

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 2013 handbooks have been published to support New Jersey's higher education institutions in this effort.

SURE's collections capture a set of postsecondary 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 Enrollment Data Handbook outlines the data elements, layout and definitions for both the Fall and Spring Enrollment files. These files contain information on enrolled students and for the Fall Enrollment are used to complete a mandated Federal IPEDS Survey which stipulates:

"The purpose of the Fall Enrollment component of IPEDS is to collect enrollment data on all students enrolled for credit in courses/programs that could lead to awards ranging from postsecondary certificates of less than 1 year to doctoral degrees."

The federal IPEDS survey defines the reporting period:

"For institutions operating on a traditional academic year calendar (semester, trimester, quarter, or 4-1-4), fall enrollment should be reported as of the institution's official fall reporting date or October 15."

For Spring Enrollment files, institutions should use their own reporting period with no SURE-defined cut-off date.

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

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 (e.g., students without available birth information will not have a Birth Year value) 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.

Reporting Date

SURE Code

E01

Definition of Data Element

The point in time for which data are reported.

Functional, Policy or Legal Rationale

Reporting Date is needed for file maintenance.

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 6

Maximum Length: 6

Validation Checks

- Reporting Date must be in MMYYYY format.
- For Fall Enrollment, reporting date must be 09 + year of submission (example: 092015). For Spring Enrollment, reporting date must be 01 + year of submission (example 012014).

Additional Notes

- The 1st & 2nd digits indicate the semester: 01 = spring, 09 = fall.
- The 3rd thru 6th digit indicates the year of the report.

Common Errors

Institution Code

SURE Code

E02

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?

Yes. 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.

Additional Notes

- The 5th digit indicates primary degree level: 2= Associate Degree, 4 = Bachelors.
- The 6th digit indicates control of affiliation: 1= Private, 2= Public.
- Institution Code must be equal to the Institution Code of the submitting Institution, unless the submission file combines various institution codes used by the same college/campus (for ex, Rutgers New Brunswick).

Common Errors

Social Security Number

SURE Code

E03

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?

Yes. 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.
- More than one record cannot be reported with the same SSN.

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 9XXXXXXXX (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

E04

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 Fall Enrollment Survey.

Is this Data Element Required?

Yes. 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

E05

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 Fall Enrollment Survey.

Is this Data Element Required?

Yes. 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

Birth Year

SURE Code

E07

Definition of Data Element

The year of birth as designated on the student's legal birth registration or certificate.

Functional, Policy or Legal Rationale

Birth Year is required for the federal IPEDS Fall Enrollment Survey.

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Date

Minimum Length: 4

Maximum Length: 4

Validation Checks

- Error will occur if format is not a four digit year (i.e. 2001).
- Date cannot be in the future.
- Birth Year cannot occur 10 or fewer years prior to current year.
- Birth Year cannot occur 121 or more years prior to current year.

Additional Notes

- Use the default 9999 value if Birth Year is not available.

Common Errors

- **Error Message:** Date cannot be in the future.
Resolution: This must be a valid date of birth, not a date in the future. Check to make sure the dates are correct, and there are no typos in the date format. To modify the date, select Edit on the student's record page, correct the date in the Birth Year field, then select Update.
- **Error Message:** Date must be a valid value.
Resolution: The date of birth value must be in YYYY format. To modify the format, select Edit on the student's record page, make the necessary changes in the Birth Year field, then select Update.

Zip Code of Home Address at Admission

SURE Code

E08

Definition of Data Element

The postal delivery code of a student's home address at the time of reporting date.

Functional, Policy or Legal Rationale

Zip Code is used for file maintenance and program evaluative purposes.

Is this Data Element Required?

Field is not required but highly suggested.

Acceptable Values

Type: Numeric

Minimum Length: 5

Maximum Length: 5

Validation Checks

- Unless blank, field must be a five digits numeric value

Additional Notes

- Leave this field blank if student's address is in a foreign country (do not enter non-United States postal zip codes) or if student information is not available (do not enter zero).

Common Errors

State of Residence

SURE Code

E09

Definition of Data Element

An identification of the state in which a student legally resided as of the reporting date.

Functional, Policy or Legal Rationale

State of Residence is required for the federal IPEDS Fall Enrollment Survey.

