

12- MONTH ENROLLMENT

DATA FILE HANDBOOK

VERSION 1.0



NJ SURE
State of New Jersey
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Executive Summary

The Student Unit Record (SURE) system which began in 1985 is a comprehensive collection, storage, and retrieval system for data on enrolled and graduated students. The SURE system was designed to strengthen the capacity of New Jersey Higher Education by creating efficiencies in documentation, data collection, student tracking, and other key processes. With the added efficiencies provided by the SURE collection and a suite of analytic tools, New Jersey Higher Education has the ability to effectively and flexibly plan, coordinate responsibilities, conduct and disseminate research, and assist New Jersey's public colleges/universities and independent institutions.

New Jersey's establishment of a P-20W Statewide Longitudinal System (SLDS) has created the opportunity for New Jersey Higher Education (NJHE), New Jersey Department of Education (NJDOE), and the New Jersey Department of Labor and Workforce Development (NJLWD) to collaboratively strengthen the collection, cooperative analysis, and communication of student data to inform important decisions at every level of education. As New Jersey's higher education data collection and storage capacity increases to support the development of the P-20W SLDS system, - maintaining accuracy and consistency in reporting remains important. SURE's handbooks have been published to support New Jersey's higher education institutions in this effort.

SURE's collections capture a set of post secondary components that comprise the categories of enrollment, completions, and non-credit activity. Enrollment components are fall and spring semester "snapshots" and a 12-month enrollment file. The completions component captures data for an entire academic/state fiscal year. The non-credit file provides data on registrations for training that does not lead to college credits.

This handbook serves as a guide for the state's colleges and universities during their data submissions. Certain principles have guided the development of the SURE system such as considerations for planning at both the statewide and institutional levels, standardization, maintaining the confidentiality of individual-level data, and facilitating research.

The 12-Month Enrollment Data Handbook outlines the data elements, layout and definitions for the Fiscal Year Enrollment files. These files contain information on enrolled students from the state fiscal year and are used to complete a mandated Federal Survey which stipulates:

"The purpose of the 12-Month Enrollment component of IPEDS is to collect unduplicated student enrollment counts and instructional activity data in postsecondary institutions for an entire 12-month period."

This file may contain multiple records for the same student at different levels (undergraduate, graduate, doctor's, professional practice); which will be compiled to meet federal definitions of unduplicated headcounts and total credit activity.

The federal IPEDS survey defines the reporting period as July 1 of the prior calendar year through June 30 of the current calendar year.

Privacy and Security

Privacy of student records is required by the Family Educational Rights and Privacy Act (FERPA). FERPA requires state and local education agencies to protect the privacy of education records that contain “information directly related to a student” and which are maintained by an educational agency or institution. Education data stored from this collection qualifies as education records within the limits of FERPA. Absent written consent from the student, or a valid court order, FERPA prohibits the release of education records to anyone other than institutional officials, or federal and state education agencies with legitimate educational interests for the information

New Jersey Higher Education and SURE take privacy and security concerns extremely seriously. To ensure confidentiality of student records, security tools and procedures have been set in place. First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities within the portal are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information submitted to the data collection is segmented or compartmentalized with security rights set up by the institution so that only registered and authorized users have access to information where they have a legitimate educational interest.

Revision History

Date	Version	Comment
April 28, 2016	V1.0	Removed Additional Note from Accumulated Native Degree Credits

Data Elements and Definitions

This handbook includes data elements that are collected and maintained by higher education institutions. Not all data elements are relevant to each student. It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SURE so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Handbook*:

Name of Data Element	The data element name used within the SURE system.
SURE Code	The alpha, numeric, or alphanumeric identification of the data element, which will remain in effect over time regardless of data elements retired or added.
Definition	A brief description of the data element.
Functional, Policy or Legal Rationale	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Type	Data element types such as alpha, numeric, alphanumeric, or date indicate how the field should be treated in order to meet formatting requirements.
Min Length	The minimum number of characters permitted.
Max Length	The maximum number of characters permitted.
Range of Values	The value options of each data element.
Required Element?	Indication of whether the data element is required for file submission.
Validation Checks	Measure set in place to ensure proper data entry.
Format	Requirement for how each data element must be arranged/ reported.
Additional Notes	Additional relevant notes about the data element, including specifics on data validation to occur with respect to each data element.

