NEW TRANSFER ENROLLMENT
DATA FILE HANDBOOK

VERSION 4.1

NJ SURE

State of New Jersey

June 2024

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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

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 Statewide Data System (NJSDS), 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 NJSDS 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 past year saw the creation of a new State Higher Education Plan, which will serve 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 your institution provides is an essential part of measuring 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 New Jersey Office of the Secretary of Higher Education is required by statute (N.J.S.A. 18A: 62-46) to prepare an annual report to the Governor and Legislature compiling data about community college students who transferred to senior public institutions of higher education in New Jersey.

The New Transfer file is required of all senior public colleges to meet this statutory obligation. The students in this file are those undergraduates included in the same semester's Fall Enrollment File as new transfers (registration status ='2').

Report each institution attended by transfer students 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.

The Office of the Secretary of Higher Education 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, information submitted to the data collection is segmented or compartmentalized with security rights set up by the institution so that only registered and authorized users have access to information where they have a legitimate educational interest. 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
June 2024	**4.1**	• Changed references to "New Jersey Education to Earnings Data System (NJEEDS)" to reflect name change to "New Jersey Statewide Data System (NJSDS)"
July 2023	3.1	• Made minor text updates to ensure consistency across resource documents; checklist and template.
July 2022	2.0	• 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
August 2015	1.0	

Data Elements and Definitions

This handbook includes data elements that are collected and maintained by higher education institutions. Not all data elements are relevant to each student (e.g., students without available birth information will not have a Birth Year value). It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SURE so that a collaborative resolution can be reached.

The following information is provided for each data element in the *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, which will remain in effect over time regardless of data elements retired or added.
Excel Column	The column of the Excel file in which the data should be entered
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 point in time (month and year) for which this data is reported. Where the month will reference the fall semester 09 and the year would be the year of the fall semester, so Fall 2024 would be 092024.

Functional, Policy or Legal Description

Reporting Date 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

The first two digits represent the calendar month. The third through sixth digits represent the calendar year.

Validation Checks

- Date must be in MMYYYY format. Do not include any separators such as "/" or "-".
- Reporting date must be 09 + year of submission (example: 092022).

Additional Notes

Common Errors

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

Excel Column of Data Element

This data element should be entered in Column B.

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

- Institutions may only input codes included on the above listing, which includes CEEB codes and additional codes created for institutions not coded by CEEB.

Additional Notes

- The 5th digit indicates primary degree level: 2= Associate Degree, 4 = Bachelors.
- The 6th digit indicates control 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	UCNJ Union College of Union County, New Jersey
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
	Hackensack Meridian School of Medicine
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
	Bais Medrash Toras Chesed
216601	Beth Medrash Govoha
154641	Rabbinical College
	Rabbi Jacob Joseph School
068641	Talmudical Academy
	Yeshiva Toras Chaim
	Yeshivas Be'er Yitzchok

Social Security Number

Excel Column of Data Element

This data element should be entered in Column C.

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.

Class Level

Excel Column of Data Element

This data element should be entered in Column D.

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

Program Major (CIP Code)

Excel Column of Data Element

This data element should be entered in Column E.

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 program evaluation purposes.

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:
960000=Undeclared Major

For a list of CIP Codes/Inventory Degree Programs, please refer to the NJ OSHE State Program Inventory List, located on our website
(https://www.state.nj.us/highereducation/documents/pdf/research/NewTransferFileDataHandbook_June2022.pdf).

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 as in the Inventory of Degree Programs.
- Programs that might be concentration or tracks should be report under the parent program CIP Code.

Common Errors

Baccalaureate Degree Program

Excel Column of Data Element

This data element should be entered in Column F.

Definition of Data Element

The degree type of the student's current program major.

Functional, Policy or Legal Rationale

Baccalaureate Degree Program is used for an annual report to the Governor and Legislature and for program evaluation purposes.

Is this Data Element Required?

Yes. Field is **mandatory**.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

1 = B.A. Degree (Bachelor of Arts Degree)
2 = B.S. Degree (Bachelor of Sciences Degree)
3 = Other Bachelors Degree (B.S.B.A., B.Arch., B.E., etc.)

Validation Checks

- Baccalaureate Degree Program must be a value of 1, 2, or 3.

Additional Notes

Common Errors

Transfer Institution Code

Excel Column of Data Element

This data element should be entered in Column G.

Definition of Data Element

The identification of the institution attended by a new transfer student, using the code assigned by the college entrance examination board (CEEB). For students who have transferred credits from multiple institutions, report each transfer institution as a separate record.

Functional, Policy or Legal Rationale

Transfer Institution Code is used for an annual report to the Governor and Legislature and for program evaluation purposes.

Is this Data Element Required?

Yes. 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 value.

