

# **Section 1**

## **Preparation of the Data**

## **Section 1.1**

### **Scope of the Student Data File**

#### **1.1.1 Who is included in the file**

It is our intent to define through the scope of the Student Data File the basic student population of the constituent institutions of the State University of New York. This student population is all those students taking at least one course that can be used to meet the requirements of a formal award granted by your institution. Excluded are certain students, such as: auditors, those enrolled only in correspondence courses, and those only in non-credit courses (*except in the cases 1b and 1c listed below under "Inclusions"*). This general rule, however, is necessarily modified by the requirements of established budget practice for state-operated institutions and community colleges governing the manner in which they are funded and by administrative rules determining the particulars of the funding and administration of certain types of programs such as overseas academic programs.

The following general principles, while subject to further clarification, are helpful in this regard:

- the college at which a student is registered is his or her HOME INSTITUTION\* and is the institution to whose headcount or demographic population he/she belongs
- the college whose faculty performs the instructional services is the college credited with the instructional workload (FTE), *with the exception of cross registration instruction at the community colleges*

#### **A RECORD SHOULD BE CREATED ON THE STUDENT DATA FILE FOR ALL AND ONLY CREDIT COURSE STUDENTS ATTENDING YOUR INSTITUTION**

**A CREDIT COURSE STUDENT is an individual who is enrolled in: 1) at least one credit course OR 2) at least one course which generates equivalent credit.**

#### **INCLUSIONS:**

A record should be created for any student who meets one or more of the following conditions.

1. Any student for whom your institution is the student's HOME INSTITUTION and who is:
  - a. registered in at least one CREDIT COURSE  
**AND/OR**
  - b. registered in at least one REQUIRED NON-CREDIT COURSE  
**AND/OR**
  - c. registered in at least one NON-CREDIT COURSE for SPECIAL STUDENTS  
**AND/OR**
  - d. registered in an authorized Overseas Academic Program administered by your campus  
**AND/OR**
  - e. registered in an authorized Overseas Academic EXCHANGE Program administered by your campus  
**AND/OR**
  - f. registered in an authorized Overseas Academic Program administered by another SUNY institution  
**AND/OR**
  - g. enrolled in at least one CONTRACT credit course

\* Throughout this manual, capitalization indicates that the term is defined in the Glossary.

2. Any student for whom your institution is NOT the student's HOME INSTITUTION and who is:
  - a. enrolled in an authorized Overseas Academic Program administered by you institution  
**OR**
  - b. enrolled in an authorized Overseas Academic EXCHANGE Program administered by your campus  
**OR**
  - c. enrolled in credit courses taught by your institution under an authorized cross-registration program  
**OR**
  - d. enrolled in credit courses taught by your institution under an authorized accessory instruction program  
**OR**
  - e. enrolled in distance learning credit courses taught by your institution

### **EXCLUSIONS:**

Do not create a record for any student who meets one or more of the following conditions and meets NONE of the conditions described in the INCLUSIONS section above:

1. Any student enrolled in correspondence courses
2. Any student enrolled as an auditor
3. Any student enrolled in non-credit courses except for those permitted
4. Any POST-DOCTORAL STUDENT
5. Any student engaged in activities which yield credit by examination only, such as CLEP and other similar programs

### **1.1.2 Relevance to Calculation of Official (Headcount) Credit Course Enrollment and FTE Workload Summaries**

The information collected in the Student Data File is designed to furnish the University's official (headcount) credit course enrollment statistics and official FTE workload statistics. Generally, this is an enumeration of all credit course students and the instructional workload they generate. The following constitute the appropriate description of the student population as they contribute to these two fundamental types of official summaries as they will be drawn from the SDF:

1. Official (Headcount) Credit Course Enrollment – an unduplicated count of all records on the SDF by excluding types 2a, 2b, 2c, and 2d under INCLUSIONS.
2. Full Time Equivalent Workload
  - State-Operated/Funded Institutions  
The instructional workload generated by all students on the file excluding the workload of types 1d, 1e, 1f, 1g, and 2a under INCLUSIONS.
  - Community Colleges

The instructional workload generated by all students on the file excluding the workload of types 1f, 1g, and 2c under INCLUSIONS.

The actual FTE workload for a given academic term is calculated by the course level of these students as follows:

### FTE By Level Of Course

Level of Student*	Full Time Students		Part Time Students	
	undergraduate courses	graduate courses	undergraduate courses	graduate courses
Undergraduates and Beginning Graduates <i>excluding</i> First Professional Students in Health Sciences	student credit hours divided by 15	Student credit hours divided by 12	student credit hours divided by 15	student credit hours divided by 12
First Professional Students in Health Sciences (DDS, DVM, MD, JD, PharD, and OD Programs)	1.00 for each student			
Advanced Graduates	1.00 for each student		.75 for each student	

\* see glossary for definition of terms

**State-operated/funded institutions:** This calculation **includes** all credit hours for which your faculty provides the instructional services unless specifically excluded. It **excludes** all credit hours produced by State University tuition reimbursable activities and credit hours for which the tuition has been waived.

**Community colleges:** This calculation **includes** all credit hours for which your faculty provides the instructional services unless specifically excluded, credit hours produced in overseas academic programs administered by your institution, and credit hours produced by your students in an authorized cross registration program at another institution. It **excludes** credit hours produced by cross registrants from other institutions, credit hours produced in account CC2423 “Sponsored Research and Other Sponsored Programs – Other Programs”, and any course not eligible for regular State Operating Budget Aid.

While these descriptions will determine the calculation of the official headcount and workload summaries for a given academic term (such as the Fall semester), there are other student enrollments and workload statistics that will be collected manually as aggregate statistics and included in the calculation of the Official Annual Average FTE Workload statistics for your institution. These include the enrollments for the other academic terms as well as the enrollments collected retrospectively because they enumerate activities commencing after the census date of the Student Data File.

Please see Appendix I for more detailed information regarding FTE calculations.

### **1.1.3 Census Date and Identification of a “Frozen” Student Population**

The definition of CENSUS DATE is not the same for state-operated/funded institutions and community colleges. See the CENSUS DATE entry and the document “Community College Enrollment Reporting” in the Official Glossary of Terms and Supporting Documents for Uniform Enrollment Reporting. (i.e. Appendix G).

It is desirable that a “frozen” student population be identified for reporting purposes. This population becomes the Official Enrollment population of State University Institutions for budget, planning, and reporting purposes as well as for subsequent audits of these data.

## **Section 1.2**

### **Procedures for Data Transmittal**

#### **1.2.1 Due Dates**

For all institutions, the initial data submission should be as early in each academic term as possible. This provides the maximum time for data verification and correction. You will receive editing reports describing any errors and anomalies on your file; these reports contain all of the information necessary to correct your data file. All data are treated as preliminary until the file is complete and each record is free of fatal errors, at which point official reports will be generated.

For all SUNY institutions, the final error-free file should be in place by mid-November for the Fall term and at an analogous point for the other academic terms. The official deadline will be announced at the beginning of each term. Note that the deadline is partially dictated by budgetary needs and is hence subject to change.

#### **1.2.2 Mode of Transmittal**

Data files should be transmitted to SUNY System Administration via internet FTP protocol. If your institution requires assistance in setting up or has questions regarding this process, you can contact Computer Operations at 518 443 5219.

#### **1.2.3 File Processing Options**

Student data files submitted by each campus are used as input transactions to build the SDF Master File at SUNY System Administration. There are two processing options:

- 1) the input file can create a new SDF Master File (this includes initial creation or the complete replacement of an existing file) or
- 2) the input file can update an existing SDF Master File.

#### **1.2.4 Delivery of Editing Report**

There are currently three ways in which the editing report can be delivered:

- 1) hard copy via regular postal mail
- 2) as a print file sent from the System Administration computer center to your institution's computer center
- 3) as a zipped e-mail attachment (sent to as many people as desired at your institution)

Any combination of the above delivery methods is possible.

## 1.2.5 Data Correction

Data correction can be done in one of two ways:

- 1) resubmission of a complete file reflecting corrections to the campus database or
- 2) file maintenance transactions submitted against individual student records on the SDF Master File at System Administration.

While either method is acceptable, **the first method is preferred** in order to ensure consistency of campus and System files.

## 1.2.6 Format of the Data

### A. Creating a new file (initial creation or complete replacement of an existing file)

Three record formats are acceptable:

1. IBM variable length records, **one** record per student, formatted as described in Section 1.3.1.
2. All records must be of the same length, with the length being determined by the student(s) taking the most courses. For example, if the student taking the most courses is taking ten courses, then each student record must be long enough to contain ten courses.

The records of students taking less than ten courses should be padded with blanks as appropriate.

3. 80-character fixed length records as described in Section 1.3.2, transaction types 1, 2, 3, 4, 5, 7, and D. In this format, more than one 80-character record is necessary to describe a single student. Any sorting sequence of 80-character records is acceptable.

To submit a file with 80-character records, **a minimum of three records is necessary for each student:**

- Transaction Type 1, used to provide demographic data. Only one Transaction Type 1 is permitted per student.
- Transaction Type 5, used to provide further demographic and academic data. Only one Transaction Type 5 is permitted per student.
- Transaction Type 7, used to provide course data. Since each student must be enrolled in at least one course, a Transaction Type 7 record is required for each student. More than one Transaction Type 7 record can be submitted in order to accommodate all of the student's reportable courses. One or two courses are specified on each Transaction Type 7 record. The Course Data Label is used to assign a unique identifier to a Course Data entry.

## **B. Updating an existing file**

To update an existing SDF Master File, the only acceptable format is the 80-character record described in Section 1.3.2. These can be submitted via internet FTP protocol or on file maintenance forms provided by the Office of Institutional Research.

To update a student's record, enter the required information in columns 1 – 7 (campus, student ID, and transaction type) along with the new value in the element(s) you wish to change. Transaction Types 1 and 5 may change one or more of the demographic/academic elements. Use Transaction Type 2 to report Student Name.

Each Transaction Type 7 line can change one or two Course Data entries. The transaction will replace the **entire** Course Data entry. Consequently, if only part of a Course Data entry is to be changed, the entire entry must be repeated. In order to indicate that a student is not enrolled in a section previously reported, enter the Course Data Label and leave the Course Data blank.

An entire student record can be deleted by using Transaction Type D.

Transaction Type 4 can be used to add or update Graduate Student Financial Aid data.

