

SURE SYSTEM DOCUMENTATION

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DATA DICTIONARY  
FOR  
ENROLLMENT DATA SUBMISSIONS

AUGUST 2009

OFFICE OF FINANCE & RESEARCH

NEW JERSEY COMMISSION ON HIGHER EDUCATION

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	119-130	12	blank

The Logical Record Length of this file is 130 characters.

DATA ELEMENT (E01) REPORTING DATE  
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DEFINITION: THE POINT IN TIME FOR WHICH DATA ARE REPORTED.

LOCATION: 01 - 06

CODING: 6 DIGITS: THE FIRST AND SECOND DIGITS ARE THE MONTH THE SEMESTER BEGAN;  
THE THIRD THROUGH SIXTH DIGITS ARE THE CALENDAR YEAR.

FIRST AND SECOND DIGITS  
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01 = JANUARY (OPENING SPRING SEMESTER)

09 = SEPTEMBER (OPENING FALL SEMESTER)

THIRD THROUGH SIXTH DIGITS  
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2008 = 2008

2009 = 2009

2010 = 2010

ETC.

EXAMPLES OF REPORTING PERIODS  
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092008 = OPENING FALL, 2008

012009 = OPENING SPRING, 2009

092010 = OPENING FALL, 2010

DATA ELEMENT (E02) INSTITUTION (CEEB) CODE

DEFINITION: A NUMBER ASSIGNED TO AN EDUCATION INSTITUTION BY THE COLLEGE  
 ENTRANCE EXAMINATION BOARD (CEEB).  
 THE 5TH DIGIT INDICATES PRIMARY DEGREE LEVEL:  
 2 = ASSOCIATE DEGREE, 4 = BACHELORS.  
 THE 6TH DIGIT INDICATES CONTROL OR AFFILIATION:  
 1 = PRIVATE, 2 = PUBLIC.

LOCATION: 07 - 12

CODING: 6 DIGITS

NJ	202422	=	ATLANTIC COMMUNITY COLLEGE
COMMUNITY	203222	=	BERGEN COMMUNITY COLLEGE
COLLEGES	218122	=	BROOKDALE COMMUNITY COLLEGE
-----	218022	=	BURLINGTON COUNTY COLLEGE
	212122	=	CAMDEN COUNTY COLLEGE
	211822	=	CUMBERLAND COUNTY COLLEGE
	223722	=	ESSEX COUNTY COLLEGE
	228122	=	GLOUCESTER COUNTY COLLEGE
	229122	=	HUDSON COUNTY COMMUNITY COLLEGE
	244422	=	MERCER COUNTY COMMUNITY COLLEGE
	244122	=	MIDDLESEX COUNTY COLLEGE
	212422	=	MORRIS, COUNTY COLLEGE OF
	263022	=	OCEAN COUNTY COLLEGE
	269422	=	PASSAIC COUNTY COMMUNITY COLLEGE
	286722	=	RARITAN VALLEY COMMUNITY COLLEGE
	286822	=	SALEM COMMUNITY COLLEGE
	271122	=	SUSSEX COUNTY COMMUNITY COLLEGE
	292122	=	UNION COUNTY COLLEGE
	272222	=	WARREN COUNTY COMMUNITY COLLEGE
NJ	251342	=	NEW JERSEY INSTITUTE OF TECHNOLOGY
PUBLIC	274842	=	THOMAS A. EDISON STATE COLLEGE
SENIOR	251642	=	JERSEY CITY STATE COLLEGE
COLLEGES	251742	=	KEAN UNIVERSITY
-----	252042	=	MONTCLAIR STATE UNIVERSITY
	288442	=	RAMAPO COLLEGE OF NEW JERSEY
	288942	=	RICHARD STOCKTON COLLEGE OF NEW JERSEY
	251542	=	ROWAN UNIVERSITY
	251942	=	THE COLLEGE OF NEW JERSEY (FORMERLY TRENTON STATE COLLEGE)
	251842	=	WILLIAM PATERSON UNIVERSITY OF NEW JERSEY
	887742	=	UNIVERSITY OF MEDICINE & DENTISTRY OF NEW JERSEY
	209242	=	RUTGERS-CAMDEN, CAMDEN COLLEGE OF ARTS & SCIENCES
	069802	=	RUTGERS-CAMDEN, SCHOOL OF BUSINESS (UNDERGRD) [FORMERLY 926342]
	274242	=	RUTGERS-CAMDEN, UNIVERSITY COLLEGE, CAMDEN
	251242	=	RUTGERS-NEWARK, NEWARK COLLEGE OF ARTS & SCIENCES
	278942	=	RUTGERS-NEWARK, COLLEGE OF NURSING
	275342	=	RUTGERS-NEWARK, UNIVERSITY COLLEGE, NEWARK
	217042	=	RUTGERS-NEW BRUNSWICK, COOK COLLEGE
	283842	=	RUTGERS-NEW BRUNSWICK, COLLEGE OF ENGINEERING
	283942	=	RUTGERS-NEW BRUNSWICK, COLLEGE OF PHARMACY (UNDERGRAD)
	219242	=	RUTGERS-NEW BRUNSWICK, DOUGLASS COLLEGE
	238442	=	RUTGERS-NEW BRUNSWICK, LIVINGSTON COLLEGE
	276542	=	RUTGERS-NEW BRUNSWICK, RUTGERS COLLEGE
	273642	=	RUTGERS-NEW BRUNSWICK, MASON GROSS SCH (UNDERGRAD)
	277742	=	RUTGERS-NEW BRUNSWICK, UNIVERSITY COLLEGE
	069202	=	RUTGERS-NEW BRUNSWICK, SCHOOL OF BUSINESS
	*927142	=	RUTGERS-NEW BRUNSWICK, SCHOOL OF ARTS & SCIENCES
	*927242	=	RUTGERS-NEW BRUNSWICK, SCHOOL OF ENVIRONMENT & BIOLOGICAL SCI

DATA ELEMENT (V02) INSTITUTION (CEEB) CODE (CONTINUED)

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NJ	*926142	=	RUTGERS-CAMDEN, THE LAW SCHOOL
PUBLIC	*926242	=	RUTGERS-CAMDEN, THE GRADUATE SCHOOL
SENIOR	*926442	=	RUTGERS-CAMDEN, THE SCHOOL OF BUSINESS (GRADUATE)
COLLEGES	*925342	=	RUTGERS-NEWARK, THE LAW SCHOOL
-----	*925142	=	RUTGERS-NEWARK, THE GRADUATE SCHOOL
(continued)	*925442	=	RUTGERS-NEWARK, SCHOOL OF CRIMINAL JUSTICE
	*925242	=	RUTGERS-NEWARK, GRADUATE SCHOOL OF MANAGEMENT
	*925542	=	RUTGERS-NEW BRUNS, THE GRADUATE SCHOOL
	*925742	=	RUTGERS-NEW BRUNS, GRADUATE SCHOOL OF EDUCATION
	*926042	=	RUTGERS-NEW BRUNS, SCHOOL OF LIBRARY STUDIES
	*925642	=	RUTGERS-NEW BRUNS, GRADUATE SCHOOL OF PSYCHOLOGY
	*925842	=	RUTGERS-NEW BRUNS, SCHOOL OF SOCIAL WORK
	*925942	=	RUTGERS-NEW BRUNS, MASON GROSS SCHOOL (GRADUATE)
	*926542	=	RUTGERS-NEW BRUNS, COLLEGE OF PHARMACY (GRADUATE)
	*926642	=	RUTGERS-NEW BRUNS, SCHOOL OF MANAGEMENT & LABOR RELATIONS
	*926742	=	RUTGERS-NEW BRUNS, BLOUSTEIN SCHOOL
	*926842	=	RUTGERS-NEWARK, SCHOOL OF PUBLIC AFFAIRS & ADMINISTRATION
	*928142	=	RUTGERS-CAMDEN, SUMMER SCHOOL
	*928242	=	RUTGERS-NEWARK, SUMMER SCHOOL
	*928342	=	RUTGERS-NEW BRUNSWICK, SUMMER SCHOOL
	*928642	=	RUTGERS-NEWARK, RUTGERS BUSINESS SCHOOL
	*928542	=	RUTGERS-NEW BRUNSWICK, RUTGERS BUSINESS SCHOOL
	*926942	=	RUTGERS-NEW BRUNSWICK, GRADUATE CONTINUOUS EDUCATION
	*928442	=	RUTGERS-NEW BRUNSWICK, UNDERGRADUATE CONTINUOUS EDUCATION

