SIRIS Data Dictionary
Term Section Data Submission Elements

HEADER INFORMATION

Element ID/Name/Format/Description			*Description:* Describes Batch Submission Type. Required
HH010	**Submission Form**	N(3,0)	
Codes - ID/Name/Description			
001	Course	Indicates Course Submission Data Elements.	
002	Term/Section	Indicates Term/Section Submission Data Elements.	
003	ESS (Student)	Indicates Early Student Submission Data Elements.	
004	Degree	Indicates Degree Submission Data Elements.	
005	Financial Aid	Indicates Financial Aid Submission Data Elements.	
006	Student Revenue	Indicates Student Revenue Submission Data Elements.	
007	Student Survey	Indicates Student Survey Submission Data Elements.	
008	NY Alert	Indicates NY Alert Submission Data Elements.	
030	EOT (Student)	Indicates End of Term Student Submission Data Elements.	
Business Rules – Error Level/Description			
Fatal		Submission Form must be a valid code. Cannot be blank.	

Element ID/Name/Format/Description			*Description:* Describes the submission is full replacement or an update.
HH020	**Batch Action Code**	N(3,0)	
Codes - ID/Name/Description			
001	Update	Indicates the batch submission is to update records.	
002	Full Submission Replace	Indicates the batch submission is a full replacement	
Business Rules – Error Level/Description			
Fatal		Must be a valid code. *Cannot be null.*	

Element ID/Name/Format/Description			*Description:* Identifies the header record
HH030	**Header Indicator**	C(1)	
Codes - ID/Name/Description			
X	Contact	Contact for the batch	
S	SUNY Campus	SUNY Campus Code	
Business Rules – Error Level/Description			
Fatal		Invalid value	
Fatal		There must be at least one contact.	
Fatal		Must be a valid code. *Cannot be null.*	

Element ID/Name/Format/Description			*Description:* Indicate if the contact is the primary contact. One contact per batch must be set to primary.
HC010	**Primary Contact Indicator**	B(1)	
Codes - ID/Name/Description			
1	Yes	The contact record is the primary contact.	
0	No	A non-primary contact record.	
Business Rules – Error Level/Description			
Warning		There can only be 1 primary contact	
Fatal		Must be a valid code. *Cannot be null.*	

Element ID/Name/Format/Description			*Description:* Name of Contact
HC020	**Primary Contact Name**	C(50)	

Business Rules – Error Level/Description	
Fatal	Minimum length must be greater than 5

Element ID/Name/Format/Description			Description: Title of the Contact Person
HC030	Title	C(50)	

Element ID/Name/Format/Description			Description: Email address of the primary contact person/group
HC040	Email Address	C(100)	

Element ID/Name/Format/Description			Description: UserID of the contact
HC050	UserID	C(25)	

Element ID/Name/Format/Description			Description: A unique identifier assigned to a SUNY campus sponsoring the term/section (see Appendix A-2).
TH010	SUNY Campus Identifier	N(5,0)	

Business Rules – Error Level/Description	
Fatal	Must be a valid code from the campus code list in Appendix A-2

Element ID/Name/Format/Description			Description: A unique identifier assigned to a SUNY campus submitting the record (see Appendix A-2).
TD025	SUNY Subcampus Identifier	N(5,0)	

Business Rules – Error Level/Description	
Fatal	If provided, must be a valid code from the list of subcampus codes in Appendix A-2.
Fatal	If provided, SUNY Subcampus Identifier must be associated with the reporting campus (TH010).

Element ID/Name/Format/Description			Description: Codes to add, update or delete data records. The Section Action Code must be associated with the appropriate code from the Section Segment Indicator (TD 020).
TD010	Section Action Code	C(1)	

Codes – ID/Name/Description		
A	Add	Add a full section record or a subset of section elements which allows multiple entries.
D	Delete	Delete an existing section record.
U	Update	Update elements of a full section record or a subset of section elements.

Business Rules – Error Level/Description	
Fatal	Must be a valid code. *Cannot be null.*

Element ID/Name/Format/Description			Description: Section Field ID specifies elements in conjunction with Section Action Code (TD 020), allowing a full record or a subset of elements to be changed.
TD020	Section Segment Indicator	N(3,0)	

Codes – ID/Name/Description		
1	Section	Fell Section record.
2	Meeting	Scheduled meeting time and location related elements.
3	Meets same time as	Meets same time as related section elements.
4	Instructor	Instructor related sections elements.
5	Student Roster Section Enrollment	Student enrollment related section elements.