Additional Notes

- The 5th digit indicates primary degree level: 2 = associate degree, 4 = bachelors, 0 = unknown.
- The 6th digit indicates control or affiliation: 1 = private, 2 = public, 0 = unknown.
- 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

Associate Degree Received

Excel Column of Data Element

This data element should be entered in Column H.

Definition of Data Element

An indication the student received an associate degree from a New Jersey community college.

Functional, Policy or Legal Rationale

Associate Degree Received is used for an annual report to the Governor and Legislature and for program evaluation purposes.

Is this Data Element Required?

Yes. Field is mandatory.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

1 = A.A. Degree (Associate in Arts Degree)
2 = A.S. Degree (Associate in Science Degree)
3 = A.A.S Degree (Associate in Applied Science Degree)
4 = Other Associate Degree (A.R.A., A.S.M., etc.)

Validation Checks

- Field must have a value of 1, 2, 3, or 4.

Additional Notes

- Leave field blank if your institution does not have a definitive indication, such as a transcript, that a student has received an associate degree from a New Jersey community college.

Common Errors

Degree Credits Awarded by Transfer Institution

Excel Column of Data Element

This data element should be entered in Column I.

Definition of Data Element

The number of academic degree credits the student accumulated and is seeking to transfer from the immediately preceding institution.

Functional, Policy or Legal Description

Degree Credits Awarded is used for an annual report to the Governor and Legislature and for program evaluation purposes.

Is this Data Element Required?

Yes. Field is mandatory.

Acceptable Values

Type: Numeric
Minimum Length: 4 (inclusive of the decimal point)
Maximum Length: 6 (inclusive of the decimal point)

Up to 3 whole numbers with 2 decimal places.

For example:
0.50 = one-half credit
1.00 = 1 credit
1.25 = 1 and one-quarter credits
100.00 = 100 credits

Validation Checks

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

Additional Notes

Common Errors

Degree Credits Accepted by Reporting Institution

Excel Column of Data Element

This data element should be entered in Column J.

Definition of Data Element

The number of academic degree credits the student accumulated that were accepted as transfer credits by the receiving institution.

Functional, Policy or Legal Description

Degree Credits Accepted is used for an annual report to the Governor and Legislature and for program evaluation purposes.

Is this Data Element Required?

Yes. Field is mandatory.

Acceptable Values

Type: Numeric
Minimum Length: 4 (inclusive of the decimal point)
Maximum Length: 6 (inclusive of the decimal point)

Up to 3 whole numbers with 2 decimal places.

For example:
0.50 = one-half credit
1.00 = 1 credit
1.25 = 1 and one-quarter credits
100.00 = 100 credits

Validation Checks

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

Additional Notes

Common Errors

Total Degree Credits Awarded by All Transfer Institutions

Excel Column of Data Element

This data element should be entered in Column K.

Definition of Data Element

The total number of academic degree credits a student accumulated at all other institutions and are seeking to transfer to the receiving institution.

Functional, Policy or Legal Description

Total Degree Credits Awarded is used for an annual report to the Governor and Legislature and for program evaluation purposes.

Is this Data Element Required?

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

Acceptable Values

Type: Numeric
Minimum Length: 4 (inclusive of the decimal point)
Maximum Length: 6 (inclusive of the decimal point)

Up to 3 whole numbers with 2 decimal places.

For example:
0.50 = one-half credit
1.00 = 1 credit
1.25 = 1 and one-quarter credits
100.00 = 100 credits

Validation Checks

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

Additional Notes

- Make sure to include two decimal places.

Common Errors

Total Degree Credits Accepted by Reporting Institution

Excel Column of Data Element

This data element should be entered in Column L.

Definition of Data Element

The total number of academic degree credits a student accumulated at all other institutions that were accepted as transfer credits by the receiving institution.

Functional, Policy or Legal Description

Total Degree Credits Accepted is used for an annual report to the Governor and Legislature and for program evaluation purposes.

Is this Data Element Required?

Yes. Field is mandatory.

Acceptable Values

Type: Numeric
Minimum Length: 4 (inclusive of the decimal point)
Maximum Length: 6 (inclusive of the decimal point)

Up to 3 whole numbers with 2 decimal places.

For example:

0.50 = one-half credit
1.00 = 1 credit
1.25 = 1 and one-quarter credits
100.00 = 100 credits

Validation Checks

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

Additional Notes

Common Errors

NJ SMART Identification Number

Excel Column of Data Element

This data element should be entered in Column M.

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

Institutional Student Identification Number

Excel Column of Data Element

This data element should be entered in Column N.

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

- This file can contain the same Institutional Student Identification Number for multiple records if a student is enrolled in multiple non-credit courses.
- The Institutional Student Identification Number cannot exceed 15 characters.

Additional Notes

Common Errors