

COMPLETIONS

DATA DICTIONARY

VERSION 2.0



NJ SURE

Office of the Secretary of Higher Education

State of New Jersey

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Executive Summary

The Student Unit Record (SURE) system which began in 1985 is a comprehensive collection, storage, and retrieval system for data on enrolled and graduated students. The SURE system was designed to strengthen the capacity of The Office of the Secretary of Higher Education of New Jersey (OSHE) by creating efficiencies in documentation, data collection, student tracking, and other key processes. With the added efficiencies provided by the SURE collection and a suite of analytic tools, OSHE has the ability to effectively and flexibly plan, coordinate responsibilities, conduct and disseminate research, and assist New Jersey's public colleges/universities and independent institutions.

New Jersey's establishment of the New Jersey Education to Earnings Data System (NJEEDS), housed at the Heldrich Center at Rutgers University-New Brunswick, has created the opportunity for OSHE, New Jersey Department of Education (NJDOE), New Jersey Department of Labor and Workforce Development (NJLWD), and the New Jersey Higher Education Student Assistance Authority (HESAA) to collaboratively strengthen the collection, cooperative analysis, and communication of student data to inform important decisions at every level of education. As New Jersey's higher education data collection and storage capacity increases to support the development of the NJEEDS system, maintaining accuracy and consistency in reporting remains important. SURE's Data Dictionaries have been published to support New Jersey's higher education institutions in this effort.

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

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

fields of study. A new purpose involves collecting data on whether a program is offered as a distance education program.

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

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

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

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

Privacy and Security

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

OSHE takes privacy and security concerns extremely seriously. To ensure confidentiality of student records, security tools and procedures have been set in place. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. 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
April 2016	1.0	
July 2020	2.0	Update for IPEDS changes 2020-21 collection year and general updates

Data Elements and Definitions

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

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

Definition of Data Element

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

Functional, Policy or Legal Rationale

Month of Award is required for file maintenance.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 2

Maximum Length: 2

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

Validation Checks

- Date must be in MM format. For example 01 is January.

Additional Notes

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

Common Errors

- **Error Message:** Month must be a valid value.
Resolution: The month of award must be in MM format 1-12.

Year Of Award

SURE Code

D01B

Definition of Data Element

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

Functional, Policy or Legal Rationale

Year of Award is required for file maintenance.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

Validation Checks

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

Additional Notes

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

Common Errors

- Error Message: Year must be a valid value

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 below*.

Validation Checks

- Institution Code must be equal to the Institution Code of the submitting Institution

Additional Notes

- The 5th digit indicates primary degree level: 2= Associate Degree, 4 = Bachelors.
- The 6th digit indicates control of affiliation: 1= Private, 2= Public.

Institution Codes

<u>Senior Public Institutions</u>					
<u>CEEB</u>	<u>Institution Name</u>				
251942	The College of New Jersey	228122	Gloucester Campus, Rowan College of South Jersey	267241	Princeton University
251742	Kean University	229122	Hudson County Comm College	275841	Rider University
252042	Montclair State University	244422	Mercer County Comm College	209041	Saint Elizabeth, College of
251642	New Jersey City University	244122	Middlesex County College	280641	Saint Peter's University
251342	New Jersey Institute of Technology	212422	Morris, County College of	281141	Seton Hall University
288442	Ramapo College of New Jersey	263022	Ocean County College	281941	Stevens Institute of Technology
251542	Rowan University	269422	Passaic County Comm College	<u>Independent Proprietary Institutions</u>	
939142	Rutgers University - Camden Campus	286722	Raritan Valley Community College	206421	Berkeley College
939342	Rutgers University - Newark Campus	286822	Salem Community College	220341	Devry University
939242	Rutgers University - New Brunswick Campus	271122	Sussex County Community College	793002	Eastern International College – Belleville Campus
288942	Stockton University	292122	Union County College	982921	Eastwick College - Hackensack Campus
274842	Thomas Edison State University	272222	Warren County Comm College	882921	Eastwick College - Nutley Campus
251842	William Paterson University of New Jersey	<u>Independent Public Mission Institutions</u>		582921	Eastwick College - Ramsey Campus
		<u>CEEB</u>	<u>Institution Name</u>		
<u>Community Colleges</u>		204441	Bloomfield College	<u>Independent Religious Institutions</u>	
<u>CEEB</u>	<u>Institution Name</u>	207241	Caldwell University	<u>CEEB</u>	<u>Institution Name</u>
202422	Atlantic Cape Community College	208041	Centenary University	216601	Beth Medrash Govoha
203222	Bergen Community College	219341	Drew University	154641	Rabbinical College
218122	Brookdale Community College	226241	Fairleigh Dickinson Univ - Florham Campus	068641	Talmudical Academy
218022	Burlington County, Rowan College at	226341	Fairleigh Dickinson Univ - Metro Campus		
212122	Camden County College	232141	Felician University		
211822	Cumberland Campus, Rowan College South Jersey	227441	Georgian Court University		
223722	Essex County College	241641	Monmouth University		
		393321	Pillar College		