Business Rules – Error Level/Description	
Fatal	Must be a valid code. *Cannot be null.*

Element ID/Name/Format/Description			Description: A unique identifier assigned by a campus to identify the course and register course credits on the student record. Typically campuses use an alpha designator followed by a number, e.g., ENG 101; others use a discrete number, e.g., 02586,
TD030	Campus Course ID	C(15)	

			and in some instances course ID may be all alpha characters. Campuses may use any method; however, the method utilized must identify a course uniquely and should be consistently applied.
Business Rules – Error Level/Description			
Fatal		Must be a valid Campus Course ID from the Campus Course Data Submission file.	

Element ID/Name/Format/Description			*Description:* A unique identifier assigned by System Administration when a new course record is added to the database. Campuses are not required to use this identifier
TD040	**SUNY Course ID**	N(10,0)	
Business Rules – Error Level/Description			
Fatal		Must be a unique. Leave blank when adding a new course.	
Fatal		If supplied, SUNY Course ID must be found on the System Administration's mater course inventory.	

Element ID/Name/Format/Description			*Description:* The identifier for a course offering with a unique instruction type, time, place and instructor. A separate section within a course is required when the Instruction Type changes. This identifier must be unique within a submission. A subsequent record with the same Campus Section ID will overwrite the previous record.
TD050	**Campus Section ID**	C(15)	
Business Rules – Error Level/Description			
Fatal		Required. *Cannot be null.*	

Element ID/Name/Format/Description			*Description:* A unique identifier assigned by System Administration for each section. Recommended to ensure correct section identification.
TD060	**SUNY Section ID**	N(10,0)	
Business Rules – Error Level/Description			
Fatal		If supplied, SUNY Section ID must be found on System Administration Section list or leave blank when adding a new section record.	

Element ID/Name/Format/Description			*Description:* The campus assigned title description of the section. Default will be the same as the related course title as reported on the Course submission (CC 010).
TT010	**Section Title**	C(60)	

Element ID/Name/Format/Description			*Description:* The CIP code used to describe the area of knowledge of the section where Instruction Type (TT 090) is Mentored Individual Learning or Independent Study.
TT020	**Section Content**	C(6)	
Business Rules – Error Level/Description			
Fatal		If provided, must be a valid CIP code (see Appendix B).	
Warning		After November 1, 2013, CIP 2000 codes will not be accepted; only CIP 2010 codes will be allowed. See the CIP 2010 crosswalk at http://nces.ed.gov/ipeds/cipcode/crosswalk.aspx?y=55	
Fatal		If the first two digits of Course Content (CC040) are 87, then the first two digits of Section Content (TT020) must be 87.	

Element ID/Name/Format/Description			*Description:* The account number that identifies the department responsible for the section, including the content, scheduling and grading.
TT030	**Academic Department Code**	C(8)	
Business Rules – Error Level/Description			
Fatal		Required for State operated campuses whenever Special Course Indicator (CC025) is Default (1).	
Warning		Should be a valid Academic Department Code for current fiscal year for State operated campuses (see Appendix C).	
Fatal		Must be a valid code in the full Chart of Accounts for State operated campuses.	

Element ID/Name/Format/Description			Description: The beginning date of the section.
TT040	**Section Begin Date**	MMDDYYYY	

Business Rules – Error Level/Description		
Fatal		Required. *Cannot be null.*
Fatal		Section Begin Date must precede or be the same as Section End Date and Section Census Date.
Warning		Warning is Issued If sections begin and end dates are the same.

Element ID/Name/Format/Description			Description: The ending date of the section.
TT050	**Section End Date**	MMDDYYYY	

Business Rules – Error Level/Description		
Fatal		Required. *Cannot be null.*
Warning		Warning is issued if sections begin and end dates are the same.
Fatal		Section End Date must be later or the same as Section Begin Date and Section Census Date.

Element ID/Name/Format/Description			Description: The date at which 20% of the sections scheduled class time (or equivalent) has been completed.
TT060	**Section Census Date**	MMDDYYYY	

Business Rules – Error Level/Description		
Fatal		Required. *Cannot be null.*
Fatal		Section Census Date must be within the range of Section Begin and End dates.
Fatal		Section Census Date must be between Course Begin Date and Course End Date (derived from Action Effective Date [CD030]).

Element ID/Name/Format/Description			Description: Indicates the academic term of the section.
TT070	**Section Term**	N(3,0)	

Codes - ID/Name/Description		
1	Summer	
2	Fall	
3	Winter	
4	Spring	

Business Rules – Error Level/Description		
Fatal	*	Must be a valid code. *Cannot be null.*

Element ID/Name/Format/Description			Description: The calendar year associated with Section Term (TT070).: If the Section Term (TT070) is Winter (3), enter the second calendar year of the academic year; e.g., for 2012-13, enter 2013 even if the section started in December 2012.
TT075	**Section Year**	N(4,0)	

Business Rules – Error Level/Description	
Fatal	Must be a valid four digit year +/- 1 the current year. Cannot be null.
Fatal	If Section Term (TT070) is Summer, Section Year must be the same year as that of Section Census Date (TT060).
Fatal	If Section Term (TT070) is Fall, Section Year must be the same year as that of Section Begin Date (TT040).
Fatal	If Section Term (TT070) is Winter and Section End Date is in December, Section Year must be the year following that of the Section End Date (TT050). Otherwise, Section Year must be the same year as that of Section End Date (TT050).
Fatal	Fatal / If Section Term (TT070) is Spring, Section Year must be the same year as that of Section End Date (TT050).

