

## NEW JERSEY

### New Jersey Commission on Higher Education

- Coordinating board
- Data collected from 2-year public, 4-year public, and independent (private, non-profit) institutions in the state
- 1 of 2 state level postsecondary student unit record (SUR) systems
- Other postsecondary SURs in state (click on active link(s) to view profile):  
**Higher Education Student Assistance Authority (not included in study)**

#### BACKGROUND INFORMATION

SUR NAME **Student Unit Record (SURE) System**

Year SUR Established **1985**

Last period of upgrade/modification **Prior to 1990**

#### Reasons SUR was Established

- IPEDS reporting
- tracking student retention/graduation
- tracking students across institutions

#### Legal Authority to Collect Data

- state law creating coordinating or governing board
- administrative regulations/rules issued to interpret state law(s)
- memorandum of understanding

#### INSTITUTIONAL COVERAGE, TYPES OF DATA, AND METADATA

##### Institutional Coverage

- 2-year public
- 4-year public
- independent (private, non-profit) *[plans to collect from rabbinical and theological colleges]*
- *Plans to collect from proprietary institutions*

##### IPEDS Roles

###### Verification

- coordinator

###### Reporting

- coordinator

##### Participation in IPEDS Surveys

- Institutional Characteristics (IC)
- 12-month Enrollment (E12)
- Completions (C)
- Human Resources (Employees by Assigned Position (EAP), Fall Staff (S), and Salaries (SA))
- Fall Enrollment (EF)
- Graduation Rate (GRS)
- Finance (F)
- Student Financial Aid (SFA)

#### Types of Data Collected

- K-12 academic history (*high school, admissions test scores*)
- postsecondary academic history (*placement test scores, transfer*)
- demographic
- postsecondary enrollment
- course-level information
- finance (*tuition, fees, fiscal management*)
- completions
- non-credit instructional activity (*pre-college courses [remedial, developmental]*)
- academic program inventory
- institutional characteristics
- facilities/capital projects

#### Authority to Change Data Elements/Definitions

- agency/entity staff
- group that includes appropriate institutional/campus personnel

#### Internal Primary Key(s) to Build Longitudinal Records

- Social Security Number (*no plans to discontinue use as internal primary key*)

#### Metadata

##### business procedures

- data element dictionary
- data submission/reporting procedure
- data certification forms

##### technical procedures

- data validation/data checking procedure
- statistical mechanisms used to alert institutional user of successful or unsuccessful data validation

#### USES OF SUR DATA

##### Current Uses and Purposes

- decision-/policymaking
- generating reports and statistics (internal and external)
- consumer information for prospective students
- research
- cross-sector collaboration (K-12, labor, etc.)

**Types of Reports**

- completions (*independent institutions included*)
- enrollment (*independent institutions included*)
- institutional profile, public
- non-credit instructional activity
- remediation
- retention (*independent institutions included*)
- transfer

**Audiences Receiving Some or All Reports**

governor's office, legislature, coordinating or governing board, federal agencies, general public, other audience (2-year public institutions)

**LINKING ARRANGEMENTS WITH AGENCIES, STATES, AND ORGANIZATIONS**

**State P-20 Data Warehouse** no

**Links to State Agencies/Entities**

- state financial aid agency/entity
- state education agency (K-12) (*under development*)
- labor/workforce (*under development*)

**Links to Other States** no

**Links to External Organizations**

- National Student Clearinghouse

**Primary IDs Used in Matching**

- Social Security Number

**Demographic Elements Used in Matching** no

**Legal Mechanisms Enabling Linking**

- memorandum of agreement/understanding

**Barriers to Linking**

- lack of common identifiers/crosswalks

**MECHANISMS TO ENSURE DATA QUALITY**

**Responsibility for Entering Data**

- office/division within agency/entity

**Responsibility for Checking/Verifying Data**

- office/division within agency/entity

**Method of Informing IR Personnel of Data Submission Inconsistencies**

- manual notification (e.g., email, phone call from agency/entity)

**On-site Institutional Data Audits** no

**Professional Development for IR Professionals** yes

**Mandatory?** no

**Frequency** as needed

**DATA ELEMENTS COLLECTED**

**Postsecondary Elements (36)**

*demographic*

- student name
- ✓ - date of birth
- ✓ - gender
- ✓ - race/ethnicity
- ✓ - Social Security Number
- ✓ - K-12 identification number
- ✓ - Institutional identification number
- student identification number
- ✓ - citizenship
- ✓ - state residency status

*postsecondary academic history*

- ✓ - admissions scores
- placement scores
- ✓ - prior college(s) attended
- ✓ - transfer credits

*enrollment status*

- ✓ - degree seeking status
- ✓ - attendance status (full-/part-time)
- 1<sup>st</sup> term of academic history
- ✓ - program/major

*financial aid*

- dependency status
- family income
- federal financial aid
- state financial aid
- institutional financial aid
- other financial aid
- merit-based financial aid
- need-based financial aid
- FAFSA fields

*academic activity*

- course title
- course mode of instruction
- course grade
- ✓ - term student credit hours (SCH) attempted
- term SCH earned

*academic attainment*

- ✓ - degree awarded
- ✓ - degree date
- ✓ - cumulative SCH earned
- ✓ - cumulative GPA

**K-12 Elements (13)**

*demographic*

- student free and reduced-price lunch eligibility
- language spoken at home
- disability status

*high school background*

- ✓ - high school attended
- district/school code
- student resident county-district code

*academic activity*

- date student enrolled
- course type
- course title
- course grade

*academic attainment*

- ✓ - high school GPA
- ✓ - high school graduation date
- assessment scores

**Labor/Workforce Elements (15)**

- employer ID number
- employer size (# of employees monthly)
- employer county
- wages earned
- wage type code
- hours worked
- employment quarter code
- employment year
- date student/employee applied for Unemployment Insurance (UI)
- date student first received UI check
- other agencies providing services to student while student is receiving UI
- U.S. Census North American Industry Classification System (NAICS) code
- U.S. Census NAICS title
- U.S. Department of Labor Standard Occupational Classification (SOC) code
- U.S. Department of Labor SOC title