
PLT	15	9/5/23	9/18/23	10/3/23	10/31/23	2/8/24	3/7/24
RVF	15	9/6/23	9/19/23	10/4/23	11/1/23	2/8/24	3/7/24
STP	15	9/5/23	9/18/23	10/3/23	10/31/23	2/8/24	3/7/24
STO	15	9/6/23	9/19/23	10/4/23	11/1/23	2/8/24	3/7/24
SUP	15	9/6/23	9/19/23	10/4/23	11/1/23	2/8/24	3/7/24
WTW	14	9/5/23	9/18/23	10/3/23	10/31/23	2/8/24	3/7/24

4TH WEEK NOTE:
- PROFILES OF CROSS-LISTED COURSE-SECTIONS ARE ALSO DUE AT THIS TIME.

THE UNIVERSITY OF WISCONSIN

CDR DATES TABLE
SPRING TERM 2023-24

UNIT	WEEKS OF INSTRUCTION	INSTRUCTION BEGINS	DATE OF RECORD	SUBMISSION DATE 4-WK	4th-WK DATA FINALIZED	SUBMISSION POST-TERM	POST-TERM DATA FINALIZED
MSN	15	1/23/24	2/5/24	2/20/24	3/19/24	7/8/24	8/5/24
MIL	16	1/22/24	2/2/24	2/19/24	3/18/24	7/8/24	8/5/24
EAU	15	1/29/24	2/9/24	2/26/24	3/25/24	7/8/24	8/5/24
GBY	15	1/22/24	2/2/24	2/19/24	3/18/24	7/8/24	8/5/24
LAC	16	1/22/24	2/2/24	2/19/24	3/18/24	7/8/24	8/5/24
OSH	14	2/5/24	2/16/24	3/4/24	4/1/24	7/8/24	8/5/24
PKS	14	1/29/24	2/9/24	2/26/24	3/25/24	7/8/24	8/5/24
PLT	15	1/22/24	2/2/24	2/19/24	3/18/24	7/8/24	8/5/24
RVF	15	1/22/24	2/2/24	2/19/24	3/18/24	7/8/24	8/5/24
STP	16	1/22/24	2/2/24	2/19/24	3/18/24	7/8/24	8/5/24
STO	15	1/22/24	2/2/24	2/19/24	3/18/24	7/8/24	8/5/24
SUP	15	1/24/24	2/6/24	2/21/24	3/20/24	7/8/24	8/5/24
WTW	15	1/22/24	2/2/24	2/19/24	3/18/24	7/8/24	8/5/24

x

4TH WEEK NOTE:
- PROFILES OF CROSS-LISTED COURSE-SECTIONS ARE ALSO DUE AT THIS TIME.

UNIVERSITY OF WISCONSIN

DATA SUBMISSION SCHEDULE
ANNUAL SUBMISSIONS 2023-24

1. FINANCIAL AID (Student)

a. Date of Record		b. Submission Date				c. Finalize Date						
End of Reporting Period		July 31, 2023				August 31, 2023						

MSN	MIL	EAU	GBY	LAC	OSH	PKS	PLT	RVF	STP	STO	SUP	WTW
X	X	X	X	X	X	X	X	X	X	X	X	X

2. WINTER TERM (Student and Curricular)

a. Date of Record	b. Submission Date	c. Finalize Date	d. Submission Date	e. Finalize Date
Varying*	January 30, 2024	February 19, 2024	March 6, 2024	March 28, 2024
	(4th Week)	(4th Week)	(Post-term)	(Post-term)

MSN	MIL	EAU	GBY	LAC	OSH	PKS	PLT	RVF	STP	STO	SUP	WTW
	X	X	X	X	X	X	X	X	X	X	X	X

3. MAY TERM (Student and Curricular)

a. Date of Record	b. Submission Date	c. Finalize Date	d. Submission Date	e. Finalize Date
Varying**	June 21, 2024	July 12, 2024	July 19, 2024	August 2, 2024
	(4th Week)	(4th Week)	(Post-term)	(Post-term)

MSN	MIL	EAU	GBY	LAC	OSH	PKS	PLT	RVF	STP	STO	SUP	WTW
					X							

4. SUMMER TERM (Student and Curricular)

a. Date of Record	b. Submission Date	c. Finalize Date	d. Submission Date	e. Finalize Date
Varying***	August 30, 2023	September 29, 2023	October 9, 2023	November 6, 2023
	(4th Week)	(4th Week)	(Post-term)	(Post-term)

MSN	MIL	EAU	GBY	LAC	OSH	PKS	PLT	RVF	STP	STO	SUP	WTW
X	X	X	X	X	X	X	X	X	X	X	X	X

*   **See Winter Term Data Submission Section – Reporting Guidelines (III.C.26)**
**   **See May Term Data Submission Section – Reporting Guidelines (III.C.26)**
***   **See Summer Term Data Submission Section – Reporting Guidelines (III.C.26)**

NOTE: Each "X" on this Data Submission Schedule represents a unique data submission cycle which will include one or more data files.

MAAD SUBMISSION SCHEDULE

SUMMER/FALL 2023-24 APPLICANTS
ALL UNITS

MONTH	MONTH DESIGNATION	SUBMISSION DUE DATE
October	10	October 1, 2023
November	11	November 1, 2023
December	12	December 1, 2023
January	01	January 3, 2024
February	02	February 1, 2024
March	03	March 1, 2024
April	04	April 1, 2024
May	05	May 2, 2024
June	06	June 1, 2024
July	07	July 1, 2024
August	08	August 1, 2024
End-of-Cycle	XX	September 16, 2024

SPRING 2023-24 APPLICANTS
ALL UNITS

MONTH	MONTH DESIGNATION	SUBMISSION DUE DATE
End-of-Cycle	XX	March 1, 2024