**Section 1.3**  
**File Formats**

### Section 1.3.1

#### List of Data Elements and Record Layout for the Student Transaction File

Element #	Name	Picture	From – To
1	Campus	9(6)	1 – 6
2	Student ID	X(10)	7 – 16
3	Sub-campus	X	17
4	Student Name <i>(see page 21 for proper submission format)</i>	X(29)	18 – 46
G1	Tuition Scholarship Type	X	47
G2	Tuition Scholarship Amount	9(5)	48 – 52
G3	First FTE	V99	53 – 54
G4	Second FTE	V99	55 – 56
G5	First Award Type	X	57
G6	First Award Amount	9(5)	58 – 62
G7	Second Award Type	X	63
G8	Second Award Amount	9(5)	64 – 68
G9	Third Award Type	X	69
G10	Third Award Amount	9(5)	70 – 74
G11	Fourth Award Type	X	75
G12	Fourth Award Amount	9(5)	76 – 80
--	Filler <i>(i.e. blanks)</i>	X(35)	81 – 115
6	Date of Birth	9(8)	116 – 123
7	Veteran Benefit Status	X	124
8	Gender	X	125
9	Compliance Category	9	126
10	Permanent Residence	X(5)	127 – 131
11	Higher Education History	9	132
12	Former Institution	9(6)	133 – 138
13	Degrees Earned	X(11)	139 – 149
14	Credit Enrollment Status	9	150
15	Location	9(4)	151 – 154
16	Program Identifier	X(14)	155 – 168
17	Student Level	9(2)	169 – 170
18	Accumulated Credit Hours	9(3)	171 – 173
19	Quality Point Average	9V99 **	174 – 176
--	Filler <i>(i.e. blanks)</i>	X(7)	177 – 183
21	High School Status	X(2)	184 – 185
--	Filler <i>(i.e. blanks)</i>	X(22)	186 – 207
23	Delete Indicator	X	208
--	Filler <i>(i.e. blank)</i>	X	209
25	Zip Code 9-digit	X(9)	210 – 218
26	Disability Status Indicator	X	219
27	English Not Native Language Indicator	X	220
28	Athletic Aid Indicator	X	221
29	High School CEEB Code	X(6)	222 – 227
30	High School Average	X(3)	228 – 230
31	High School Rank In Class	99V9 **	231 – 233
32	High School Average Weight Indicator	X	234
33	High School Rank Weight Indicator	X	235
34	SAT Math Score	X(3)	236 – 238
35	SAT Verbal Score	X(3)	239 – 241
36	ACT Composite Score	X(2)	242 – 243
37	Student Goal Indicator	X	244
--	Filler <i>(i.e. blanks)</i>	X(47)	245 – 291
39	Course Data Counter	9(2)	292 – 293
40	Course Data	X(28) *	294 . . .

\* Occurs 1 to 99 times depending on Course Data Counter

\*\* V indicates an implied decimal point

## Section 1.3.2

### List of Data Elements and Record Layout for the 80-Character Transaction File Transaction Type 1

Element #	Name	Picture	From – To
1	Campus <i>(required)</i>	9(6)	1 – 6
2	Student ID <i>(required)</i>	X(10)	7 – 16
--	Transaction Type <i>(always 1)</i>	X	17
3	Sub-campus	X	18
6	Date of Birth	9(8)	19 – 26
7	Veteran Benefit Status	X	27
8	Gender	X	28
9	Compliance Category	9	29
10	Permanent Residence	X(5)	30 – 34
11	Higher Education History	9	35
12	Former Institution	9(6)	36 – 41
13	Degrees Earned	X(11)	42 – 52
14	Credit Enrollment Status	9	53
15	Location	9(4)	54 – 57
16	Program Identifier	X(14)	58 – 71
17	Student Level	9(2)	72 – 73
18	Accumulated Credit Hours	9(3)	74 – 76
19	Quality Point Average	9V99 *	77 – 79
--	Filler <i>(i.e. blanks)</i>	X	80

\* V indicates an implied decimal point

### List of Data Elements and Record Layout for the 80-Character Transaction File Transaction Type 2

Element #	Name	Picture	From – To
1	Campus <i>(required)</i>	9(6)	1 – 6
2	Student ID <i>(required)</i>	X(10)	7 – 16
--	Transaction Type <i>(always 2)</i>	X	17
--	Filler <i>(i.e. blanks)</i>	X(26)	18 – 43
4	Student Name <i>(see page 21 for proper submission format)</i>	X(29)	44 – 72
--	Filler <i>(i.e. blanks)</i>	X(8)	73 – 80

## Section 1.3.2

### List of Data Elements and Record Layout for the 80-Character Transaction File Transaction Type 4

Element #	Name	Picture	From – To
1	Campus <i>(required)</i>	9(6)	1 – 6
2	Student ID <i>(required)</i>	X(10)	7 – 16
--	Transaction Type <i>(always 4)</i>	X	17
G1	Tuition Scholarship Type	X	18
G2	Tuition Scholarship Amount	9(5)	19 – 23
G3	First FTE	V99 *	24 – 25
G4	Second FTE	V99 *	26 – 27
G5	First Award Type	X	28
G6	First Award Amount	9(5)	29 – 33
G7	Second Award Type	X	34
G8	Second Award Amount	9(5)	35 – 39
G9	Third Award Type	X	40
G10	Third Award Amount	9(5)	41 – 45
G11	Fourth Award Type	X	46
G12	Fourth Award Amount	9(5)	47 – 51
--	Filler <i>(i.e. blanks)</i>	X(29)	52 – 80

\* V indicates an implied decimal point

### List of Data Elements and Record Layout for the 80-Character Transaction File Transaction Type 5

Element #	Name	Picture	From – To
1	Campus <i>(required)</i>	9(6)	1 – 6
2	Student ID <i>(required)</i>	X(10)	7 – 16
--	Transaction Type <i>(always 5)</i>	X	17
25	Zip Code (9-digit)	X(9)	18 – 26
26	Disability Status Indicator	X	27
27	English Not Native Language Indicator	X	28
28	Athletic Aid Indicator	X	29
21	High School Status	X(2)	30 – 31
29	High School CEEB Code	9(6)	32 – 37
30	High School Average	X(3)	38 – 40
31	High School Rank In Class	99V9 *	41 – 43
32	High School Average Weight Indicator	X	44
33	High School Rank Weight Indicator	X	45
34	SAT Math Score	X(3)	46 – 48
35	SAT Verbal Score	X(3)	49 – 51
36	ACT Composite Score	X(2)	52 – 53
37	Student Goal Indicator	X	54
--	Filler <i>(i.e. blanks)</i>	X(27)	55 – 80

\* V indicated an implied decimal point

## Section 1.3.2

### List of Data Elements and Record Layout for the 80-Character Transaction File Transaction Type 7 \*

Element #	Name	Picture	From – To
1	Campus <i>(required)</i>	9(6)	1 – 6
2	Student ID <i>(required)</i>	X(10)	7 – 16
--	Transaction Type <i>(always 7)</i>	X	17
--	Course Data Label	9(2)	18 – 19
40	Course Data	X(28)	20 – 47
--	Course Data Label	9(2)	48 – 49
40	Course Data	X(28)	50 – 77
--	Filler <i>(i.e. blanks)</i>	X(3)	78 – 80

\* See Sections 1.2.4 and 1.2.5 for further specifications on the meaning and use of the Course Data Label.

### List of Data Elements and Record Layout for the 80-Character Transaction File Transaction Type D

**Note: Use this transaction only when revising a previous submission to delete an entire student record.**

Element #	Name	Picture	From – To
1	Campus <i>(required)</i>	9(6)	1 – 6
2	Student ID <i>(required)</i>	X(10)	7 – 16
--	Transaction Type <i>(always D)</i>	X	17
--	Filler <i>(i.e. blanks)</i>	X(63)	18 – 80

**Put “Analytical elements” here**

**Put “Analytical elements continued” here**

**Section 1.5**  
**Definitions of Data Elements**

**Picture  
9(6)**

**Position  
1 – 6**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
1**

**CAMPUS**

**Description:**

Enter your campus code. Select the correct code from the following list.

**Fice Code**

**Institution**

002835	State University of New York at Albany
002836	State University of New York at Binghamton
002837	State University of New York at Buffalo
002838	State University of New York at Stony Brook
002841	State University College at Brockport
002842	State University College at Buffalo
002843	State University College at Cortland
010286	State University College at Empire State
002844	State University College at Fredonia
002845	State University College at Geneseo
002846	State University College at New Paltz
007109	State University College at Old Westbury
002847	State University College at Oneonta
002848	State University College at Oswego
002849	State University College at Plattsburgh
002850	State University College at Potsdam
006791	State University College at Purchase
002839	SUNY Health Science Center at Brooklyn
004822	State University of New York at Buffalo HSC
004823	State University of New York at Stony Brook HSC
002840	SUNY Health Science Center at Syracuse
002851	Environmental Science and Forestry
002858	SUNY College of Technology at Farmingdale
002853	State University Maritime College
009929	State College at Optometry
006792	State University College of Technology at Utica/Rome
004770	NY Statutory College of Agricultural & Life Sciences at Cornell
004771	NY Statutory College of Human Ecology at Cornell
004750	NY Statutory College of Ceramics at Alfred
004772	NY Statutory School of Industrial & Labor Relations at Cornell
004773	NY Statutory Veterinary College at Cornell

**Picture  
9(6)**

**Position  
1 – 6**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
1  
(continued)**

**CAMPUS (CONTINUED)**

<b><u>Fice Code</u></b>	<b><u>Institution</u></b>
002854	SUNY College of Technology at Alfred
002855	SUNY College of Technology at Canton
002856	SUNY College of Technology and Agriculture at Cobleskill
002857	SUNY College of Technology at Delhi
002859	SUNY College of Technology and Agriculture at Morrisville
002860	Adirondack Community College
002862	Broome Community College
002861	Cayuga County Community College
006787	Clinton Community College
006789	Columbia-Greene Community College
002863	Corning Community College
002864	Dutchess Community College
002865	Erie Community College
002866	Fashion Institute of Technology
007532	Finger Lakes Community College
002867	Fulton-Montgomery Community College
006782	Genesee Community College
004788	Herkimer County Community College
002868	Hudson Valley Community College
002869	Jamestown Community College
002870	Jefferson Community College
002871	Mohawk Valley Community College
002872	Monroe Community College
002873	Nassau Community College
002874	Niagara County Community College
007111	North Country Community College
002875	Onondaga Community College
002876	Orange County Community College
002877	Rockland Community College
006785	Schenectady County Community College
002878	Suffolk County Comm College--Eastern
002879	Sullivan County Community College
006788	Tompkins-Cortland Community College
002880	Ulster County Community College
002881	Westchester Community College

**Edits:**

**Valid code.**

**Must be consistent with the three-digit campus code used in Element 16 Program Identifier.**

**Picture  
X(10)**

**Position  
7 – 16**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
2**

**STUDENT ID**

**Description:**

Enter an identifier to be associated with the student, preferably social security number, which allows tracing of this record back to the student's record on the campus. It is not necessary to describe the method of producing this identifier. This number must remain constant for a student from year to year.

If a social security number is entered in this field, the leading position must contain the letter **S** and positions 2-10 must contain the social security number.

If another identifier is used, enter **X** in position 1 followed by the identifier.

**Edits:**

Any nine-digit number is recognized as a "real" social security number **EXCEPT:**  
numbers beginning with 000  
numbers beginning with an 8 or 9

Must be unique (i.e. no duplicate records).

Must begin with an **S** or an **X**.

**Note:**

Identifiers beginning with an **X** need not be nine digits long.

**Picture  
X**

**Position  
17**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
3**

**SUB-CAMPUS**

**Description:**

Referring to Appendix A, enter one of the multiple or sub-campus codes listed under your institution if it applies to this student. If there is no multiple campus listed, enter blank.

**Edits:**

Sub-campus code must be valid for the reporting campus.

**Picture  
X(29)**

**Position  
18 – 46**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
4**

**STUDENT NAME**

**Description:**

Enter the student's name in the format:

last name, first name, middle initial, suffix (if applicable)

Accurate reporting of this field is highly recommended as it may be used for matching with external files as well as for the improvement of internal tracking.