Element ID/Name/Format/Description	Description: Indicates whether at least some portion of the

TT080	**Online Instruction Type**		N(3,0)	direct instruction (i.e., excluding advisement, office hours, homework assignments, and help sessions) occurs online.

Codes – ID/Name/Description

1	Not Online	No direct instruction delivered online
2	Asynchronous Online	100% of the Direct instruction occurs under time delay; that is, direct instruction is recorded/stored and accessed later.
3	Synchronous Online	100% of the Direct instruction occurs in real time without (time) delay.
4	Combined Online	100% of the Direct instructed combines both Synchronous and Asynchronous type.
5	Hybrid	Section where a portion (0.01% - 99.9%) of the direct instruction of the course section's curricular content is delivered to the student via an online communication method and the remaining portion of the direct instruction is required to be delivered face to face.

Business Rules – Error Level/Description

Fatal		If entered, must be a valid code.
Fatal		Required if Special Course Indicator (CC025) is Default (1).

Element ID/Name/Format/Description			*Description:* Codes that describe the primary instruction mode of a section. For multiple component courses with different modes of instruction (e.g., lab, lecture, and/or recitation), each instruction type should be reported as a unique section.
TT090	**Instruction Type**	N(3,0)	

Codes – ID/Name/Description

1	Lecture	Lecture describes instruction where new material is presented by the instructor(s) with or without some discussion, but discussion is not the primary purpose of the meeting.
2	Seminar	Seminar describes instruction where a relatively small group of students are presented with some new material and students are asked to prepare and present material for further discussion.
3	Recitation/Quiz /Discussion	Recitation/Quiz/Discussion describes instruction where a subset of students from a larger lecture section meet to review, discuss or be tested on material previously presented in the lecture; presentation of new material is not the purpose of this meeting.
4	Laboratory	Laboratory describes instruction where a group of individuals under supervision are presented new material in a setting with facilities, instruments or equipment specific to the purpose of the meeting.
5	Tutorial	Tutorial describes instruction where a student is individually supervised and the faculty functions as an active consultant or tutor. This type of instruction involves regularly scheduled meetings; substantiated faculty contact is required.
6	Independent Study	Independent Study describes instruction where a student works with minimal faculty direction; therefore, no faculty member is reported (e.g., music practice study, independent research, etc.).
7	Programmed Instruction	Programmed Instruction describes sections that use prepackaged programmed materials.
8	Studio	Studio describes instruction where outside preparation by the student is expected and where equipment/facilities specific to the instruction is often required.
9	Practicum	Practicum describes instruction in a supervised clinical/medical, social work, or school (student teaching) setting where students have an opportunity to apply the theoretical knowledge they have acquired
10	Internship	Applied learning experiences for which a student may earn academic credit in an agreed-upon, short-term, supervised workplace activity, which may be related to a student's major field or area of interest. The work can be full or part time, on or off campus, paid or unpaid. Some institutions offer both credit and non-credit bearing internships. Internships integrate classroom knowledge and theory with practical application and skills developed in professional or community settings. This definition does not include internships that are

		required components of a registered program leading to NYS licensure or certification (e.g., teacher preparation, social work, dental hygiene).An internship is distinct from community service or service learning. (See appendix AB for Criteria for Approved Applied Learning Activities.)
11	Lecture/Lab/Recitation	Lecture/Lab/Recitation should be used only when a joint lecture/laboratory course or a joint lecture/recitation course cannot be appropriately decomposed into its component pieces. Use of this value is discouraged.
12	Mentored Individual Learning	Mentored Individual Learning describes customized instruction where a student is individually supervised and the instructor functions as a mentor; substantial faculty contact is required.
13	Advanced Graduate Research	Advanced Graduate Research will be used to report any course registration of an advanced doctoral student working on a research project required for the completion of their academic program (e.g., dissertation). Regular class meetings are not required, so faculty contact hours need not be reported.
14	Co-operative Education	An applied learning experience that alternates classroom learning and productive paid work experiences in a field related to a student's academic and career goals. Co-ops are formal partnerships between an educational institution, an employer, and one or more students, and typically provide meaningful work experiences for students. Co-ops are off-campus and full time or part time. (See appendix AB for Criteria for Approved Applied Learning Activities.)

