

COMPLETIONS

DATA DICTIONARY

VERSION 3.1



NJ SURE

Office of the Secretary of Higher Education

State of New Jersey

July 2023

Table of Contents

Note you can easily navigate to each data element by simply holding Ctrl while clicking on the name of the element from the Table of Contents.

Executive Summary.....	3
Revision History	5
Data Elements and Definitions.....	6
Month Of Award (D01A)	7
Year Of Award (D01B)	8
Institution Code (D02).....	9
Social Security Number (D03)	10
Sex (D04)	11
Citizenship (D05)	12
Birth Date (D07)	13
Admissions Status (D08)	14
Year Of Matriculation (D09A)	15
Semester of Matriculation (D09B)	16
Award Type (D11)	17
Award Major (CIP Code) (D12).....	19
Accumulated Degree Credits (D13).....	20
Accumulated Grade Point Average (D14)	21
Hispanic / Latino Code (D15)	22
American Indian / Alaskan Native Code (D16).....	23
Asian Code (D17).....	24
Black / African American Code (D18).....	25
Native Hawaiian / Pacific Islander Code (D19)	26
White Code (D20).....	27
NJ SMART State Identification Number (D21)	28
Institutional Student Identification Number (D22).....	29
Federal IPEDS Distance Education Data Collection Spreadsheet.....	30

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 The Office of the Secretary of Higher Education of New Jersey (OSHE) 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, OSHE 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 the New Jersey Education to Earnings Data System (NJEEDS), housed at the Heldrich Center at Rutgers University-New Brunswick, has created the opportunity for OSHE, New Jersey Department of Education (NJDOE), New Jersey Department of Labor and Workforce Development (NJLWD), and the New Jersey Higher Education Student Assistance Authority (HESAA) 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 NJEEDS system, maintaining accuracy and consistency in reporting remains important. SURE's Data Dictionaries have been published to support New Jersey's higher education institutions in this effort.

The State Higher Education Plan serves as a blueprint for our work to strengthen the quality of, and improve access to, our colleges and universities in the State of New Jersey. The data New Jersey institutions provide are essential to measure progress and success of the plan and the myriad of initiatives that will result from its implementation. The State Higher Education Plan, Where Opportunity Meets Innovation: A Student –Centered Vision for New Jersey Higher Education, can be found on our website at <https://www.state.nj.us/highereducation/stateplan.shtml>.

Historically, 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 Data Dictionary serves as a guide for all of the state's degree-granting 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 state-wide and institutional levels, standardization, maintaining the confidentiality of individual-level data, facilitating research, and policy analysis.

The Completions Data Dictionary outlines the data elements, layout and definitions for both the Fiscal Year and Summer Completions files. These files contain information on graduated students and for the Fiscal Year files are used to complete a mandated Federal IPEDS Survey which stipulates:

“The purpose of the Completions component of IPEDS is to collect data on the number of awards conferred by postsecondary institutions during the 12-month time period beginning July 1 of the previous calendar year and ending June 30 of the current calendar year. The awards reported range from sub-baccalaureate certificates to doctor's degrees and must be recognized postsecondary credentials conferred by the postsecondary institution as the result of completion of an academic or occupational/vocational program of study. The program's instructional activity can be measured in credit hours, clock hours, or some other unit of measurement. Postsecondary credentials must be recognized by the institution's appropriate governing body. Data are collected by race/ethnicity and gender for each award level within each program (as defined by 6-digit CIP codes). Data are collected for both first and second major fields of study. A new purpose involves collecting data on whether a program is offered as a distance education program.

Beginning with the 2012-13 IPEDS Completions component, the purpose is also to collect the number of students (e.g., completers) by gender and race/ethnicity who earned an award during the 12-month time period beginning July 1 of the previous calendar year and ending June 30 of the current calendar year. (The intent of this new item is to collect an unduplicated count of total numbers of completers.)

Also, the Completions component now collects the number of completers by award level for the same reporting period previously mentioned. “

For Summer Completions files, institutions report on awards from July 1 through August 30. These same awards are then also included in the following cycle’s Fiscal Year file. The earlier reporting of these summer awards are required to meet definitions in the Federal Graduation Rate Survey and to complete the New Jersey Transfer Report.