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

01 = Alabama (AL)	36 = New York (NY)
02 = Alaska (AK)	37 = North Carolina (NC)
04 = Arizona (AZ)	38 = North Dakota (ND)
05 = Arkansas (AR)	39 = Ohio (OH)
06 = California (CA)	40 = Oklahoma (OK)
08 = Colorado (CO)	41 = Oregon (OR)
09 = Connecticut (CT)	42 = Pennsylvania (PA)
10 = Delaware (DE)	44 = Rhode Island (RI)
11 = District of Columbia (DC)	45 = South Carolina (SC)
12 = Florida (FL)	46 = South Dakota (SD)
13 = Georgia (GA)	47 = Tennessee (TN)
15 = Hawaii (HI)	48 = Texas (TX)
16 = Idaho (ID)	49 = Utah (UT)
17 = Illinois (IL)	50 = Vermont (VT)
18 = Indiana (IN)	51 = Virginia (VA)
19 = Iowa (IA)	53 = Washington (WA)
20 = Kansas (KS)	54 = West Virginia (WV)
21 = Kentucky (KY)	55 = Wisconsin (WI)
22 = Louisiana (LA)	56 = Wyoming (WY)
23 = Maine (ME)	
24 = Maryland (MD)	60 = American Samoa (AS)
25 = Massachusetts (MA)	64 = Micronesia (FM)
26 = Michigan (MI)	66 = Guam (GU)
27 = Minnesota (MN)	68 = Marshall Islands (MH)
28 = Mississippi (MS)	69 = Northern Mariana Islands (MP)
29 = Missouri (MO)	70 = Palau (PW)
30 = Montana (MT)	72 = Puerto Rico (PR)
31 = Nebraska (NE)	75 = Trust Terr. of Pacific Islands (TT)
32 = Nevada (NV)	78 = Virgin Islands (VI)
33 = New Hampshire (NH)	90 = Foreign Country
34 = New Jersey (NJ)	
35 = New Mexico (NM)	99 = Unknown State of Residence

Validation Checks

- 2 digit codes must conform to the above list used by Federal Information Process Standards (FIPS) or an error will occur.
- If NJ County Of Residence is any value other than 99 or 00, State of Residence must be 34

Additional Notes

Common Errors

NJ County of Residence

SURE Code

E10

Definition of Data Element

An identification of the county of residence for all students who were legal residents of New Jersey at the time of the reporting date.

Functional, Policy or Legal Rationale

NJ County of Residence is required for file maintenance.

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

01 = Atlantic County	25 = Monmouth County
03 = Bergen County	27 = Morris County
05 = Burlington County	29 = Ocean County
07 = Camden County	31 = Passaic County
09 = Cape May County	33 = Salem County
11 = Cumberland County	35 = Somerset County
13 = Essex County	37 = Sussex County
15 = Gloucester County	39 = Union County
17 = Hudson County	41 = Warren County
19 = Hunterdon County	88 = N.J. resident, but county unknown
21 = Mercer County	99 = Not a N.J. resident
23 = Middlesex County	00 = Information not available

Validation Checks

- Error will occur if value does not correspond to one of the codes from the NJ County Code list above.
- Code 00 can be used ONLY if "State of Residence" code is "99".
- If State Of Residence = 34, NJ County of Residence cannot be 99.

Additional Notes

- These are the American National Standards Institute (ANSI) codes for the identification of the New Jersey counties. These codes replaced the Federal Information Processing Standards (FIPS) codes previously issued by the National Institute of Standards and Technology (NIST). The codes 88 (New Jersey resident, but county unknown), 99 (Not a New Jersey resident), and 00 (Information not available) are user defined codes.

Common Errors

- **Error Message:** Field must have a valid code from the NJ County Code list
Resolution: Only values from the provided list will be accepted for this element. Check that you have used a code present in the list and that it is exactly 2 characters in length.

Registration Status

SURE Code

E11

Definition of Data Element

The indicator that best describes to what category the student is assigned in the institution's enrollment roster at the time of this report.

Functional, Policy or Legal Rationale

Registration Status is required for the federal IPEDS Fall Enrollment Survey.