Business Rules – Error Level/Description		
Fatal		Mentored Individual Learning can only be used when SUNY Campus Identifier is Empire State College.
Fatal		Advanced Graduate Research can only be reported for advanced graduate students (see Appendix N for a definition).
Fatal		If entered, must be a valid code.
Fatal		Required if Special Course Indicator (CC025) is Default (1) and Online Instruction Type (TT080) is Not Online (1) or Hybrid (5).

Element ID/Name/Format/Description			Description: Describes the specific type of internship.
TT095	**Internship Type**	N(3,0)	

Codes – ID/Name/Description		
1	Formal Internship – paid	Academic programs integrating classroom learning and productive work experiences in a field related to a student's academic and career goals. Formal internships provide students with learning experiences integrating theory and practice. As an academic program, it serves as a partnership among students, educational institutions and employers. Includes remuneration.
2	Formal Internship - unpaid	Academic programs integrating classroom learning and productive work experiences in a field related to a student's academic and career goals. Formal internships provide students with learning experiences integrating theory and practice. As an academic program, it serves as a partnership among students, educational institutions and employers. Does not include remuneration.
3	Independent Internship – paid	An independent internship is a form of Applied Learning or Experiential Education that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Independent internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. Includes remuneration.
4	Independent Internship – unpaid	An independent internship is a form of Applied Learning or Experiential Education that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Independent internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. Does not include remuneration.

Business Rules – Error Level/Description		
Fatal		For Instruction Types other than Internship (10), must be null.

Element ID/Name/Format/Description			Description: Describes the relationship between student contact and credit hours associated with the Instruction Type. Based on an academic standard of a 15-week semester, credits are awarded consistent with Carnegie Foundation guidelines defining the relationship between contact hours and credit hours. (For reference, see SUNY Memorandum to Presidents Vol. 76, No. 8. Appendix D.)
TT100	**Credit/Contact Hour Relationship**	N(3,0)	

Codes – ID/Name/Description		
1	Standard 1:1	One semester credit hour = Fifteen 50-minute sessions per term. (One semester credit hour is awarded for each weekly contact hour over a 15-week semester, or equivalent. This relationship is typically associated with Lecture, Seminar, Recitation/ Quiz/Discussion, Tutorial types of instruction.)
2	Supervised Group 1:2	One semester credit hour = Fifteen activity periods of 100 minutes in duration, where such activity involves SUBSTANTIAL outside preparation by the student. (One semester credit hour is awarded for two weekly contact hours over a 15-week semester, or equivalent. This relationship is sometimes associated with Laboratory, Studio, and Practicum types of instruction.)
3	Supervised Group 1:3	One semester credit hour = Fifteen activity periods of 150 minutes in duration, where little or no outside preparation by the student is expected by the student. (One semester credit hour is awarded for three weekly contact hours over a 15-week semester, or equivalent. This relationship is typically associated with Laboratory, Studio, and Practicum types of instruction.)
4	Full-Time 1:1 Week	If the academic activity associated with the section is essentially full time, one semester credit hour is awarded for each week of work, or equivalent (e.g., full time student teaching).
5	Lecture/Lab/Recitation 1:1.5	This should be used only when Instruction Type (TT 090) is Lecture/Lab/Recitation (011). One semester credit hour = Fifteen 75-minute sessions per term.
6	Non-Credit, not State-aidable	Non-Credit instruction not eligible/not approved for state support; no credit hours awarded (e.g., continuing education with no associated academic credit).
7	No Instructional Setting	The academic activity cannot be better characterized by codes 1-5 and does not require scheduled instructor / student meetings in a formal academic instructional setting. (e.g., Independent study, course sections associated with student research projects, internships, and co-op experiences)
8	Other	The credit/contact hour relationship cannot be described by codes 1-7.

Business Rules – Error Level/Description		
Fatal		Required if Special Course Indicator (CC025) is Default (1).
Fatal		If entered, must be a valid code.
Fatal		If the Course Level (CC 030) is Continuing Education, Credit/Contact Hour Relationship must be Non-credit, not State-aidable (006).
Warning		If the relationship is Standard 1:1, the Instruction Type should be Lecture, Seminar, Recitation/Quiz/Discussion, or Tutorial. If the relationship is Supervised Group 1:2 or Supervised Group 1:3, the Instruction Type should be Laboratory, Studio or Practicum.
Warning		If the relationship is Lecture/Lab/Recitation 1:1.5, Instruction Type (TT 090) should be Lecture/Lab (011).
Warning		If the relationship is No Instructional Setting (7), Instruction Type (TT090) should be Independent Study (6), Programmed Instruction (7), Internship (10), Mentored Individual Learning (12), Advanced Graduate Research (13) or Co-operative Education (14).
Fatal		Number of warnings must not exceed threshold.