Each award received by a student during the report period should be reported as a separate record.

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.

OSHE takes 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, only registered and authorized users have access to information where they have a legitimate educational interest. New Jersey Higher Education Institutions and OSHE have entered into SURE data sharing agreements which specify the privacy protocols that will be followed for data transmission and use. Specifically when Personally Identifying Information (PII) are present.

Revision History

Date	Version	Comment
July 2023	3.1	<ul style="list-style-type: none"> Made minor text updates to ensure consistency across resource documents; checklist and template.
July 2022	3.0	<ul style="list-style-type: none"> Change of some data elements from Non-mandatory to mandatory : Accumulated Native Degree Credits, Accumulated Native Degree Credits, Admissiosn Status Added clarification for Distance Education Data Collection Spreadsheet
July 2021	2.0	<ul style="list-style-type: none"> Overall re-numbering of SURE Codes to align with definition changes New section was added for providing CIP and award level of programs that have Distance Education options (last page of dictionary) Variable Date of Award (D01) is split into Month and Year of Award (D01A & D01B) Variable change from Birth Year (Y06) is now full Birth date (Y06) Removed variable Number of Awards (formally D10) Removal of value 0 (Not Reported by student) for Sex (D04) Award Type level 101 (Less Than One-Year Certificate/Diploma) split into: <ul style="list-style-type: none"> 100 (LESS THAN ONE-YEAR CERTIFICATE/DIPLOMA (less than 300 clock hours) and 101 (LESS THAN ONE-YEAR CERTIFICATE/DIPLOMA (Postsecondary award, certificate, or diploma of, 300-899 clock hours
April 2016	1.0	<ul style="list-style-type: none"> April 2016

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 Date 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 OSHE's Research Team (research@oshe.nj.gov) so that a collaborative resolution can be reached.

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

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.
Excel Column Reference	Column placement of variable within Excel file
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.

Excel Column of Data Element

This data element should be entered in Column A.

Definition of Data Element

The month that a degree or certificate was conferred to a student.

Functional, Policy or Legal Rationale

Month of Award is required for file maintenance.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Text (not custom format)

Minimum Length: 2

Maximum Length: 2

01=Jan, 02=Feb 03=Mar 04=Apr 05=May 06=June 07=July 08=Aug 09=Sep 10=Oct 11=Nov 12=Dec

Validation Checks

- Date must be in MM format. For example 01 is January.
- The month of award must be in MM format 1-12.

Additional Notes

- The current reporting period is between July 1st of previous calendar year and June 30th of current calendar year.
- For Summer Completions Submission, the current reporting period is between July 1st and August 31st of current calendar year (values of 7 or 8 only).

Common Errors

- **Error Message:** Month must be a valid value.

Year Of Award

SURE Code

D01B

Excel Column of Data Element

This data element should be entered in Column B.

Definition of Data Element

The year that a degree or certificate was conferred to a student.

Functional, Policy or Legal Rationale

Year of Award is required for file maintenance.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

Validation Checks

- Year must be in YYYY format.
- Year of Award must fall within the current reporting period.

Additional Notes

- For Summer Completions Submission, the current reporting period is between July 1st and August 31st of current calendar year.

Common Errors

- Error Message: Year must be a valid value.

Excel Column of Data Element

This data element should be entered in Column C.

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: Text (not custom format)

Minimum Length: 6

Maximum Length: 6

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

Validation Checks

- 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.
- The 6th digit indicates control or affiliation: 1= Private, 2= Public.