**Edits:**

None applied.

**Note:**

The placement of the commas is very important since they will be used internally to break this element down into sub-elements.

**Picture  
X**

**Position  
47**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
G1**

**GRADUATE STUDENT FINANCIAL AID –  
TUITION SCHOLARSHIP TYPE**

**Description:**

**If you do not have to report graduate student financial aid, please leave this field blank.**

Only tuition scholarships funded by New York State which are channeled through SUNY are to be reported. Enter one of the following codes:

<b><u>Code</u></b>	<b><u>Description</u></b>
1	Graduate Opportunity Program
2	Economically Disadvantaged Student
3	GRI
4	SUNY Tuition Scholarship
5	Critic Supervising Teacher (includes Supervisors of Social Service Fieldwork)
6	Employee Benefit
7	Underrepresented Minority

Codes 1 - 3 and 5 - 7 take precedence; remaining awards are coded 4.

**Edits:**

Valid code.

Must be consistent with Element 17 Student Level; student must be a graduate student.

**Picture  
9(5)**

**Position  
48 – 52**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
G2**

**GRADUATE STUDENT FINANCIAL AID –  
TUITION SCHOLARSHIP AMOUNT**

**Description:**

**If you do not have to report graduate student financial aid, please leave this field blank.**

Enter 5-digit numeric field representing whole dollars (round if necessary)

Report only the dollar amount for the term being reported.

The amount reported should be net of any TAP awards.

**Edits:**

Valid numeric entry.

**Picture  
V99**

**Position  
53 – 54**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
G3**

**GRADUATE STUDENT FINANCIAL AID –  
FIRST FTE**

**Description:**

**If you do not have to report graduate student financial aid, please leave this field blank.**

Some graduate appointments carry an FTE value. A maximum of two FTE values will be noted for any student. If a student is carrying an FTE position, the FTE value of the appointment should be reported in this field in values of one-hundredths (e.g. 0.25 FTE is entered as 25.) The corresponding type and amount of this appointment must be indicated in SDF Data Elements G5 First Award Type and G6 First Award Amount.

**Edits:**

Valid numeric entry.

Must be less than or equal to 25.

Must be consistent with Element 17 Student Level; student must be a graduate student.

Must be consistent with Element G5 First Award Type.

**Note:**

See listing under Element G5 First Award Type for those appointments requiring an FTE.

**Picture  
V99**

**Position  
55 – 56**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
G4**

**GRADUATE STUDENT FINANCIAL AID –  
SECOND FTE**

**Description:**

**If you do not have to report graduate student financial aid, please leave this field blank.**

If a graduate student has two FTE appointments, the first should be reported in Element G3 and the second value should be reported in this field in values of one-hundredths. The corresponding type and amount of this appointment must be indicated in SDF Data Elements G7 Second Award Type and G8 Second Award Amount.

**Edits:**

Valid numeric entry.

Sum of the First and Second FTE must be less than or equal to 25.

Must be consistent with Element 17 Student Level; student must be a graduate student.

Must be consistent with Element G7 Second Award Type.

**Note:**

See listing under Element G7 Second Award Type for those appointments requiring an FTE.

**Picture  
X**

**Position  
57**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
G5**

**GRADUATE STUDENT FINANCIAL AID –  
FIRST AWARD TYPE**

**Description:**

**If you do not have to report graduate student financial aid, please leave this field blank.**

A graduate student may receive aid from multiple sources and the SDF provides a field for reporting up to four. The first of these should be reported in this field. If a student has an appointment that carries an associated FTE, then the award type entry in this field should correspond to the FTE entry made in SDF Data Element G3.

Enter one of the following codes:

<b><u>Code</u></b>	<b><u>Type</u></b>	<b><u>Duration</u></b>	<b><u>FTE Req?</u></b>	<b><u>Funding Source</u></b>
A	Teaching Assistantship	10 months	yes	New York State
B	Teaching Assistantship	10 months	yes	New York State
C	Graduate Assistantship	10 months	yes	New York State
D	Graduate Assistantship	12 months	yes	New York State
E	Assistantship	n/app	no	Research Foundation
F	Fellowship - Underrepresented Minority	10 months	no	New York State
G	Fellowship - Underrepresented Minority	12 months	no	New York State
H	Fellowship - Other US Funded	10 months	no	New York State
J	Fellowship - Other US Funded	12 months	no	New York State
K	Fellowship – Local Control (e.g. Local Foundation)	n/app	no	Institution
L	Fellowship – External (e.g. NSF)	n/app	no	Research Foundation (administers payment)
M	Fellowship – Direct outside funding (e.g. AAUW)	n/app	no	Other
N	Other Stipend - NYS Agency (e.g. NYS Health Dept)	n/app	no	New York State
P	Temporary Service (e.g. Library)	n/app	yes	New York State
Q	IFR – Temporary & Regular (e.g. Residence Halls)	n/app	yes	IFR Funds

**Edits:**

Valid code.

Must agree with First FTE.

Must have an associated entry in First Award Amount.

**Picture  
9(5)**

**Position  
58 – 62**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
G6**

**GRADUATE STUDENT FINANCIAL AID –  
FIRST AWARD AMOUNT**

**Description:**

**If you do not have to report graduate student financial aid, please leave this field blank.**

This is a five-digit numeric field to represent whole dollars (round if necessary) of the stipend associated with the code reported in Element G5 First Award Type.

**Edits:**

Valid numeric entry.

Should be greater than \$100.

Must be consistent with First Award Type.

**Picture  
X**

**Position  
63**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
G7**

**GRADUATE STUDENT FINANCIAL AID –  
SECOND AWARD TYPE**

**Description:**

**If you do not have to report graduate student financial aid, please leave this field blank.**

A graduate student may receive aid from multiple sources and the SDF provides a field for reporting up to four. The second of these should be reported in this field if a different award type has been indicated in the previous award field. If a student has two appointments that carry an associated FTE, then the award type entry in this field should correspond to the FTE entry made in SDF Data Element G4.

Enter one of the following codes:

<b><u>Code</u></b>	<b><u>Type</u></b>	<b><u>Duration</u></b>	<b><u>FTE Req?</u></b>	<b><u>Funding Source</u></b>
A	Teaching Assistantship	10 months	yes	New York State
B	Teaching Assistantship	10 months	yes	New York State
C	Graduate Assistantship	10 months	yes	New York State
D	Graduate Assistantship	12 months	yes	New York State
E	Assistantship	n/app	no	Research Foundation
F	Fellowship - Underrepresented Minority	10 months	no	New York State
G	Fellowship - Underrepresented Minority	12 months	no	New York State
H	Fellowship - Other US Funded	10 months	no	New York State
J	Fellowship - Other US Funded	12 months	no	New York State
K	Fellowship – Local Control (e.g. Local Foundation)	n/app	no	Institution
L	Fellowship – External (e.g. NSF)	n/app	no	Research Foundation (administers payment)
M	Fellowship – Direct outside funding (e.g. AAUW)	n/app	no	Other
N	Other Stipend - NYS Agency (e.g. NYS Health Dept)	n/app	no	New York State
P	Temporary Service (e.g. Library)	n/app	yes	New York State
Q	IFR – Temporary & Regular (e.g. Residence Halls)	n/app	yes	IFR Funds

**Edits:**

**Valid code.**

**Must agree with Second FTE.**

**Must have an associated entry in Second Award Amount.**

**Picture  
9(5)**

**Position  
64 – 68**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
G8**

**GRADUATE STUDENT FINANCIAL AID –  
SECOND AWARD AMOUNT**

**Description:**

**If you do not have to report graduate student financial aid, please leave this field blank.**

This is a five-digit numeric field to represent whole dollars (round if necessary) of the stipend associated with the code reported in Element G7 Second Award Type.

**Edits:**

Valid numeric entry.

Should be greater than \$100.

Must be consistent with Second Award Type.

**Picture  
X**

**Position  
69**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
G9**

**GRADUATE STUDENT FINANCIAL AID –  
THIRD AWARD TYPE**

**Description:**

**If you do not have to report graduate student financial aid, please leave this field blank.**

A graduate student may receive aid from multiple sources and the SDF provides a field for reporting up to four. The third of these should be reported in this field only if there are already entries in the previous two award fields.

Enter one of the following codes:

<b><u>Code</u></b>	<b><u>Type</u></b>	<b><u>Duration</u></b>	<b><u>FTE Req?</u></b>	<b><u>Funding Source</u></b>
A	Teaching Assistantship	10 months	yes	New York State
B	Teaching Assistantship	10 months	yes	New York State
C	Graduate Assistantship	10 months	yes	New York State
D	Graduate Assistantship	12 months	yes	New York State
E	Assistantship	n/app	no	Research Foundation
F	Fellowship - Underrepresented Minority	10 months	no	New York State
G	Fellowship - Underrepresented Minority	12 months	no	New York State
H	Fellowship - Other US Funded	10 months	no	New York State
J	Fellowship - Other US Funded	12 months	no	New York State
K	Fellowship – Local Control (e.g. Local Foundation)	n/app	no	Institution
L	Fellowship – External (e.g. NSF)	n/app	no	Research Foundation (administers payment)
M	Fellowship – Direct outside funding (e.g. AAUW)	n/app	no	Other
N	Other Stipend - NYS Agency (e.g. NYS Health Dept)	n/app	no	New York State
P	Temporary Service (e.g. Library)	n/app	yes	New York State
Q	IFR – Temporary & Regular (e.g. Residence Halls)	n/app	yes	IFR Funds

**Edits:**

**Valid code.**

**Must have an associated entry in Third Award Amount.**

**Picture  
9(5)**

**Position  
70 – 74**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
G10**

**GRADUATE STUDENT FINANCIAL AID –  
THIRD AWARD AMOUNT**

**Description:**

**If you do not have to report graduate student financial aid, please leave this field blank.**

This is a five-digit numeric field to represent whole dollars (round if necessary) of the stipend associated with the code reported in Element G9 Third Award Type.

**Edits:**

Valid numeric entry.

Should be greater than \$100.

Must be consistent with Third Award Type.

**Picture  
X**

**Position  
75**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
G11**

**GRADUATE STUDENT FINANCIAL AID –  
FOURTH AWARD TYPE**

**Description:**

**If you do not have to report graduate student financial aid, please leave this field blank.**

A graduate student may receive aid from multiple sources and the SDF provides a field for reporting up to four. The fourth of these should be reported in this field only if there are already entries in the previous three award fields.