NJ	200921	=	ASSUMPTION COLLEGE FOR SISTERS
PRIVATE	*889641	=	BAIS MEDRASH TORAS CHESED
COLLEGES	206121	=	BERKELEY SCHOOL
-----	*889041	=	BETH MEDRASH GOVOHA
	204441	=	BLOOMFIELD COLLEGE
	207241	=	CALDWELL COLLEGE
	208041	=	CENTENARY COLLEGE
	220341	=	DEVRY INSTITUTE - NEW JERSEY
	219341	=	DREW UNIVERSITY
	226241	=	FAIRLEIGH DICKINSON UNIV, FLORHAM CAMPUS
	226341	=	FAIRLEIGH DICKINSON UNIV, METRO CAMPUS
	232141	=	FELICIAN COLLEGE
	227441	=	GEORGIAN COURT UNIVERSITY
	491421	=	GIBBS COLLEGE
	241641	=	MONMOUTH UNIVERSITY
	*889141	=	NEW BRUNSWICK THEOLOGICAL SEMINARY
	*889241	=	PRINCETON THEOLOGICAL SEMINARY
	267241	=	PRINCETON UNIVERSITY
	*889541	=	RABBI JACOB JOSEPH SCHOOL
	154641	=	RABBINICAL COLLEGE OF AMERICA
	275841	=	RIDER UNIVERSITY
	209041	=	SAINT ELIZABETH, COLLEGE OF
	280641	=	SAINT PETER'S COLLEGE
	281141	=	SETON HALL UNIVERSITY
	281941	=	STEVENS INSTITUTE OF TECHNOLOGY
	068641	=	TALMUDICAL ACADEMY

\* ASTERISKED CODES WERE DEVISED BY THE N.J. COMMISSION ON HIGHER EDUCATION BECAUSE NONE WERE LISTED IN THE CEEB MANUAL.

DATA ELEMENT (E03) SOCIAL SECURITY NUMBER  
-----

DEFINITION: THE SOCIAL SECURITY NUMBER ASSIGNED TO A STUDENT.

LOCATION: 13 - 21

CODING: 9 DIGITS

TEMPORARY NUMBERS WHICH ARE REPLACED WITH STANDARD  
NUMBERS SHOULD BE REPORTED IN THE SOCIAL SECURITY  
NUMBER UPDATE DATA SUBMISSION.

DATA ELEMENT (E04) SEX  
-----

DEFINITION: THE GENDER (MALE OR FEMALE) OF A STUDENT.

LOCATION: 22

CODING: 1 DIGIT

0 = NOT REPORTED BY STUDENT

1 = MALE

2 = FEMALE

DATA ELEMENT (E05) CITIZENSHIP  
-----

DEFINITION: AN INDICATION OF WHETHER A STUDENT IS A CITIZEN OF THE UNITED STATES, RESIDENT ALIEN, OR 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 RESIDENT ALIEN 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.

LOCATION: 23

CODING: 1 DIGIT

0 = INFORMATION NOT AVAILABLE

1 = U.S. CITIZEN

2 = NON-RESIDENT ALIEN

3 = RESIDENT ALIEN

NOTE: If your institution does not currently have citizens separated from resident aliens, report these students as 1 (U.S. Citizen) until such time as the distinction between citizens and resident aliens is available.



DATA ELEMENT (E06) RACIAL/ETHNIC CODE  
-----

DEFINITION: CATEGORIZATION OF STUDENTS ACCORDING TO THE RACIAL/ETHNIC CATEGORY TO WHICH THEY BELONG, ARE REGARDED BY THE COMMUNITY AS BELONGING, OR CATEGORIZE THEMSELVES AS BELONGING.

LOCATION: 24

CODING: 1 DIGIT

0 = NOT REPORTED BY STUDENT

1 = AFRICAN-AMERICAN, NON-HISPANIC

A PERSON HAVING ORIGINS IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA.

2 = AMERICAN INDIAN OR ALASKAN NATIVE

A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AMERICA AND MAINTAINING CULTURAL IDENTIFICATION THROUGH TRIBAL AFFILIATION OR COMMUNITY RECOGNITION.

3 = ASIAN OR PACIFIC ISLANDER

A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF THE FAR EAST, SOUTHEAST ASIA, THE INDIAN SUBCONTINENT OR THE PACIFIC ISLANDS. THIS AREA INCLUDES, FOR EXAMPLE, CHINA, JAPAN, KOREA, THE PHILIPPINE ISLANDS, SAMOA, INDIA and VIETNAM.

4 = HISPANIC, Not Elsewhere Classified

A PERSON OF MEXICAN, PUERTO RICAN, CUBAN, CENTRAL OR SOUTH AMERICAN, OR OTHER SPANISH CULTURE OR ORIGIN, REGARDLESS OF RACE. USE SPECIFIC CATEGORIES 6 THROUGH 9 IF POSSIBLE.

5 = WHITE, NON-HISPANIC

A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE, NORTH AFRICA, OR THE MIDDLE EAST.

6 = MEXICAN

7 = PUERTO RICAN

8 = CUBAN

9 = CENTRAL OR SOUTH AMERICAN

DATA ELEMENT (E07) BIRTHYEAR  
-----

DEFINITION: THE YEAR OF BIRTH AS DESIGNATED ON THE STUDENT'S  
LEGAL BIRTH REGISTRATION OR CERTIFICATE.

LEAVE FIELD BLANK IF INFORMATION IS NOT AVAILABLE.  
(DO NOT ENTER ZERO)

LOCATION: 25 - 28

CODING: 4 DIGITS

ALL FOUR DIGITS OF YEAR  
-----

1985 = 1985

1986 = 1986

1987 = 1987

1988 = 1988

ETC.

DATA ELEMENT (E08) ZIP CODE OF HOME ADDRESS AT ADMISSION  
-----

DEFINITION: THE POSTAL DELIVERY CODE OF A STUDENT'S HOME ADDRESS AT  
THE TIME OF ORIGINAL ADMISSION TO THE INSTITUTION.

LEAVE THIS FIELD BLANK IF STUDENT'S ADDRESS IS IN A FOREIGN COUNTRY;  
(DO NOT ENTER NON-UNITED STATES POSTAL ZIP CODES).

LEAVE THIS FIELD BLANK IF STUDENT INFORMATION IS NOT AVAILABLE;  
(DO NOT ENTER ZERO).

LOCATION: 29 - 33

CODING: 5 DIGITS

DATA ELEMENT (E09) STATE OF RESIDENCE  
-----

DEFINITION: AN IDENTIFICATION OF THE STATE IN WHICH A STUDENT LEGALLY  
RESIDED AS OF THE REPORTING DATE.

