



# Memo

**To:** Research Partners, AccessLex Bar Exam Success Study

**From:** AccessLex Research Team

**Date:** August 13, 2021

**Re:** **Data Points for Academic Performance and Bar Success Analysis**

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Below are descriptions of the data points that will be collected in the accompanying Excel spreadsheet and, ultimately, used in each school's analyses. For several of the items, we have included examples and guidance to assist you in completing the spreadsheet.

Please contact us at [research@accesslex.org](mailto:research@accesslex.org) with any questions.

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## STEP 1: Enter Records for Columns Starting in Row 5

**Column A: Student ID** or other anonymized identifier such that we can communicate with questions regarding specific students without needing their names.

**Column B: Race/Ethnicity** of student. Enter data according to ABA definitions of race/ethnicity.

- **Hispanic or Latino/a of any race.** A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.
- **American Indian or Alaska Native.** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- **Asian or Asian American.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American.** A person having origins in any of the black racial groups of Africa.

- **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Two or more races.** A non-Hispanic person who selects two or more of the other racial categories.
- **Caucasian or White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Nonresident alien.** A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
- **Race Ethnicity Unknown.** A person whose race and ethnicity are not known.

**Column C: Gender** of student. Enter data according to ABA gender categories (**Man, Woman, or Other**). **Male** and **Female** are also acceptable inputs. Both full text and abbreviations will be accepted.

**Column D: Birth Year** (YYYY) of student. Enter the year of birth only.

*IMPORTANT: Do NOT enter the full date of birth. The full date of birth will NOT be accepted due to data security/privacy reasons.*

	A	B	C	D	E
1	<b>DEMOGRAPHICS</b>				
2					
3	Student ID	Race/ Ethnicity	Gender	Year of Birth	First-Generation College Student Status (Yes/No)
4	5521254	White	Female	1995	No
5	5513522	Black or African American	Other	1991	No
6	2519113	Hispanic or Latino	Female	1993	No
7	1137298	Asian or Asian American	Male	1988	Yes

**Column E: First-Generation College Student Status.** This should be either *Yes* or *No*.

**Column F: Matriculation Year** at your law school.

**Column G: Matriculation Term** at your law school. This should be either *Fall* or *Spring*. Leave blank if all students enter in the fall.

**Column H: Did Student Transfer In?** Whether the student transferred to your school from another law school. If “Yes”, please enter the institution from which the student transferred. This should be either *Yes* or *No*.

**Column I: Did the Student Transfer to Another Law School?** This should be either *Yes* or *No*.

**Column J: Was the Student Dismissed for Academic Performance Reasons?** This should be either *Yes* or *No*.

**Column K: Was the Student Unenrolled for any Reason Other than Transfer to Another Law School or Academic Dismissal?** This should be either *Yes* or *No*.

**Column L: Graduation Year.** This should be the year in which the student's J.D. was conferred.

**Column M: Graduation Term.** This should be either *Fall* or *Spring* for the year reported in Column G. Leave blank if all students graduate in the spring.

**Column N: First-Semester GPA** of student. Enter a number formatted to the hundredths place between 0.00 and 4.00. For transfer students please report their first-semester GPA at their original institution, if available—if not, please enter *NA*.

**Column O: First-Semester Class Rank** of student (if available). Enter a whole number without ordinal indicators (e.g. 23, not 23<sup>rd</sup>).

**Column P: Total Number of Students in First-Semester Ranking Calculation.** Enter a whole number.

**Column Q: First-Year Cumulative GPA** of student. For nontraditional students, first-year cumulative should be defined at the point when a student completes the requisite credit hours required for first-year students at your institution. Enter a number between 0.00 and 4.00 formatted to the second decimal place. For transfer students that were enrolled full-time at their original institution, please report their first-year GPA at their original institution, if available—if not, please enter *NA*.

**Column R: First-Year Class Rank** of student. Enter a whole number without ordinal indicators (e.g., 23, not 23<sup>rd</sup>).