Institution Codes

Senior Public Institutions

CEEB	Institution Name
251942	The College of New Jersey
251742	Kean University
252042	Montclair State University
251642	New Jersey City University
251342	New Jersey Institute of Technology
288442	Ramapo College of New Jersey
251542	Rowan University
939142	Rutgers University - Camden Campus
939342	Rutgers University - Newark Campus
939242	Rutgers University - New Brunswick Campus
288942	Stockton University
274842	Thomas Edison State University
251842	William Paterson University of New Jersey

Community Colleges

CEEB	Institution Name
202422	Atlantic Cape Community College
203222	Bergen Community College
218122	Brookdale Community College
218022	Burlington County, Rowan College at
212122	Camden County College
211822	Cumberland Campus, Rowan College South Jersey
223722	Essex County College

228122	Gloucester Campus, Rowan College of South Jersey
229122	Hudson County Comm College
244422	Mercer County Comm College
244122	Middlesex College
212422	Morris, County College of
263022	Ocean County College
269422	Passaic County Comm College
286722	Raritan Valley Community College
286822	Salem Community College
271122	Sussex County Community College
292122	Union College
272222	Warren County Comm College

Independent Public Mission Institutions

CEEB	Institution Name
204441	Bloomfield College
207241	Caldwell University
208041	Centenary University
219341	Drew University
226241	Fairleigh Dickinson Univ - Florham Campus
226341	Fairleigh Dickinson Univ - Metro Campus
232141	Felician University
227441	Georgian Court University
241641	Monmouth University
393321	Pillar College
267241	Princeton University

275841	Rider University
209041	Saint Elizabeth University
280641	Saint Peter's University
281141	Seton Hall University
281941	Stevens Institute of Technology
Independent Proprietary Institutions	
206421	Berkeley College
220341	Devry University
793002	Eastern International College – Belleville Campus
982921	Eastwick College - Hackensack Campus
882921	Eastwick College - Nutley Campus
582921	Eastwick College - Ramsey Campus

Independent Religious Institutions

CEEB	Institution Name
216601	Beth Medrash Govoha
154641	Rabbinical College
068641	Talmudical Academy

Excel Column of Data Element

This data element should be entered in Column D.

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: Text (not custom format)

Minimum Length: 9

Maximum Length: 9

Validation Checks

- Social Security Number must be entered in 9 digit XXXXXXXXX format. (where the X's should be replaced with numeric values) **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.
- The format of temporary ID should be 9 digits long (9XXXXXXXX), where the X's should be replaced with numeric values. That first value should be a 9 and then the first 8 digits of the student ID number.

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 beginning with 9 (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 or a temporary identifier created by the institution.

Excel Column of Data Element

This data element should be entered in Column E.

Definition of Data Element

The concept describing the biological traits at birth that distinguish the males and females of a species, as identified on official federal or state documentation (i.e. Driver's license, passport, SSN Card, etc).

Functional, Policy or Legal Rationale

Sex is required for the federal IPEDS Completions Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

1 = Male

2 = Female

Validation Checks

- Error will occur if value is not a 1 or 2.
- Value of 0 is not valid.

Additional Notes

- For federal reporting purposes, students' sex is required, as well as in our SURE system. We expect this field to be reported with a valid value, by each SURE reporting institution. OSHE does not have the capacity to impute these values given the limitations in the SURE system and data collected.

Common Errors

Excel Column of Data Element

This data element should be entered in Column F.

Definition of Data Element

An indication of whether a student is a citizen of the United States, Permanent resident, or a temporary resident with a Visa, F-1, J-1, etc often known as a U.S. Nonresident.

A U.S. Nonresident 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 permanent resident is a person who is not a citizen and has been lawfully admitted for permanent residence. **Do not** include DACA, undocumented, or other eligible noncitizens in this category.

Functional, Policy or Legal Rationale

Citizenship is required for the federal IPEDS Completions 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 = U.S. Nonresident Note: **Do not** include DACA, undocumented, or other eligible noncitizens in this category.

3 = Permanent Resident

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.
- **Do not** include DACA, undocumented, or other eligible noncitizens in the U.S. Nonresident category.
- DACA, undocumented, or other eligible noncitizens should be given a value of "0" for SURE reporting purposes.

Common Errors

Birth Date

SURE Code
D07

Excel Column of Data Element

This data element should be entered in Column G.

Definition of Data Element

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

Functional, Policy or Legal Description

Birth Date is used for federal reporting by calculating age based on the date and not just the year for age.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Text (not custom format)

Minimum Length: 8

Maximum Length: 8

Example 03011995

Validation Checks

- Format of Date must be in MMDDYYYY.
- Birth Date should not include any divider characters (slashes (/) or dashes (-)).
- Birth Date should not include values of 8888 or 9999.
- Date cannot be in the future.
- Birth Year cannot occur 10 or fewer years prior to current year.
- Birth Year cannot occur 100 or more years prior to current year.
- Birth Date should not include values of 8888 or 9999.
- Cannot include any age less than 11 years old.