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

1 = First Time

A student who has not been previously enrolled at the institution at this degree level (either undergraduate or graduate) and who has no earned college credits. Include students enrolled in the Fall term who attended college for the first time in the prior summer term. Also include students who entered with advanced standing (i.e., college credits earned before graduation from high school.)

2 = Transfer

A student who has not been previously enrolled at the institution, and brings or seeks to bring college credits from another institution. Include students who transferred for the preceding summer session. This definition does not include "internal transfers" (i.e., student who transferred within the institution from one status or program to another).

3 = Stop-Out/ Readmit

A student who previously attended the institution, but dropped out or stopped out for one or more regular semesters and returns to resume studies, and may or may not have gone through a formal admissions process again.

4 = Continuing

A student who was enrolled in courses during the previous regular semester at the same level (either undergraduate or graduate).

Validation Checks

- Error will occur if value is not 1,2,3, or 4

Additional Notes

Common Errors

Admissions Status

SURE Code

E12

Definition of Data Element

The indicator denoting what criteria applied when a student was first admitted to the institution at this level of study.

Functional, Policy or Legal Rationale

Admissions Status is required for the Governor's Budget Book.

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

1 = Regular

A student admitted according to regular admissions criteria.

2 = Special

A student admitted on the basis of alternative admission criteria (i.e., potential aptitude).

3 = E.O.F. Non-transfer

A student who has been admitted through the Educational Opportunity Fund (EOF) and who is not classified as a transfer student.

4 = Transfer

A student who has not been previously enrolled at the institution, and brings or seeks to bring college credits from another institution.

5 = Other

A student who did not go through the applications and admissions process.

6 = E.O.F. Transfer

A student who has been admitted through the Educational Opportunity Fund (EOF) and who is also classified as a transfer student.

Validation Checks

- Admissions Status must have a value of 1, 2, 3, 4, 5, or 6.

Additional Notes

- EOF non-transfers must be reported as code 3.
- EOF transfer students must be reported as code 6.
- The definition of Code 4 (transfer students) does not include "internal transfers" (i.e., students who transferred within the institution from one status or program to another).

Common Errors

Matriculation Status

SURE Code

E13

Definition of Data Element

The indicator that denotes the student's intention to complete a set of courses required by the institution for a degree or formal award.

Functional, Policy or Legal Rationale

Matriculation Status is required for the federal IPEDS Fall Enrollment Survey.

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

1 = Degree-seeking

A student enrolled in courses for credit who is recognized by the institution as earning credit towards a degree or formal award.

2= Non-degree-seeking (casual)

A student enrolled in courses for credit who is not recognized by the institution as earning credit towards a degree or formal award.

Validation Checks

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

Additional Notes

Common Errors

Attendance Status

SURE Code

E14

Definition of Data Element

An indication of the course load for which a student registered (i.e., full-time or part-time) as of the reporting date.

Functional, Policy or Legal Rationale

Attendance Status is required for the federal IPEDS Fall Enrollment Survey.

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

1= Full-time

If an institutional definition does not exist, the following definition may be used:

A student is full-time if he is enrolled for at least 75% of the normal student load required to complete a program of study. For example, if a particular undergraduate program requires 120 credits and the college has established 4 years as the normal time to complete that work, the normal load is 15 credits per semester. In this example, a student must be enrolled for at least 12 credits (75% of 15) for the semester in order to qualify as full-time

2= Part-time

If an institutional definition does not exist, the following definition may be used:

A student is part-time if he is enrolled for less than 75% of the normal student load required to complete a program of study

Validation Checks

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

Additional Notes

- Determination of whether a student is full-time or part-time is based on the institution's definition. If no institutional definition has been created, the guidance provided above may be used.

Common Errors

Class Level

SURE Code

E15

Definition of Data Element

The proportion of total requirements a student has obtained toward the completion of the degree or certificate program in which he is enrolled, according to the number of years normally required to obtain them.

Functional, Policy or Legal Rationale

Class Level is required for the federal IPEDS Fall Enrollment Survey to determine undergrad vs. graduate enrollment.

Is this Data Element Required?

Yes. Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

1 = Freshman

A degree-seeking student who has earned 29 or fewer degree credits toward the completion of a program, as of the reporting date.

2 = Sophomore

A student enrolled in a two-year program who has earned 30 or more credits toward the completion of a program; also, a student enrolled in a four-year program who has earned from 30 to 59 degree credits toward completion of a program, as of the reporting date.

