12- MONTH ENROLLMENT

DATA DICTIONARY

VERSION 5.1

NJ SURE

Office of the Secretary of Higher Education

State of New Jersey

July 2025

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

This 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 statewide and institutional levels, standardization, maintaining the confidentiality of individual-level data, facilitating research, and policy analysis.

The 12-Month Enrollment Data Dictionary outlines the data elements, layout and definitions forthe Fiscal Year Enrollment file. This file contains information on enrolled students from the state fiscal year (July 1 – June 30) and is used to complete a mandated Federal Survey which stipulates:

"The purpose of the 12-month Enrollment component of IPEDS is to collect unduplicated enrollment counts of all students enrolled for credit and instructional activity data in postsecondary institutions for an entire 12-month period. Data are collected by gender, attendance status (full-time, part-time), race/ethnicity, first-time (entering), transfer-in (non-first-time entering), continuing/returning, and degree/certificate-seeking statuses for undergraduate students. For graduate students, data are collected by race/ethnicity and gender. Instructional activity is collected as total credit and/or clock hours attempted at the undergraduate, graduate, and doctor's professional levels. Using the instructional activity data reported, a full-time equivalent (FTE) student enrollment at the undergraduate and graduate level is estimated." **This file may contain multiple records for the same student at different levels (undergraduate, graduate, Doctor's - professional practice); which will be compiled to meet federal definitions of unduplicated headcounts and**

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

Privacy and Security

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

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 2025	4.2	• Made minor changes to data definitions for clarity and improvement based on feedback from the previous reporting year
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)" • Removed incorrect language that "more than one record cannot be reported with the same SSN" as multiple records with the same SSN are permissible in the 12-Month Enrollment file

July 2023	3.1	- Added dual enrollment field (Y26), same data definitions as the enrollment SURE Files - Made additional textual changes and updates to ensure consistency across support documents (checklist and template) to align filed type and format with our new SQL database - Made minor changes to data definitions for clarity and improvement based on feedback from the previous reporting year
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 - Addition of Upduplciated Headcount Indicator variable - Change of some data elemeents from Non-mandatory to mandatory : Accumulated Native Degree Credits, Accumulated Total Degree Credits - Re-location of Distance Education variable to end of file SURE The Code still remains as E07
July 2020	2.0	1. Removal of value 0 (Not Reported by student) for Sex (Y04) 2. Variable change from Birth Year (Y06) is now full Birth date (Y06) 3. New variables added to meet Federal IPEDS Reporting requirements: a. Distance Education Status (Y07) b. Registration Status (Y08) c. Matriculation Status (Y09) d. Attendance Status (Y10) e. Major Code (Y11)
Apil 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, how the data element will be used, and 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.

Report Starting Date

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) that the data in this file starts.

Functional, Policy or Legal Rationale

Report Starting Date is required for file management purposes.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: 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 "-".
- Each Institution should report 0720YY (ex.2019) for the Report Starting Date as it begins in July. This should match the IPEDS 12-month survey reporting period, so for the 2025-26 IPEDS collection year, the 12-month enrollment period would be July 1, 2024 through June 30, 2025, thus for this year this field should be 072024.

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?

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 = Bachelor's or higher
- 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
939741	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

CEEB	Institution Name
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
939441	Bais Medrash Toras Chesed
216601	Beth Medrash Govoha
154641	Rabbinical College
939541	Rabbi Jacob Joseph School
068641	Talmudical Academy
939641	Yeshiva Toras Chaim
939841	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?

Field is **mandatory** for all students.

Acceptable Values

Type: Text (not custom format)
Minimum Length: 9
Maximum Length: 9

Validation Checks

- Social Security Number must be entered in 9 digit XXXXXXXXX format. (where the X's should be replaced with numeric values) **Separators such as "-"will not be accepted.**
- Social Security Number cannot have three or more leading zeros.
- Social Security Number cannot end in four zeros.
- Social Security Number cannot start with digits 666. The format of temporary ID should be 9 digits long (9XXXXXXXX), where the X's should be replaced with numeric values. That first value should be a 9 and then the first 8 digits of the student ID number.

Additional Notes

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

Common Errors

- **Error Message:** Field must be a valid Social Security Number or, where applicable, nine-digit temporary identifier.

Sex

Excel Column of Data Element

This data element should be entered in Column D.

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 12-Month Enrollment Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

1 = Male
2 = Female

Validation Checks

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

Additional Notes

- For federal reporting purposes, as well as in our SURE system, students' sex is required. We expect this field to be reported with a valid value, by each SURE reporting institution. OSHE does not have the capability 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 E.

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 and who holds an alien registration receipt card – form 1-551/155. **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 F.

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 (-)).
- Birth Date should not include values of 8888 or 9999.
- Date cannot be in the future.
- Birth Year cannot occur 10 or fewer years prior to current year.
- Birth Year cannot occur 100 or more years prior to current year.
- Birth Date should not include values of 8888 or 9999.
- Cannot include a date of birth that would result in 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

Distance Education Status

Excel Column of Data Element

This data element should be entered in Column G.