Additional Notes

- Leave this field blank **ONLY** if information is not available. Do not enter a value of zero.

Common Errors

Excel Column of Data Element

This data element should be entered in Column H.

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 useful for program evaluation.

Is this Data Element Required?

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

Excel Column of Data Element

This data element should be entered in Column I.

Definition of Data Element

The point in time (year) at which a student was first matriculated at the institution for the degree being awarded.

Functional, Policy or Legal Rationale

Year of Matriculation is used for program evaluation purposes.

Is this Data Element Required?

Year of Matriculation is not required but should be reported if available.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

Validation Checks

- Error will occur if format is not a four digit year YYYY (i.e. 2019).
- Year of Matriculation cannot be a future date.

Additional Notes

Common Errors

- **Error Message:** year must be a valid value.

Excel Column of Data Element

This data element should be entered in Column J.

Definition of Data Element

The semester a student first matriculated at the institution for the degree being awarded.

Functional, Policy or Legal Rationale

Semester of Matriculation is not required but should be reported if available.

Is this Data Element Required?

Semester of Matriculation is a suggested field.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

2 = Spring (January to May)

3 = Summer (June to August)

4 = Fall (September to December)

Validation Checks

- Unless blank, Semester of Matriculation must have a value of 2, 3, or 4.

Additional Notes

Common Errors

Excel Column of Data Element

This data element should be entered in Column K.

Definition of Data Element

An indication of the degree/ certificate conferred during the fiscal year reporting period. For multiple awards in the same reporting period, multiple records must be submitted for the student.

Functional, Policy or Legal Rationale

Award is required for the federal IPEDS Completions Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Text (not custom format)

Minimum Length: 3

Maximum Length: 3

Validation Checks

- Award must have a valid value from the Degree/ Certificates Codes list below.

Additional Notes

Award Type Codes to Use

DEGREE/ CERTIFICATES CODE LIST

100 - LESS THAN ONE-YEAR CERTIFICATE/DIPLOMA (less than 300 clock hours, 9 credits, or 13 quarter credits)

101 - LESS THAN ONE-YEAR CERTIFICATE/DIPLOMA (Postsecondary award, certificate, or diploma of, 300-899 clock hours, or 9-29 semester or trimester credit hours, or 13-44 quarter credit hours)

102 - AT LEAST ONE-YEAR BUT LESS THAN TWO-YEAR CERTIFICATE/DIPLOMA

103 - AT LEAST TWO-YEAR BUT LESS THAN FOUR-YEAR CERTIFICATE/DIPL

201 - ASSOCIATE IN ARTS (A.A.)

202 - ASSOCIATE IN SCIENCE (A.S.)

203 - ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

204 - ASSOCIATE IN RELIGIOUS ARTS (A.R.A.)

205 - ASSOCIATE IN SCIENCE IN MANAGEMENT (A.S.M.)

299 - OTHER ASSOCIATE DEGREES

301 - BACHELOR OF ARTS (B.A.)

302 - BACHELOR OF SCIENCE (B.S.)

303 - BACHELOR OF ARCHITECTURE (B.ARCH.)

304 - BACHELOR OF ARTS IN BIBLICAL LITERATURE (B.A.B.L.)

305 - BACHELOR OF ENGINEERING (B.E.)

306 - BACHELOR OF FINE ARTS (B.F.A.)

307 - BACHELOR OF MUSIC (B.M.)

308 - BACHELOR OF MUSIC (B.MUS.)

309 - BACHELOR OF RELIGIOUS STUDIES (B.R.S.)

310 - BACHELOR OF SACRED MUSIC (B.S.M.)

311 - BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (B.S.B.A.)

312 - BACHELOR OF SCIENCE IN COMMERCE (B.S.C.)

313 - BACHELOR OF SCIENCE IN EDUCATION (B.S.ED.)