3 = Junior

A student enrolled in a four-year program who has earned from 60 to 90 degree credits toward the completion of a program, as of the reporting date.

4 = Senior

A student enrolled in a four-year program who has earned more than 90 degree credits toward the completion of a program, as of the reporting date.

5 = Unclassified, undergraduate-level

Students who cannot be categorized by class level, and students who are not formally enrolled for a degree, although taking undergraduate-level courses for credits in regular classes with degree-seeking students. examples are:

- Students enrolled at the undergraduate level who cannot be classified by class level, such as new transfer students for whom the number of previously-earned credits which will be accepted towards their program at the current institution has not yet been established.
- Students whose attendance is casual, "special" or "visiting". Such students may be enrolled in degree-credit courses exclusively for personal or professional development, but may not be seeking a degree or award from the institution.
- Students with a bachelor's or higher degree who are taking courses to qualify them for certification (e.g., teacher).

6 = Graduate student

Student who holds a bachelor's or first-professional degree or equivalent, who is formally enrolled in a graduate program that leads to a master's or doctoral degree.

7 = Unclassified, graduate-level

A student who holds a bachelor's or master's degree and is taking graduate courses with other graduate degree-seeking students, but who has not been accepted into a graduate program.

8 = Doctor's, Professional Practice

A student enrolled in a professional school or program that requires at least two academic years of college work for entrance and a total of at least six years for a degree. (Students in programs requiring only four or five years beyond high school should be reported as undergraduates.)

9 = Post-doctoral student

A student who holds a doctoral or professional degree and is taking graduate courses.

Validation Checks

- Class Level must have a value of 1, 2, 3, 4, 5, 6, 7, 8, 9

Additional Notes

- Use institutional definitions of class level; the credit thresholds used above are recommended when there are no institutional standards, but are not required.
- If Matriculation Status = 1, Class Level should only be 5 or 7 in special cases
- If Matriculation Status = 2, Class Level should be 5 or 7

Common Errors

Total Credits Enrolled

SURE Code

E16

Definition of Data Element

The number of academic credits for which the student has paid for and/ or enrolled in as of the reporting date for this semester/reporting period.

Functional, Policy or Legal Rationale

Total Credit Enrolled 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: 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

Validation Checks

- Unless blank, Total Credits Enrolled must be in xx.xx format.

Additional Notes

- Total Credits Enrolled is a numeric value with two decimal places.

Common Errors

Accumulated Degree Credits

SURE Code

E17

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) accumulated by a student as of the reporting date.

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

3 whole numbers with 2 decimal places

For example:

001.00 = 1 credit

001.25 = 1 and one-quarter credits

001.33 = 1 and one-third credits

001.50 = 1 and one-half credits

Validation Checks

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

Additional Notes

- Leave this field blank if student is a first-time freshman and has no summer semester or advanced standing credits; (do not enter zero).
- Leave this field blank if student is a transfer student who has not yet had his credits evaluated; (do not enter zero).
- Enter zero only if the student has failed all degree-credit courses attempted.

Common Errors

Accumulated Grade Point Average

SURE Code

E18

Definition of Data Element

The calculation of the average of grades received for all degree-credit courses completed by a student as of the reporting date.

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.

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.

Additional Notes

- Leave this field blank **ONLY** 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 Credits 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 decimal point are included.

High School Code

SURE Code

E19

Definition of Data Element

For high school graduates, the identification of the high school from which they graduated, using the code assigned by the college entrance examination board (CEEB). For non-high school graduates, an indication of their secondary education.

Functional, Policy or Legal Rationale

High School Code is used for program evaluation purposes.

Is this Data Element Required?

Leave this field blank if information is not available.

Acceptable Values

Type: Numeric

Minimum Length: 6

Maximum Length: 6

Consult the “Secondary School/Junior College Code List” prepared by the Educational Testing Service for specific codes.

For non-graduates:

970000 = student who is still in high school

980000 = general equivalency diploma (GED) recipient

990000 = student who did not graduate or receive GED

Validation Checks

- Unless blank, High School Code must be a six digits numeric value.

Additional Notes

- The first and second digits of the CEEB code identify the state in which the High School is located the third through sixth digits identify the specific high school.