Social Security Number

SURE Code

D03

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: Numeric

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
- Social Security Number must be unique for each student.

Additional Notes

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

Common Errors

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

Definition of Data Element

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

Functional, Policy or Legal Rationale

Sex is required for the federal IPEDS Completions Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

1 = Male

2 = Female

Validation Checks

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

Additional Notes

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

Common Errors

Citizenship

SURE Code

D05

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 Non-Resident Alien.

A Non-Resident Alien 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

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 = Non-Resident Alien

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.

Common Errors

Birth Date

SURE Code
D07

Definition of Data Element

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

Functional, Policy or Legal Description

Birth Date is used for program evaluative purposes.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 8

Maximum Length: 8

Example 03011995

Validation Checks

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

Additional Notes

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

Common Errors

Admissions Status

SURE Code

D08

Definition of Data Element

The indicator denoting what criteria applied when a student was first admitted to the institution at this level of study.

Functional, Policy or Legal Rationale

Admissions Status is useful for program evaluation.

Is this Data Element Required?

Field is **not** required but should be reported if available.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

1 = Regular

A student admitted according to regular admissions criteria.

2 = Special

A student admitted on the basis of alternative admission criteria (i.e., potential aptitude).

3 = E.O.F. Non-transfer

A student who has been admitted through the Educational Opportunity Fund (EOF) and who is not classified as a transfer student.

4 = Transfer

A student who has not been previously enrolled at the institution, and brings or seeks to bring college credits from another institution.

5 = Other

A student who did not go through the applications and admissions process.

6 = E.O.F. Transfer

A student who has been admitted through the Educational Opportunity Fund (EOF) and who is also classified as a transfer student.

Validation Checks

- Admissions Status must have a value of 1, 2, 3, 4, 5, or 6.

Additional Notes

- EOF non-transfers must be reported as code 3.
- EOF transfer students must be reported as code 6.
- The definition of Code 4 (transfer students) does not include "internal transfers" (i.e., students who transferred within the institution from one status or program to another).

Common Errors

Definition of Data Element

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

Functional, Policy or Legal Rationale

Year of Matriculation is used for program evaluation purposes.

Is this Data Element Required?

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

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

Validation Checks

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

Additional Notes

Common Errors

- **Error Message:** year must be a valid value.
Resolution: The year of matriculation must be in YYYY format.

Semester of Matriculation

SURE Code

D09B

Definition of Data Element

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

Functional, Policy or Legal Rationale

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

Is this Data Element Required?

Semester of Matriculation is a suggested field.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

2 = Spring (January to May)

3 = Summer (June to August)

4 = Fall (September to December)

Validation Checks

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

Additional Notes

Common Errors

Award Type

SURE Code

D11

Definition of Data Element

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

Functional, Policy or Legal Rationale

Award is required for the federal IPEDS Completions Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 3

Maximum Length: 3

Validation Checks

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

Additional Notes

Award Type Codes to Use

DEGREE/ CERTIFICATES CODE LIST

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

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

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

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

201 - ASSOCIATE IN ARTS (A.A.)

202 - ASSOCIATE IN SCIENCE (A.S.)

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

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

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

299- OTHER ASSOCIATE DEGREES

301 - BACHELOR OF ARTS (B.A.)

302 - BACHELOR OF SCIENCE (B.S.)

303 - BACHELOR OF ARCHITECTURE (B.ARCH.)

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

305 - BACHELOR OF ENGINEERING (B.E.)

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

307 - BACHELOR OF MUSIC (B.M.)

308 - BACHELOR OF MUSIC (B.MUS.)

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

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

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

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

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

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

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

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

317 - BACHELOR OF THEOLOGY (TH.B.)