314 - BACHELOR OF SCIENCE IN ENGINEERING (B.S.E.)

315 - BACHELOR OF SCIENCE IN NURSING (B.S.N.)

316 - BACHELOR OF SOCIAL WORK (B.S.W.)

317 - BACHELOR OF THEOLOGY (TH.B.)

399 - OTHER BACHELOR'S DEGREES

401 - POST-BACCALAUREATE CERTIFICATE (BELOW MASTER'S)

501 - MASTER OF ARTS (M.A.)

502 - MASTER OF SCIENCE (M.S.)

503 - MASTER OF ARCHITECTURE (M.ARCH.)

504 - MASTER OF ARTS IN LIBERAL STUDIES (M.A.L.S.)

505 - MASTER OF ARTS IN TEACHING (M.A.T.)

506 - MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

507 - MASTER OF CITY AND REGIONAL PLANNING (M.C.R.P.)

508 - MASTER OF ENGINEERING (M.E.)

509 - MASTER OF EDUCATION (M.ED.)

510 - MASTER OF FINE ARTS (M.F.A.)

511 - MASTER OF LETTERS (M.LITT.)

512 - MASTER OF LIBRARY SCIENCE (M.L.S.)

513 - MASTER OF MUSIC (M.M.)

514 - MASTER OF MANAGEMENT SCIENCE (M.M.S.)

515 - MASTER OF PHILOSOPHY (M.PHIL.)

516 - MASTER OF PUBLIC ADMINISTRATION (M.P.A.)

517 - MASTER OF PUBLIC POLICY (M.P.P.)

518 - MASTER OF SCIENCE IN DENTISTRY (M.S.D.)

519 - MASTER OF SCIENCE IN ENGINEERING (M.S.E.)

520 - MASTER OF SCIENCE IN EDUCATION (M.S.ED.)

521 - MASTER OF SCIENCE IN TEACHING (M.S.T.)

522 - MASTER OF SOCIAL WORK (M.S.W.)

523 - MASTER OF THEATRE ARTS (M.T.A.)

524 - MASTER OF THEOLOGY (M.TH.)

525 - MASTER OF URBAN PLANNING (M.U.P.)

526 - EDUCATION SPECIALIST (ED.S.)

530 - MASTER OF SACRED THEOLOGY (S.T.M.)

531 - MASTER OF THEOLOGICAL STUDIES (M.T.S.)

599 - OTHER MASTER'S DEGREES AND AWARDS

601 - POST- MASTER'S CERTIFICATE (BELOW DOCTORATE)

602 - SIXTH-YEAR CERTIFICATE

603 - CERTIFICATE BEYOND DOCTORAL-PROFESSIONAL PRACTICE

699 - OTHER POST-MASTER'S CERTIFICATES

701 - DEGREE OF ENGINEER (D.E.)

702 - DOCTOR OF EDUCATION (ED.D.)

703 - DOCTOR OF ENGINEERING SCIENCE (D.E.S.)

704 - DOCTOR OF PHILOSOPHY (PH.D.)

705 - DOCTOR OF PSYCHOLOGY (PSY.D.)

706 - DOCTOR OF MINISTRY (D.MIN.)

799 - OTHER DOCTORAL-LEVEL DEGREES AND AWARDS

801 - DOCTOR OF DENTAL MEDICINE (D.M.D.)

802 - DOCTOR OF DENTAL SURGERY (D.D.S.)

803 - DOCTOR OF MEDICINE (M.D.)

804 - DOCTOR OF OSTEOPATHY (D.O.)

805 - DOCTOR OF JURISPRUDENCE (J.D.)

808- MASTER OF DIVINITY (M.DIV)

814- RABBI (RABBI)

899- OTHER DOCTORAL-PROFESSIONAL PRACTICE DEGREES AND AWARDS

Award Major (CIP Code)

SURE Code

D12

Excel Column of Data Element

This data element should be entered in Column L.

Definition of Data Element

A student's primary field of study. Degree majors are approved degree/ formal award programs, and are categorized and coded according to the "Classification of Instructional Programs" (CIP) Manual, as updated in 2020.