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 12-month 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

Registration Status

Excel Column of Data Element

This data element should be entered in Column H.

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 their first term/semester of enrollment in the 12-month reporting period..

Functional, Policy or Legal Rationale

Registration Status is required for the federal IPEDS 12-month Enrollment Survey and forms the basis of the federal Outcomes Measure survey annual cohort (first-time or non-first-time).

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 (Also equal to Non-First Time Entering Students in IPEDS Outcome Measure Survey)
  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 student level (either undergraduate or graduate).

Validation Checks

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

Additional Notes

- **Registration status of 2 (Transfer) equates to non-First time entering students in the Federal IPEDS Outcomes Measures Survey.**
- Determination of the value for Registration status is dependent on student level.
- If the student level changed during the reporting period, please report their registration status as of the fall term/semester. If the student was not enrolled in the fall term/semester, please indicate the registration status as of the last term/semester they were enrolled in during the reporting period.
- **First-Time Student Status is determined by the first semester a student enrolls.**
- **First-Time Student Status should also be evaluated on whether institution awards the student college credit and If the student is "new" to the institution during their first term of enrollment during the reporting period.**

Matriculation Status

Excel Column of Data Element

This data element should be entered in Column I.

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 12-month 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

- If the matriculation status of the student changed during the reporting period, please report their matriculation status as of the fall term/semester. If the student was not enrolled in the fall term/semester, please indicate the matriculation status as of the last term/semester they were enrolled during the reporting period.
- Error will occur if value is not a 1 or 2.

Additional Notes

- If the student was enrolled as a degree-seeking student, at any point of the 12-month reporting period, generally match this with their current student level (UG/GR).
- Degree-seeking should be taken into account in concert with registration status so that the two match to ensure propoer reporting of cohorts for the federal Outcomes Measure survey reporting.

Common Errors

Attendance Status

Excel Column of Data Element

This data element should be entered in Column J.

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 12-month 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. If a student is considered full-time at any point in the 12-month period, then the student should be considered full-time for reporting purposes in the 12-month enrollment file. If a student was Part-Time in all semesters then report the student as part-time.
- Determination of the value for Attendence status is dependent on student level.
- If the attendance status of the student changed during the reporting period, please report their attendance status as of the fall term/semester. If the student was not enrolled in the fall term/semester, please indicate the attendance status as of the last term/semester they were enrolled in during the reporting period.
- Full-Time student status is determined based on attendence status from the term the student was considered "First-Time" or "Transfer" for proper annual cohort assignment for the IPEDS Outcomes Measure Survey.
- An institution may also consider reporting the 12-month attendance status based on the first term of enrollment at a given academic level (UG, GR, Doctoral) during the reporting period July 1 through June 30.

Common Errors

Major Code (CIP Code)

Excel Column of Data Element

This data element should be entered in Column K.

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 accepted codes, refer to the Degree Program Inventory on the OSHE website.

Validation Checks

- If a student changed their major during the reporting period, please report their major of record as of the fall term. If the student was not enrolled in the fall term, please indicate the major of the last term/semester they were enrolled during the reporting period or their current major on record.
- Program Major CIP should be a value for a program contained in the NJ OSHE State Inventory of Degree Programs list, institutions can update that inventory by contacting the Research division within the Office of the Secretary of Higher Education.
- 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.
- If a student is enrolled as a double major, please indicate the their primary or first major.

Student Level

Excel Column of Data Element

This data element should be entered in Column L.

Definition of Data Element

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

Functional, Policy or Legal Rationale

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

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Text (please make sure this value is a number stored as text)
Minimum Length: 1
Maximum Length: 1

1 = Undergraduate

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

2 = Graduate

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

3 = Doctor's - professional practice

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

Validation Checks

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

Additional Notes

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

Common Errors

Accumulated Grade Point Average

Excel Column of Data Element

This data element should be entered in Column M.

Definition of Data Element

The calculation of the average of grades received for all degree-credit courses completed by a student over the whole educational career, at the institution, but its essentially the students cumulative GPA as of the end of the 12-month period covered by this file at the student level of this record.

Functional, Policy or Legal Rationale

Accumulated Grade Point Average is requested for attendance status validation.

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: 4 (inclusive of the decimal point)
Maximum Length: 4 (inclusive of the decimal point)

1 whole number with 2 decimal places.

For example:
0.45= 0.45 GPA
3.25= 3.25 GPA
3.96= 3.96 GPA

Validation Checks

- Field must be a numeric value in X.XX format (Example: 3.56).
- If student information is missing, field must be left blank and no character should be in the field.
- Accumulated Grade Point Average cannot be greater than 4.50.

Additional Notes

- Leave this field blank if student is a first-time freshman and has no semester G.P.A.
- Leave this field blank if student information is not available.
- Enter zero only if the student's G.P.A is zero (i.e. has failed all degree credit courses attempted).
- Accumulated Grade Point Average is a numeric value with **two places after the decimal**.