**Column S: Total Number of Students in First-Year Ranking Calculation.** Enter a whole number.

**Column T: Second-Year Cumulative GPA** of student. For nontraditional students, second-year cumulative should be defined at the point when a student completes approximately 60 credit hours (the 33 required for the first year plus half of the remaining 57 credits needed). Enter a number between 0.00 and 4.00 formatted to the second decimal place. For transfer students that were enrolled full-time at their original institution, please report their second-year GPA at their original institution, if available—if not, please enter *NA*.

**Column U: Second-Year Class Rank** of student. Enter a whole number without ordinal indicators (e.g., 23, not 23<sup>rd</sup>).

**Column V: Total Number of Students in Second-Year Ranking Calculation.** Enter a whole number.

**Column W: Final Cumulative GPA** of student (at graduation). Enter a number between 0.00 and 4.00 formatted to the second decimal place.

**Column X: Final Class Rank** of student. Enter a whole number without ordinal indicators (e.g., 23, not 23<sup>rd</sup>).

**Column Y: Total Number of Students in Final Class Ranking Calculation.** Enter a whole number.

**Column Z: Credits Hours Earned by Student in Doctrinal Bar Courses** (at graduation). A doctrinal bar course is one that focuses on a subject that is among the possible tested subjects on the bar exam in the jurisdiction in which the particular student/graduate took the bar exam. Enter a whole number.

**Column AA: Doctrinal Courses GPA** of student (at graduation). Enter a number between 0.00 and 4.00 formatted to the second decimal place.

**Column AB: Credit Hours Earned by Student in Skill-Based Bar Courses** (at graduation). A skills-based bar prep course is one in which the acquisition of skills that are relevant on the bar exam is the primary aim of the course. Such a course may seek to improve the ability of students to do things like write bar exam essays, answer MBE questions, or take MPTs. The acquisition of content knowledge may occur in these courses, but skills training is the main focus. Enter a whole number.

*IMPORTANT: Credits counted here should not be counted elsewhere in Columns X-AD.*

**Column AC: Clinic Credit Hours** earned by student (at graduation). These are credits earned in courses classified as legal clinics by the law school. Enter a whole number.

*IMPORTANT: Credits counted here should not be counted elsewhere in Columns X-AD.*

**Column AD: Externship Credit Hours** earned by student.

These are credits earned in courses classified as externships or field placements by the law school. Enter a whole number.

*IMPORTANT: Credits counted here should not be counted elsewhere in Columns X-AD.*

**Column AE: Journals/Law Review Credit Hours** earned by student. These are credits earned through law school journals and/or reviews. Enter a whole number.

*IMPORTANT: Credits counted here should not be counted elsewhere in Columns X-AD.*

**Column AF: Moot Court Credit Hours** earned by student. These are credits earned through moot court courses or moot court team participation. Enter a whole number.

*IMPORTANT: Credits counted here should not be counted elsewhere in Columns X-AD.*

**Column AG: Trial Advocacy Credit Hours** earned by student. These are credits earned through trial advocacy courses or trial advocacy team participation. Enter a whole number.

*IMPORTANT: Credits counted here should not be counted elsewhere in Columns X-AD.*

**Column AH: Credit Hours in Other Electives** earned by student.

These are elective credits earned that are not counted elsewhere on this form. Enter a whole number.

*IMPORTANT: Credits counted here should not be counted elsewhere in Columns X-AD.*

**Column AI: LSAT Score** supplied in support of the student's application to the law school. If more than one score is reported, please list these in Columns AF through AI, as needed.

**Columns AJ—AM: LSAT Scores 2-5.** If the student's CAS report lists more than five scores, please include only the first five. Leave blank if this does not apply.

**Column AN: Undergraduate GPA: First year.** GPA should be cumulative of the first academic year and entered as a number between 0.00 and 4.00 formatted to the second decimal place.