LOCATION: 34 - 35

CODING: 2 DIGITS (CODES USED BY FEDERAL INFORMATION PROCESSING  
STANDARDS - FIPS)

01 = ALABAMA	34 = NEW JERSEY
02 = ALASKA	35 = NEW MEXICO
04 = ARIZONA	36 = NEW YORK
05 = ARKANSAS	37 = NORTH CAROLINA
06 = CALIFORNIA	38 = NORTH DAKOTA
08 = COLORADO	39 = OHIO
09 = CONNECTICUT	40 = OKLAHOMA
10 = DELAWARE	41 = OREGON
11 = DIST OF COLUMBIA	42 = PENNSYLVANIA
12 = FLORIDA	44 = RHODE ISLAND
13 = GEORGIA	45 = SOUTH CAROLINA
15 = HAWAII	46 = SOUTH DAKOTA
16 = IDAHO	47 = TENNESSEE
17 = ILLINOIS	48 = TEXAS
18 = INDIANA	49 = UTAH
19 = IOWA	50 = VERMONT
20 = KANSAS	51 = VIRGINIA
21 = KENTUCKY	53 = WASHINGTON
22 = LOUISIANA	54 = WEST VIRGINIA
23 = MAINE	55 = WISCONSIN
24 = MARYLAND	56 = WYOMING
25 = MASSACHUSETTS	
26 = MICHIGAN	60 = AMERICAN SAMOA
27 = MINNESOTA	64 = MICRONESIA
28 = MISSISSIPPI	66 = GUAM
29 = MISSOURI	68 = MARSHALL ISLANDS
30 = MONTANA	69 = NORTHERN MARIANA ISLANDS
31 = NEBRASKA	70 = PALAU
32 = NEVADA	72 = PUERTO RICO
33 = NEW HAMPSHIRE	75 = TRUST TERR OF PACIFIC ISLANDS
	78 = VIRGIN ISLANDS
	90 = FOREIGN COUNTRY
	99 = UNKNOWN STATE OF RESIDENCE

DATA ELEMENT (E10) N.J. COUNTY OF RESIDENCE

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DEFINITION: FOR ALL STUDENTS WHO WERE LEGAL RESIDENTS OF NEW JERSEY AT THE TIME OF THE REPORTING DATE, AN IDENTIFICATION OF THE COUNTY OF RESIDENCE.

LOCATION: 36 - 37

CODING: 2 DIGITS (CODES USED BY FEDERAL INFORMATION PROCESSING STANDARDS - FIPS - DELETE THE LEADING ZERO)

- 01 = ATLANTIC COUNTY
- 03 = BERGEN COUNTY
- 05 = BURLINGTON COUNTY
- 07 = CAMDEN COUNTY
- 09 = CAPE MAY COUNTY
- 11 = CUMBERLAND COUNTY
- 13 = ESSEX COUNTY
- 15 = GLOUCESTER COUNTY
- 17 = HUDSON COUNTY
- 19 = HUNTERDON COUNTY
- 21 = MERCER COUNTY
- 23 = MIDDLESEX COUNTY
- 25 = MONMOUTH COUNTY
- 27 = MORRIS COUNTY
- 29 = OCEAN COUNTY
- 31 = PASSAIC COUNTY
- 33 = SALEM COUNTY
- 35 = SOMERSET COUNTY
- 37 = SUSSEX COUNTY
- 39 = UNION COUNTY
- 41 = WARREN COUNTY
  
- 88 = N.J. RESIDENT, BUT COUNTY UNKNOWN
  
- 99 = NOT A N.J. RESIDENT
  
- 00 = INFORMATION NOT AVAILABLE  
USE THIS CODE ONLY IF "STATE OF RESIDENCE" CODE IS "99".  
{ "STATE OF RESIDENCE" IS LABELED AS DATA ELEMENT E09 }

DATA ELEMENT (E11) REGISTRATION STATUS  
-----

DEFINITION: THE INDICATOR THAT BEST DESCRIBES TO WHAT CATEGORY THE STUDENT IS ASSIGNED IN THE INSTITUTION'S ENROLLMENT ROSTER AT THE TIME OF THIS REPORT.

LOCATION: 39

CODING: 1 DIGIT

1 = FIRST-TIME

A STUDENT WHO HAS NOT BEEN PREVIOUSLY ENROLLED AT THE INSTITUTION AT THIS DEGREE LEVEL (EITHER UNDERGRADUATE OR GRADUATE) AND WHO HAS NO EARNED COLLEGE CREDITS. INCLUDE STUDENTS ENROLLED IN THE FALL TERM WHO ATTENDED COLLEGE FOR THE FIRST TIME IN THE PRIOR SUMMER TERM. ALSO INCLUDE STUDENTS WHO ENTERED WITH ADVANCED STANDING (I.E., COLLEGE CREDITS EARNED BEFORE GRADUATION FROM HIGH SCHOOL).

2 = TRANSFER

A STUDENT WHO HAS NOT BEEN PREVIOUSLY ENROLLED AT THE INSTITUTION, AND BRINGS OR SEEKS TO BRING COLLEGE CREDITS FROM ANOTHER INSTITUTION. INCLUDE STUDENTS WHO TRANSFERRED FOR THE PRECEDING SUMMER SESSION.

THIS DEFINITION DOES NOT INCLUDE "INTERNAL TRANSFERS" (I.E., STUDENTS 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 SEMESTERS AND RETURNS TO RESUME STUDIES, AND MAY OR MAY NOT HAVE GONE THROUGH A FORMAL ADMISSIONS PROCESS AGAIN.

4 = CONTINUING

A STUDENT WHO WAS ENROLLED IN COURSES DURING THE PREVIOUS REGULAR SEMESTER AT THE SAME LEVEL (EITHER UNDERGRADUATE OR GRADUATE).

DATA ELEMENT (E12) ADMISSIONS STATUS

---

DEFINITION: THE INDICATOR DENOTING WHAT CRITERIA APPLIED WHEN A STUDENT WAS FIRST ADMITTED TO THE INSTITUTION AT THIS LEVEL OF STUDY.

LOCATION: 40

CODING: 1 DIGIT

1 = REGULAR

A STUDENT ADMITTED ACCORDING TO REGULAR ADMISSIONS CRITERIA.

2 = SPECIAL

A STUDENT ADMITTED ON THE BASIS OF ALTERNATIVE ADMISSIONS CRITERIA (E.G., 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.

NOTE: REPORT E.O.F. TRANSFER STUDENTS AS CODE 6.

4 = TRANSFER

A STUDENT WHO HAS NOT BEEN PREVIOUSLY ENROLLED AT THE INSTITUTION, AND BRINGS OR SEEKS TO BRING COLLEGE CREDITS FROM ANOTHER INSTITUTION.

THIS DEFINITION DOES NOT INCLUDE "INTERNAL TRANSFERS" (I.E., STUDENTS WHO TRANSFERRED WITHIN THE INSTITUTION FROM ONE STATUS OR PROGRAM TO ANOTHER).

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.

NOTE: REPORT E.O.F. NON-TRANSFERS AS CODE 3.

DATA ELEMENT (E13) MATRICULATION STATUS  
-----

DEFINITION: THE INDICATOR THAT DENOTES THE STUDENT'S INTENTION TO COMPLETE A SET OF COURSES REQUIRED BY THE INSTITUTION FOR A DEGREE OR FORMAL AWARD.

LOCATION: 41

CODING: 1 DIGIT

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.



DATA ELEMENT (E14) ATTENDANCE STATUS  
-----

DEFINITION: AN INDICATION OF THE COURSE LOAD FOR WHICH A STUDENT REGISTERED  
(I.E., FULL-TIME OR PART-TIME) AS OF THE REPORTING DATE.

LOCATION: 42

CODING: 1 DIGIT

1 = FULL-TIME

USE THE INSTITUTIONAL DEFINITION OF FULL-TIME.  
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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

USE THE INSTITUTIONAL DEFINITION OF 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.

DATA ELEMENT (E15) CLASS LEVEL  
-----

DEFINITION: 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.

LOCATION: 43

CODING: 1 DIGIT

1 = FRESHMAN  
2 = SOPHOMORE  
3 = JUNIOR  
4 = SENIOR  
5 = UNCLASSIFIED, UNDERGRADUATE-LEVEL

6 = GRADUATE STUDENT  
7 = UNCLASSIFIED, GRADUATE-LEVEL  
8 = FIRST-PROFESSIONAL  
9 = POST-DOCTORAL

DEFINITIONS OF CLASS LEVELS:  
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USE INSTITUTIONAL DEFINITIONS OF CLASS LEVELS.  
IF NONE EXIST, THE FOLLOWING DEFINITIONS MAY BE USED:

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.

DATA ELEMENT (E15) CLASS LEVEL (CONTINUED)

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CODES: 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

A 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 = FIRST-PROFESSIONAL STUDENT

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.