Common Errors

High School Graduation Year

SURE Code

E20

Definition of Data Element

The calendar year a student graduated from High School.

Functional, Policy or Legal Rationale

High School Graduation Year is required for the federal IPEDS Fall Enrollment Survey

Is this Data Element Required?

Leave this field blank ONLY if information is not available or the student has not graduated from high school.

Acceptable Values

Type: Date

Minimum Length: 4

Maximum Length: 4

Validation Checks

- Field must be a date in YYYY format or error will occur.

Additional Notes

Common Errors

High School Rank

SURE Code

E21

Definition of Data Element

For high school graduates, the identification of the percentile in which a student ranked in his high school graduating class.

Functional, Policy or Legal Rationale

High School Rank is used for program evaluation purposes.

Is this Data Element Required?

This data element is not required for community colleges that do not collect this information. Leave this field blank if information is not available.

Acceptable Values

Type: Numeric

Minimum Length: 3

Maximum Length: 3

For example:

001 = 1st percentile

002 = 2nd percentile

003 = 3rd percentile

etc

098 = 98th percentile

099 = 99th percentile

Validation Checks

- Field must be 3 digits (include leading zeros) or an error will result.

Additional Notes

Common Errors

Program Major (CIP Code)

SURE Code

E24

Definition of Data Element

A student's primary field of study. Program majors are approved degree/ formal award programs, and are categorized and coded according to the "Classification of Instructional Programs" (CIP) Manual, as updated in 2010.

Functional, Policy or Legal Rationale

Program Major is used for the federal IPEDS Fall Enrollment Survey and for program evaluation purposes.

Is this Data Element Required?

Yes. Field is **mandatory** for all students

Acceptable Values

Type: Numeric

Minimum Length: 6

Maximum Length: 6

Special Code:

960000=Undeclared Major

For a list of CIP Codes/ Inventory Degree Programs, please refer to the *CIP Codes List*.

Validation Checks

- Program Major must be an approved value from the Inventory of Degree Programs list.

Additional Notes

- Each institution should use only the codes that have been assigned to its program in the Inventory of Degree Programs.

Common Errors

Pre-Baccalaureate Degree Program

SURE Code

E25

Definition of Data Element

An indication of the type of certificate or degree conferred in a pre-baccalaureate program.

Functional, Policy or Legal Rationale

Pre-Baccalaureate Degree Program is used for program evaluation purposes.

Is this Data Element Required?

This data element is mandatory for pre-baccalaureate degree programs.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

1 = Less than one-year certificate/diploma requires completion of a program that would be completed in less than one academic year (2 semesters or 3 quarters) or less than 900 contact hours by a full-time student.

2 = At least one-year but less than two-year certificate/diploma requires completion of a program of at least one but less than two full-time-equivalent academic years; or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

3 = At least two-year but less than four-year certificate/diploma requires completion of a program of at least two but less than four full-time-equivalent academic years; or designed for completion in at least 60 but less than 120 credit hours, or at least 1,800 but less than 3,600 contact hours.

4 = A.A. degree (associate in arts degree)

5 = A.S. degree (associate in science degree)

6 = A.A.S. degree (associate in applied science degree)

7 = Other associate degrees (for example, A.R.A., A.S.M., etc.)

Validation Checks

- Unless blank, field must have a value of 1, 2, 3, 4, 5, 6, or 7.

Additional Notes

- Leave this field blank for baccalaureate, post- baccalaureate, or non-matriculated students.

Common Errors

Joint Program Indicator

SURE Code

E26

Definition of Data Element

A code to identify if a student is enrolled in a joint program operated by your institution in cooperation with one or more other institutions.

Functional, Policy or Legal Rationale

Joint Program Indicator is used for program evaluation purposes.

Is this Data Element Required?

Leave this field blank if information is not available.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = No, the student is not enrolled in a joint program.

1 = Yes, the student is enrolled in a joint degree program which results in a degree that is conferred by both institutions.

2 = Yes, the student is enrolled in a joint program which results in a certificate conferred by one institution and a degree conferred by the other institution.

3 = Yes, the student is cross-enrolled at more than one institution, but receives only one award, conferred by one of the institutions. Use this code for contract students.

