

**STATE  
UNIVERSITY  
OF NEW YORK**

**STUDENT DATA FILE**  
**MANUAL OF SPECIFICATIONS AND INSTRUCTIONS**

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# **STUDENT DATA FILE**

## **MANUAL OF SPECIFICATIONS AND INSTRUCTIONS**

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## **Introduction**

This manual sets forth specifications for the State University of New York's Student Data File (SDF) System. This system contains records for students enrolled at institutions of the State University, and it contains data elements essential to the system-wide administration of the University. The demographic features of this population and the programmatic characteristics associated with it are used to develop a large number of annual descriptive statistical summaries for a very wide variety of purposes associated with the University's:

- planning process
- academic and fiscal administration
- budget process
- legal obligations
- external reporting requirements imposed by state and federal agencies and the NYS Legislature.

The SDF enables the development of important and analytic planning and costing devices such as Induced Course Load Matrices and Instructional Workload Matrices. It greatly increases the ability of all segments of the University both centrally and at campuses to respond flexibly to varying reporting requirements and to deal with escalating requirements for the rationalization of budgetary needs and fiscal management.

Campus participation in the SDF System eliminates the necessity for the manual completion of most of the University's Official Enrollment Surveys. These reports are derived from the Student Data File centrally. A few miscellaneous and some retrospective schedules continue to be reported manually.

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- C Program Identifier Codes (APIS)
- D Study Abroad Program Codes
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- F Edit Messages
- G Official Glossary of Terms and Supporting Documents
- H Reporting of Graduate Student Financial Aid Information
- I Calculation of Full Time Equivalent (FTE)