Element ID/Name/Format/Description	Description: Report the number of weekly student contact hours

TT105	Other Contact Hour Specification	N(4,2)	that will generate one credit hour assuming a standard 15 week semester.
Business Rules – Error Level/Description			
Warning	Should be between 0.00 and 20.00		
Fatal	Required if Credit/Contact Hour Relationship (TT100) is Other (8) and Special Course Indicator (CC025) is Default (1).		

Element ID/Name/Format/Description			*Description:* Total hours spent by the faculty member(s) in direct contact with students, as reflected in the scheduled instruction time for the section. Fifty minutes of instruction equals one faculty contact hour; preparation time or office hours are NOT to be included (e.g., a typical three- credit Lecture yields 45 faculty contact hours, a typical three-credit Independent Study yields zero faculty contact hours).
TT110	**Total Faculty Contact Hours**	N(4,1)	
Business Rules – Error Level/Description			
Warning	A warning will be issued when there is a large discrepancy between the Total Faculty Contact Hours and the standard faculty contact hours associated with the Instruction Type.		
Fatal	Required if Special Course Indicator (CC025) is Default (1) and Instruction Types (TT090) is 1-4, 8, 11, and 12.		
Fatal	For Instruction Types (TT090) Independent Study (6) and Advanced Graduate Research (13), Total Faculty Contact Hours must be reported as zero.		

Element ID/Name/Format/Description			*Description:* The total hours spent by the individual student in the scheduled instruction. Total Student Contact Hours are usually the same as Total Faculty Contact Hours, but may differ in those instances when the faculty is not in full/direct supervision of the student (e.g., a typical three- credit Lecture will yield the same 45 contact hours for both student and faculty while a typical three-credit Independent Study will yield 45 student contact hours and zero faculty contact hours).
TT120	**Total Student Contact Hours**	N(4,1)	
Business Rules – Error Level/Description			
Warning	Warning will be issued when there is a large discrepancy (over 10%) between the Total Student Contact Hours and the standard student contact hours associated with the Instruction Type.		
Fatal	If provided, must be within the range 0 – 999.9		
Fatal	Required if Special Course Indicator (CC025) is Default (1).		
Fatal	Total Student Contact Hours must be greater than zero if Special course Indicator (CC025) is Default (1) and corresponding Course Level (CC030) is not Continuing Education (5) or Educational Opportunity Center (6).		

Element ID/Name/Format/Description			*Description:* For Continuing Education or Educational Opportunity Center (EOC) courses only, report the number of students enrolled in the section. This provides a mechanism to report enrollment in a section, where detailed student academic and demographic information is not available.
TT130	**Section Student Enrollment**	N(5,0)	
Business Rules – Error Level/Description			
Fatal	Required if Special Course Indicator (CC025) is Default (1) and the corresponding Course Level (CC030) is Continuing Education (5) or Educational Opportunity Center (6).		
Fatal	Either an Enrollment Roster (TE Elements) must be provided or Section Student Enrollment must be greater than 0.		
Fatal	If the section enrollment roster is reported, section Student Enrollment must be equal to the total count of students in the section enrollment roster.		

Element ID/Name/Format/Description			*Description:* Codes that describe the source of funding for the section.
TT140	**Funding Source**	N(3,0)	

SIRIS Data Dictionary
Term Section Data Submission Elements

Codes – ID/Name/Description		
1	State Supported	Instructional activity that is conducted within the guidelines for inclusion as a state supportable activity.
2	Self Supported by Tuition	Instructional activity that is not eligible for state support or other direct public funding; associated course costs are funded by tuition only.
3	Contract Course	Instructional activity that is contracted and paid for by a third party (e.g., corporation, state agency, union, etc.).
4	Self Supported by Fee	Instructional activity that does not meet the criteria for credit-course tuition; supported by fee (primarily Continuing Education, Non-credit).
5	State Supported with Associated Fee	Instructional activity that is conducted within the guidelines for inclusion as a state supportable activity, but students are also required to pay an additional fee.
6	Self Supported with Associated Fee	Instructional activity that does not meet the criteria for credit-course tuition; supported by fee (primarily Continuing Education, Non-credit). Students are also required to pay an additional fee.

Business Rules – Error Level/Description		
Fatal		If Funding Source is State Supported (1) or State Supported with Associated with Associated Fee (5) and Course Level (CC030) is Remedial – Continuing Ed (7), Course must be found in Approved Remedial – Continuing Ed list (see appendix AA)
Fatal		If Course Level (CC030) is Continuing Education (5), Funding Source must be Contract Course (3), Self-supported by Fee (4) or Self Supported with Associated Fee (6).
Fatal		If entered, must be a valid code.
Fatal		Required if Special Course Indicator (CC025) is Default (1).
Fatal		If Special Course Indicator (CC025) is Accessory Instruction Course (2), Intra-SUNY (3), or Non-SUNY Course (4), Funding Source must be Self-supported by Tuition (2), Contract Course (3), Self-supported by Fee (4), or Self-supported with Associated Fee (6).