Enter one of the following codes:

<b><u>Code</u></b>	<b><u>Type</u></b>	<b><u>Duration</u></b>	<b><u>FTE Req?</u></b>	<b><u>Funding Source</u></b>
A	Teaching Assistantship	10 months	yes	New York State
B	Teaching Assistantship	10 months	yes	New York State
C	Graduate Assistantship	10 months	yes	New York State
D	Graduate Assistantship	12 months	yes	New York State
E	Assistantship	n/app	no	Research Foundation
F	Fellowship - Underrepresented Minority	10 months	no	New York State
G	Fellowship - Underrepresented Minority	12 months	no	New York State
H	Fellowship - Other US Funded	10 months	no	New York State
J	Fellowship - Other US Funded	12 months	no	New York State
K	Fellowship – Local Control (e.g. Local Foundation)	n/app	no	Institution
L	Fellowship – External (e.g. NSF)	n/app	no	Research Foundation (administers payment)
M	Fellowship – Direct outside funding (e.g. AAUW)	n/app	no	Other
N	Other Stipend - NYS Agency (e.g. NYS Health Dept)	n/app	no	New York State
P	Temporary Service (e.g. Library)	n/app	yes	New York State
Q	IFR – Temporary & Regular (e.g. Residence Halls)	n/app	yes	IFR Funds

**Edits:**

**Valid code.**

**Must have an associated entry in Fourth Award Amount.**

**Picture  
9(5)**

**Position  
76 – 80**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
G12**

**GRADUATE STUDENT FINANCIAL AID –  
FOURTH AWARD AMOUNT**

**Description:**

**If you do not have to report graduate student financial aid, please leave this field blank.**

This is a five-digit numeric field to represent whole dollars (round if necessary) of the stipend associated with the code reported in Element G11 Fourth Award Type.

**Edits:**

Valid numeric entry.

Should be greater than \$100.

Must be consistent with Fourth Award Type.

**Picture  
X(35)**

**Position  
81 - 115**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
n/a**

<FILLER>

**Description:**

Filler; enter blanks.

**Picture  
9(8)**

**Position  
116 – 123**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
6**

**DATE OF BIRTH**

**Description:**

Enter the birth date of the student in the format MMDDYYYY.

If unknown, enter all zeros. Unknown should seldom be used.

<b>Element</b>	<b>Description</b>
5.1	<b>MM</b> – month of birth
5.2	<b>DD</b> – day of birth
5.3	<b>YYYY</b> – year of birth

**Edits:**

Valid month, day, and year **OR** 00000000.

If the age is less than 13, confirmation (in the form of resubmission) is required.

**Notes:**

Enter zero for each student for whom your institution is not the student's HOME INSTITUTION and who is (1) enrolled in an authorized Overseas Academic Program administered by your institution, (2) attending your institution under an authorized cross-registration program, (3) attending your institution as an accessory instruction student, or (4) attending your institution as a distance learning student from another SUNY institution.

If the month and/or day of birth are not known, enter zero. If possible, the year of birth should still be specified.

**Picture  
X**

**Position  
124**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
7**

**VETERAN BENEFIT STATUS/  
ACTIVE MILITARY STATUS**

**Description:**

Enter one of the following:

<b><u>Code</u></b>	<b><u>Description</u></b>
A	Student Veterans (including those on active duty) who are receiving educational assistance under the G.I. Bill, Vocational rehabilitation assistance, or assistance under the Contributory Educational Assistance Program.
B	All those not coded as A or C. This includes both veterans not receiving federal educational assistance and non-veterans.
C	Active military personnel; those students whose current employment is with the U.S. armed forces irrespective of benefit status.

**Edits:**

Valid code.

**Note:**

Enter zero for each student for whom your institution is not the student's HOME INSTITUTION and who is (1) enrolled in an authorized Overseas Academic Program administered by your institution, (2) attending your institution under an authorized cross-registration program, (3) attending your institution as an accessory instruction student, or (4) attending your institution as a distance learning student from another SUNY institution.

**Picture  
X**

**Position  
125**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
8**

**GENDER**

**Description:**

Enter one of the following codes:

**M** Male

**F** Female

**Edits:**

Valid code.

**Note:**

Enter zero for each student for whom your institution is not the student's HOME INSTITUTION and who is (1) enrolled in an authorized Overseas Academic Program administered by your institution, (2) attending your institution under an authorized cross-registration program, (3) attending your institution as an accessory instruction student, or (4) attending your institution as a distance learning student from another SUNY institution.

**Picture  
9**

**Position  
126**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
9**

**COMPLIANCE CATEGORY**

**Description:**

Enter one of the following codes:

<b><u>Code</u></b>	<b><u>Description</u></b>
1	White, non-Hispanic
2	Black, non-Hispanic
3	Hispanic
4	Asian or Pacific Islander
5	American Indian or Native Alaskan
6	Non-resident Alien
7	Unknown ( <i>seldom to be used</i> )

Enter zero for each student for whom your institution is not the student's HOME INSTITUTION and who is (1) enrolled in an authorized Overseas Academic Program administered by your institution, (2) attending your institution under an authorized cross registration program, (3) attending your institution as an accessory instruction student, or (4) attending your institution as a distance learning student from another SUNY institution.

While the method of ascertaining the racial/ethnic identity of students may vary among institutions, the following are the "definitions" of the racial/ethnic categories submitted to us by the Department of Health, Education and Welfare:

**WHITE, NON-HISPANIC:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

**BLACK, NON-HISPANIC:** A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

**HISPANIC:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**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, and Samoa.

**AMERICAN INDIAN OR ALASKAN NATIVE:** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

**Picture  
9**

**Position  
126**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
9  
(continued)**

**COMPLIANCE CATEGORY (CONTINUED)**

**NON-RESIDENT ALIEN:** A person who is not a citizen or a national of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. Resident aliens who are not citizens or nationals of the United States and who have been lawfully admitted for permanent residence are to be reported in the appropriate racial/ethnic categories along with United States citizens.

**Unknown:** A student whose racial/ethnic identity is unknown to the institution. This category is seldom to be used.

**Edits:**

Valid code.

Agreement with Permanent Residence.

Students with a United States residence cannot be Non-Resident Alien.

Foreign students must be coded as Non-Resident Alien.

**Notes:**

Racial/ethnic data will be used to prepare the State University's response to compliance reporting requirements. This information is required for the Office for Civil Rights and is mandatory for all recipients of Federal financial assistance under Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

It is important that each institution make every reasonable effort to develop complete and accurate information on student racial/ethnic identity. It is possible that institutions may be called upon to describe the procedures they used to obtain student racial/ethnic data in order to establish the institution's "good faith" effort.

We realize, however, that even in the presence of the best data collection procedures, there will probably be some students whose racial/ethnic identify are unknown to the institution; consequently, a provision has been make to report this fact. It is expected that this provision will be used only when absolutely necessary.

**Picture  
X(5)**

**Position  
127 – 131**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
10**

**PERMANENT RESIDENCE**

**Description:**

This element consists of five positions. The first two positions identify either the state or territory or the visa type of the student. The last three identify either the county or the country of permanent residence, whichever is applicable.

Valid state, county, territory, visa type, and country codes are listed in Appendix B.

<b><u>Student's Permanent Residence</u></b>	<b><u>Enter in Position 1 – 2</u></b>	<b><u>Enter in Position 3 – 5</u></b>
NY State	NY	county code
Other US State	state code	000 (i.e. zeros)
US territory or possession	US territory code	000 (i.e. zeros)
Foreign country	visa type code	country code
Unknown ( <i>seldom to be used</i> )	99	999

Enter zero for each student for whom your institution is not the student's HOME INSTITUTION and who is (1) enrolled in an authorized Overseas Academic Program administered by your institution, (2) attending your institution under an authorized cross registration program, (3) attending your institution as an accessory instruction student, or (4) attending your institution as a distance learning student from another SUNY institution.

**Selections from glossary**

**FOREIGN STUDENT** - A student who is neither a citizen of the United States nor holds Permanent Residence Status. A student who holds Permanent Residence Status is **not** considered a foreign student.

**PERMANENT RESIDENCE** - Generally the county, state, or country of which the student is a legal resident for purposes of determining tuition charges. For specific information, see glossary entries FOREIGN STUDENT and NEW YORK RESIDENT. A student's current address is not his permanent residence if he is residing there mainly for the purpose of attending your institution. See Appendix entry "Revised Policy on Residency for Tuition Purposes at the State-Operated Campus".

**Edits:**

Valid code.

Must agree with Compliance Category.

**Picture  
9**

**Position  
132**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
11**

**HIGHER EDUCATION HISTORY**

**Description:**

Enter one of the following codes:

<b><u>Code</u></b>	<b><u>Description</u></b>
1	Undergraduate first time
2	Undergraduate transfer
3	Undergraduate continuing
4	Undergraduate returning
5	New graduate student
6	Graduate student continuing
7	Graduate student returning
8	Unknown ( <i>seldom to be used</i> )
9	Concurrently enrolled in high school

Enter zero for each student for whom your institution is not the student's HOME INSTITUTION and who is (1) enrolled in an authorized Overseas Academic Program administered by your institution, (2) attending your institution under an authorized cross registration program, (3) attending your institution as an accessory instruction student, or (4) attending your institution as a distance learning student from another SUNY institution.

**Selections from glossary**

**UNDERGRADUATE STUDENT** - A CREDIT COURSE STUDENT who is (1) in an undergraduate program or (2) not in a program, not accepted by your institution for graduate study in the current term and does not have a graduate degree or (3) not in a program, not accepted by your institution for graduate study in the current term, holds a bachelor's degree and is taking only undergraduate courses. [See Student Data File Elements 11 HIGHER EDUCATION HISTORY, 13 DEGREES EARNED, and 17 STUDENT LEVEL.]

**FIRST- TIME STUDENT** - A student who has **not** been previously enrolled at any college or university and who is enrolled for the first time at your institution this term. A student whose previous post-secondary education was **only** at a non-collegiate institution such as a business school or technical institute is a first-time student, unless your institution expects to give college credit for such activities (in which case the student is a TRANSFER STUDENT). A student enrolled in a higher education institution for the first time during a summer term is technically **not** a first-time student in the following fall term. However, if your institution considers such a student first-time in the fall, then he or she may be reported as unknown HEH in the summer term and as first-time in the fall. This exception is subject to the restriction that a student may be reported as first-time only once.

**TRANSFER STUDENT** - An UNDERGRADUATE STUDENT who is enrolled at your institution for the first time in the current term, but who has previously attended another college or university. The actual number of CREDIT HOURS he or she is allowed to transfer is not relevant to the distinction between a transfer student and a FIRST-TIME STUDENT, even if no credits were ultimately transferable. A nursing student in a bachelor's degree program who upon admission is given advanced

**Picture  
9**

**Position  
132**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
11  
(continued)**

**HIGHER EDUCATION HISTORY (CONTINUED)**

standing for previous clinical or academic training should be counted as a transfer student. A student who has only changed his field of study without changing institutions is **not** a transfer student as here defined. A student whose previous post-secondary education in **only** at a non-collegiate institution such as a business school or technical institute should be considered a FIRST-TIME STUDENT, unless your institution expects to give credit for such activities, in which case the student is a transfer student. Students who move from one level of study to another at the same institution (e.g. from an associate's degree program to a bachelor's degree program) are **not** to be considered transfer students. [See Student Data File Element 11 HIGHER EDUCATION HISTORY.]

**CONTINUING STUDENT:**

a. **Undergraduate** - an UNDERGRADUATE STUDENT in the current term who was enrolled at your institution during the previous term. In the case of the fall term, 'previous term' shall mean either the previous summer or spring term. For instance, those UNDERGRADUATE STUDENTS in the Fall 1982 term who were enrolled at your institution during the Summer 1982 or Spring 1982 term are continuing students, subject to the exception stated in the FIRST-TIME STUDENT definition.

b. **Graduate** - a GRADUATE STUDENT in the current term who was enrolled as a GRADUATE STUDENT at your institution during the previous term. In the case of the fall term, 'previous term' shall mean either the previous summer or spring term; e.g., those GRADUATE STUDENTS in the Fall 1982 who were previously enrolled as GRADUATE STUDENTS at ~ institution during the Summer 1982 or Spring 1982 term are continuing students.