399 - OTHER BACHELOR'S DEGREES

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

501 - MASTER OF ARTS (M.A.)

502 - MASTER OF SCIENCE (M.S.)

503 - MASTER OF ARCHITECTURE (M.ARCH.)

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

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

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

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

508 - MASTER OF ENGINEERING (M.E.)

509 - MASTER OF EDUCATION (M.ED.)

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

511 - MASTER OF LETTERS (M.LITT.)

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

513 - MASTER OF MUSIC (M.M.)

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

515 - MASTER OF PHILOSOPHY (M.PHIL.)

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

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

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

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

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

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

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

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

524 - MASTER OF THEOLOGY (M.TH.)

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

526 - EDUCATION SPECIALIST (ED.S.)

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

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

599 - OTHER MASTER'S DEGREES AND AWARDS

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

602 - SIXTH-YEAR CERTIFICATE

603 - CERTIFICATE BEYOND DOCTORAL-PROFESSIONAL PRACTICE

699 - OTHER POST-MASTER'S CERTIFICATES

701 - DEGREE OF ENGINEER (D.E.)

702 - DOCTOR OF EDUCATION (ED.D.)

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

704 - DOCTOR OF PHILOSOPHY (PH.D.)

705 - DOCTOR OF PSYCHOLOGY (PSY.D.)

706 - DOCTOR OF MINISTRY (D.MIN.)

799 - OTHER DOCTORAL-LEVEL DEGREES AND AWARDS

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

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

803 - DOCTOR OF MEDICINE (M.D.)

804 - DOCTOR OF OSTEOPATHY (D.O.)

805 - DOCTOR OF JURISPRUDENCE (J.D.)

808- MASTER OF DIVINITY (M.DIV)

814- RABBI (RABBI)

899- OTHER DOCTORAL-PROFESSIONAL PRACTICE DEGREES AND AWARDS

Award Major (CIP Code)

SURE Code

D12

Definition of Data Element

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

Functional, Policy or Legal Rationale

Award Major is required for the federal IPEDS Completions Survey. Starting in Fall 2020, federal reporting will use CIP 2020 manual

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 6

Maximum Length: 6

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

Validation Checks

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

Additional Notes

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

Common Errors

Accumulated Degree Credits

SURE Code

D13

Definition of Data Element

The number of academic degree credits(a unit of measure that represents an activity for which one hour of credit is granted towards a degree) accumulated by a student as of the reporting date.

Functional, Policy or Legal Rationale

Accumulated Degree Credits is requested for program evaluation purposes.

Is this Data Element Required?

Field is not required but should be reported if available.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 6

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

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.
- Leave this field blank if student is a first-time freshman and has no summer semester or advanced standing credits; (do not enter zero).
- Leave this field blank if student is a transfer student who has not yet had his credits evaluated; (do not enter zero).

Common Errors

Accumulated Grade Point Average

SURE Code

D14

Definition of Data Element

The calculation of the average of grades received for all degree-credit courses completed by a student as of the reporting date.

Functional, Policy or Legal Rationale

Accumulated Grade Point Average is requested for program evaluation purposes.

Is this Data Element Required?

Field is required and can only be left blank if information is not available.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

1 whole number with 2 decimal places

For example:

3.25= 3.25 GPA

3.96= 3.96 GPA

Validation Checks

- Field must be a numeric value in X.XX format.
- Accumulated Grade Point Average **cannot** be higher 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)
- G.P.A is calculated as the quotient of the sum of Values times Credit, divided by Credits

Common Errors

- **Error Message:** Field must be a numeric value in X.XX format.
Resolution: Accumulated Grade Point Average is a numeric value with two decimal places. Ensure the two digits following the decimal point are included.

Hispanic / Latino Code

SURE Code

D15

Definition of Data Element

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

Functional, Policy or Legal Rationale

Race/ Ethnicity Codes are required for the federal IPEDS Completions Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Not reported by student

1 = Yes, a student identifies as being Hispanic or Latino.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

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

Common Errors

American Indian / Alaskan Native Code

SURE Code

D16

Definition of Data Element

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

Functional, Policy or Legal Rationale

Race/ Ethnicity Codes are required for the federal IPEDS Completions Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Not reported by student

1 = Yes, a student identifies as being American Indian or Alaskan Native

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

- Multiple values for ethnicity can be reported.