Element ID/Name/Format/Description			Description: If the course section has an associated fee, enter the fee amount (in whole dollars or in dollars and cents; e.g., 100 or 100.25).
TT145	**Section Fee**	N(8,2)	

Business Rules – Error Level/Description		
Warning		A warning is issued when Funding Source (TT140) is Self Supported By Fee (4) and Section Fee is zero.
Fatal		If Funding Source (TT140) is State Supported (1), Self Supported by Tuition (2) or Contract Course (3), Section Fee must be zero or null.
Fatal		If Funding Source (TT140) is Self Supported By Fee (4), Section Fee must be zero or greater.
Fatal		If Funding Source (TT140) is State Supported With Associated Fee (5) or Self Supported With Associated Fee (6), Section Fee must be greater than zero.
Fatal		Required when Special Course Indicator (CC025) is Default (1) and Funding Source (TT140) is State Supported with Associated Fee (5), Self Supported by Fee (4), or Self Supported With Associated Fee (6).

Element ID/Name/Format/Description			Description: Indicates insurance requirement for the section. Default is no insurance required (001).
TT150	**Insurance Indicator**	N(3,0)	

Codes – ID/Name/Description		
001	No Insurance Required	Insurance in NOT required.
002	Social Work Practicum	Insurance for Social Work Practicum required.
003	Clinical/Medical Practicum Insurance	Insurance for Clinical/Medical Practicum required.

Business Rules – Error Level/Description		
Warning		Warning is issued if Insurance Indicator is either 001 or 002 and Instruction Type is other than Practicum.
Fatal		Must be a valid code. *Cannot be null.*

Element ID/Name/Format/Description			Description: A code used to indicate location where the section is taught.
TT160	**Location Type**	N(3,0)	
Codes – ID/Name/Description			

1	On-Campus	Instructional activity occurs in a building or an outdoor site which is considered part of the college campus. This includes: the central location(s) of a campus/institution, sites owned or shared by the institution, sites leased where the campus controls the scheduling of the space, athletic fields, and outdoor instruction sites. Courses that do not meet regularly or that take the student away from the campus such as thesis, independent study, student teaching or social casework practice should be considered On-Campus courses.
2	Another College	Instructional activity occurs at another college as part of an agreement between or among campuses to provide instruction: any course taught by faculty at another institution, including accessory instruction provided to Environmental Science and Forestry, Ceramics and Cornell, or other authorized cross-registration courses.
3	Clinical Facility	Instructional activity occurs at a clinical site.
4	Student Selected Site – off campus	Instructional activity occurs in a setting at the student's discretion, such as a residence, for distance learning courses.
5	High School	Instructional activity occurs at a high school and is targeted to high school students. Community Off- Campus Site (code 009) should be used for sections that utilize high school facilities targeting the general public.
6	Correction Facility	Instructional activity occurs at a correctional facility.
7	Study Abroad – Your Program	Instructional activity occurs as part of a study abroad or exchange academic program that is administered by your institution.
8	Study Abroad – Other College	Instructional activity occurs as part of a study abroad or exchange academic program that is administered by another institution (SUNY or Non-SUNY).
9	Community Off-Campus Site	Instructional activity occurs at a site not listed on the SUNY Physical Space Inventory. This Location Type does not belong to the campus but is provided by agreement between the campus and a separate entity/business.
10	Multiple Location (On-Campus / Abroad)	Instructional activity occurs as part of an approved study abroad program administered by your institution with the instruction divided between an on-campus and non-US / abroad location. (e.g. intensive language study on campus prior to traveling to the OAP location)

Business Rules – Error Level/Description	
Fatal	Must be a valid code. *Cannot be null.*
Fatal	If Special Course Indicator (CC025) is Default (1), Location Type cannot be Another College (2).
Fatal	If Special Course Indicator (CC025) is not Default (1), Location Type must be Another College (2), Study Abroad – Other College (8), or Multiple Location (10).
Fatal	When Special Course Indicator (CC025) is Default (1), Elements TM010 – TM080 and TM150 must have at least one valid entry if Location Type (TT160) is On-Campus (1) and Instruction Type (TT090) is 1-4, 8, 11.

Element ID/Name/Format/Description			*Description:* When Location Type is Another College (002) enter the IPEDS Unit ID where the section meets
TT170	**Location Site-Another College**	N(6,0)	

Business Rules – Error Level/Description		
Fatal		If Location Type (TT 160) is Another College (002) or Study Abroad – Other College (8), Location Site - Another College is required and must be a valid IPEDS Unit ID for US colleges (see Appendix F).
Fatal		If Location Type (TT160) is Another College (002) or Study Abroad – Other College (8), Location Site-Another College cannot be the IPEDS Unit ID of the reporting campus.
Fatal		If Special Course Indicator is default (1), Location Site – Another College must be null.
Warning		Required if Special Course Indicator is other than default (1).