DATA ELEMENT (E16) TOTAL CREDITS ENROLLED

---

DEFINITION: THE NUMBER OF ACADEMIC CREDITS FOR WHICH THE STUDENT HAS PAID AND/OR ENROLLED AS OF THE REPORTING DATE.

LOCATION: 44 - 47

CODING: 4 DIGITS (2 WHOLE NUMBERS WITH 2 ASSUMED DECIMAL PLACES)

0100 = 1 CREDIT  
0125 = 1 AND ONE-QUARTER CREDITS  
0133 = 1 AND ONE-THIRD CREDITS  
0150 = 1 AND ONE-HALF CREDITS

0200 = 2 CREDITS  
0225 = 2 AND ONE-QUARTER CREDITS  
0233 = 2 AND ONE-THIRD CREDITS  
0250 = 2 AND ONE-HALF CREDITS

ETC

1500 = 15 CREDITS  
1525 = 15 AND ONE-QUARTER CREDITS  
1533 = 15 AND ONE-THIRD CREDITS  
1550 = 15 AND ONE-HALF CREDITS

1600 = 16 CREDITS  
1625 = 16 AND ONE-QUARTER CREDITS  
1633 = 16 AND ONE-THIRD CREDITS  
1650 = 16 AND ONE-HALF CREDITS

ETC

DATA ELEMENT (E17) ACCUMULATED DEGREE CREDITS  
-----

DEFINITION: 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.

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).

ENTER ZERO ONLY IF THE STUDENT HAS FAILED ALL DEGREE-CREDIT COURSES ATTEMPTED.

LOCATION: 48 - 52

CODING: 5 DIGITS (3 WHOLE NUMBERS WITH 2 ASSUMED DECIMAL PLACES)

00000 = 0 CREDITS (FAILED ALL DEGREE-CREDIT COURSES ATTEMPTED)  
00025 = ONE-QUARTER CREDIT  
00033 = ONE-THIRD CREDIT  
00050 = ONE-HALF CREDIT

00100 = 1 CREDIT  
00125 = 1 AND ONE-QUARTER CREDITS  
00133 = 1 AND ONE-THIRD CREDITS  
00150 = 1 AND ONE-HALF CREDITS

ETC

09900 = 99 CREDITS  
09925 = 99 AND ONE-QUARTER CREDITS  
09933 = 99 AND ONE-THIRD CREDITS  
09950 = 99 AND ONE-HALF CREDITS

10000 = 100 CREDITS  
10025 = 100 AND ONE-QUARTER CREDITS  
10033 = 100 AND ONE-THIRD CREDITS  
10050 = 100 AND ONE-HALF CREDITS

ETC

DATA ELEMENT (E18) ACCUMULATED GRADE POINT AVERAGE

---

DEFINITION: THE CALCULATION OF THE AVERAGE OF GRADES RECEIVED FOR ALL DEGREE-CREDIT COURSES COMPLETED BY A STUDENT AS OF THE REPORTING DATE.

LEAVE THIS FIELD BLANK IF STUDENT IS A FIRST-TIME FRESHMAN AND HAS NO SUMMER SEMESTER G.P.A.;  
(DO NOT ENTER ZERO).

LEAVE THIS FIELD BLANK IF STUDENT INFORMATION IS NOT AVAILABLE;  
(DO NOT ENTER ZERO).

ENTER ZERO ONLY IF THE STUDENT'S G.P.A. IS ZERO  
(I.E., HAS FAILED ALL DEGREE-CREDIT COURSES ATTEMPTED).

$$\frac{\text{VALUES X CREDITS}}{\text{CREDITS}} = \text{GRADE POINT AVERAGE}$$

LOCATION: 53 - 55

CODING: 3 DIGITS (1 WHOLE NUMBER WITH 2 ASSUMED DECIMAL PLACES)

EXAMPLES: 400 = 4.00  
399 = 3.99  
398 = 3.98  
397 = 3.97  
396 = 3.96  
395 = 3.95  
394 = 3.94  
393 = 3.93

ETC

DATA ELEMENT (E19) HIGH SCHOOL CODE  
-----

DEFINITION: FOR HIGH SCHOOL GRADUATES, THE IDENTIFICATION OF THE HIGH SCHOOL FROM WHICH THEY GRADUATED, USING THE CODE ASSIGNED BY THE COLLEGE ENTRANCE EXAMINATION BOARD (CEEB);  
FOR NON-HIGH SCHOOL GRADUATES, AN INDICATION OF THEIR SECONDARY EDUCATION.

LEAVE THIS FIELD BLANK IF INFORMATION IS NOT AVAILABLE.  
(DO NOT ENTER ZERO)

LOCATION: 57 - 62

CODING: 6 DIGITS

FOR HIGH SCHOOL GRADUATES:  
-----

THE FIRST AND SECOND DIGITS OF THE CEEB CODE IDENTIFY THE STATE IN WHICH THE HIGH SCHOOL IS LOCATED:

01 = ALABAMA  
02 = ALASKA  
03 = ARIZONA  
...  
31 = NEW JERSEY  
32 = NEW MEXICO  
33 = NEW YORK  
ETC.

THE THIRD THROUGH SIXTH DIGITS IDENTIFY THE SPECIFIC HIGH SCHOOL.

CONSULT THE "SECONDARY SCHOOL/JUNIOR COLLEGE CODE LIST" PREPARED BY THE EDUCATIONAL TESTING SERVICE FOR SPECIFIC CODES.

FOR NON-GRADUATES:  
-----

970000 = STUDENT WHO IS STILL IN HIGH SCHOOL  
980000 = GENERAL EQUIVALENCY DIPLOMA (GED) RECIPIENT  
990000 = STUDENT WHO DID NOT GRADUATE OR RECEIVE GED

DATA ELEMENT (E20) HIGH SCHOOL GRADUATION YEAR  
-----

DEFINITION: THE CALENDAR YEAR A STUDENT GRADUATED FROM HIGH SCHOOL.

LEAVE THIS FIELD BLANK IF INFORMATION IS NOT AVAILABLE.  
(DO NOT ENTER ZERO)

LEAVE THIS FIELD BLANK IF STUDENT IS ATTENDING HIGH SCHOOL  
(DO NOT ENTER PROSPECTIVE YEAR OF GRADUATION)

LOCATION: 63 - 66

CODING: 4 DIGITS

1998 = 1998

1999 = 1999

2000 = 2000

2001 = 2001

ETC.



DATA ELEMENT (E21) HIGH SCHOOL RANK  
-----

THIS DATA ELEMENT IS NOT REQUIRED FOR COMMUNITY COLLEGES THAT DO NOT COLLECT THIS INFORMATION.

DEFINITION: FOR HIGH SCHOOL GRADUATES, THE IDENTIFICATION OF THE PERCENTILE IN WHICH A STUDENT RANKED IN HIS HIGH SCHOOL GRADUATING CLASS.

LEAVE THIS FIELD BLANK IF INFORMATION IS NOT AVAILABLE.

LOCATION: 67 - 69

CODING: 3 DIGITS

001 = 1ST PERCENTILE  
002 = 2ND PERCENTILE  
003 = 3RD PERCENTILE  
ETC  
098 = 98TH PERCENTILE  
099 = 99TH PERCENTILE

DATA ELEMENT (E24) PROGRAM MAJOR  
-----

DEFINITION: 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 2000.

LOCATION: 75 - 80

CODING: 6 DIGITS

EACH INSTITUTION SHOULD USE ONLY THE CODES THAT HAVE BEEN ASSIGNED ITS PROGRAMS AS LISTED IN THE INVENTORY OF DEGREE PROGRAMS:  
[http://www.state.nj.us/highereducation/Program\\_Inventory/index.html](http://www.state.nj.us/highereducation/Program_Inventory/index.html).

SPECIAL CODE:

960000 UNDECLARED MAJOR

DATA ELEMENT (E25) PRE-BACCALAUREATE DEGREE PROGRAM  
-----

DEFINITION: FOR PRE-BACCALAUREATE LEVEL PROGRAMS ONLY, AN INDICATION OF  
TYPE OF CERTIFICATE OR DEGREE CONFERRED IN THE PROGRAM.