Report Starting Date

SURE Code

Y01

Definition of Data Element

The point in time (month and year) that the data in this file starts.

Functional, Policy or Legal Rationale

Report Starting Date is required for file management purposes.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 6

Maximum Length: 6

The first through fourth digits are the calendar year. The fifth and sixth digits are the calendar month.

Validation Checks

- Date must be in YYYYMM format. Do not include any separators such as "/" or "-". For example 201607 is a report starting date beginning July 2016.
- Date must specify year and month of the beginning of current fiscal year reporting period, where YYYY is a year and MM is a month.

Additional Notes

Common Errors

- **Error Message:** Date must be a valid value.
Error Message: Date must specify year and month of the beginning of current reporting period.
Resolution: Example: For FY2016 the date is 201507, for FY2017 the date is 201607, etc.

Institution Code

SURE Code

Y02

Definition of Data Element

A number assigned to an institution, in most cases by the College Entrance Examination Board (CEEB).

Functional, Policy or Legal Rationale

Institution CEEB Code is needed for file maintenance

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 6

Maximum Length: 6

For a list of Institution Codes, please refer to the *Institution Code List*.

Validation Checks

- Institutions may only input codes included on the above listing, which includes CEEB codes and additional codes created for institutions not coded by CEEB.
- Institution Code must be equal to the Institution Code of the submitting Institution.

Additional Notes

- The 5th digit indicates primary degree level: 2= Associate Degree, 4 = Bachelors or higher.
- The 6th digit indicates control of affiliation: 1= Private, 2= Public.

Common Errors

Social Security Number

SURE Code
Y03

Definition of Data Element

The nine-digit number of identification assigned to the student by the Social Security Administration.

Functional, Policy or Legal Rationale

Social Security Number is needed for record management.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 9

Maximum Length: 9

Validation Checks

- Social Security Number must be entered in XXXXXXXXX format. Separators such as “-“ will not be accepted.
- Social Security Number cannot have three or more leading zeros
- Social Security Number cannot end in four zeros
- Social Security Number cannot start with digits 666
- Social Security Number must be unique for each student.

Additional Notes

- In 2011, the Social Security Administration changed their SSN procedures to allow valid SSNs between 729 and 899.
- If a student does not have a valid SSN, institutions must create a temporary identifier in the following format 9XXXXXXX (it is recommended that institutions use their institutional ID padded out to 9 digits)

Common Errors

- **Error Message:** Field must be a valid Social Security Number.
Resolution: Ensure the number entered meets all noted validation checks above.

Sex

SURE Code
Y04

Definition of Data Element

The concept describing the biological traits that distinguish the males and females of a species.

Functional, Policy or Legal Rationale

Sex is required for the federal IPEDS 12-Month Enrollment Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Not reported by student

1 = Male

2 = Female

Validation Checks

- Error will occur if value is not a 0, 1, or 2.

Additional Notes

- For federal reporting purposes, students reported as sex unknown are classified as male.

Common Errors

Citizenship

SURE Code
Y05

Definition of Data Element

An indication of whether a student is a citizen of the United States, resident alien, or a non- resident alien.

A non-resident alien is a person who is not a citizen or national of the United States and who is in this country on a temporary basis and does not have the right to remain here indefinitely. A resident alien is a person who is not a citizen and has been lawfully admitted for permanent residence and who holds an alien registration receipt card – form 1-551/155

Functional, Policy or Legal Rationale

Citizenship is required for the federal IPEDS 12-Month Enrollment Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Information not available

1 = U.S. Citizen

2 = Non-resident alien

3 = Resident alien

Validation Checks

- Error will occur if value is not a 0, 1, 2, or 3.

Additional Notes

- For federal reporting purposes, students reported as citizenship unknown are classified as citizens.

Common Errors

Student Level

SURE Code

Y07

Definition of Data Element

An indication of the level of the instruction taken by a student.

Functional, Policy or Legal Rationale

Student Level is required for the federal IPEDS 12-Month Enrollment Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

1 = Undergraduate

A student enrolled in a course that can be used to meet the requirements of a bachelor's degree, associate degree or prebaccalaureate certificate program. The student does not have to be matriculated in a formal award program.

2 = Graduate

A student enrolled in a course that can be used to meet the requirements of a master's degree, doctoral or post baccalaureate certificate program. The student does not have to be matriculated in a formal award program.

