TUITION DISTRIBUTION (TD) DATA COLLECTION
Quick Reference Guide

WHO SHOULD USE THE TD COLLECTION?

Anyone who wants to use Tuition Distribution (TD) data for operational support or historical analysis, for things such as:

- Report on tuition revenue for your school
- Tuition Revenue by student by Home School or instructional program
- Tuition Revenue by course by Teaching School or subject area
- Faculty Load analysis.

WHAT TYPES OF BUSINESS QUESTIONS CAN I ANSWER USING THE TD DATA COLLECTION?

There are a great many business questions that can be addressed using the **TD Data Collection**, from the simple to the complex. For example:

- How does the tuition revenue from my school compare what I expected, or what it was this time last year?
- What are the weighted course units and home school tuition for students in a particular instructional program (division, degree, major, and special-program code).
- What are the weighted course units and teaching school tuition for courses in a particular subject area?

DESCRIPTIONS OF TD COLLECTION

The Tuition Distribution Data Collection is a detailed set of information used to explain how tuition revenue is shared across organizations at Penn. It is a subset of the University's Data Warehouse containing data from the Billing and Receivables System (BRS), Student, and Financial systems.

- **Refresh Cycle**
    - Tuition Distribution tables are loaded five times per term, for each of the three terms.
        - **Spring**: Five (5) snapshots, once a month, from January to May
        - **Summer**: Five (5) snapshots, once a month, from May to September
        - **Fall**: Five (5) snapshots, once a month, from September to January
    - The dates for creation of Tuition Distribution Snapshots can be referenced on the BRS Operations Calendar at http://www.sfs.upenn.edu/TDPennProcess/BRS-Operations-Calendar.pdf.

- **Data Source**:
    - The sources of the data in the Tuition Distribution tables are primarily snapshots of data from the Student and BRS_DETAIL tables from the Data Warehouse.
        - Data are collected on the enrollment and Primary Instructional Programs (Division, Degree, Major, Special Program) of the students registered, as well as the total amount of tuition billed and paid by those Instructional Programs.
        - From those data, calculations are performed to determine an amount per course unit which then determines tuition distribution.
    - See https://www.isc.upenn.edu/tuition-distribution-data-collection#Tables-and-Data-Elements for descriptions of the data.

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DATA INCLUDED IN THE TD UNIVERSE

- **Tuition Distribution BusinessObjects Universe tables:**
    - **COURSES**: Displays Teaching School and other Course-related data
    - **INSTRUCTORS**: Displays the Instructor data and either the Primary Appointment or Primary Academic Appointment data
    - **METRICS**: Displays the Weighted Course Unit, Billed Tuition and Applied Tuition amounts at the Distribution level. (*All values are aggregated sums*.)
    - **STUDENTS**: Displays the Home School data and either Primary or Secondary Instructional Program data of Tuition Distribution Collection
    - **TIME DIMENSION**: Displays the Extract Dates and Term data

TD COLLECTIONS TIPS & CAUTIONS

- Faculty Load reports should be run before the term starts and will show the planned teaching by the faculty of each school and department.
- The first snapshot for each term is taken at month-end of the first month of the term.
- When querying data from the Universe, you will always need to return the SRS_TERM and EXTRACT_DATE in order to see each distinct snapshot. If you don't follow this advice, you will get all snapshots aggregated to the fields that you return.

SECURITY AND PRIVACY CONCERNS

- Federal regulations regarding access to student data are spelled out in the Family Educational Right to Privacy Act (Buckley Amendment), commonly known as FERPA. For more information, see http://www.upenn.edu/oacp/privacy/penndata/ferpa.html.
- The University's policy on the Confidentiality of Student Records is available at http://www.upenn.edu/privacy/policies_publications.htm.

ADDITIONAL TD DATA COLLECTIONS INFORMATION AND HELP

- For detailed information about tuition distribution, including the process, the system, and the data collected, see the following: http://www.sfs.upenn.edu/TDPennProcess/index.htm.
- Pre-requisites for access to the TD data collection
    - Tuition Distribution - Knowledge Building (SRFS) in Knowledge Link
    - Access form for TD can be found at Penn's eForm page.
- For corporate reports involving TD data, see https://www.isc.upenn.edu/tuition-distribution-data-collection#Reports
    - For a sample faculty load report, see http://www.sfs.upenn.edu/TDPennProcess/index.htm#_Toc145907443
- For general questions, send email to da-staff@isc.upenn.edu (Enterprise Information & Analytics staff).
- For tuition distribution specific questions, send email to tuition-dist-help@sfs.upenn.edu ,which goes to SRFS and Budget Office staff.