ENROLLMENT

DATA DICTIONARY

VERSION 3.1

NJ SURE

Office of the Secretary of Higher Education

State of New Jersey

July 2023

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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 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 Enrollment Data **Dictionary** 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.

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	• Updated minor changes to make consistent with new SQL database, by adjusting format type (text to numeric, numeric to text) for some fields.
July 2022	3.0	• Update Data Elements and Definitions to Include Excel Column by adding in line to each variable with the excel column that variable should fall under. • Change of some data elements from Non-mandatory to mandatory : Total Credits Enrolled, Accumulated Native Degree Credits, Accumulated Native Degree Credits, Transfer Institution Code • Re-location of Distance Education variable to end of SURE file. The Code still remains as E07.
July 2020	2.0	1. Overall re-numbering of SURE Codes to align with definition changes. 2. New section was added for providing CIP and award level of programs that have Distance Education options (last page of dictionary) 3. Variable Date of Award (D01) is split into Month and Year of Award (D01A & D01B) 4. Variable change from Birth Year (Y06) is now full Birth date (Y06) 5. Removed variable Number of Awards (formally D10) 6. Removal of value 0 (Not Reported by student) for Sex (D04) 7. Award Type level 101 (Less Than One-Year Certificate/Diploma) split into a. 100 (LESS THAN ONE-YEAR CERTIFICATE/DIPLOMA (less than 300 clock hours) and b. 101 (LESS THAN ONE-YEAR CERTIFICATE/DIPLOMA (Postsecondary award, certificate, or diploma of, 300-899 clock hours.
April 2016	1.0	

Data Elements and Definitions

This Data Dictionary 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 numeric or text 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 numeric, text, 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 Month

Excel Column of Data Element

This data element should be entered in Column A.

Definition of Data Element

The point in time for which data are reported.

Functional, Policy or Legal Rationale

Reporting Month is required for file maintenance

Is this Data Element Required?

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

Acceptable Values

Type: Text (not custom format)

Minimum Length: 1

Maximum Length: 1

Validation Checks

- For Fall Enrollment, reporting term must be 9.
- For Spring Enrollment, reporting term must be 1.

Additional Notes

Common Errors

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

Reporting Year

SURE Code

E01b

Excel Column of Data Element

This data element should be entered in Column B.

Definition of Data Element

The point in time for which data are reported.

Functional, Policy or Legal Rationale

Reporting Year is required for file maintenance.

Is this Data Element Required?

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

Acceptable Values

Type: Numeric
Minimum Length: 4
Maximum Length: 4

Validation Checks

- Reporting Year must be in YYYY format.
- For Fall Enrollment, Reporting Year is the current year (example 2020).

Additional Notes

Common Errors

- Error Message: Year must be a valid value

Institution Code

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.*

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 Code List

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 of 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

Social Security Number

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?

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

Sex

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 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 = 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 and thus 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

Citizenship

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

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 Rationale

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?

Yes. 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 (-))
- 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

Zip Code of Home Address

Excel Column of Data Element

This data element should be entered in Column H.

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 programs.

Is this Data Element Required?

Field is required but should be reported if available.

Acceptable Values

Type: Text (not custom format)
Minimum Length: 5
Maximum Length: 5

Validation Checks

- Unless blank, field must be a five digits numeric value.
- Zip Code must include leading 0.

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

Excel Column of Data Element

This data element should be entered in Column I.

Definition of Data Element

An identification of the state in which a student home address as of the reporting date to match the zip code and county fields provided. For public institutions, state of residence should match the state used for tuition determination; in-state/out-of-state tuition and fee charges.