3 = Doctoral Professional Practice

A student enrolled in a course that can be used to meet the requirements of a doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.

Validation Checks

- Error will occur if value is not 1, 2, or 3.

Additional Notes

- If a student is enrolled for instruction at more than one level during the reporting period include a separate record for each level. Do not report more than one record for a given level.

Common Errors

Accumulated Grade Point Average

SURE Code

Y08

Definition of Data Element

The calculation of the average of grades received for all degree-credit courses completed by a student as of the end of the 12 month period covered by this file at the student level of this record.

Functional, Policy or Legal Rationale

Accumulated Grade Point Average is requested for attendance status validation and program evaluation purposes.

Is this Data Element Required?

Field is required and can only be left blank if information is not available or student is a first-time with no semester G.P.A.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

1 whole number with 2 decimal places

For example:

3.25= 3.25 GPA

3.96= 3.96 GPA

Validation Checks

- Field must be a numeric value in X.XX format.
- Accumulated Grade Point Average cannot be greater than 4.50.

Additional Notes

- Leave this field blank if student is a first-time freshman and has no semester G.P.A.
- Leave this field blank if student information is not available
- Enter zero only if the student's G.P.A is zero (i.e. has failed all degree credit courses attempted)
- G.P.A is calculated as the quotient of the sum of Values times Credit, divided by Credits

Common Errors

- **Error Message:** Field must be a numeric value in X.XX format.
Resolution: Accumulated Grade Point Average is a numeric value with two assumed decimal places. Ensure the two digits following the implied decimal point are included.

Total Credits Attempted

SURE Code

Y09

Definition of Data Element

The number of academic credits for which the student has paid and/ or enrolled at the institution during the reporting period.

Functional, Policy or Legal Rationale

Total Credits Attempted is required for Federal IPEDS 12-Month Enrollment.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 5

Maximum Length: 5

2 whole numbers with 2 decimal places

For example:

01.00 = 1 credit

01.25 = 1 and one-quarter credits

01.33 = 1 and one-third credits

01.50 = 1 and one-half credits

12.00 = 12 credits

Validation Checks

- Field must be a numeric value in XX.XX format with leading zeros.

Additional Notes

From the Integrated Postsecondary Education Data System (IPEDS) instructions for instructional Activity:

- Credit hour activity - Include instructional activity in all courses offered for credit that are measured in terms of credit hours, regardless of whether the student completed the course. Also include courses comprising part of a terminal vocational or occupational program that are measured in terms of credit hours, regardless of whether these courses lead to a formal award by the institution. Include remedial courses taken for credit, even if credit hours from such courses are not creditable toward a degree or other formal award. Any course that is used to determine a student's eligibility for financial aid should be included. Include credit courses taken by high school students. Do NOT include credit courses that are audited by students, or credit courses of students studying abroad.
- If a course does not start and end within the same 12-month reporting period, report all credit hour activity for the course in the 12-month period in which the course began. Because course enrollment counts (necessary for calculating total credit hour activity) are typically taken at the close of the official add/drop period for a course, this date can also be used as the course start date for the purposes of determining the appropriate 12-month period. If there is no official add/drop period, the 15th day of a regular term and the 5th day of a summer or short term can be used.

Common Errors

Accumulated Native Degree Credits

SURE Code

Y10

Definition of Data Element

The number of academic degree credits (a unit of measure that represents an activity for which one hour of credit is granted towards a degree) **awarded by this institution** a student has accumulated as of the end of the reporting period.

Functional, Policy or Legal Rationale

Accumulated Native Degree Credits is used for program evaluation purposes.

Is this Data Element Required?

Field is not required but should be reported if available.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 6

Up to 3 whole numbers with 2 decimal places

For example:

1.00 = 1 credit

1.25 = 1 and one-quarter credits

1.33 = 1 and one-third credits

1.50 = 1 and one-half credits

100.00 = 100 credits

Validation Checks

- Field must be a numeric value in x.xx, xx.xx, or xxx.xx format.

Additional Notes

- Leave this field blank if student is a first-time freshman and has no summer semester or advance standing credits.
- Enter zero only if the student has failed all degree-credit courses attempted.