DO NOT USE FOR BACCALAUREATE OR POST-BACCALAUREATE PROGRAMS

LOCATION: 81

CODING: 1 DIGIT

1 = LESS THAN ONE-YEAR CERTIFICATE/DIPLOMA

REQUIRES COMPLETION OF A PROGRAM THAT WOULD BE COMPLETED  
IN LESS THAN ONE ACADEMIC YEAR (2 SEMESTERS OR 3 QUARTERS)  
OR LESS THAN 900 CONTACT HOURS BY A FULL-TIME STUDENT.

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

REQUIRES COMPLETION OF A PROGRAM OF AT LEAST ONE BUT LESS  
THAN TWO FULL-TIME-EQUIVALENT ACADEMIC YEARS; OR DESIGNED  
FOR COMPLETION IN AT LEAST 30 BUT LESS THAN 60 CREDIT HOURS,  
OR IN AT LEAST 900 BUT LESS THAN 1,800 CONTACT HOURS.

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

REQUIRES COMPLETION OF A PROGRAM OF AT LEAST TWO BUT LESS  
THAN FOUR FULL-TIME-EQUIVALENT ACADEMIC YEARS; OR DESIGNED  
FOR COMPLETION IN AT LEAST 60 BUT LESS THAN 120 CREDIT  
HOURS, OR AT LEAST 1,800 BUT LESS THAN 3,600 CONTACT HOURS.

4 = A.A. DEGREE (ASSOCIATE IN ARTS DEGREE)

5 = A.S. DEGREE (ASSOCIATE IN SCIENCE DEGREE)

6 = A.A.S. DEGREE (ASSOCIATE IN APPLIED SCIENCE DEGREE)

7 = OTHER ASSOCIATE DEGREES (FOR EXAMPLE, A.R.A., A.S.M., ETC.)

BLANK = NOT APPROPRIATE: BACCALAUREATE, POST-BACCALAUREATE  
OR NON-MATRICULATED STUDENTS

DATA ELEMENT (E26) JOINT PROGRAM INDICATOR  
-----

DEFINITION: A CODE TO IDENTIFY IF A STUDENT IS ENROLLED IN A JOINT PROGRAM OPERATED BY YOUR INSTITUTION IN COOPERATION WITH ONE OR MORE OTHER INSTITUTIONS.

LEAVE FIELD BLANK IF INFORMATION IS NOT AVAILABLE.

LOCATION: 82

CODING: 1 DIGIT

0 = NO, THE STUDENT IS NOT ENROLLED IN A JOINT PROGRAM.

1 = YES, THE STUDENT IS ENROLLED IN A JOINT DEGREE PROGRAM WHICH RESULTS IN A DEGREE THAT IS CONFERRED BY BOTH INSTITUTIONS.

2 = YES, THE STUDENT IS ENROLLED IN A JOINT PROGRAM WHICH RESULTS IN A CERTIFICATE CONFERRED BY ONE INSTITUTION AND A DEGREE CONFERRED BY THE OTHER INSTITUTION.

3 = YES, THE STUDENT IS CROSS-ENROLLED AT MORE THAN ONE INSTITUTION, BUT RECEIVES ONLY ONE AWARD, CONFERRED BY ONE OF THE INSTITUTIONS. USE THIS CODE FOR CONTRACT STUDENTS.

DATA ELEMENT (E27) TRANSFER INSTITUTION (CEEB) CODE

---

DEFINITION: THE IDENTIFICATION OF THE INSTITUTION LAST ATTENDED BY A NEW TRANSFER STUDENT, USING THE CODE ASSIGNED BY THE COLLEGE ENTRANCE EXAMINATION BOARD (CEEB).  
 THE 5TH DIGIT INDICATES PRIMARY DEGREE LEVEL:  
                   2 = ASSOCIATE DEGREE, 4 = BACHELORS.  
 THE 6TH DIGIT INDICATES CONTROL OR AFFILIATION:  
                   1 = PRIVATE, 2 = PUBLIC.

LOCATION: 83 - 88

CODING: 6 DIGITS

NJ	202422	=	ATLANTIC COMMUNITY COLLEGE
COMMUNITY	203222	=	BERGEN COMMUNITY COLLEGE
COLLEGES	218122	=	BROOKDALE COMMUNITY COLLEGE
-----	218022	=	BURLINGTON COUNTY COLLEGE
	212122	=	CAMDEN COUNTY COLLEGE
	211822	=	CUMBERLAND COUNTY COLLEGE
	223722	=	ESSEX COUNTY COLLEGE
	228122	=	GLOUCESTER COUNTY COLLEGE
	229122	=	HUDSON COUNTY COMMUNITY COLLEGE
	244422	=	MERCER COUNTY COMMUNITY COLLEGE
	244122	=	MIDDLESEX COUNTY COLLEGE
	212422	=	MORRIS, COUNTY COLLEGE OF
	263022	=	OCEAN COUNTY COLLEGE
	269422	=	PASSAIC COUNTY COMMUNITY COLLEGE
	286722	=	RARITAN VALLEY COMMUNITY COLLEGE
	286822	=	SALEM COMMUNITY COLLEGE
	271122	=	SUSSEX COUNTY COMMUNITY COLLEGE
	292122	=	UNION COUNTY COLLEGE
	272222	=	WARREN COUNTY COMMUNITY COLLEGE
NJ	251342	=	NEW JERSEY INSTITUTE OF TECHNOLOGY
PUBLIC	274842	=	THOMAS A. EDISON STATE COLLEGE
SENIOR	251642	=	JERSEY CITY STATE COLLEGE
COLLEGES	251742	=	KEAN UNIVERSITY
-----	252042	=	MONTCLAIR STATE UNIVERSITY
	288442	=	RAMAPO COLLEGE OF NEW JERSEY
	288942	=	RICHARD STOCKTON COLLEGE OF NEW JERSEY
	251542	=	ROWAN UNIVERSITY
	251942	=	THE COLLEGE OF NEW JERSEY (FORMERLY TRENTON STATE COLLEGE)
	251842	=	WILLIAM PATERSON UNIVERSITY OF NEW JERSEY
	887742	=	UNIVERSITY OF MEDICINE & DENTISTRY OF NEW JERSEY
	209242	=	RUTGERS-CAMDEN, CAMDEN COLLEGE OF ARTS & SCIENCES
	069802	=	RUTGERS-CAMDEN, SCHOOL OF BUSINESS (UNDERGRD) [FORMERLY 926342]
	274242	=	RUTGERS-CAMDEN, UNIVERSITY COLLEGE, CAMDEN
	251242	=	RUTGERS-NEWARK, NEWARK COLLEGE OF ARTS & SCIENCES
	278942	=	RUTGERS-NEWARK, COLLEGE OF NURSING
	275342	=	RUTGERS-NEWARK, UNIVERSITY COLLEGE, NEWARK
	217042	=	RUTGERS-NEW BRUNSWICK, COOK COLLEGE
	283842	=	RUTGERS-NEW BRUNSWICK, COLLEGE OF ENGINEERING
	283942	=	RUTGERS-NEW BRUNSWICK, COLLEGE OF PHARMACY (UNDERGRAD)
	219242	=	RUTGERS-NEW BRUNSWICK, DOUGLASS COLLEGE
	238442	=	RUTGERS-NEW BRUNSWICK, LIVINGSTON COLLEGE
	276542	=	RUTGERS-NEW BRUNSWICK, RUTGERS COLLEGE
	273642	=	RUTGERS-NEW BRUNSWICK, MASON GROSS SCH (UNDERGRAD)
	277742	=	RUTGERS-NEW BRUNSWICK, UNIVERSITY COLLEGE
	069202	=	RUTGERS-NEW BRUNSWICK, SCHOOL OF BUSINESS
	*927142	=	RUTGERS-NEW BRUNSWICK, SCHOOL OF ARTS & SCIENCES
	*927242	=	RUTGERS-NEW BRUNSWICK, SCHOOL OF ENVIRONMENT & BIOLOGICAL SCI