Element ID/Name/Format/Description			*Description:* Your campus administered study abroad program code provided by System Administration.
TT180	**Location Site-Study Abroad – Your Program**	N(5,0)	

Business Rules – Error Level/Description		
Fatal		If entered, must be a valid System Administration Study Abroad program code (see Appendix G) from the reporting campus.

Fatal		Required if Special Course Indicator (CC025) is Default (1) and Location Type equals Study Abroad – Your Program (7) or Multiple Location (10).
Fatal		If Special Course Indicator (CC025) is other than Default (1), Location Site-Study Abroad-Your Program must be null.
Fatal		If provided, Location Type (TT160) must be Study Abroad Your Program (7) or Multiple Location (10)

Element ID/Name/Format/Description			Description: Simultaneous Usage indicates the use of the same physical space at the same time by two or more sections. Default is No (0). If Simultaneous Usage is Yes (1) for sections in the space at the same time, no related error message is needed.
TT200	**Simultaneous Usage**	B(1)	

Codes – ID/Name/Description		
1	Yes	Yes means the section does share the same space with others.
0	No	No indicates the section does not share the same space with other sections (default).

Business Rules – Error Level/Description	
Fatal	Error is Simultaneous Usage in No (0) or blank and this room is in use by another section.
Fatal	Must be a valid code. *Cannot be null.*

Element ID/Name/Format/Description			Description: These are codes that describe enhanced curricular attributes which are important to understanding and describing the student's complete academic experience associated with this course section. Generally, these attributes represent infused course content or experiences that set this course section apart from more typical instructional offerings. Select all that apply. Optional
TT210	**Special Section Curricular Attribute**	N(3,0)	Please note that all applied learning codes (1-2,4 and 7-16) should be campus approved applied learning activities, which should follow the criteria in Appendix AB.

Codes – ID/Name/Description		
1	Service Learning	A teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Students are not paid for service learning but section is credit bearing.
2	Field Study	Collection of information outside of an experimental or lab setting. This type of data collection is most often conducted in natural settings or environments and can be designed in a variety of ways for various disciplines. May be mentored, self-directed work, or comprise a full course. The projects include inquiry, design, investigation, discovery and application.
3	Leadership	An attribute used to describe a course section whose content has been specifically designed to develop or strengthen the student's capacity to lead effectively.
4	Entrepreneurship	Students in an entrepreneurship program develop a broad-based entrepreneurial skill relevant to any organization – start-up, established, and for and not-for-profit – in an industry. Entrepreneurship involves consistently thinking and acting in ways designed to uncover new opportunities that are then applied to provide value.
5	Honors	Honors courses are offered to students enrolled in Honors programs and colleges. Because Honors courses are often taught in a seminar format, class size is usually small (20 or fewer students). Honors courses vary widely insofar as they span the academic disciplines; however, they often incorporate learning outcomes that focus on developing effective skills in research, critical thinking, problem-solving, and written and oral communication--skills that are essential for creating sophisticated scholarly works.
6	Writing Intensive	A course section attribute to describe when the majority or entirety of the requirements for successful completion of the section involve the student's completing multi-page writing assignments such as journal entries, reports, essays, research papers, etc. Note that it is not necessary for all of the writing assignments to