Common Errors

Accumulated Total Degree Credits

SURE Code

Y11

Definition of Data Element

The number of academic degree credits (a unit of measure that represents an activity for which one hour of credit is granted towards a degree) **earned at or accepted by this institution** a student has accumulated as of the end of the reporting period.

Functional, Policy or Legal Rationale

Accumulated Degree Credits is requested for attendance status validation and program evaluation purposes.

Is this Data Element Required?

Field is not required but should be reported if available.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 6

Up to 3 whole numbers with 2 decimal places

For example:

1.00 = 1 credit

1.25 = 1 and one-quarter credits

1.33 = 1 and one-third credits

1.50 = 1 and one-half credits

100.00 = 100 credits

Validation Checks

- Unless blank, field must be a numeric value in X.XX, XX.XX, or XXX.XX format.

Additional Notes

- Leave this field blank if student is a transfer student who has not yet had his credits evaluated (do not enter zero).

Common Errors

Hispanic/ Latino Code

SURE Code

Y12

Definition of Data Element

An indication that a person most identifies as having origins in any of the peoples of Central or South American, or other Spanish origins.

Functional, Policy or Legal Rationale

Race/ Ethnicity Codes are required for the federal IPEDS 12-Month Enrollment Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Not reported by student

1 = Yes, a student identifies as being Hispanic or Latino.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

American Indian/ Alaskan Native Code

SURE Code

Y13

Definition of Data Element

An indication that a person most identifies as having origins in any of the original peoples of North or South America (including Central America), and who maintains cultural identification through tribal affiliations or community recognition.

Functional, Policy or Legal Rationale

Race/ Ethnicity Codes are required for the federal IPEDS 12-Month Enrollment Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Not reported by student

1 = Yes, a student identifies as being American Indian or Alaskan Native

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

Asian Code

SURE Code

Y14

Definition of Data Element

An indication that a person most identifies as having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam.

Functional, Policy or Legal Rationale

Race/ Ethnicity Codes are required for the federal IPEDS 12-Month Enrollment Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Not reported by student

1 = Yes, a student identifies as being Asian.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

Black/ African American Code

SURE Code

Y15

Definition of Data Element

An indication that a person most identifies as having origins in any of the black racial groups of Africa.

Functional, Policy or Legal Rationale

Race/ Ethnicity Codes are required for the federal IPEDS 12-Month Enrollment Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Not reported by student

1 = Yes, a student identifies as being Black or African American.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

Native Hawaiian/ Pacific Islander Code

SURE Code

Y16

Definition of Data Element

An indication that a person most identifies as having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Functional, Policy or Legal Rationale

Race/ Ethnicity Codes are required for the federal IPEDS 12-Month Enrollment Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Not reported by student

1 = Yes, a student identifies as being Native Hawaiian or Pacific Islander.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

White Code

SURE Code

Y17

Definition of Data Element

An indication that a person most identifies as having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Functional, Policy or Legal Rationale

Race/ Ethnicity Codes are required for the federal IPEDS 12-Month Enrollment Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Not reported by student

1 = Yes, a student identifies as being White.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

NJ SMART State Identification Number

SURE Code

Y18

Definition of Data Element

Identification number assigned to a student by the New Jersey Department of Education's NJ SMART (New Jersey Standards Measurement and Resource for Teaching) System.

Functional, Policy or Legal Rationale

Field is required for file maintenance and data matching

Is this Data Element Required?

Field is required for students with a valid NJ SMART Identification Number.

Acceptable Values

Type: Numeric

Minimum Length: 10

Maximum Length: 10

Validation Checks

Additional Notes

- NJ SMART ID numbers are only assigned to students who attended primary or secondary school at a New Jersey public or charter school.
- Leave this field blank if student's high school transcript does not contain an NJ SMART ID number.
- If the NJ SMART ID entered is not valid, replace the field with spaces.

Common Errors

Institutional Student Identification Number

SURE Code

Y19

Definition of Data Element

The identification number assigned to the student by the Institution.

Functional, Policy or Legal Rationale

Institutional Student Identification Number will assist in record management and improve student tracking.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Alphanumeric

Maximum Length: 15

Validation Checks

- The same Institutional Student Identification Number can appear on multiple records in this file but should be unique for each student.
- The Institutional Student Identification Number cannot include special characters.

Additional Notes

- Enter the default value of student's Social Security Number into this field **ONLY** if valid Institutional (local) Student ID is not available for the student.

Common Errors