



Memo

TO: Research Partners, AccessLex Bar Exam Success Analyses

FROM: AccessLex Research Team

DATE: October 2022

RE: **Guidance on Data Collection and Instructions for Data Transfer**

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. Data should be provided for students who matriculated in Fall 2014 through Fall 2019.

We are asking that data be transferred to us by March 17, 2023; however, we understand that this is a sizeable data request and can be flexible if you need more time.

Please contact us at research@accesslex.org with any questions.

STEP 1: ENTER RECORDS FOR COLUMNS STARTING IN ROW 5

Section 1: Student Demographic and Background Information

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.

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

A	B	C	D	E
Student ID	Race/Ethnicity	Gender	Birth Year	First-Generation College Student Status (Yes/No)
5521254	White	Female	1995	No
5513522	Black or African American	Other	1991	No
2519113	Hispanic or Latino	Female	1993	No
1137298	Asian or Asian American	Male	1988	Yes

Section 2: Student Admission Information

Column F: Number of LSAT Scores Reported in support of the student's application to the law school.

Column G: Highest LSAT Score reported to the law school.

Column H: Average LSAT Score. Mean value of all LSAT scores supplied in the student's application to the law school.

Column I: 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.

Column J: 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 K: Undergraduate Institution name of the undergraduate degree-conferring institution from which the student graduated.

Column L: Did the Student Attend More than One Institution? Answer yes if the CAS report lists credits earned at more than one undergraduate institution; otherwise answer no.

Column M: Number of Years to Complete Undergraduate Degree. Should be rounded to the nearest whole number and is the difference between the student's *final* year of study and their *first* year of study, as it is reported on the CAS report. This is an approximation for length of time it took the student to complete their degree, so some imprecision is expected here. The goal of this data collection is to determine the extent to which the student completed their studies in the "traditional" 4 years.

UNDERGRADUATE GPA EXAMPLE

Below is a screenshot of the transcript analysis section of a hypothetical student's CAS report. Note that the student attended three different undergraduate institutions.

T R A N S C R I P T	Year	15-15	16-16	16-17	17-18	18-18	18-19
	Education Level	U	U	U	U	U	U
	College						
	College Code	Sch. 1	Sch. 2	Sch. 2	Sch. 2	Sch. 3	Sch. 2
	LSAT College Mean	1	2	2	2	3	2
	Num. Candidates						
	Semester Hours	6.0	18.0	31.0	25.0	6.0	34.0
	GPA	3.17	3.44	3.94	3.64	4.00	3.85
	Cum. GPA/College	3.17	3.44	3.76	3.72	4.00	3.76
	Cum. GPA Percentile Rank	20%				INSPI	85%
A	GPA College Mean	3.46				3.18	3.24
	Cum. Across GPA	3.17	3.37	3.69	3.68	3.70	3.74

For the student above, the Excel spreadsheet would be completed as:

I	J	K	L	M
First-year Undergraduate GPA	Final Undergraduate GPA	Undergraduate Institution	Did the student attend more than one undergraduate institution?	Number of years to complete undergrad degree
3.37	3.74	School 2	Yes	4

To calculate number of years to complete undergraduate degree, please subtract the *first* year of study from the *final* year: 2019 – 2015 = 4 years

Section 3: Student Enrollment Information

Column N: Matriculation Year at your law school.

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

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

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

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

Column T: 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.

N	O	P	Q	R	S	T
Matriculation Year	Matriculation Term (if not the fall for everyone)	Did the student transfer to another law school?	Was the student dismissed for academic performance reasons?	Was the student unenrolled for any reason other than transfer or academic dismissal?	Graduation Year	Graduation Term
2012	Fall	No	No	No	2015	Spring

Section 4: Student Law School Academic Performance

Column U: First-Semester GPA of student. For nontraditional or part-time students, please enter the GPA earned when they have completed approximately half of the required coursework for the 1L year. For example, if your school requires 90 credits to graduate and 30 credits for each year, you would enter that student's GPA at roughly the 15 credit mark. 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 V: First-Semester Class Rank of student (if available). Enter a whole number without ordinal indicators (e.g., 23, not 23rd).

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

Column X: 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 Y: First-Year Class Rank of student. Enter a whole number without ordinal indicators (e.g., 23, not 23rd).

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

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

Column AB: Final Class Rank of student. Enter a whole number without ordinal indicators (e.g., 23, not 23rd).