DATA ELEMENT (E27) TRANSFER INSTITUTION (CEEB) CODE (CONTINUED)

NJ  
PUBLIC  
SENIOR  
COLLEGES  
-----  
(continued)

\*926142 = RUTGERS-CAMDEN, THE LAW SCHOOL  
 \*926242 = RUTGERS-CAMDEN, THE GRADUATE SCHOOL  
 \*926442 = RUTGERS-CAMDEN, THE SCHOOL OF BUSINESS (GRADUATE)  
 \*925342 = RUTGERS-NEWARK, THE LAW SCHOOL  
 \*925142 = RUTGERS-NEWARK, THE GRADUATE SCHOOL  
 \*925442 = RUTGERS-NEWARK, SCHOOL OF CRIMINAL JUSTICE  
 \*925242 = RUTGERS-NEWARK, GRADUATE SCHOOL OF MANAGEMENT  
 \*925542 = RUTGERS-NEW BRUNS, THE GRADUATE SCHOOL  
 \*925742 = RUTGERS-NEW BRUNS, GRADUATE SCHOOL OF EDUCATION  
 \*926042 = RUTGERS-NEW BRUNS, SCHOOL OF LIBRARY STUDIES  
 \*925642 = RUTGERS-NEW BRUNS, GRADUATE SCHOOL OF PSYCHOLOGY  
 \*925842 = RUTGERS-NEW BRUNS, SCHOOL OF SOCIAL WORK  
 \*925942 = RUTGERS-NEW BRUNS, MASON GROSS SCHOOL (GRADUATE)  
 \*926542 = RUTGERS-NEW BRUNS, COLLEGE OF PHARMACY (GRADUATE)  
 \*926642 = RUTGERS-NEW BRUNS, SCHOOL OF MANAGEMENT & LABOR RELATIONS  
 \*926742 = RUTGERS-NEW BRUNS, BLOUSTEIN SCHOOL  
 \*926842 = RUTGERS-NEWARK, SCHOOL OF PUBLIC AFFAIRS & ADMINISTRATION  
 \*928142 = RUTGERS-CAMDEN, SUMMER SCHOOL  
 \*928242 = RUTGERS-NEWARK, SUMMER SCHOOL  
 \*928342 = RUTGERS-NEW BRUNSWICK, SUMMER SCHOOL

NJ  
PRIVATE  
COLLEGES  
-----

200921 = ASSUMPTION COLLEGE FOR SISTERS  
 \*889641 = BAIS MEDRASH TORAS CHESED  
 206121 = BERKELEY SCHOOL  
 \*889041 = BETH MEDRASH GOVOHA  
 204441 = BLOOMFIELD COLLEGE  
 207241 = CALDWELL COLLEGE  
 208041 = CENTENARY COLLEGE  
 220341 = DEVRY INSTITUTE - NEW JERSEY  
 219141 = DON BOSCO COLLEGE (NOW DEFUNCT)  
 219341 = DREW UNIVERSITY  
 223221 = FAIRLEIGH DICKINSON UNIV, EDWARD WILLIAMS  
 226241 = FAIRLEIGH DICKINSON UNIV, MADISON CAMPUS  
 225541 = FAIRLEIGH DICKINSON UNIV, RUTHERFORD CAMPUS (NOW DEFUNCT)  
 226341 = FAIRLEIGH DICKINSON UNIV, TEANECK CAMPUS  
 232141 = FELICIAN COLLEGE  
 227441 = GEORGIAN COURT UNIVERSITY  
 232241 = IMMACULATE CONCEPTION SEMINARY (NOW PART OF SETON HALL)  
 491421 = GIBBS COLLEGE  
 241641 = MONMOUTH UNIVERSITY  
 \*889141 = NEW BRUNSWICK THEOLOGICAL SEMINARY  
 256641 = NORTHEASTERN BIBLE COLLEGE (NOW DEFUNCT)  
 \*889241 = PRINCETON THEOLOGICAL SEMINARY  
 267241 = PRINCETON UNIVERSITY  
 \*889541 = RABBI JACOB JOSEPH SCHOOL  
 154641 = RABBINICAL COLLEGE OF AMERICA [FORMERLY 889341]  
 275841 = RIDER UNIVERSITY  
 209041 = SAINT ELIZABETH, COLLEGE OF  
 280641 = SAINT PETER'S COLLEGE  
 281141 = SETON HALL UNIVERSITY  
 281941 = STEVENS INSTITUTE OF TECHNOLOGY  
 068641 = TALMUDICAL ACADEMY [FORMERLY 889441]  
 293041 = UPSALA COLLEGE (NOW DEFUNCT)  
 297441 = WESTMINSTER CHOIR COLLEGE (NOW PART OF RIDER)

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  
 BLANK = NOT APPLICABLE -- use only for a non-transfer student

USE A CEEB MANUAL TO FIND THE CODES OF COLLEGES IN OTHER U.S. STATES.  
 \* ASTERISKED CODES WERE DEVISED BY NJCHE BECAUSE NONE WERE LISTED IN THE CEEB MANUAL.

THIS DATA ELEMENT IS ONLY FOR COLLEGES THAT PARTICIPATE IN THE  
OUTSTANDING SCHOLARS RECRUITMENT PROGRAM (O.S.R.P.)

DEFINITION: FOR STUDENTS RECEIVING AID UNDER THE OUSTANDING SCHOLARS  
RECRUITMENT PROGRAM (O.S.R.P.), THE ELIGIBILITY GRID "CELL"  
(DEFINED BY A COMBINATION OF S.A.T. SCORE RANGE AND HIGH SCHOOL  
RANK PERCENTILE RANGE) IN WHICH THE STUDENT IS LOCATED.

LEAVE THIS FIELD BLANK IF A STUDENT IS NOT RECEIVING OSRP AID.

LOCATION: 89 - 90

CODING: 2 DIGITS (ALPHANUMERIC): EG. A1, A2 ... A5, B1 ... B5, C1 ... C3.

THE FIRST DIGIT IS HIGH SCHOOL RANK PRECENTILE;  
THE SECOND DIGIT IS COMBINED SAT SCORE PERCENTILE.

FIRST DIGIT  
-----

A = 95<sup>TH</sup> - 99<sup>TH</sup> PERCENTILE

B = 90<sup>TH</sup> - 94<sup>TH</sup> PERCENTILE

C = 85<sup>TH</sup> - 89<sup>TH</sup> PERCENTILE

SECOND DIGIT  
-----

1 = 1500 - 1600 COMBINED SAT SCORE PERCENTILE

2 = 1400 - 1490 COMBINED SAT SCORE PERCENTILE

3 = 1350 - 1390 COMBINED SAT SCORE PERCENTILE

4 = 1300 - 1340 COMBINED SAT SCORE PERCENTILE

5 = 1250 - 1290 COMBINED SAT SCORE PERCENTILE

THIS DATA ELEMENT IS NOT REQUIRED FOR COMMUNITY COLLEGES THAT DO NOT COLLECT THIS INFORMATION.

DEFINITION: THE SCORE ACHIEVED BY THE STUDENT ON THE MATHEMATICS PORTION OF THE SCHOLASTIC ASSESSMENT TEST (SAT). THIS IS AN ENTRANCE TEST GIVEN TO COLLEGE-BOUND SENIORS BY THE EDUCATIONAL TESTING SERVICE (ETS) OF PRINCETON, N.J. THE SCORE IS BASED ON THE QUANTITATIVE MATHEMATICS PART OF THE TEST, AND MAY RANGE FROM 200 TO 800.

IF A STUDENT TOOK THE TEST MORE THAN ONCE, REPORT THE SCORES FROM THE HIGHEST COMBINED SCORE ACHIEVED.

LEAVE THIS FIELD BLANK IF INFORMATION IS NOT AVAILABLE.

