NEW TRANSFER ENROLLMENT
DATA FILE HANDBOOK

VERSION 1.0

NJ SURE

State of New Jersey

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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 New Jersey Higher Education by creating efficiencies in documentation, data collection, student tracking, and other key processes. With the added efficiencies provided by the SURE collection and a suite of analytic tools, New Jersey Higher Education has the ability to effectively and flexibly plan, coordinate responsibilities, conduct and disseminate research, and assist New Jersey's public colleges/universities and independent institutions.

New Jersey's establishment of a P-20W Statewide Longitudinal System (SLDS) has created the opportunity for New Jersey Higher Education (NJHE), New Jersey Department of Education (NJDOE), and the New Jersey Department of Labor and Workforce Development (NJLWD) to collaboratively strengthen the collection, cooperative analysis, and communication of student data to inform important decisions at every level of education. As New Jersey's higher education data collection and storage capacity increases to support the development of the P-20W SLDS system, - maintaining accuracy and consistency in reporting remains important. SURE's 2013 handbooks have been published to support New Jersey's higher education institutions in this effort.

SURE's collections capture a set of 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 handbook serves as a guide for the state's colleges and universities during their data submissions. Certain principles have guided the development of the SURE system such as considerations for planning at both the statewide and institutional levels, standardization, maintaining the confidentiality of individual-level data, and facilitating research.

New Jersey 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
New Jersey Higher Education and SURE take privacy and security concerns extremely seriously. To ensure confidentiality of student records, security tools and procedures have been set in place. First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities within the portal are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information submitted to the data collection is segmented or compartmentalized with security rights set up by the institution so that only registered and authorized users have access to information where they have a legitimate educational interest.

Revision History

Date	Version	Comment

Data Elements and Definitions

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

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

Name of Data Element	The data element name used within the SURE system.
SURE Code	The alpha, numeric, or alphanumeric identification of the data element, which will remain in effect over time regardless of data elements retired or added.
Definition	A brief description of the data element.
Functional, Policy or Legal Rationale	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Type	Data element types such as alpha, numeric, alphanumeric, or date indicate how the field should be treated in order to meet formatting requirements.
Min Length	The minimum number of characters permitted.
Max Length	The maximum number of characters permitted.
Range of Values	The value options of each data element.
Required Element?	Indication of whether the data element is required for file submission.
Validation Checks	Measure set in place to ensure proper data entry.
Format	Requirement for how each data element must be arranged/ reported.
Additional Notes	Additional relevant notes about the data element, including specifics on data validation to occur with respect to each data element.

Reporting Date

Definition of Data Element

The point in time (month and year) for which this data is reported.

Functional, Policy or Legal Description

Reporting Date is required for file maintenance.

Is this Data Element Required?

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

Acceptable Values

Type: Date
Minimum Length: 6
Maximum Length: 6

The first and second digits are the month the semester began; the third through sixth digits are 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: 092015).

Additional Notes

Common Errors

- **Error Message:** Date must be a valid value.
  Resolution: The date must be in MMYYYY format. To modify the format, select Edit on the student's record page, make the necessary changes in the Reporting Date field, then select Update.

Institution Code

Definition of Data Element

A number assigned to an institution, in most cases by the College Entrance Examination Board (CEEB).

Functional, Policy or Legal Rationale

Institution CEEB Code is needed for file maintenance

Is this Data Element Required?

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

Acceptable Values

Type: Numeric
Minimum Length: 6
Maximum Length: 6

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

Validation Checks

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

Additional Notes

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

Common Errors

Social Security Number

Definition of Data Element

The nine-digit number of identification assigned to the student by the Social Security Administration.

Functional, Policy or Legal Rationale

Social Security Number is needed for record management.

Is this Data Element Required?

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

Acceptable Values

Type: Numeric
Minimum Length: 9
Maximum Length: 9

Validation Checks

- Social Security Number must be entered in XXXXXXXX format. Separators such as "-"will not be accepted.
- Social Security Number cannot have three or more leading zeros.
- Social Security Number cannot end in four zeros.
- Social Security Number cannot start with digits 666.
- Social Security Number must match to what reported to the Fall Enrollment Submission for the same student.
- If Social Security Number matches to what is reported to the Fall Enrollment Submission then the Registration Status in the Fall Enrollment Submission must equal 2.

Additional Notes

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

Common Errors

- **Error Message:** Field must be a valid Social Security Number.
  Resolution: Ensure the number entered meets all noted validation checks above.

Class Level

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 an annual report to the Governor and Legislature.

Is this Data Element Required?

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

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1

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

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

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

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

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

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

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

8 = Doctoral, 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

- If student is reported with a Registration Status of 2 in Enrollment Submission, the Class Level must match to what was submitted in the Fall Enrollment Submission

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)

Definition of Data Element

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

Functional, Policy or Legal Rationale

Program Major is used for program evaluation purposes.

Is this Data Element Required?

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

Acceptable Values

Type: Numeric
Minimum Length: 6
Maximum Length: 6

Special Code:
960000=Undeclared Major

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

Validation Checks

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

Additional Notes

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

Common Errors

Baccalaureate Degree Program

SURE Code

T06

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

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: Numeric
Minimum Length: 6
Maximum Length: 6

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

Validation Checks

- 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

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?

Field is not required but should be reported if available.

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

SURE Code

T09

Definition of Data Element

The number of academic degree credits the student accumulated and is seeking to transfer.

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?

Field is not required but should be reported if available.

Acceptable Values

Type: Numeric
Minimum Length: 4
Maximum Length: 5

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

Degree Credits Accepted by Reporting Institution

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?

Field is not required but should be reported if available.

Acceptable Values

Type: Numeric
Minimum Length: 4
Maximum Length: 5

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 Awarded by All Transfer Institutions

Definition of Data Element

The total number of academic degree credits a student accumulated at another institution and are seeking to transfer.

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
Maximum Length: 5

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

SURE Code

T32

Definition of Data Element

The total number of academic degree credits a student accumulated at another institution 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?

Field is not required but should be reported if available.

Acceptable Values

Type: Numeric
Minimum Length: 4
Maximum Length: 5

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

NJ SMART Identification Number

SURE Code

T33

Definition of Data Element

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

Functional, Policy or Legal Rationale

Field is required for file maintenance and data matching

Is this Data Element Required?

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

Acceptable Values

Type: Numeric
Minimum Length: 10
Maximum Length: 10

Validation Checks

- Unless blank, field must be a valid NJSMART 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

Definition of Data Element

The identification number assigned to the student by the Institution.

Functional, Policy or Legal Rationale

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

Is this Data Element Required?

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

Acceptable Values

Type: Alphanumeric characters
Minimum Length: 1
Maximum Length: 15

Validation Checks

- The same Institutional Student Identification Number can appear on multiple records in this file, but should only refer to a single student.
- The Institutional Student Identification Number cannot exceed 15 characters.

Additional Notes

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

Common Errors