[See Student Data File Element 11 HIGHER EDUCATION HISTORY.]

**RETURNING STUDENT:**

a. **Undergraduate** - an UNDERGRADUATE STUDENT in the current term who has been enrolled at your institution, but was **not** enrolled in the previous term. In the case of the fall term, 'previous term' shall include both the previous summer and spring terms; e.g., an UNDERGRADUATE STUDENT in the Fall of 1982 who was previously enrolled at your institution but in neither the Spring 1982 nor Summer 1982 terms is a returning student.

b. **Graduate** --a GRADUATE STUDENT in the current term who has been enrolled as a GRADUATE STUDENT at your institution, but was **not** enrolled as a GRADUATE STUDENT in the previous term. In the case of the fall term, 'previous term' shall include both the previous summer and spring terms; e.g., a GRADUATE STUDENT in the Fall of 1982 is a returning student who was previously enrolled as a GRADUATE STUDENT at your institution but in neither the Spring 1982 nor Summer 1982 terms.

[See Student Data File Element 11 HIGHER EDUCATION HISTORY.]

**GRADUATE STUDENT:**

A student who is (1) in a graduate program or (2) not in a graduate program but has been accepted by your institution for graduate study in the current term or (3) not in a graduate program but holds a bachelor's degree and is enrolled in at least one graduate level credit course for post-graduate credit.

**NEW GRADUATE STUDENT (or NEW TO YOUR INSTITUTION GRADUATE STUDENT)**

A GRADUATE STUDENT whose first enrollment as a graduate student at your institution occurs during the current term. [See Student Data File Element 17 STUDENT LEVEL.]

**Picture  
9**

**Position  
132**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
11  
(continued)**

**HIGHER EDUCATION HISTORY (CONTINUED)**

**Edits:**

Valid code.

Must be consistent with High School Status.

Must be consistent with Award Level and Student Level. Undergraduate Higher Education History codes must be associated with undergraduate awards (codes 1-3) and Student Levels (codes 01-06). Graduate Higher Education History codes must be associated with graduate awards (codes 4-7) and Student Levels (11-14). [See Student Data File Element 16 PROGRAM IDENTIFIER for information regarding undergraduate and graduate awards.]

If transfer student, there must be a valid Former Institution code.

**Picture  
9(6)**

**Position  
133 – 138**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
12**

**FORMER INSTITUTION (OR HOME INSTITUTION)**

**Description:**

This data element provides information on the student's former institution (or in special cases, on the student's HOME INSTITUTION). For many students, specific information is not required, and they are coded accordingly. (See code 990000 below.) Detailed information is not required for undergraduate first-time, undergraduate continuing, or undergraduate returning students (see Data Element 11 HIGHER EDUCATION HISTORY) nor is it required for your graduate students.

The detailed information is required for:

- 1) All undergraduate transfer students.
- 2) Any student (graduate or undergraduate) for whom your institution is not the student's HOME INSTITUTION and who is:
  - a) Attending your institution under an authorized cross-registration program.  
**OR**
  - b) Attending your institution as an accessory instruction student.  
**OR**
  - c) Enrolled in an overseas academic program administered by your institution.  
**OR**
  - d) Attending your institution as a distance learning student (from another SUNY institution)

Enter one of the following codes:

**For Students Whose Former Institution Is Not Required**

<b><u>Code</u></b>	<b><u>Description</u></b>
990000	Former institution not required. Use this code for undergraduate first-time, undergraduate continuing, undergraduate returning, and your graduate students. However, do not use this code for an undergraduate transfer student or any student (graduate or undergraduate) for whom your institution is <b>not</b> the student's HOME INSTITUTION <b>and</b> who is attending your institution under an authorized cross registration program or is enrolled in an overseas academic program administered by your institution.

**For Students Whose Former Institution Is Required**

Former institution is required for all undergraduate transfer students and any student (graduate or undergraduate) for whom your institution is **not** the student's HOME INSTITUTION **and** who is attending your institution under an authorized cross registration program or is enrolled in an overseas academic program administered by your institution.

**Picture  
9(6)**

**Position  
133 – 138**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
12  
(continued)**

**FORMER INSTITUTION (OR HOME INSTITUTION)  
(CONTINUED)**

**Code**

**Description**

From a Public New York State college

SUNY or CUNY institution (See Appendix A)

From any other New York State college

990010 Two-year, private  
990020 Senior institution, private  
990030 Federal institution

From outside New York State

990011 Two-year, public  
990012 Two-year, private  
990021 Senior institution, public  
990022 Senior institution, private

From other United States institutions

990040 Other types of transfer students  
Use this code for transfer students who cannot be subsumed under the previous categories; e.g., Regents' External Degree credit, students from non-collegiate institutions who receive advanced standing, those transferring credits from the United States Air Forces Institute, and any other collegiate transfers who receive advanced standing.

From foreign institutions

990050 Use this code for all foreign institutions.

From unknown institutions

990099 Use this code when the former institution is unknown.

**For Accessory Instruction Students Only:**

ESF: use 002882 for Syracuse University students  
Ceramics: use 002668 for Alfred University Students  
Cornell Statutory: use 002711 for Cornell Endowed Students

**Edits:**

Valid code, noting that former institution cannot be the current (reporting) institution.

Consistency with Higher Education History.

Consistency with Credit Enrollment Status.

**Picture  
X(11)**

**Position  
139 – 149**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
13**

**DEGREES EARNED**

**Description:**

Enter all of the following codes that apply:

<b><u>Code</u></b>	<b><u>Description</u></b>
A	A.A.S
B	A.O.S
C	A.A.
D	A.S.
E	Bachelor's degree
F	Master's degree
G	Graduate certificate
H	Doctoral degree
J	Other degrees or formal awards (undergraduate or graduate)
K	No degree (use this only if the student has no degree; do not use this code for students whose former degrees are unknown)
L	Unknown (not permissible for undergraduate transfer students or for graduate students)

**Edits:**

Valid code.

Code K (no degree) is not permissible if any code A through J is specified.

Code L (unknown) is not permissible if any code A through J is specified.

Code L (unknown) is not permissible for undergraduate transfer students or for graduate students.

**Note:**

Enter zero for each student for whom your institution is not the student's HOME INSTITUTION and who is (1) enrolled in an authorized Overseas Academic Program administered by your institution, (2) attending your institution under an authorized cross registration program, (3) attending your institution as an accessory instruction student, or (4) attending your institution as a distance learning student from another SUNY institution.

**Picture  
9**

**Position  
150**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
14**

**CREDIT ENROLLMENT STATUS**

**Description:**

Enter one of the following codes:

<b><u>Code</u></b>	<b><u>Description</u></b>
1	All credit course students other than in the categories below (see Section 1.1, "Scope", for additional information on credit course students).
2	Special student: EOP/SEEK student ( <i>undergraduates</i> ). Graduate Opportunity Tuition Waiver ( <i>graduate students</i> ).
3	Special student: other risk admission students. ( <i>State Operated/Funded Only</i> ) Special student: EOP/SEEK eligible but not receiving EOP/SEEK assistance. ( <i>Community Colleges Only</i> )
4	Student from another SUNY college in a study abroad program administered by your institution.
5	Student from another SUNY college involved in cross registration.
6	Student from another college involved in accessory instruction.
7	Exchange student <u>from abroad</u>
8	Student from another SUNY college taking a distance learning course only

**Selections from glossary**

**CREDIT COURSE STUDENT** - A student enrolled in: (1) at least one CREDIT COURSE or (2) at least one course which generates EQUIVALENT CREDIT HOURS, such as REQUIRED NON-CREDIT COURSES or NON-CREDIT COURSES FOR SPECIAL STUDENTS.

**SPECIAL STUDENTS** - Undergraduate CREDIT COURSE STUDENTS in S.E.E.K., E.O.P., or other activities designed to serve students who might be called "risk admissions".

**Edits:**

Valid code.

If CES = 4, 5, 6, or 8, Former Institution must contain an appropriate college code.

If CES = 4 or 7, Location must contain a valid overseas code.

If CES = 8, Instruction Type must be 9 and Course Credit Type must be I, D, or R.

**Picture  
9(4)**

**Position  
151 – 154**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
15**

**LOCATION**

**Description:**

Enter one of the following codes, where xxx is the study abroad program code referenced in Appendix D:

**Not Study Abroad**

<b><u>Code</u></b>	<b><u>Description</u></b>
1000	On Campus
2000	Off Campus
5000	Correctional facility

**Study Abroad**

<b><u>Code</u></b>	<b><u>Description</u></b>
3xxx	Programs (exchange and other) administered by your institution
4000	Programs (exchange and other) administered by another SUNY institution

**Selections from glossary**

**ON-CAMPUS COURSES** - Those taught at the central location or locations of an institution. Courses that do not meet regularly, such as “Thesis”, should be considered on-campus courses. Courses that take the student away from the main campus, either for part or for all of a term, should be considered on-campus courses (e.g. student teaching or social casework practice) except for STUDY ABROAD ACTIVITIES.

**ON-CAMPUS STUDENT** - One who is enrolled in one or more ON-CAMPUS COURSES, whether in the day or evening. It is not necessary to live on campus to be an on-campus student.

**OFF-CAMPUS COURSES** - Those taught at instructional locations other than at the central location or locations of an institution.

**OFF-CAMPUS STUDENT** - One who takes **no** ON-CAMPUS COURSES (in day or evening sessions) but who is enrolled for one or more courses at an instructional location away from the central location or locations of an institution.

**CORRECTIONAL FACILITY** - Student is an inmate at a state or federal correctional facility. Generally, the courses will be taught at the facility, rather than at the college.

**Picture  
9(4)**

**Position  
151 – 154**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
15  
(continued)**

**LOCATION (CONTINUED)**

**STUDY ABROAD PROGRAMS:**

**(i) State-Operated/Funded Institutions Only**

Overseas Academic Programs, including Exchange Programs, for which students earn CREDIT HOURS. There are two different study abroad populations (see also EXCHANGE STUDENT). This is because students must register at their home campus for overseas programs even though another SUNY college may administer the program. Therefore:

- a. There is a study abroad enrollment of those students regularly enrolled at your institution who are registered for any SUNY-sponsored study abroad program (including your own).
- b. The other study abroad population is made up of those students from any SUNY college (including your own) who are in an overseas academic program administered by your institution.

**(ii) Community Colleges Only**

Overseas Academic Programs for which students earn credit hours. For manual reporting, students and credit hours are reported on forms as follows:

- a. All credit course students who are enrollees of your institution are reported on Form 1C; this includes your credit course enrollees who are in a study abroad program. Headcounts and credit hours of these students are both reported on Form 1C.
- b. Those enrollees in a study abroad program who are reported on form 1C are also reported on Form 1C.1, line 2.
- c. All students who are in a study abroad program administered by your institution should be reported on Form 13C regardless of at which institution they are enrolled. Students reported on 13C who are not enrollees of your institution should **not** be reported on 1C or 1C.1.

**Edits:**

Valid code.