Validation Checks

- Unless blank, Joint Program Indicator must have a value of 0, 1, 2, or 3.

Additional Notes

Common Errors

Transfer Institution Code

SURE Code

E27

Definition of Data Element

The identification of the institution last attended by a new transfer student, using the code assigned by the college entrance examination board (CEEB).

Functional, Policy or Legal Rationale

Transfer Institution is required for the Statutorily-mandated Transfer Report.

Is this Data Element Required?

No. This field is **optional**.

Acceptable Values

Type: Numeric

Minimum Length: 6

Maximum Length: 6

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

Validation Checks

- Unless blank, Transfer Institution Code must be a valid six digits numeric value.

Additional Notes

- The 5th digit indicates primary degree level: 2 = associate degree, 4 = bachelors
- The 6th digit indicates control or affiliation: 1 = private, 2 = public.
- Leave this field blank for non-transfer students.
- Use following special codes for:
 - 777700 = transferred from a FOREIGN COUNTRY
 - 888821 = transferred from a NJ TWO-YEAR COLLEGE NOW DEFUNCT
 - 900000 = transferred from the NJPLACE Program
 - 999700 = transferred from an UNKNOWN OUT-OF-STATE COLLEGE
 - 999800 = transferred from a VOCATIONAL SCHOOL
 - 999900 = transferred from an UNKNOWN COLLEGE

Common Errors

SAT Score-Mathematics

SURE Code

E29

Definition of Data Element

The score achieved by the student on the Mathematics portion of the scholastic aptitude test (SAT). This is an entrance test given to college bound seniors by the educational testing service (ETS) of Princeton, N.J. The score is based on the quantitative mathematics part of the test, and may range from 200 to 800.

Functional, Policy or Legal Rationale

SAT Scores are requested for the Governor's Budget Book.

Is this Data Element Required?

Field is not required but highly suggested if available.

Acceptable Values

Type: Numeric

Minimum Length: 3

Maximum Length: 3

For example:

200 = score 200

210 = score 210

220 = score 220

230 = score 230

Etc.

770 = score 770

780 = score 780

790 = score 790

800 = score 800

Validation Checks

- Unless blank, field must be a 3 digit numeric value ranging from 200-800

Additional Notes

- This data element is not required for community colleges that collect this information.
- Leave this field blank if information is not available.
- If a student took the test more than once, report the scores from the highest combined score achieved.

Common Errors

SAT Score-Writing

SURE Code

E30

Definition of Data Element

The score achieved by the student on the Writing portion of the scholastic aptitude test (S.A.T.). This is an entrance test given to college bound seniors by the educational testing service (ETS) of Princeton, N.J. The score is based on the writing part of the test, and may range from 200 to 800.

Functional, Policy or Legal Rationale

SAT Scores are requested for the Governor's Budget Book.

Is this Data Element Required?

Field is not required but highly suggested if available.

Acceptable Values

Type: Numeric

Minimum Length: 3

Maximum Length: 3

For example:

200 = score 200

210 = score 210

220 = score 220

230 = score 230

Etc.

770 = score 770

780 = score 780

790 = score 790

800 = score 800

Validation Checks

- Unless blank, field must be a 3 digit numeric value ranging from 200-800

Additional Notes

- This data element is not required for community colleges that collect this information.
- Leave this field blank if information is not available.
- If a student took the test more than once, report the scores from the highest combined score achieved.

Common Errors

SAT Score—Critical Reading

SURE Code

E31

Definition of Data Element

The score achieved by the student on the Critical Reading portion of the scholastic aptitude test (SAT). This is an entrance test given to college bound seniors by the educational testing service (ETS) of Princeton, N.J. The score is based on the critical reading part of the test, and may range from 200 to 800.

Functional, Policy or Legal Rationale

SAT Scores are requested for the Governor's Budget Book.

Is this Data Element Required?

Field is not required but highly suggested if available.

Acceptable Values

Type: Numeric

Minimum Length: 3

Maximum Length: 3

For example:

200 = score 200

210 = score 210

220 = score 220

230 = score 230

etc

770 = score 770

780 = score 780

790 = score 790

800 = score 800

Validation Checks

- Unless blank, field must be a 3 digit numeric value ranging from 200-800

Additional Notes

- This data element is not required for community colleges that collect this information.
- Leave this field blank if information is not available.
- If a student took the test more than once, report the scores from the highest combined score achieved.