Common Errors

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

Total Credits Attempted

Excel Column of Data Element

This data element should be entered in Column N.

Definition of Data Element

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

Functional, Policy or Legal Rationale

Total Credits Attempted is required for Federal IPEDS 12-Month Enrollment. This field will be used to report instructional credit hours for the 12-month enrollment survey and be used to calculate full-time equivalent enrollment at each academic level and total.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 4 (inclusive of the decimal point)
Maximum Length: 5 (inclusive of the decimal point)

1 or 2 whole numbers with 2 decimal places.

For example:

1.00 = 1 credit
1.25 = 1 and one-quarter credits
1.33 = 1 and one-third credits
1.50 = 1 and one-half credits
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

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

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

Common Errors

Accumulated Native Degree Credits

SURE Code
Y15

Excel Column of Data Element

This data element should be entered in Column O.

Definition of Data Element

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

Functional, Policy or Legal Rationale

Accumulated Native Degree Credits is used for program evaluation purposes.

Is this Data Element Required?

Field is **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:

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).

Additional Notes

- Enter zero only if the student has failed all degree-credit courses attempted.

Common Errors

Accumulated Total Degree Credits

Excel Column of Data Element

This data element should be entered in Column P.

Definition of Data Element

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

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 **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:
1.00 = 1 credit
1.25 = 1 and one-quarter credits
1.33 = 1 and one-third credits
1.50 = 1 and one-half credits
100.00 = 100 credits

Validation Checks

- Unless blank, field must be a numeric value in X.XX, XX.XX, or XXX.XX format (Example: 3.25, 11.00, or 123.50).
- Accumulated Degree Credits is a numeric value with **two decimal places**.

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

Hispanic//Latino Code

Excel Column of Data Element

This data element should be entered in Column Q.

Definition of Data Element

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

Functional, Policy or Legal Rationale

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

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

0 = Not reported by student
1 = Yes, a student identifies as being Hispanic or Latino

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

American Indian//Alaskan Native Code

Excel Column of Data Element

This data element should be entered in Column R.

Definition of Data Element

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

Functional, Policy or Legal Rationale

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

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

0 = Not reported by student
1 = Yes, a student identifies as being American Indian or Alaskan Native

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

Asian Code

SURE Code

Y19

Excel Column of Data Element

This data element should be entered in Column S.

Definition of Data Element

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

Functional, Policy or Legal Rationale

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

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

0 = Not reported by student
1 = Yes, a student identifies as being Asian

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

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Black//African American Code

Excel Column of Data Element

This data element should be entered in Column T.

Definition of Data Element

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

Functional, Policy or Legal Rationale

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

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

0 = Not reported by student
1 = Yes, a student identifies as being Black or African American

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

Native Hawaiian//Pacific Islander Code

Excel Column of Data Element

This data element should be entered in Column U.

Definition of Data Element

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

Functional, Policy or Legal Rationale

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

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

0 = Not reported by student
1 = Yes, a student identifies as being Native Hawaiian or Pacific Islander

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

Excel Column of Data Element

This data element should be entered in Column V.

Definition of Data Element

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

Functional, Policy or Legal Rationale

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

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

0 = Not reported by student
1 = Yes, a student identifies as being White

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

Common Errors

NJ SMART State Identification Number

Excel Column of Data Element

This data element should be entered in Column W.

Definition of Data Element

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

Functional, Policy or Legal Rationale

Field is required for file maintenance and data matching.

Is this Data Element Required?

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

Acceptable Values

Type: Text (not custom format)
Minimum Length: 10
Maximum Length: 10

Validation Checks

Additional Notes

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

Common Errors

Institutional Student Identification Number

Excel Column of Data Element

This data element should be entered in Column X.

Definition of Data Element

The identification number assigned to the student by the Institution.

Functional, Policy or Legal Rationale

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

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Text (not custom format)
Minimum Length: 1
Maximum Length: 15

Validation Checks

- The same Institutional Student Identification Number can appear on multiple records in this file but should be unique for each student.

Additional Notes

Common Errors

Unduplicated Headcount Indicator

Excel Column of Data Element

This data element should be entered in Column Y.

Definition of Data Element

As this file can contain multiple records for a single student, this indicator will be used to identify the appropriate record that will be utilized to generated the final Federal IPEDS 12-month Enrollment headcount.

Functional, Policy or Legal Rationale

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

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric
Maximum Length: 1

All records contain a value of 1 unless a student has two records at varying student levels, in which case <u>one record should contain value of 1 and other record should contain value of 0.</u>

0 – Do not include this record in the unduplicated headcount for Federal IPEDS 12-month Enrollment Survey.
1 – This record should be counted in the unduplicated headcount for Federal IPEDS 12-month Enrollment Survey.

Validation Checks

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

Additional Notes

Common Errors

Dual Enrollment

Excel Column of Data Element

This data element should be entered in Column Z.

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 **mandatory** for all students.

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