**Picture  
X(14)**

**Position  
155 – 168**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
16**

**PROGRAM IDENTIFIER**

**Description:**

Enter the appropriate program identifier from Appendix C. Note there is a special code to indicate that a student is **not** in any program.

This field consists of nine numerals and five alphabetic characters as follows:

<b><u>Element</u></b>	<b><u>Description</u></b>	<b><u>Picture</u></b>
16.1	Award Level	9
16.2	Campus	9(3)
16.3	Curriculum Code	9(5)
16.4	Award	X(5)

**Edits:**

Valid code.

Consistency with Higher Education History (HEH). HEH codes 1 – 4 and 9 are associated with undergraduate programs; HEH codes 5 – 7 are associated with graduate programs.

Consistency with Student Level. Undergraduate students should have both an undergraduate program designation and an undergraduate student level (i.e. 01 – 06). Similarly, graduate students should have both a graduate program designation and a graduate student level (i.e. 11 – 14). Undergraduate students not enrolled in a program should have a student level of 03 or 06.

Campus (16.2) must agree with Data Element 1 Campus Code.

**Notes:**

Each campus receives an Appendix C specific to its institution.

If you have any questions regarding the list of programs and codes in Appendix C, contact the Office of Institutional Research.

**Picture  
9(2)**

**Position  
169 – 170**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
17**

**STUDENT LEVEL**

**Description:**

Enter one of the following codes:

**Undergraduate Students**

<b><u>Code</u></b>	<b><u>Description</u></b>
01	Freshman
02	Sophomore
03	Lower division, not in a program
04	Junior
05	Senior
06	Upper division, not in a program

**Graduate Students**

<b><u>Code</u></b>	<b><u>Description</u></b>
11	Less than 24 credit hours completed beyond the bachelor's degree [See Accumulated Credit Hours (Element 18).]
12	24 or more credit hours completed beyond the bachelor's degree [See Accumulated Credit Hours (Element 18).]
13	First professional student in first year of work
14	First professional student beyond first year of work

**Selections from glossary**

**UNDERGRADUATE STUDENT** - A CREDIT COURSE STUDENT who is (1) in an undergraduate program or (2) not in a program, not accepted by your institution for graduate study in the current terms and does not have a graduate degree or (3) not in a program, not accepted by your institution for graduate study in the current term, holds a bachelor's degree, and is taking only undergraduate courses.  
[See Student Data File Elements 11 HIGHER EDUCATION HISTORY, 13 DEGREES EARNED, and 17 STUDENT LEVEL.]

**Picture  
9(2)**

**Position  
169 – 170**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
17  
(continued)**

**STUDENT LEVEL (CONTINUED)**

**FRESHMAN –**

a. Bachelor's Level Programs - a STUDENT IN A BACHELOR'S DEGREE PROGRAM who has completed less than one-fourth of his/her PROGRAM'S credit requirements. Because credit requirements vary from program to program, the number of accumulated credits separating freshmen from SOPHOMORES may also differ from program to program.

b. Non-bachelor's Level Programs - a STUDENT IN A DIPLOMA, CERTIFICATE, or ASSOCIATE DEGREE PROGRAM who has completed less than one full academic year or its equivalent. Because credit requirements vary from program to program, the number of accumulated credits separating freshmen from SOPHOMORES may also differ from program to program. All students in diploma or certificate programs of one year or less will be considered freshmen.

[See Student Data File Element 17 STUDENT LEVEL.]

**SOPHOMORE -**

a. Bachelor's level programs - a STUDENT IN A BACHELOR'S DEGREE PROGRAM who has completed less than one-half but at least one-fourth of his/her PROGRAM'S credit requirements. Because credit requirements may differ from program to program, the number of accumulated credits separating sophomores from FRESHMEN and JUNIORS may also vary from program to program.

b. Non-bachelor's level programs - a STUDENT IN A DIPLOMA, CERTIFICATE, or ASSOCIATE DEGREE PROGRAM who has completed at least one full academic year or its equivalent. Because credit requirements vary from program to program, the number of accumulated credits separating sophomores from FRESHMEN may also differ from program to program. All students in diploma or certificate programs of one year or less will be considered FRESHMEN, **not** sophomores.

[See Student Data File Element 17 STUDENT LEVEL.]

**LOWER DIVISION STUDENT (NOT IN A PROGRAM) -**

a. Four-year institutions - if your institution uses a credit hour criterion to separate lower and upper division students in a program, then that same criterion should be used to divide students who are not in a program into lower and upper division. If your institution does not use a credit hour criterion, then a lower division student is an undergraduate student who has completed 56 or less semester hours (or 84 or less quarter hours).

b. Two-year institutions - all not in a program students are lower division.

[See Student Data File Element 17 STUDENT LEVEL.]

**Picture  
9(2)**

**Position  
169 – 170**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
17  
(continued)**

**STUDENT LEVEL (CONTINUED)**

**JUNIOR**- A STUDENT IN BACHELOR'S DEGREE PROGRAM who has completed less than three-fourths but at least one-half of his/her PROGRAM'S credit requirements. Because credit requirements differ from program to program, the number of accumulated credits separating juniors from SOPHOMORES and SENIORS may also differ from program to program. [See Student Data File Element 17 STUDENT LEVEL.]

**SENIOR**- A STUDENT IN A BACHELOR'S DEGREE PROGRAM who has completed three-fourths or more of his/her PROGRAM'S credit requirements. Students in their fifth year of a five-year bachelor's degree program should be reported as seniors. Because credit requirements differ from program to program, the number of accumulated credits separating seniors from JUNIORS may also vary from program to program. [See Student Data File Element 17 STUDENT LEVEL.]

**UPPER DIVISION STUDENT (NOT IN A PROGRAM) -**

a. Four-year institutions - if your institution uses a credit hour criterion to separate lower and upper division students in a program, then use that same criterion to separate students who are not in a program into lower and upper division. If your institution does not use a credit hour criterion, then an upper division student is an undergraduate student who has completed more than 56 semester hours (or more than 84 quarter hours).

b. Two-year institutions - all not in a program students are lower division. [See Student Data File Element 17 STUDENT LEVEL.]

**GRADUATE STUDENT** - A student who is: (1) in a graduate program or (2) not in a graduate program but has been accepted by your institution for graduate study in the current term or (3) not in a graduate program but holds a bachelor's degree and is enrolled in at least one graduate level credit course for post-graduate credit.

**STUDENT IN A FIRST-PROFESSIONAL DEGREE PROGRAM** - A CREDIT COURSE STUDENT who has met the requirements for admission to D.D.S., D.V.M., J.D., M.D., Phar.D., or O.D. programs **and** who is in the current term carrying out a planned sequence of courses leading to one of these degrees. Include students in this category even though they may be attending PART-TIME. [See Student Data File Element 16 PROGRAM IDENTIFIER.]

**Edits:**

Valid code.

Must agree with Higher Education History.

Must agree with Program Identifier.

Must agree with Accumulated Credit Hours.

**Picture  
9(3)**

**Position  
171 – 173**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
18**

**ACCUMULATED CREDIT HOURS**

**Description:**

Enter the total number of credit hours the student has successfully completed as stipulated below:

**For Undergraduate Students**

Enter the number of credit hours that the student has successfully completed. Include credits earned at your institution and credits earned at other institutions that have been accepted by your institution for the satisfaction of any requirements of a formal award. Include credits granted for experiential learning and credits by examination if they also meet the above conditions.

**For Graduate Students**

Same as above, but include only those accumulated credits which can be used to satisfy the requirements of a graduate award.

**Do not include:**

- credit hours in courses for which the student is currently enrolled
- equivalent credits imputed to courses which do not yield academic credit such as non-credit courses required for graduation, a particular academic program, or remedial courses

**Edits:**

Valid numeric entry.

Consistency with Student Level.

**Notes:**

Enter zero for each student for whom your institution is not the student's HOME INSTITUTION and who is (1) enrolled in an authorized Overseas Academic Program administered by your institution, (2) attending your institution under an authorized cross registration program, (3) attending your institution as an accessory instruction student, or (4) attending your institution as a distance learning student from another SUNY institution.

The concept of credit hours used to calculate workload is different from the above. The focus of this data element is on the credit hour as an academic unit rather than a workload unit.

**Picture  
9V99**

**Position  
174 – 176**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
19**

**QUALITY POINT AVERAGE**

**Description:**

This element applies only to those institutions utilizing a cumulative quality point calculation, and it applies only to undergraduates.

If your institution uses a 4-point system, report it here as you record it. If you do not use a 4-point system, for purposes of this file, convert your system to a 4-point system, e.g. a grade of A equals 4.00, B equals 3.00, C equals 2.00, D equals 1.00 and F equals 0.00.

Enter 999 for each of the following:

- student whose Home Institution is not your institution and is enrolled in an Overseas Academic Program administered by your institution
- a student whose Home Institution is not your institution and is attending your institution under an authorized cross registration program
- a student whose Home Institution is not your institution and is attending your institution as a distance learning student from another SUNY institution
- any graduate student
- any undergraduate who does not yet have a Quality Point Average (i.e. who has not yet completed a course)
- any student for whom a Quality Point Average is not calculated

**Edits:**

Valid numeric code (000 – 400) or 999.

**Picture  
X(7)**

**Position  
177 – 183**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
n/a**

<FILLER>

**Description:**

Filler; enter blanks.

**Picture  
X(2)**

**Position  
184 – 185**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
21**

**HIGH SCHOOL STATUS**

**Description:**

Enter one of the following codes:

For **first-time** students:

	<b><u>Code</u></b>	<b><u>Description</u></b>
<b>High School Graduates</b>	(year)	Last two digits of the year the student graduated from high school
<b>Non High School Graduates</b>	AA	Students who hold the General Equivalency Diploma (GED)
	BB	Students who do not hold the GED and are concurrently taking high school courses
	CC	Students who do not hold the GED and are not taking any high school courses
<b>Graduation Status Unknown</b>	UU	Students whose high school status/graduation year is unknown

For **all other** students:

<b><u>Code</u></b>	<b><u>Description</u></b>
DD	Students who are not first time students at your institution

**Edits:**

Valid code.

Must agree with Higher Education History.

**Note:**

For first-time, home-schooled students, report the year in which they completed their home school studies (i.e. the year they would have graduated had they been attending high school rather than being home-schooled.)

**Picture  
X(22)**

**Position  
186 – 207**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
n/a**

<FILLER>

**Description:**

Filler; enter blanks.

**Picture  
X**

**Position  
208**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
23**

**DELETE INDICATOR**

**Description:**

Use this field to delete a student's record from the file.

Specify a **D** to delete the student's entire record

**Edits:**

None. Any value other than **D** is ignored.

**Picture  
X**

**Position  
209**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
n/a**

<FILLER>

**Description:**

Filler; enter blanks.

**Picture  
X(9)**

**Position  
210 – 218**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
25**

**ZIP CODE**

**Description:**

Enter the student's 9-digit zip code.

If the entire zip code (i.e. 5-digit postal zip code plus 4-digit code) is unknown, use 999999999 to designate it as such.

If only the plus 4-digit code is unknown, use 9999 in that portion of the field to designate it as unknown.

Field must consist of all numbers.

**Edits:**

Nine-digit number.

**Note:**

For foreign zip codes, use 999999999.