Common Errors

Computation Remediation Course Enrollment

SURE Code
E32

Definition of Data Element

A code to identify if a student is enrolled in a remedial/ developmental course in Computation.

Functional, Policy or Legal Rationale

Remediation Course Enrollment is requested for the state annual institutional profiles.

Is this Data Element Required?

Field is not required but highly suggested if available.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = No, the student is not enrolled in a course in this subject area.

1 = Student is enrolled in a course in this area that does not award college-level credits.

2 = Student is enrolled in a course in this area that awards college-level credits.

3 = Student **voluntarily** enrolled in a course in this area that does not award college-level credits (use this code for students who have chosen to take a remedial course even though not required by the institution to do so as a prerequisite for further coursework).

4 = Student **voluntarily** enrolled in a course in this area that awards college-level credits (use this code for students who have chosen to take a remedial course even though not required by the institution to do so as a prerequisite for further coursework).

Validation Checks

- Unless blank, field must have value of 0, 1, 2, 3, or 4

Additional Notes

- If your institution offers a single Mathematics remediation course that combines Computation and Algebra report it in the computation remediation course enrollment field.
- The federal IPEDS system defines a remedial course as: “instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
- Leave this field blank if institution does not offer courses in this area.

Common Errors

Algebra Remediation Course Enrollment

SURE Code

E33

Definition of Data Element

A code to identify if a student is enrolled in a remedial/ developmental course in Algebra.

Functional, Policy or Legal Rationale

Remediation Course Enrollment is requested for the state annual institutional profiles.

Is this Data Element Required?

Field is not required but highly suggested if available.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = No, the student is not enrolled in a course in this subject area.

1 = Student is enrolled in a course in this area that does not award college-level credits.

2 = Student is enrolled in a course in this area that awards college-level credits.

3 = Student **voluntarily** enrolled in a course in this area that does not award college-level credits (use this code for students who have chosen to take a remedial course even though not required by the institution to do so as a prerequisite for further coursework).

4 = Student **voluntarily** enrolled in a course in this area that awards college-level credits (use this code for students who have chosen to take a remedial course even though not required by the institution to do so as a prerequisite for further coursework).

Validation Checks

- Unless blank, field must have value of 0, 1, 2, 3, or 4

Additional Notes

- If your institution offers a single Mathematics remediation course that combines Computation and Algebra report it in the computation remediation course enrollment field.
- The federal IPEDS system defines a remedial course as: “instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
- Leave this field blank if institution does not offer courses in this area.

Common Errors

Reading Remediation Course Enrollment

SURE Code

E34

Definition of Data Element

A code to identify if a student is enrolled in a remedial/ developmental course in Reading.

Functional, Policy or Legal Rationale

Remediation Course Enrollment is requested for the state annual institutional profiles.

Is this Data Element Required?

Field is not required but highly suggested if available.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = No, the student is not enrolled in a course in this subject area.

1 = Student is enrolled in a course in this area that does not award college-level credits.

2 = Student is enrolled in a course in this area that awards college-level credits.

3 = Student **voluntarily** enrolled in a course in this area that does not award college-level credits (use this code for students who have chosen to take a remedial course even though not required by the institution to do so as a prerequisite for further coursework).

4 = Student **voluntarily** enrolled in a course in this area that awards college-level credits (use this code for students who have chosen to take a remedial course even though not required by the institution to do so as a prerequisite for further coursework).

Validation Checks

- Unless blank, field must have value of 0, 1, 2, 3, or 4

Additional Notes

- If your institution offers a single English skills remediation course that combines Reading and Writing report it in the English remediation course enrollment field.
- The federal IPEDS system defines a remedial course as: "Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
- Leave this field blank if institution does not offer courses in this area.

Common Errors

Writing Remediation Course Enrollment

SURE Code
E35

Definition of Data Element

A code to identify if a student is enrolled in a remedial/ developmental course in Writing.

Functional, Policy or Legal Rationale

Remediation Course Enrollment is requested for the state annual institutional profiles.

Is this Data Element Required?

Field is not required but highly suggested if available.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = No, the student is not enrolled in a course in this subject area.

1 = Student is enrolled in a course in this area that does not award college-level credits.