*\*\*Note: Columns AN through AQ ask for undergraduate GPA for the first, second, and third years, as well as final GPA. For nontraditional students, we will not collect data between their third year and their final GPA. For example, in the case of a student that completes his/her undergraduate studies in five years, we would not collect his/her fourth year GPA. (Column AV asks for the number of years to complete the undergraduate degree.) These data points should be reported as they appear on the student's CAS report on the row titled "Cum. Across GPA" (see example below). Please use the CAS report's breakdown of semesters/academic years to identify a student's first semester, first year, etc. See the example in the box below.\*\**

**Column AO: Undergraduate GPA: Second year.** GPA should be cumulative at the point of completion of the second academic year and entered as a number between 0.00 and 4.00 formatted to the second decimal place.

**Column AP: Undergraduate GPA: Third year.** GPA should be cumulative at the point of completion of the third academic year and entered as a number between 0.00 and 4.00 formatted to the second decimal place.

**Column AQ: Undergraduate GPA: Final.** GPA should be cumulative of all semesters and be entered as a number between 0.00 and 4.00 formatted to the second decimal place.



**Column AU: Undergraduate major 2** in the event that the student pursued two majors. Do not enter a minor. Leave blank if not applicable. If the student pursued more than two majors, please include only the first two.

**Column AV: Number of years to complete undergraduate degree.** Should be entered as a number with half-point increments (4.0, 4.5, 5.0, 5.5, etc.) and is the sum of the periods for which data is reported on the CAS report. In the example below, 15-15 would count as half a year whereas 16-17 would count as one year. (Note: this is an approximation for length of time it took the student to complete his/her degree, so some imprecision is expected here.)

**Column AW: First-Time Bar Exam Year,** the year in which a graduate first took the bar exam.

**Column AX: First-Time Bar Exam Administration,** whether the exam was taken during the February or July administration period. Please enter either *February* or *July*.

**Column AY: First-Time Bar Exam Jurisdiction** where the student took the bar exam for the first time. Both the full state name or state abbreviation are acceptable.

**Column AZ: First-Time Bar Exam Score.** Please enter a whole number.

**Column BA: First-Time Bar Exam Jurisdiction** where the student took the bar exam for the first time. Either the full state name or the state abbreviation is acceptable.

**Column BB: First-Time Bar Exam Result,** either *Pass* or *Fail*.

**Columns BC—BN: Bar Exams 2 and 3.** As with Columns AW—BB, if the student took the bar exam more than once, please provide the same information for his/her second and third attempts. Otherwise, leave blank.

BAR EXAM											
First Time Bar Exam						Second Time Bar Exam					
Exam Year	Exam Administration (Feb/July)	Bar Exam Jurisdiction	Exam Score	Maximum Score for Jurisdiction	Exam Result	Exam Year	Exam Administration (Feb/July)	Bar Exam Jurisdiction	Exam Score	Maximum Score for Jurisdiction	Exam Result
2015	July	Illinois	262	360	Fail	2016	February	Illinois	268	360	Pass

## STEP 2: Saving Data Files

- All files submitted should be saved as an Excel Workbook (\*.xlsx or \*.xls) or a CSV (Comma-delimited) (\*.csv), using the workbook accompanying these instructions.

## STEP 3: Transferring Data Files

When files are complete and ready for submission, please contact [research@accesslex.org](mailto:research@accesslex.org) with the following information:

- Contact name

- Contact email address (any instructions or Box.com invitations will be sent here)
- Method of data submission (see below)
- Public IP Address (if using Method 1)

**You may choose either secure method below to transfer data files:**

Method 1 – AccessLex’s internal secure FTP service

- To transfer files using AccessLex’s internal secure FTP service, you will need to provide AccessLex the IP address from which files will be uploaded.
- Using the provided IP address, AccessLex will set up an account giving you access the secure FTP service and provide login instructions.
- You will then be able to transfer the files using your own web browser.

Method 2 – Box.com

- To transfer files using box.com, you will be temporarily invited to our Box account.
- **I have a Box account:** If your school has a Box account, you will receive a notification from Box that a folder has been shared with you. Login to Box and upload the file(s) to this folder.
- **I do NOT have a Box account:** If you do not have a Box account, you will receive an invitation from Box to set up an account. Upon creating your Box account, you will receive access to a folder. Login to Box and upload the file(s) to this folder.