Common Errors

Definition of Data Element

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

Functional, Policy or Legal Rationale

Race/ Ethnicity Codes are required for the federal IPEDS Completions Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Not reported by student

1 = Yes, a student identifies as being Asian.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

- Multiple values for ethnicity can be reported.

Common Errors

Black / African American Code

SURE Code

D18

Definition of Data Element

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

Functional, Policy or Legal Rationale

Race/ Ethnicity Codes are required for the federal IPEDS Completions Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Not reported by student

1 = Yes, a student identifies as being Black or African American.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

- Multiple values for ethnicity can be reported.

Common Errors

Native Hawaiian / Pacific Islander Code

SURE Code

D19

Definition of Data Element

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

Functional, Policy or Legal Rationale

Race/ Ethnicity Codes are required for the federal IPEDS Completions Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Not reported by student

1 = Yes, a student identifies as being Native Hawaiian or Pacific Islander.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

- Multiple values for ethnicity can be reported.

Common Errors

White Code (D20)

SURE Code

D20

Definition of Data Element

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

Functional, Policy or Legal Rationale

Race/ Ethnicity Codes are required for the federal IPEDS Completions Survey.

Is this Data Element Required?

Field is **mandatory** for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

0 = Not reported by student

1 = Yes, a student identifies as being White/Caucasian.

Validation Checks

- Field must be a value of 0 or 1.

Additional Notes

- Multiple values for ethnicity can be reported.

Common Errors

NJ SMART State Identification Number

SURE Code

D21

Definition of Data Element

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

Functional, Policy or Legal Rationale

Field is required for file maintenance and data matching.

Is this Data Element Required?

Field is required if student has a valid NJ SMART State Identification Number.

Acceptable Values

Type: Numeric

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

SURE Code

D22

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: Alphanumeric

Maximum Length: 15

Validation Checks

- The same Institutional Student Identification Number can appear on multiple records in this file but should be unique for each student.
- The Institutional Student Identification Number cannot exceed 15 characters.

Additional Notes

Common Errors

Federal IPEDS Distance Education Data Collection Spreadsheet

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

Please create a MS Excel workbook and submit along with the Completions SURE file, using the following variables below which will provide us with a list of all active programs currently offered at the institution that are taught online. Please reference the the Distance Education Indicator values, from this spreadsheet, which will be mapped to the IPEDS Distance Education Indicator notation.

A	B	C	D	E
IPEDS Unit ID	6 Digit CIP Code	IPEDS Award Level	Fiscal Year of Completions	Distance Education Indicator*
183655	14.0402	2- Postsecondary award	2019-20	1

* Please refer to Completions Data Dictionary Level Notation

Note: Please provide 1 record per CIP CODE and award level combination

Variable Definitions

Variable: Distance Education Indicator

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 2

- 1 = **All** programs in this CIP code in this award level can be completed entirely via distance education.
- 2a = **Some programs** in this CIP code in this award level can be completed entirely via distance education. At least one program in this CIP code in this award level has a mandatory onsite component.
- 2b = **Some programs** in this CIP code in this award level can be completed entirely via distance education. At least one program in this CIP code in this award level has a non-mandatory onsite component.
- 3 = None of the programs in this CIP code in this award level can be completed entirely via distance education.

Variable: Award Level

Type: Numeric

Minimum Length: 1

Maximum Length: 2

Award Level Table

1 - Postsecondary award, certificate, or diploma of (less than one academic year)

- less than 900 clock hours
- less than 30 semester or trimester credit hours
- less than 45 quarter credit hours

2 - Postsecondary award, certificate, or diploma of (at least one but less than two academic years)

- at least 900 but less than 1800 clock hours)
- at least 30 but less than 60 semester or trimester credit hours
- at least 45 but less than 90 quarter credit hours

3 - *Associate's Degree

4 - Postsecondary award, certificate, or diploma of (at least two but less than four academic years)

- 1800 or more clock hours
- 90 or more quarter credit hours
- 60 or more semester or trimester credit hours

5 - *Bachelor's Degree or equivalent

6 - Postbaccalaureate Certificate

7 - *Master's Degree

8 - Post-Master's Certificate

17 - *Doctor's degree - research/scholarship

18 - *Doctor's degree - professional practice

19 - *Doctor's degree - Other *

Use only 3, 5, 7, 17, 18 and 19 when reporting second majors.