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: Text (not custom format)

Minimum Length: 2

Maximum Length: 2

01 = Alabama (AL)	34 = New Jersey (NJ)	90 = Foreign Country
02 = Alaska (AK)	35 = New Mexico (NM)	57= Unknown State of Residence
04 = Arizona (AZ)	36 = New York (NY)	
05 = Arkansas (AR)	37 = North Carolina (NC)	
06 = California (CA)	38 = North Dakota (ND)	
08 = Colorado (CO)	39 = Ohio (OH)	
09 = Connecticut (CT)	40 = Oklahoma (OK)	
10 = Delaware (DE)	41 = Oregon (OR)	
11 = District of Columbia (DC)	42 = Pennsylvania (PA)	
12 = Florida (FL)	44 = Rhode Island (RI)	
13 = Georgia (GA)	45 = South Carolina (SC)	
15 = Hawaii (HI)	46 = South Dakota (SD)	
16 = Idaho (ID)	47 = Tennessee (TN)	
17 = Illinois (IL)	48 = Texas (TX)	
18 = Indiana (IN)	49 = Utah (UT)	
19 = Iowa (IA)	50 = Vermont (VT)	
20 = Kansas (KS)	51 = Virginia (VA)	
21 = Kentucky (KY)	53 = Washington (WA)	
22 = Louisiana (LA)	54 = West Virginia (WV)	
23 = Maine (ME)	55 = Wisconsin (WI)	
24 = Maryland (MD)	56 = Wyoming (WY)	
25 = Massachusetts (MA)		
26 = Michigan (MI)		
27 = Minnesota (MN)	60 = American Samoa (AS)	
28 = Mississippi (MS)	64 = Micronesia (FM)	
29 = Missouri (MO)	66 = Guam (GU)	
30 = Montana (MT)	68 = Marshall Islands (MH)	
31 = Nebraska (NE)	69 = Northern Mariana Islands (MP)	

| 32 = Nevada (NV) | 70 = Palau (PW) | |
| 33 = New Hampshire (NH) | 72 = Puerto Rico (PR) | |

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.
- Code of 57 (Unknown) is implemented for use by NCES.

Additional Notes

Common Errors

NJ County of Residence

SURE Code
E10

Excel Column of Data Element

This data element should be entered in Column J.

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. For out-of-state and foreign students use the applicable code (99 or 00) in the table below.

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: Text (not custom format)
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 "57".
- 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 NJ County codes 88 (New Jersey resident, but county unknown), 99 (Not a New Jersey resident), and 00 (Information not available) are codes defined by OSHE.

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

Excel Column of Data Element

This data element should be entered in Column K.

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

Excel Column of Data Element

This data element should be entered in Column L.

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 on status or program to another).

Common Errors

Matriculation Status

Excel Column of Data Element

This data element should be entered in Column M.

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

- Determination of the value for matriculation status is dependent on student level (Undergraduate vs Graduate)

Common Errors

Attendance Status

Excel Column of Data Element

This data element should be entered in Column N.

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.
- Determination of the value for Attendance status is dependent on Student level

Common Errors

Excel Column of Data Element

This data element should be entered in Column N.

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: Text (not custom format)
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

Excel Column of Data Element

This data element should be entered in Column P.

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?

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

Acceptable Values

Type: Numeric
Minimum Length: 3
Maximum Length: 5

At least 1 whole number with 2 values after the decimal.

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
12.00 = 12 credits

Validation Checks

- Field must be a numeric value in XX.XX format (Example 45.00).
- If student information is missing, field must be left blank and no character should be in the field

Additional Notes

- Total Credits Enrolled is a numeric value with **two places after the decimal**.
- Enter zero only if the student has failed all degree-credit courses attempted.
- 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).

Common Errors

Accumulated Degree Credits

Excel Column of Data Element

This data element should be entered in Column Q.

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 required and should be reported if available.

Acceptable Values

Type: Numeric
Minimum Length: 3
Maximum Length: 5

At least one whole number with 2 values after the decimal.

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)
- 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

Excel Column of Data Element

This data element should be entered in Column R.

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.

Is this Data Element Required?

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

Acceptable Values

Type: Numeric
Minimum Length: 3
Maximum Length: 3

At least 1 whole number with 2 values after the decimal. In Excel, be careful with importing data from varying reporting software applications, as many times GPA comes as a calculated value with multiple, non-repeating, unlimited number of decimal places, so please be sure to ensure you/your system are not just masking the format in Excel but the data in the cells only have 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 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).
- 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.