**Picture  
X**

**Position  
219**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
26**

**DISABILITY STATUS INDICATOR**

**Description:**

Indicate whether or not the student is disabled.

Field must contain a value of either:

- Y** for yes
- N** for no known disability
- U** for unknown (*see note below for intended usage*)

**Edits:**

Valid code.

**Note:**

If this field is not being reported for any individuals at the institution, indicate such by using **U**.

**Picture  
X**

**Position  
220**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
27**

**ENGLISH NOT NATIVE LANGUAGE INDICATOR**

**Description:**

Indicate whether or not the student's native language is a language other than English.

Field must contain a value of either:

- Y** for yes, if English is not the native language
- N** for no, if English is presumed to be the native language
- U** for unknown (*see note below for intended usage*)

**Edits:**

Valid code.

**Note:**

If this field is not being reported for any individuals at the institution, indicate such by using **U**.

**Picture  
X**

**Position  
221**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
28**

**ATHLETIC AID INDICATOR**

**Description:**

Indicate the type of athletic scholarship aid the student received.

Enter one of the following:

<b><u>Code</u></b>	<b><u>Description</u></b>
0	No Athletic Aid
1	Football Aid
2	Basketball Aid
3	Baseball Aid
4	Cross Country/Track Aid
5	Other Athletic Aid

**Edits:**

Valid code.

**Picture  
X(6)**

**Position  
222 – 227**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
29**

**HIGH SCHOOL CEEB CODE**

**Description:**

Enter the College Entrance Examination Board code for the student's high school.

Use 444444 to indicate the student was home-schooled.

Use 777777 to indicate the student graduated from a foreign high school.

Field must consist of all numbers.

If unknown, use 999999 to designate it as such.

**Edits:**

Six-digit number.

**Note:**

This element should be reported for all undergraduate students, regardless of Higher Education History.

For graduate students, use 999999.

**Picture  
X(3)**

**Position  
228 – 230**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
30**

**HIGH SCHOOL AVERAGE**

**Description:**

Enter the student's high school academic average.

Use one of the following three formats depending upon the high school diploma received or the grading system used by the school.

<b><u>Code</u></b>	<b><u>Description</u></b>
000-040	0.00 to 4.00 Grade Point Average
500-999	50.0% to 99.9% High School Average
GED	General Equivalency Diploma
UNK	Unknown

**Edits:**

Valid three digit number in the appropriate range or GED or UNK.

**Notes:**

There is an **implied decimal point** between the second and third numbers, regardless of whether the average being reported is on a 4-point scale or is a percentage.

For a student whose high school average is 100% or greater, report it as 99.9% (i.e. 999).

This element should be reported for all undergraduate students, regardless of Higher Education History.

For graduate students, use UNK.

**Picture  
99V9**

**Position  
231 – 233**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
31**

**HIGH SCHOOL RANK IN CLASS**

**Description:**

This element is a 3-digit percentage that indicates the student's rank in his or her high school class.

Compute this figure using the following formula:

$$(1 - (\text{Raw Rank}/\text{Class Size})) * 100$$

If unknown, use 000 to designate it as such.

**Edits:**

Valid three digit number.

**Notes:**

There is an **implied decimal point** between the second and third numbers.

This element should be reported for all undergraduate students, regardless of Higher Education History.

For graduate students, use 000.

**Picture  
X**

**Position  
234**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
32**

**HIGH SCHOOL AVERAGE WEIGHT INDICATOR**

**Description:**

Indicate whether or not the student's reported high school average is weighted.

The field must contain a value of:

- Y** for yes
- N** for no known weighting
- U** for unknown (*see note below for intended usage*)

**Edits:**

Valid code.

**Note:**

This element should be reported for all undergraduate students, regardless of Higher Education History.

For graduate students, use **U**.

If this field is not being reported for any individuals at the institution, indicate such by using **U**.

**Picture  
X**

**Position  
235**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
33**

**HIGH SCHOOL RANK WEIGHT INDICATOR**

**Description:**

Indicate whether or not the student's reported high school rank is weighted.

The field must contain a value of:

- Y** for yes
- N** for no known weighting
- U** for unknown (*see note below for intended usage*)

**Edits:**

Valid code.

**Note:**

This element should be reported for all undergraduate students, regardless of Higher Education History.

For graduate students, use **U**.

If this field is not being reported for any individuals at the institution, indicate such by using **U**.

**Picture  
X(3)**

**Position  
236 – 238**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
34**

**SAT MATH SCORE**

**Description:**

Enter the score the student received on his or her SAT Math Exam.

Acceptable values are between 200 and 800.

If unknown, use 000 to designate it as such.

**Edits:**

Score in appropriate range or 000.

**Notes:**

This element should be reported for all undergraduate students, regardless of Higher Education History.

For graduate students, use 000.

If a student was admitted to your institution based on his or her ACT score, you can opt to report this element as 000. If both SAT and ACT scores are submitted, the ACT score will be converted to a combined SAT and the higher of the two used for performance-related issues. The conversion table can be found at <http://www.collegeboard.org/sat/cbsenior/html/stat00f.html>.

**Picture  
X(3)**

**Position  
239 – 241**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
35**

**SAT VERBAL SCORE**

**Description:**

Enter the score the student received on his or her SAT Verbal Exam.

Acceptable values are between 200 and 800.

If unknown, use 000 to designate it as such.

**Edits:**

Score in appropriate range or 000.

**Notes:**

This element should be reported for all undergraduate students, regardless of Higher Education History.

For graduate students, use 000.

If a student was admitted to your institution based on his or her ACT score, you can opt to report this element as 000. If both SAT and ACT scores are submitted, the ACT score will be converted to a combined SAT and the higher of the two used for performance-related issues. The conversion table can be found at <http://www.collegeboard.org/sat/cbsenior/html/stat00f.html>.

**Picture  
X(2)**

**Position  
242 – 243**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
36**

**ACT COMPOSITE SCORE**

**Description:**

Enter the score the student received on his or her ACT Exam.

Acceptable values are between 11 and 36.

If unknown, use 00 to designate it as such.

**Edits:**

Score in appropriate range or 00.

**Notes:**

This element should be reported for all students, regardless of Higher Education History.

For graduate students, use 00.

If a student was admitted to your institution based on his or her SAT scores, you can opt to report this element as 00. If both SAT and ACT scores are submitted, the ACT score will be converted to a combined SAT and the higher of the two used for performance-related issues. The conversion table can be found at <http://www.collegeboard.org/sat/cbsenior/html/stat00f.html>.

**Picture  
X**

**Position  
244**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
37**

**STUDENT GOAL INDICATOR**

**Description:**

Enter the student's primary educational objective at the institution, as reported by the student.

<b><u>Code</u></b>	<b><u>Description</u></b>
1	Transfer after earning a degree/certificate
2	Transfer without earning a degree/certificate
3	Earn a degree/certificate with plans for employment
4	Enroll in coursework to learn or upgrade job skills (not seeking a degree or certificate)
5	Enroll in coursework for personal enrichment or enjoyment (not seeking a degree or certificate)
6	Enroll in coursework to obtain a High School General Equivalency Diploma (GED)
7	Uncertain
8	No response or not applicable to this institution

**Edits:**

Valid code.

**Note:**

This field is currently required for community colleges and optional for SUNY state-operated/funded institutions.

**Picture  
X(47)**

**Position  
245 - 291**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
n/a**

<FILLER>

**Description:**

Filler; enter blanks.

**Picture  
9(2)**

**Position  
292 – 293**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
39**

**COURSE DATA COUNTER**

**Description:**

This element contains the count of the number of entries in Course Data (element 40). For example, if the student is enrolled in eight sections, enter 08 in this field and list all eight sections in Course Data.

Since Course Data contains a variable number of course section entries, Course Data Counter is required by the COBOL programming language used to process the student file centrally.

**Edits:**

Valid number.

Agreement with the count of courses.

**Warning:**

**An error in this element may cause one or more sections to be lost.** Because this is a control element, an error here can easily be undetected.

**Picture  
X(28)\***

**Position  
294. . .**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
40**

**COURSE DATA (CASA CAMPUSES)**

**Description:**

For each section in which the student is enrolled, enter the data listed below exactly as they appear on the CASA file. Do not include credit by examination, experiential learning, or credit received for any activity that does not involve enrollment in a course.

**Important:** COURSE DATA COUNTER (Element 39) must contain the number of entries in this element.

<b><u>Element Number</u></b>	<b><u>Position Within Element</u></b>	<b><u>CASA Manual Ref File #</u></b>	<b><u>Picture</u></b>	<b><u>Code And Description</u></b>
40.1	1	6	X	COURSE LEVEL (An alphabetic code that identifies the level of student at which the course is primarily directed. The entry is a function of the course content, not the students actually taking the course.) L = Lower Division U = Upper Division G = Graduate Division
40.2	2 – 11	5	X(10)	Course ID prefix
40.3	12 – 17	10	X(6)	Course ID print

**Note: Institutions not participating in CASA will replace Elements 40.2 and 40.3 with Elements 40.9 and 40.10. (See Data Element 40 COURSE DATA (NON-CASA CAMPUSES).**

40.4	18 – 20	11	X(3)	Section ID. This three-character element specifies the section in which the student is registered. Any combination of letters and numbers is acceptable.  <u>If your institution participates in CASA</u> , this field must agree exactly with the value entered in CASA. Some courses, particularly independent study, have no section identifiers. These courses may be listed in the Student Data File with a Section ID of blanks. When the section is matched against data in CASA, averages for the course will be used, rather than the more precise method of matching.
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\* Occurs 1 to 99 times depending on Course Data Counter

**Picture  
X(28)\***

**Position  
294. . .**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
40  
(continued)**

**COURSE DATA (CASA CAMPUSES)  
(CONTINUED)**

40.5	21	12	9	Instruction type of the section 1 = lecture 2 = seminar 3 = discussion, recitation, or quiz 4 = laboratory or activity 5 = tutorial 6 = independent study 7 = programmed instruction 8 = supervisory instruction 9 = distance learning
40.6	22 – 24	14	X(3)	Term code. This three-character element describes (i) the number of weeks the section meets ( <i>position 22</i> ) (ii) the week the section begins counting from the first week of the term ( <i>position 23</i> ) (iii) the length of the term, usually fifteen weeks ( <i>position 24</i> ). Code A = 1, B = 2, C = 3 . . . For example, OAO is a fifteen-week course that begins the first week of classes in a fifteen-week term.
40.7	25 – 27	15	99V9	CREDIT VALUE of the section. CREDIT VALUE is reported to one decimal place, e.g., a 3-credit section is reported 030. Many courses offer instruction in more than one instruction type or require a student to enroll in more than one section; the student receives credit for the course, not each section separately. It is acceptable to either enter the total credit on one of the sections and zero on the others or to enter part of the credit on each section of the course.

\* Occurs 1 to 99 times depending on Course Data Counter

**Picture  
X(28)\***

**Position  
294. . .**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
40  
(continued)**

**COURSE DATA (CASA CAMPUSES)  
(CONTINUED)**

40.8      28

16      X      CREDIT TYPE of the section.

I = Those courses that can be used to meet the requirements of a formal award at your institution except those that can be coded as N, C, W, D, R, X, O, H, or Z below.

N = Non-credit courses for which credit has been imputed in accordance with the policies and conditions described under CREDIT HOURS and are not remedial or developmental.