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

U	V	W	X	Y	Z	AA	AB	AC
First Semester GPA	First Semester Class Rank	Total Number of Students in First Semester Ranking Calculation	First Year Cumulative GPA (Spring Semester)	First Year Class Rank	Total Number of Students in First Year Ranking Calculation	Final Cumulative GPA	Final Class Rank	Total Number of Students in Final Class Ranking Calculation
3.44	40	98	3.50	35	97	3.60	27	95

Section 5: Credit Hours in Coursework

For Columns AD through AQ, enter the total number of credit hours (at graduation) earned in the following:

Column AD: Doctrinal Bar Courses

Doctrinal bar courses are broadly defined as those that focus on those possible tested topics on the bar exam in the jurisdiction in which the student/graduate took the bar exam. Enter a whole number. Credit hours in this column should equal the total of columns AE through AL.

Column AE: Criminal Procedure. These are credits earned in doctrinal bar courses specifically covering the topic of criminal procedure. Enter a whole number.

IMPORTANT: Credits counted here should not be counted elsewhere in Columns AE-AQ.

Column AF: Evidence. These are credits earned in doctrinal bar courses specifically covering the topic of evidence. Enter a whole number.

IMPORTANT: Credits counted here should not be counted elsewhere in Columns AE-AQ.

Column AG: Conflict of Laws. These are credits earned in doctrinal bar courses specifically covering the topic of conflict of laws. Enter a whole number.

IMPORTANT: Credits counted here should not be counted elsewhere in Columns AE-AQ.

Column AH: Business Associations. These are credits earned in doctrinal bar courses specifically covering the topic of business associations (ex. Agency and Partnership, Corporations). Enter a whole number.

IMPORTANT: Credits counted here should not be counted elsewhere in Columns AE-AQ.

Column AI: Family Law. These are credits earned in doctrinal bar courses specifically covering the topic of family law (ex. Domestic Relations). Enter a whole number.

IMPORTANT: Credits counted here should not be counted elsewhere in Columns AE-AQ.

Column AJ: UCC Art. 9. These are credits earned in doctrinal bar courses specifically covering the topic of UCC Article 9 (ex. Secured Transactions). Enter a whole number.

IMPORTANT: Credits counted here should not be counted elsewhere in Columns AE-AQ.

Column AK: Trusts and Estates. These are credits earned in doctrinal bar courses specifically covering the topics of trusts and estates (ex. Wills and Trusts, Wills and Estates). Enter a whole number.

IMPORTANT: Credits counted here should not be counted elsewhere in Columns AE-AQ.

Column AL: Other Doctrinal Courses. These are credits earned in doctrinal bar courses other than those mentioned above. Enter a whole number.

IMPORTANT: Credits counted here should not be counted elsewhere in Columns AE-AQ.

Column AM: Skill-Based Bar Courses. 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 AE-AQ.

Column AN: Legal Writing. These are credits earned in courses that specifically focus on building legal writing skills. Courses counted should focus on legal writing in a practice setting (e.g., memorandum drafting, litigation drafting) rather than academic writing (e.g., seminars or law reviews). Enter a whole number.

IMPORTANT: Credits counted here should not be counted elsewhere in Columns AE-AQ.

Column AO: Clinic Credit Hours earned by student. 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 AE-AQ.

Column AP: 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 AE-AQ.

Column AQ: Other Courses earned by student.

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

IMPORTANT: Credits counted here should not be counted elsewhere in Columns AE-AQ.

AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
Total Credit Hours in Doctrinal Bar Courses	Credit Hours in Criminal Procedure	Credit Hours in Evidence	Credit Hours in Conflict of Laws	Credit Hours in Business Associations	Credit Hours in Family Law	Credit Hours in UCC Art. 9	Credit Hours in Trusts and Estates	Credit Hours in Other Doctrinal Courses	Credit Hours Earned in Skill-Based Bar Courses	Credit Hours Earned in Legal Writing Courses	Clinic Credit Hours	Externship Credit Hours	Credit Hours in Other Courses
33	6	3	3	6	3	3	3	6	12	9	4	0	12

Section 6: Student GPA in Coursework

In columns AR through BE, enter the single grade or grade point average (at graduation) earned in the following:

Please apply the same courses counted as credits in Section 5 for each corresponding category in Section 6. If the student has zero credit hours in any of the following categories and therefore does not have a grade or GPA to enter, please enter NA.