Functional, Policy or Legal Rationale

Award Major is required for the federal IPEDS Completions Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Text (not custom format)

Minimum Length: 6

Maximum Length: 6

For accepted codes, refer to the [Degree Program Inventory](#) on the OSHE website.

Validation Checks

- Award Major must be an approved value from the Inventory of Degree Programs list.
- All programs (except for exempt institutions) contained in the Program Inventory must be approved through the New Jersey Presidents' Council Academics Issues Committee.
- Documentation of the approved program must be provided to OSHE, to facilitate accurate listing of your institution's programs.

Additional Notes

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

Common Errors

Excel Column of Data Element

This data element should be entered in Column M.

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 program evaluation purposes.

Is this Data Element Required?

Field is required. For Completions this should not be blank and credits completed should tie to the degree being awarded. So if two awards are earned in the same fiscal year than the credits accumulated should match the award record.

Acceptable Values

Type: Numeric

Minimum Length: 3

Maximum Length: 5

Up to 3 whole numbers with 2 values after the decimal place.

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 (Example: 3.25, 11.00, or 123.50). Make sure the value is limited to two decimal places, not just masking with Excel formatting.
- Accumulated Degree Credits is a numeric value with **two values after the decimal**.

Additional Notes

- Minimum number of credits for a 4 year degree is 120 credits and for a 2-year Degree is 60 credits.
- Enter zero **only** if the student has failed all degree-credit courses attempted.

Common Errors

Accumulated Grade Point Average

SURE Code

D14

Excel Column of Data Element

This data element should be entered in Column N.

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 the institution doesn't calculate or have GPAs on students transcripts.

Acceptable Values

Type: Numeric

Minimum Length: 3

Maximum Length: 3

1 whole number with 2 decimal places

For example:

0.45= 0.45 GPA

3.25= 3.25 GPA

3.96= 3.96 GPA

Validation Checks

- Field must be a numeric value in X.XX format (Example: 3.56).
- If student information is missing, field must be left blank and no character should be in the field.
- 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).
- Accumulated Grade Point Average is a numeric value with **two places after the decimal**.

Common Errors

- **Error Message:** Field must be a numeric value in X.XX format.

Excel Column of Data Element

This data element should be entered in Column O.

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 Completions 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

- Students who identify as Hispanic may also report other races. These races will not impact their Federal Race Classification.

Common Errors

Excel Column of Data Element

This data element should be entered in Column P.

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 Completions 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

- Multiple values for ethnicity can be reported.

Common Errors

Excel Column of Data Element

This data element should be entered in Column Q.

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 Completions 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

- Multiple values for ethnicity can be reported.

Common Errors

Excel Column of Data Element

This data element should be entered in Column R.

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 Completions 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

- Multiple values for ethnicity can be reported.

Common Errors

Excel Column of Data Element

This data element should be entered in Column S.

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 Completions 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

- Multiple values for ethnicity can be reported.

Common Errors

Excel Column of Data Element

This data element should be entered in Column T.

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 Completions 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/Caucasian

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

- Multiple values for ethnicity can be reported.

Common Errors

Excel Column of Data Element

This data element should be entered in Column U.

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 if student has a valid NJ SMART State Identification Number.

Acceptable Values

Type: Text (not custom format)

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

Excel Column of Data Element

This data element should be entered in Column V.

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: Text (Not custom format)

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 exceed 15 characters.

Additional Notes**Common Errors**

Federal IPEDS Distance Education Data Collection Spreadsheet

This data collection is used to determine if all or at least one program for the CIP and award level is offered via distance education, and includes details regarding whether programs are entirely distance education or have a mandatory or non-mandatory onsite component.

Please fill out the Distance Education excel file that was provided to each institution, via e-mail, and submit along with the Completions SURE file. Use the following variables, below, which will provide us with a list of all active programs currently offered at the institution that are taught online. You can reference the Distance Education Indicator values, from the spreadsheet, which will be mapped to the IPEDS Distance Education Indicator notation. See IPEDS Upload specifications for more information about the layout definitions at the link below.