C = Contract credit courses (*for state-operated colleges*) or credit courses supported by Account CC2423 (*for community colleges*).

O = Credit courses taken by students in OVERSEAS LOCATIONS.

H = Other self-supporting courses such as separately budgeted summer sessions (state-operated/funded campuses only).

W = Waived tuition courses, those for which the institution does not receive state aid because the tuition for the course has been waived. Generally, this will be associated with employees taking courses on a space available basis.

D = Developmental courses, those that are a mixture of remedial (pre-college) and college level work.

R = Remedial courses – non-credit courses for which credit has been imputed that cover pre-college level instruction with the intent of helping the students attain college level work.

X = Cross registration course taken by the student and taught by another institution. (Enter the name of the institution in Element 40.2 and 40.3, positions 2 – 17.)

A = Accessory instruction course taken by the student and taught by another institution. (Enter the name of the institution in Element 40.2 and 40.3, positions 2 – 17.)

Z = Distance learning course taken by the student and taught by a faculty member from another institution.

\* Occurs 1 to 99 times depending on Course Data Counter

**Picture  
X(28)\***

**Position  
294. . .**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
40  
(continued)**

**COURSE DATA (CASA CAMPUSES)  
(CONTINUED)**

40.8      28      16      X      CREDIT TYPE (continued)

ESF: use SYRACUSE as a prefix for Syracuse University courses.

Ceramics: use ALFRED as a prefix for Alfred University courses.

Cornell Stat: use ENDOWED as a prefix for Cornell endowed courses

**Edits:**

Valid HEGIS Code.

Valid Course ID.

Valid Term Code.

Consistency between Credit Type and Credit Enrollment Status for cross-registered students.

If Credit Type = Z, Instruction Type must be 9. (Note that the converse is not true.)

**Notes:**

Courses taught at overseas locations must have a credit type of O.

\* Occurs 1 to 99 times depending on Course Data Counter

**Picture  
X(28)\***

**Position  
294. . .**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
40  
(continued)**

**COURSE DATA (CASA CAMPUSES)  
(CONTINUED)**

**Selections from glossary**

**CREDIT HOURS** - The number of academic units assigned to a credit course  
[See Student Data File Elements 40.7 COURSE DATA - CREDIT VALUE and 40.8 COURSE  
DATA - CREDIT TYPE.]

**NOTE A:** Some of our institutions require that students take certain courses that carry no credit hours. Examples of these may be physical education, musical ensembles, theater stagecraft, etc. If this condition should occur at your institution, equivalent credit hours should be calculated in accordance with Memorandum to Presidents, Vol. 76, No. 8, "Credit/Contact Hour Relationship"; this memorandum is printed in the Appendix. In summary form, the relationship between class hours and credit hours over a term is as follows:

- (1) If the method of instruction is lecture, seminar, quiz, discussion or recitation, then one class contact hour per week per term would be awarded one credit hour.
- (2) If the method of instruction involves activity supervised as a group such as laboratory, field trip, practicum, workshop or group studies, then three class contact hours per week per term would be awarded on credit hour unless the activity requires substantial outside preparation by the student in which case two class contact hours per week per term would be awarded on credit hour.
- (3) In the case of supervised individual activity, such as independent study, individual studio and tutorial, calculate credit hours as follows: (a) for independent study defined as study given initial guidance, criticism, review and final evaluation by a faculty member, the equivalent of three student academic activity hours per week per term would be awarded one credit hour; (b) for tutorial study defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member and periodic as well as final evaluation of student performance, the equivalent of one instructional contact hour per week per term would be awarded one credit hour.
- (4) If the student is engaged in independent activity that is essentially full-time, as in the case of student teaching, then each week of work would be the equivalent of one credit hour.

**NOTE B:** Equivalent credit hours for non-credit instructional activities designed to serve the needs of SPECIAL STUDENTS should be calculated in accordance with Note A above.  
(See SPECIAL STUDENTS, NON-CREDIT COURSES FOR SPECIAL STUDENTS.)

See also glossary: EQUIVALENT CREDIT HOURS

**Picture  
X(28)\***

**Position  
294. . .**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
40**

**COURSE DATA (NON-CASA CAMPUSES)**

**Description:**

Do not include credit by examination, experiential learning, or credit received for any activity not involving enrollment in a course.

**Important:** COURSE DATA COUNTER (Element 39) must contain the number of entries in this element.

<b><u>Element Number</u></b>	<b><u>Position Within Element</u></b>	<b><u>Picture</u></b>	<b><u>Code And Description</u></b>
40.1	1	X	COURSE LEVEL (An alphabetic code that identifies the level of student at which the course is primarily directed. The entry is a function of the course content, not the students actually taking the course.) L = Lower Division U = Upper Division G = Graduate Division
40.9	2 – 5	9(4)	HEGIS coding of the course content. The entry describes the area of knowledge of the course and is <b>not</b> directly related to the department teaching the course, the degree program that requires it, or the background of the students enrolled in the course. See Appendix E for the listing of the HEGIS taxonomy.
40.10	6 – 17	X(12)	Course identifier as it is printed in your catalog or as students register for the course.
40.4	18 – 20	X(3)	Section ID. This three-character element specifies the section in which the student is registered. Any combination of letters and numbers is acceptable.

\* Occurs 1 to 99 times depending on Course Data Counter

**Picture  
X(28)\***

**Position  
294 . .**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
40  
(continued)**

**COURSE DATA (NON-CASA CAMPUSES)  
(CONTINUED)**

40.5	21	9	Instruction type of the section 1 = lecture 2 = seminar 3 = discussion, recitation, or quiz 4 = laboratory or activity 5 = tutorial 6 = independent study 7 = programmed instruction 8 = supervisory instruction 9 = distance learning
40.6	22 – 24	X(3)	Term code. This three-character element describes (i) the number of weeks the section meets ( <i>position 22</i> ) (ii) the week the section begins counting from the first week of the term ( <i>position 23</i> ) (iii) the length of the term, usually fifteen weeks ( <i>position 24</i> ). Code A = 1, B = 2, C = 3 . . . For example, OAO is a fifteen-week course that begins the first week of classes in a fifteen-week term.
40.7	25 – 27	99V9	CREDIT VALUE of the section. CREDIT VALUE is reported to one decimal place, e.g., a 3-credit section is reported 030. Many courses offer instruction in more than one instruction type or require a student to enroll in more than one section; the student receives credit for the course, not each section separately. It is acceptable to either enter the total credit on one of the sections and zero on the others or to enter part of the credit on each section of the course.

\* Occurs 1 to 99 times depending on Course Data Counter

**Picture  
X(28)\***

**Position  
294. . .**

**Office of Institutional Research  
State University of New York  
Student Data File**

**Data  
Element  
Number  
40  
(continued)**

**COURSE DATA (NON-CASA CAMPUSES)  
(CONTINUED)**

40.8      28

X      CREDIT TYPE of the section.

I = Those courses that can be used to meet the requirements of a formal award at your institution except those that can be coded as N, C, W, D, R, X, O, H, or Z below.

N = Non-credit courses for which credit has been imputed in accordance with the policies and conditions described under CREDIT HOURS and are not remedial or developmental.

C = Contract credit courses (*for state-operated colleges*) or credit courses supported by Account CC2423 (*for community colleges*).

O = Credit courses taken by students in OVERSEAS LOCATIONS.

H = Other self-supporting courses such as separately budgeted summer sessions (state-operated/funded campuses only).

W = Waived tuition courses, those for which the institution does not receive state aid because the tuition for the course has been waived. Generally, this will be associated with employees taking courses on a space available basis.

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X = Cross registration course taken by the student and taught by another institution. (Enter the name of the institution in Element 40.2 and 40.3, positions 2 – 17.)

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\* Occurs 1 to 99 times depending on Course Data Counter

**Picture  
X(28)\***

**Position  
294. . .**

**Office of Institutional Research  
State University of New York  
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**Data  
Element  
Number  
40  
(continued)**

**COURSE DATA (NON-CASA CAMPUSES)  
(CONTINUED)**

40.8      28                  16                  X      CREDIT TYPE (continued)

ESF: use SYRACUSE as a prefix for Syracuse University courses.

Ceramics: use ALFRED as a prefix for Alfred University courses.

Cornell Stat: use ENDOWED as a prefix for Cornell endowed courses

**Edits:**

Valid HEGIS code.

Valid Course ID.

Valid term code.

Consistency between credit type and Credit Enrollment Status for cross-registered students.

If Credit Type = Z, Instruction Type must be 9. (Note that the converse is not true.)

**Notes:**

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\* Occurs 1 to 99 times depending on Course Data Counter

**Picture  
X(28)\***

**Position  
294. . .**

**Office of Institutional Research  
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**Data  
Element  
Number  
40  
(continued)**

**COURSE DATA (NON-CASA CAMPUSES)  
(CONTINUED)**

**Selections from glossary**

**CREDIT HOURS** - The number of academic units assigned to a credit course  
[See Student Data File Elements 40.7 COURSE DATA - CREDIT VALUE and 40.8 COURSE  
DATA - CREDIT TYPE.]

**NOTE A:** Some of our institutions require that students take certain courses that carry no credit hours. Examples of these may be physical education, musical ensembles, theater stagecraft, etc. If this condition should occur at your institution, equivalent credit hours should be calculated in accordance with Memorandum to Presidents, Vol. 76, No. 8, "Credit/Contact Hour Relationship"; this memorandum is printed in the Appendix. In summary form, the relationship between class hours and credit hours over a term is as follows:

- (1) If the method of instruction is lecture, seminar, quiz, discussion or recitation, then one class contact hour per week per term would be awarded one credit hour.
- (2) If the method of instruction involves activity supervised as a group such as laboratory, field trip, practicum, workshop or group studies, then three class contact hours per week per term would be awarded on credit hour unless the activity requires substantial outside preparation by the student in which case two class contact hours per week per term would be awarded on credit hour.
- (3) In the case of supervised individual activity, such as independent study, individual studio and tutorial, calculate credit hours as follows: (a) for independent study defined as study given initial guidance, criticism, review and final evaluation by a faculty member, the equivalent of three student academic activity hours per week per term would be awarded one credit hour; (b) for tutorial study defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member and periodic as well as final evaluation of student performance, the equivalent of one instructional contact hour per week per term would be awarded one credit hour.
- (4) If the student is engaged in independent activity that is essentially full-time, as in the case of student teaching, then each week of work would be the equivalent of one credit hour.

**NOTE B:** Equivalent credit hours for non-credit instructional activities designed to serve the needs of SPECIAL STUDENTS should be calculated in accordance with Note A above.  
(See SPECIAL STUDENTS, NON-CREDIT COURSES FOR SPECIAL STUDENTS.)

See also glossary: EQUIVALENT CREDIT HOURS

## **Editing the Data**

The records submitted on the Student Data File will be edited for:

- consistency within data elements
- consistency among data elements
- incompleteness
- incorrect codes
- improbable entries (where possible)

A report will be generated identifying any records not passing these edit checks along with all edit messages that apply. These records must be corrected and resubmitted. They will be checked again for accuracy. This editing process will be repeated until there are no fatal errors.

In addition to checking individual records, summary reports should also be verified to insure that the data in the aggregate accurately represent your institution.