Column AR: Doctrinal Bar Courses

Doctrinal bar courses are broadly defined as those that focus on those possible tested topics on the bar exam in the jurisdiction in which the student/graduate took the bar exam. Enter a number between 0.00 and 4.00 formatted to the second decimal place.

Column AS: Criminal Procedure. This is the cumulative GPA earned in doctrinal bar courses specifically covering the topic of criminal procedure. Enter a number between 0.00 and 4.00 formatted to the second decimal place.

Column AT: Evidence. This is the grade earned in the doctrinal bar course covering the topic of evidence. Enter a number between 0.00 and 4.00 formatted to the second decimal place.

Column AU: Conflict of Laws. This is the grade earned in the doctrinal bar course covering the topic of conflict of laws. Enter a number between 0.00 and 4.00 formatted to the second decimal place.

Column AV: Business Associations. This is the cumulative GPA earned in doctrinal bar courses specifically covering the topic of business associations (ex. Agency and Partnership, Corporations). Enter a number between 0.00 and 4.00 formatted to the second decimal place.

Column AW: Family Law. This is the grade earned in the doctrinal bar course covering the topic of family law (ex. Domestic Relations). Enter a number between 0.00 and 4.00 formatted to the second decimal place.

Column AX: UCC Art. 9. This is the grade earned in the doctrinal bar course covering the topic of UCC Article 9 (ex. Secured Transactions). Enter a number between 0.00 and 4.00 formatted to the second decimal place.

Column AY: Trusts and Estates. This is the cumulative GPA earned in doctrinal bar courses specifically covering the topics of trusts and estates (ex. Wills and Trusts, Wills and Estates). Enter a number between 0.00 and 4.00 formatted to the second decimal place.

Column AZ: Other Doctrinal Courses. This is the cumulative GPA earned in doctrinal bar courses other than those mentioned above. Enter a number between 0.00 and 4.00 formatted to the second decimal place.

Column BA: Skill-Based Bar Courses. 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 number between 0.00 and 4.00 formatted to the second decimal place.

Column BB: Legal Writing. This is the cumulative GPA earned in courses that specifically focus on building legal writing skills. Enter a number between 0.00 and 4.00 formatted to the second decimal place.

Column BC: Clinic. This is the cumulative GPA earned in courses classified as legal clinics by the law school. Enter a number between 0.00 and 4.00 formatted to the second decimal place.

Column BD: Externship. This is the cumulative GPA earned in courses classified as externships or field placements by the law school. Enter a number between 0.00 and 4.00 formatted to the second decimal place.

Column BE: Other Courses. This is the cumulative GPA earned in courses that are not counted elsewhere on this form. Enter a number between 0.00 and 4.00 formatted to the second decimal place.

AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE
GPA in Doctrinal Bar Courses	GPA in Criminal Procedure	GPA in Evidence	GPA in Conflict of Laws	GPA in Business Associations	GPA in Family Law	GPA in UCC Art. 9	GPA in Trusts and Estates	GPA in Other Doctrinal Courses	GPA in Skill-Based Bar Courses	GPA in Legal Writing Courses	Clinic GPA	Externship GPA	GPA in Other Courses
3.3	3.25	3.5	3.75	3	3.8	3.4	3.33	3.6	3.6	3.5	3	NA	3.5

Section 7: Student Bar Exam Performance

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

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

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

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

Column BJ: Maximum Possible Bar Exam Score for Jurisdiction where the graduate took the bar exam for the first time.

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

Columns BL—BW: Bar Exams 2 and 3. As with Columns BF-BK, if the graduate took the bar exam more than once, please provide the same information for their second and third attempts. Otherwise, leave blank.

BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ
First Attempt Bar Exam Year	First Attempt Bar Exam Administration (Feb/July)	First Attempt Bar Exam Jurisdiction	First Attempt Bar Exam Score	Maximum Possible Score for First Attempt Jurisdiction	First Attempt Bar Exam Result	Second Attempt Bar Exam Year	Second Attempt Bar Exam Administration (Feb/July)	Second Attempt Bar Exam Jurisdiction	Second Attempt Bar Exam Score	Maximum Possible Score for Second Attempt Jurisdiction	Second Attempt Bar 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 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.
- **Schools WITH 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.
- **Schools WITHOUT 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.