High School Code

Excel Column of Data Element

This data element should be entered in Column S.

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: Text (not custom format)
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 digit numeric code, formatted at text.
- High school code of 99999 will generate an error.

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

Excel Column of Data Element

This data element should be entered in Column T.

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: Number (representing the year of high school graduation, YYYY (2023 as an example))

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

Excel Column of Data Element

This data element should be entered in Column U.

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: 1
Maximum Length: 3

Please calculate the class rank and include the calculated percentile.

For example:

1 = 1st percentile
2 = 2nd percentile
3 = 3rd percentile
etc.
98 = 98th percentile
99 = 99th percentile
100 = 100th percentile

Validation Checks

- High School Rank should be a value between 1 and 100.

Additional Notes

Common Errors

Program Major (CIP Code)

Excel Column of Data Element

This data element should be entered in Column V.

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 2020.

Functional, Policy or Legal Rationale

Program Major is used for the federal IPEDS Fall Enrollment Survey.

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

Special Code (not in the US DOE CIP manual):
960000=Undeclared Major

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

Validation Checks

- Program 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.
- Programs that might be concentration or tracks should be report under the parent program CIP Code.

Common Errors

Pre-Baccalaureate Degree Program

Excel Column of Data Element

This data element should be entered in Column W.

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

Excel Column of Data Element

This data element should be entered in Column X.

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

Excel Column of Data Element

This data element should be entered in Column Y.

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 **Mandatory**.

Acceptable Values

Type: Text (not custom format)
Minimum Length: 6
Maximum Length: 6

For accepted codes, please contact The College Board to access the CEEB Code list.

Validation Checks

- Unless blank, Transfer Institution Code must be a **valid six digits numeric code, formatted as text.**

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

E26

Excel Column of Data Element

This data element should be entered in Column Z.

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 for Public Institutions 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 required for Senior Public institutions.
- 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 (Score is no longer reported)

Excel Column of Data Element

This data element should be entered in Column AA.

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. As of 2016, the SAT writing sub-score is no longer reported.

Functional, Policy or Legal Rationale

SAT Scores for Public Institutions 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 required for Senior Public institutions.
- 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–Evidence –Based Reading and Writing

Excel Column of Data Element

This data element should be entered in Column AB.

Definition of Data Element

The score achieved by the student on the (Evidence-Based Reading and Writing) 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 for Public Institutions 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 required for Senior Public institutions.
- 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

E29

Excel Column of Data Element

This data element should be entered in Column AC.

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

Excel Column of Data Element

This data element should be entered in Column AD.

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

Excel Column of Data Element

This data element should be entered in Column AE.

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
E32

Excel Column of Data Element

This data element should be entered in Column AF.

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

Excel Column of Data Element

This data element should be entered in Column AG.

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

E34

Excel Column of Data Element

This data element should be entered in Column AH.

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: 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

Hispanic/ Latino Code

Excel Column of Data Element

This data element should be entered in Column AI.

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

Excel Column of Data Element
This data element should be entered in Column AJ.

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

Excel Column of Data Element

This data element should be entered in Column AK.

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

Excel Column of Data Element

This data element should be entered in Column AL.

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

Excel Column of Data Element

This data element should be entered in Column AM.

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

Excel Column of Data Element

This data element should be entered in Column AN.

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

Excel Column of Data Element

This data element should be entered in Column AO.

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

Excel Column of Data Element

This data element should be entered in Column AP.

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: Text (not custom format)
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

Common Errors

Distance Education Status

Excel Column of Data Element

This data element should be entered in Column AQ.

Definition of Data Element

An indication that a person is currently enrolled in exclusively distance education courses for the year, or enrolled in one or more distance education courses but not exclusively, or not enrolled in distance education courses.

Functional, Policy or Legal Rationale

Distance Education is used 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 = Enrolled exclusively in distance education courses
2 = Enrolled in at least one but not all distance education courses
3 = Not enrolled in any distance education courses

Validation Checks

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

Common Errors