LOCATION: 91 - 92

CODING: 2 DIGITS (DELETE THE LAST DIGIT OF SCORE)

20 = SCORE 200

21 = SCORE 210

22 = SCORE 220

23 = SCORE 230

ETC

77 = SCORE 770

78 = SCORE 780

79 = SCORE 790

80 = SCORE 800



THIS DATA ELEMENT IS NOT REQUIRED FOR COMMUNITY COLLEGES THAT DO NOT COLLECT THIS INFORMATION.

DEFINITION: THE SCORE ACHIEVED BY THE STUDENT ON THE WRITING PORTION OF THE SCHOLASTIC ASSESSMENT TEST (SAT). THIS IS AN ENTRANCE TEST GIVEN TO COLLEGE-BOUND SENIORS BY THE EDUCATIONAL TESTING SERVICE (ETS) OF PRINCETON, N.J. THE SCORE IS BASED ON THE QUANTITATIVE VERBAL PART OF THE TEST, AND MAY RANGE FROM 200 TO 800.

IF A STUDENT TOOK THE TEST MORE THAN ONCE, REPORT THE SCORES FROM THE HIGHEST COMBINED SCORE ACHIEVED.

LEAVE THIS FIELD BLANK IF INFORMATION IS NOT AVAILABLE.

LOCATION: 93 - 94

CODING: 2 DIGITS (DELETE THE LAST DIGIT OF SCORE)

20 = SCORE 200

21 = SCORE 210

22 = SCORE 220

23 = SCORE 230

ETC

77 = SCORE 770

78 = SCORE 780

79 = SCORE 790

80 = SCORE 800

THIS DATA ELEMENT IS NOT REQUIRED FOR COMMUNITY COLLEGES THAT DO NOT COLLECT THIS INFORMATION.

DEFINITION: THE SCORE ACHIEVED BY THE STUDENT ON THE CRITICAL READING PORTION OF THE SCHOLASTIC ASSESSMENT TEST (SAT). THIS IS AN ENTRANCE TEST GIVEN TO COLLEGE-BOUND SENIORS BY THE EDUCATIONAL TESTING SERVICE (ETS) OF PRINCETON, N.J. THE SCORE IS BASED ON THE QUANTITATIVE MATHEMATICS PART OF THE TEST, AND MAY RANGE FROM 200 TO 800.

IF A STUDENT TOOK THE TEST MORE THAN ONCE, REPORT THE SCORES FROM THE HIGHEST COMBINED SCORE ACHIEVED.

LEAVE THIS FIELD BLANK IF INFORMATION IS NOT AVAILABLE.

LOCATION: 95 - 96

CODING: 2 DIGITS (DELETE THE LAST DIGIT OF SCORE)

20 = SCORE 200

21 = SCORE 210

22 = SCORE 220

23 = SCORE 230

ETC

77 = SCORE 770

78 = SCORE 780

79 = SCORE 790

80 = SCORE 800

DATA ELEMENT (E32) COMPUTATION REMEDIATION COURSE ENROLLMENT

---

DEFINITION: A CODE TO IDENTIFY IF A STUDENT IS ENROLLED IN A REMEDIAL/DEVELOPMENTAL COURSE IN COMPUTATION.

LEAVE FIELD BLANK IF INSTITUTION DOES NOT OFFER COURSES IN THIS AREA.

LOCATION: 97

CODING: 1 DIGIT

0 = NO, THE STUDENT IS NOT ENROLLED IN A COURSE IN THIS SUBJECT AREA.

1 = STUDENT IS ENROLLED IN A COURSE IN THIS AREA THAT DOES NOT AWARD COLLEGE-LEVEL CREDITS

2 = STUDENT IS ENROLLED IN A COURSE IN THIS AREA THAT AWARDS COLLEGE-LEVEL CREDITS

3 = STUDENT **VOLUNTARILY** ENROLLED IN A COURSE IN THIS AREA THAT DOES NOT AWARD COLLEGE-LEVEL CREDITS  
(USE THIS CODE FOR STUDENTS WHO HAVE CHOSEN TO TAKE A REMEDIAL COURSE EVEN THOUGH NOT REQUIRED BY THE INSTITUTION TO DO SO AS A PREREQUISITE FOR FURTHER COURSEWORK)

4 = STUDENT **VOLUNTARILY** ENROLLED IN A COURSE IN THIS AREA THAT AWARDS COLLEGE-LEVEL CREDITS  
(USE THIS CODE FOR STUDENTS WHO HAVE CHOSEN TO TAKE A REMEDIAL COURSE EVEN THOUGH NOT REQUIRED BY THE INSTITUTION TO DO SO AS A PREREQUISITE FOR FURTHER COURSEWORK)

IF YOUR INSTITUTION OFFERS A SINGLE MATHEMATICS REMEDIATION COURSE THAT COMBINES COMPUTATION AND ALGEBRA REPORT IT IN THE COMPUTATION REMEDIATION COURSE ENROLLMENT FIELD.

The federal IPEDS system defines a remedial course as:

“Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.”

DATA ELEMENT (E33) ALGEBRA REMEDIATION COURSE ENROLLMENT  
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DEFINITION: A CODE TO IDENTIFY IF A STUDENT IS ENROLLED IN A  
REMEDIAL/DEVELOPMENTAL COURSE IN ALGEBRA.

LEAVE FIELD BLANK IF INSTITUTION DOES NOT OFFER COURSES IN THIS AREA.

LOCATION: 98

CODING: 1 DIGIT

0 = NO, THE STUDENT IS NOT ENROLLED IN A COURSE IN THIS SUBJECT AREA.

1 = STUDENT IS ENROLLED IN A COURSE IN THIS AREA THAT DOES NOT AWARD  
COLLEGE-LEVEL CREDITS

2 = STUDENT IS ENROLLED IN A COURSE IN THIS AREA THAT AWARDS  
COLLEGE-LEVEL CREDITS

3 = STUDENT VOLUNTARILY ENROLLED IN A COURSE IN THIS AREA  
THAT DOES NOT AWARD COLLEGE-LEVEL CREDITS  
(USE THIS CODE FOR STUDENTS WHO HAVE CHOSEN TO TAKE A REMEDIAL  
COURSE EVEN THOUGH NOT REQUIRED BY THE INSTITUTION TO DO SO AS  
A PREREQUISITE FOR FURTHER COURSEWORK)

4 = STUDENT VOLUNTARILY ENROLLED IN A COURSE IN THIS AREA  
THAT AWARDS COLLEGE-LEVEL CREDITS  
(USE THIS CODE FOR STUDENTS WHO HAVE CHOSEN TO TAKE A REMEDIAL  
COURSE EVEN THOUGH NOT REQUIRED BY THE INSTITUTION TO DO SO AS  
A PREREQUISITE FOR FURTHER COURSEWORK)

IF YOUR INSTITUTION OFFERS A SINGLE MATHEMATICS REMEDIATION COURSE THAT COMBINES  
COMPUTATION AND ALGEBRA REPORT IT IN THE COMPUTATION REMEDIATION COURSE ENROLLMENT FIELD.

The federal IPEDS system defines a remedial course as:

“Instructional courses designed for students deficient in the general competencies necessary for  
a regular postsecondary curriculum and educational setting.”

DEFINITION: A CODE TO IDENTIFY IF A STUDENT IS ENROLLED IN A REMEDIAL/DEVELOPMENTAL COURSE IN READING.

LEAVE FIELD BLANK IF INSTITUTION DOES NOT OFFER COURSES IN THIS AREA.

LOCATION: 99

CODING: 1 DIGIT

0 = NO, THE STUDENT IS NOT ENROLLED IN A COURSE IN THIS SUBJECT AREA.