<https://surveys.nces.ed.gov/ipeds/public/survey-materials/import-spec?surveyid=10&instructionid=30080&layoutid=27>

UNITID	SURVSECT PART		MAJORNUM	CIPCODE	AWLEVEL	DistanceED
IPEDS UNITID	Survey Section	Part of survey - Completions	First or second major identification	Classification of instructional program code	Award level	Is at least one program within this CIP code in this award level offered as a distance education program?
183877	COM	B	1	10.0304	3	2

Notes

Please provide 1 record per CIP CODE, award level, and first or second major combination.

Please report the date that cohort ends with and represents the reporting period of July 1,XXXX to June 30,XXXX

- Example: FY19-20 Reporting year would be FY2020, FY 20-21 the Reporting year would be FY2021

Summer Completions

Please indicate the date of the reporting period as July 1,XXXX to August 31,XXXX of the same year.

- Example: Summer 2020 Reporting year would be SU2020, Summer 2021 the Reporting year would be SU2021

Variable: Award Level (AWLEVEL)

Definition of Data Element

The level of the award (certificate, associate degree, bachelor's degree, etc.) the student received from the institution.

Question

Please indicate the Award Level of each program.

Is this Data Element Required?

Field is **mandatory** for each program.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 2

Award Level Table

- 1a - Postsecondary award, certificate, or diploma of
- less than 300 clock hours, or
 - less than 9 semester or trimester credit hours, or
 - less than 13 quarter credit hours
- 1b - Postsecondary award, certificate, or diploma of
- 300-899 clock hours, or
 - 9-29 semester or trimester credit hours, or
 - 13-44 quarter credit hours
- 2 - Postsecondary award, certificate, or diploma of
- at least 900 but less than 1,800 clock hours, or
 - at least 30 but less than 60 semester or trimester credit hours, or
 - at least 45 but less than 90 quarter credit hours

- 3 - *Associate's Degree
- 4 - Postsecondary award, certificate, or diploma of
- 1,800 or more clock hours, or
 - 60 or more semester or trimester credit hours, or
 - 90 or more quarter credit hours
- 5 - *Bachelor's Degree or equivalent
- 6 - Postbaccalaureate Certificate
- 7 - *Master's Degree
- 8 - Post-Master's Certificate
- 17 - *Doctor's degree - research/scholarship
- 18 - *Doctor's degree - professional practice
- 19 - *Doctor's degree - Other
- * Use only 3, 5, 7, 17, 18 and 19 when reporting second majors

Variable: Distance Education Indicator (DistanceED)

Definition of Data Element

The location of the program on site.

Question

Is at least one program within this CIP code offered as a distance education program?

Is this Data Element Required?

Field is **mandatory** for each program.

Acceptable Values

Type: Numeric

Maximum Length: 1

- 1 = **All** programs in this CIP code in this award level can be completed entirely via distance education.
- 2 = **None** of the programs in this CIP code in this award level can be completed entirely via distance education.
- 3 = **Some** programs in this CIP code in this award level can be completed entirely via distance education.

IPEDS 2021-22 Import Specifications
Fall Collection: Completions (Academic Year 2020-21)
Applies to: All Institutions
File Type: Fixed Length/Positional (*.txt)

Field ID (Key)	Column	Length	Data type	Description	Valid Entries
Part B: Completions - Distance Education					
UNITID	1	6	N	UNITID	Valid UnitID
SURVSECT	7	3	AN	Survey Section	"COM"
PART	10	1	AN	Part of survey - Completions	"B"
MAJORNUM	11	1	N	First or second major identification	1 = First Major, 2 = Second Major
CIPCODE	12	7	AN	Classification of instructional program code	xx.xxxx, valid CIP codes, refer to CIP code table (must have leading zero if applicable).
AWLEVEL	19	2	AN	Award level	1a, 1b, 2 to 8 and 17 to 19 for MAJORNUM=1; 3, 5, 7, 17, 18, 19 for MAJORNUM=2; Refer to award level table.
DistanceED	21	1	N	Is at least one program within this CIP code offered as a distance education program?	1= All programs in this CIP code in this award level can be completed entirely via distance education. 2=None of the programs in this CIP code in this award level can be completed entirely via distance education.

					3=Some programs in this CIP code in this award level can be completed entirely via distance education.
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