2 = Student is enrolled in a course in this area that awards college-level credits.

3 = Student **voluntarily** enrolled in a course in this area that does not award college-level credits (use this code for students who have chosen to take a remedial course even though not required by the institution to do so as a prerequisite for further coursework).

4 = Student **voluntarily** enrolled in a course in this area that awards college-level credits (use this code for students who have chosen to take a remedial course even though not required by the institution to do so as a prerequisite for further coursework).

Validation Checks

- Unless blank, field must have value of 0, 1, 2, 3, or 4

Additional Notes

Common Errors

- The federal IPEDS system defines a remedial course as: “instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
- Leave this field blank if institution does not offer courses in this area.

English Remediation Course Enrollment

SURE Code

E36

Definition of Data Element

A code to identify if a student is enrolled in a remedial/ developmental course in English.

Functional, Policy or Legal Rationale

Remediation Course Enrollment is requested for the state annual institutional profiles.

Is this Data Element Required?

Field is not required but highly suggested if available.

Acceptable Values

Type: numeric

Minimum Length: 1

Maximum Length: 1

0 = No, the student is not enrolled in a course in this subject area.

1 = Student is enrolled in a course in this area that does not award college-level credits.

2 = Student is enrolled in a course in this area that awards college-level credits.

3 = Student **voluntarily** enrolled in a course in this area that does not award college-level credits (use this code for students who have chosen to take a remedial course even though not required by the institution to do so as a prerequisite for further coursework).

4 = Student **voluntarily** enrolled in a course in this area that awards college-level credits (use this code for students who have chosen to take a remedial course even though not required by the institution to do so as a prerequisite for further coursework).

Validation Checks

- Unless blank, field must have value of 0, 1, 2, 3, or 4

Additional Notes

- The federal IPEDS system defines a remedial course as: "instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
- Leave this field blank if institution does not offer courses in this area.

Common Errors

NJ SMART Identification Number

SURE Code

E37

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?

This field should be reported if a valid NJ SMART SID is available.

Acceptable Values

Type: Numeric

Minimum Length: 10

Maximum Length: 10

Validation Checks

- Unless blank, field must be a valid NJ SMART-issued SID.

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.

Common Errors

Hispanic/ Latino Code

SURE Code

E38

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 Fall Enrollment Survey.

Is this Data Element Required?

Yes. 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

E39

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 Fall Enrollment Survey.

Is this Data Element Required?

Yes. 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

E40

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 Fall Enrollment Survey.

Is this Data Element Required?

Yes. 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

E41

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 Fall Enrollment Survey.

Is this Data Element Required?

Yes. 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

E42

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 Fall Enrollment Survey.

Is this Data Element Required?

Yes. 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

E43

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 Fall Enrollment Survey.

Is this Data Element Required?

Yes. 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

Dual Enrollment

SURE Code

E44

Definition of Data Element

The indicator that denotes whether a student is enrolled in an acceleration program and earning credit toward high school completion while also earning credit for a formal degree through the institution.

Functional, Policy or Legal Rationale

Dual Enrollment is required for program evaluation for the College Access Challenge Grant federal grant program.

Is this Data Element Required?

Field is not required but highly suggested.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Non-dual Enrollment

A student is not enrolled in an acceleration program that allows high school students to simultaneously earn credit toward high school completion and a career certificate, or an associate or baccalaureate degree through the institution.

1 = Dual Enrollment

A student is enrolled in an acceleration program that allows high school students to simultaneously earn credit toward high school completion and a career certificate, or an Associate or Baccalaureate degree through the institution.

2 = High school student Earning college credit

A high school student not participating in an acceleration program but taking a course for college credit through the institution.

Validation Checks

- Field must have value of 0, 1, or 2.

Additional Notes

Common Errors

Institutional Student Identification Number

SURE Code
E45

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?

Yes, Field is **mandatory** for all students.

Acceptable Values

Type: Alphanumeric characters

Maximum Length: 15 characters

Validation Checks

- The same Institutional Student Identification Number should not appear on multiple records in this file.
- The Institutional Student Identification Number cannot exceed 15 characters.

Additional Notes

- **For fall 2015 - populate this field with student's Social Security Number if local Institutional Student ID is not available.**

Common Errors