1 = STUDENT IS ENROLLED IN A COURSE IN THIS AREA THAT DOES NOT AWARD COLLEGE-LEVEL CREDITS

2 = STUDENT IS ENROLLED IN A COURSE IN THIS AREA THAT AWARDS COLLEGE-LEVEL CREDITS

3 = STUDENT **VOLUNTARILY** ENROLLED IN A COURSE IN THIS AREA THAT DOES NOT AWARD COLLEGE-LEVEL CREDITS  
(USE THIS CODE FOR STUDENTS WHO HAVE CHOSEN TO TAKE A REMEDIAL COURSE EVEN THOUGH NOT REQUIRED BY THE INSTITUTION TO DO SO AS A PREREQUISITE FOR FURTHER COURSEWORK)

4 = STUDENT **VOLUNTARILY** ENROLLED IN A COURSE IN THIS AREA THAT AWARDS COLLEGE-LEVEL CREDITS  
(USE THIS CODE FOR STUDENTS WHO HAVE CHOSEN TO TAKE A REMEDIAL COURSE EVEN THOUGH NOT REQUIRED BY THE INSTITUTION TO DO SO AS A PREREQUISITE FOR FURTHER COURSEWORK)

IF YOUR INSTITUTION OFFERS A SINGLE ENGLISH SKILLS REMEDIATION COURSE THAT COMBINES READING AND WRITING, REPORT IT IN THE ENGLISH REMEDIATION COURSE ENROLLMENT FIELD.

The federal IPEDS system defines a remedial course as:

“Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.”

DATA ELEMENT (E35) WRITING REMEDIATION COURSE ENROLLMENT

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DEFINITION: A CODE TO IDENTIFY IF A STUDENT IS ENROLLED IN A REMEDIAL/DEVELOPMENTAL COURSE IN WRITING.

LEAVE FIELD BLANK IF INSTITUTION DOES NOT OFFER COURSES IN THIS AREA.

LOCATION: 100

CODING: 1 DIGIT

0 = NO, THE STUDENT IS NOT ENROLLED IN A COURSE IN THIS SUBJECT AREA.

1 = STUDENT IS ENROLLED IN A COURSE IN THIS AREA THAT DOES NOT AWARD COLLEGE-LEVEL CREDITS

2 = STUDENT IS ENROLLED IN A COURSE IN THIS AREA THAT AWARDS COLLEGE-LEVEL CREDITS

3 = STUDENT VOLUNTARILY ENROLLED IN A COURSE IN THIS AREA THAT DOES NOT AWARD COLLEGE-LEVEL CREDITS  
(USE THIS CODE FOR STUDENTS WHO HAVE CHOSEN TO TAKE A REMEDIAL COURSE EVEN THOUGH NOT REQUIRED BY THE INSTITUTION TO DO SO AS A PREREQUISITE FOR FURTHER COURSEWORK)

4 = STUDENT VOLUNTARILY ENROLLED IN A COURSE IN THIS AREA THAT AWARDS COLLEGE-LEVEL CREDITS  
(USE THIS CODE FOR STUDENTS WHO HAVE CHOSEN TO TAKE A REMEDIAL COURSE EVEN THOUGH NOT REQUIRED BY THE INSTITUTION TO DO SO AS A PREREQUISITE FOR FURTHER COURSEWORK)

IF YOUR INSTITUTION OFFERS A SINGLE ENGLISH SKILLS REMEDIATION COURSE THAT COMBINES READING AND WRITING, REPORT IT IN THE ENGLISH REMEDIATION COURSE ENROLLMENT FIELD.

The federal IPEDS system defines a remedial course as:

“Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.”

DATA ELEMENT (E36) ENGLISH REMEDIATION COURSE ENROLLMENT

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DEFINITION: A CODE TO IDENTIFY IF A STUDENT IS ENROLLED IN A REMEDIAL/DEVELOPMENTAL COURSE IN ENGLISH.

LEAVE FIELD BLANK IF INSTITUTION DOES NOT OFFER COURSES IN THIS AREA.

LOCATION: 101

CODING: 1 DIGIT

0 = NO, THE STUDENT IS NOT ENROLLED IN A COURSE IN THIS SUBJECT AREA.

1 = STUDENT IS ENROLLED IN A COURSE IN THIS AREA THAT DOES NOT AWARD COLLEGE-LEVEL CREDITS

2 = STUDENT IS ENROLLED IN A COURSE IN THIS AREA THAT AWARDS COLLEGE-LEVEL CREDITS

3 = STUDENT VOLUNTARILY ENROLLED IN A COURSE IN THIS AREA THAT DOES NOT AWARD COLLEGE-LEVEL CREDITS  
(USE THIS CODE FOR STUDENTS WHO HAVE CHOSEN TO TAKE A REMEDIAL COURSE EVEN THOUGH NOT REQUIRED BY THE INSTITUTION TO DO SO AS A PREREQUISITE FOR FURTHER COURSEWORK)

4 = STUDENT VOLUNTARILY ENROLLED IN A COURSE IN THIS AREA THAT AWARDS COLLEGE-LEVEL CREDITS  
(USE THIS CODE FOR STUDENTS WHO HAVE CHOSEN TO TAKE A REMEDIAL COURSE EVEN THOUGH NOT REQUIRED BY THE INSTITUTION TO DO SO AS A PREREQUISITE FOR FURTHER COURSEWORK)

The federal IPEDS system defines a remedial course as:

“Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.”

DATA ELEMENT (E37) NJSMART IDENTIFICATION NUMBER

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DEFINITION: THE IDENTIFICATION NUMBER ASSIGNED TO A STUDENT BY THE NEW JERSEY DEPARTMENT OF EDUCATION'S NJSMART (NEW JERSEY STANDARDS MEASUREMENT AND RESOURCE FOR TEACHING) SYSTEM.

LEAVE FIELD BLANK IF STUDENT'S HIGH SCHOOL TRANSCRIPT DOES NOT CONTAIN AN NJSMART ID NUMBER.

LOCATION: 102 - 111

CODING: 10 DIGITS

NOTE: NJSMART ID NUMBERS ARE ONLY ASSIGNED TO STUDENTS WHO ATTENDED PRIMARY OR SECONDARY SCHOOL AT A NEW JERSEY PUBLIC OR CHARTER SCHOOL.



DATA ELEMENT (E38) HISPANIC/LATINO CODE  
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DEFINITION: AN INDICATION THAT A STUDENT SELF-IDENTIFES AS BEING HISPANIC  
OR LATINO.

LOCATION: 113

CODING: 1 DIGIT

0 = NOT REPORTED BY STUDENT

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

DATA ELEMENT (E39) AMERICAN INDIAN/ALASKAN NATIVE CODE  
-----

DEFINITION: AN INDICATION THAT A STUDENT SELF-IDENTIFES AS BEING AN AMERICAN INDIAN  
OR ALASKAN NATIVE.

LOCATION: 114

CODING: 1 DIGIT

0 = NOT REPORTED BY STUDENT

1 = YES, a student identifies as being an American Indian or Alaskan Native.

DATA ELEMENT (E40) ASIAN CODE  
-----

DEFINITION: AN INDICATION THAT A STUDENT SELF-IDENTIFES AS BEING ASIAN.

LOCATION: 115

CODING: 1 DIGIT

0 = NOT REPORTED BY STUDENT

1 = YES, a student identifies as being Asian.

DATA ELEMENT (E41) BLACK/AFRICAN AMERICAN CODE  
-----

DEFINITION: AN INDICATION THAT A STUDENT SELF-IDENTIFES AS BEING BLACK  
OR AFRICAN AMERICAN.

LOCATION: 116

CODING: 1 DIGIT

0 = NOT REPORTED BY STUDENT

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

DATA ELEMENT (E42) NATIVE HAWAIIAN/PACIFIC ISLANDER CODE  
-----

DEFINITION: AN INDICATION THAT A STUDENT SELF-IDENTIFES AS BEING NATIVE HAWAIIAN  
OR OTHER PACIFIC ISLANDER.

LOCATION: 117

CODING: 1 DIGIT

0 = NOT REPORTED BY STUDENT

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

DATA ELEMENT (E43) WHITE CODE  
-----

DEFINITION: AN INDICATION THAT A STUDENT SELF-IDENTIFES AS BEING WHITE.

LOCATION: 118

CODING: 1 DIGIT

0 = NOT REPORTED BY STUDENT

1 = YES, a student identifies as being White.