		be graded in order for a section to be considered writing intensive.
7	Community Service	Volunteerism and community service performed by students for community benefit. This service can be, but is not necessarily integrated with a particular program of study. This may include structured projects (days of service), smaller group projects, fund-raising events, or individual volunteerism, which is acknowledged by the campus.
8	Civic Engagement	A teaching and learning focus on educating students as citizens. Classes or programs include meaningful civic education and activities for social good. Classes and projects have components of reflection and engagement.
9	Clinical Placement	Students rotate through a variety of health care agencies with faculty supervision focusing on the health care field process, with individual patients or groups reflecting diverse settings, across the lifespan. Emphasis is on mastering theoretical concepts, improving skill competency, and developing clinical reasoning skills with a focus on evidence-based practice.
10.	Practicum - Non-Clinical Placement	A period of practical experience undertaken in academic, professional or community settings/agencies/organizations as part of an academic course. This approach is grounded in application and practice of theoretical/technical concepts/skills and cultural competency relevant to the course or to a profession.
11	Creative Works	A capstone, senior project, performance, or other creative work that occurs as a culminating experience for a student in an accredited class or program.
12	Research	Mentored, self-directed work that enables students to make an original, intellectual, or creative contribution to the discipline by exploring an issue of interest to them and communicating the results to others. The projects involve inquiry, design, investigation, discovery, and application.
13	Undergraduate Research	An inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline. http://www.cur.org/
14	International and Domestic Travel/ Exchange	An instructional program delivered in either an overseas location or domestic location. Often the program is delivered as a semester-long or intercession sequence of courses, the content of which is enhanced by the location of instruction, by distinctive historic or cultural features available in the location, or by a unique approach to the subject matter that is specific to the locale. Exchanges are often conducted by individual students traveling independently to a location that has been pre-approved by their home institution, and where they determine their specific course of study in collaboration with home and host institution faculty.
15	Internship – Approved AL	An Internship section that is approved as Applied Learning (follows the criteria in Appendix AB.)
16	Co-operative Education – Approved AL	A Co-operative Education section that is approved as Applied Learning (follows the criteria in Appendix AB).
19	Other Applied Learning Activities – Not Approved	Applied Learning Activities that fall within the SUNY definitions but do not satisfy SUNY Applied Learning Criteria in Appendix AB.
20	Other Approved Applied Learning	Applied learning activities that are outside SUNY definitions but satisfy SUNY criteria in Appendix AB.
21	Quantway 1	Quantway is an accelerated remedial or developmental quantitative reasoning pathway developed by The Carnegie Foundation. Indicates that this section is a first semester Quantway course section. Course usually grants no credit.
22	Quantway 2	Quantway is an accelerated quantitative reasoning pathway developed by The Carnegie Foundation. Indicates that this section is a second semester Quantway course section. Course grants some credit.
23	Statway	Statway integrates developmental mathematics skills and college-level statistics into a collaborative, problem-focused class. Statway was developed by The Carnegie Foundation as a year-long course. Course grants some credit.
24	Quantway 1 – Comparison Course	If a campus is offering a Quantway 1 Course, indicates a comparison course at the same level for students with similar academic characteristics to those students in Quantway 1.

25	Quantway 2 – Comparison Course	If a campus is offering a Quantway 2 Course, indicates a comparison course at the same level for students with similar academic characteristics to those students in Quantway 2.
26	Initial College-level Math	A lower division course section that serves as an initial college level math course section, such as those taken by first year college students or following student's successful completion of a non-credit remedial math course, such as Quantway 1. (Please note that although a credit-bearing Quantway 2 is an example of Initial College-Level Math, all Quantway 2 sections should also be coded as Quantway 2 (22).
27	Initial College-level English	A lower division course section that serves as an initial college level English Language Arts (ELA) course, such as those taken by first year college students or following student's successful completion of a noncredit remedial reading/writing/communication skills course section.
28	OER	Open Educational Resources (OER) are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits repurposing by others. The majority of materials in the section are OER. A SUNY OER course/Section provides students a cost effective alternative to traditional textbooks
29	COIL	A COIL course involves collaborative international learning by connecting classes between US institutions and universities around the world. The course should involve a minimum of 4 weeks of project-based interaction between SUNY and international students using online technologies (synchronous, asynchronous, or both). The content of the online exchange can be related to course material, interdisciplinary, or designed to meet specific intercultural competency goals. A COIL course should incorporate intercultural learning outcomes as well as student reflection on the experience.

Business Rules – Error Level/Description	
Fatal	If provided, must be a valid code.
Fatal	If Special Section Curricular Attribute is Service Learning (1), then Credit Bearing (CC050) must be Credit (1).
Fatal	If Special Section Curricular Attribute is Initial College-level Math (26) or Initial College-level English (27), then Course Level (CC030) must be Lower Division (2).
Fatal	If Internship – Approved AL, the section Instruction Type (TT090) must be 10 (Internship).
Fatal	If Co-operative Education - Approved AL, the section instruction Type (TT090) must be 14 (Co-operative Education).
Warning	If Special Section Curricular Attribute is Quantway 1 (21) or Quantway 1 Comparison Course (24), then Course Level (CC030) should be Remedial Non-Continuing Ed (8) or Developmental (9).
Warning	If Special Section Curricular Attribute is Quantway 1 (21) or Quantway 1 Comparison Course (24), then Section Content (TT020) should be Remedial Mathematics (4-digit CIP = 8727).
Warning	If Special Section Curricular Attribute is Quantway 2 (22) or Quantway 2 Comparison Course (25), then Course Level (CC030) should be Lower Division (2).
Warning	If Special Section Curricular Attribute is Quantway 2 (22) or Quantway 2 Comparison Course (25), or Initial College-level Math (26), then Section Content (TT020) should be Mathematics and Statistics (2-digit CIP = 27).
Warning	If Special Section Curricular Attribute is Initial College-level English (27), then Section Content (TT020) should be English Language And Literature/Letters (2-digit CIP = 23).

NOTE: Elements TM010 – TM080 are found only on the flat file.

SCHEDULED MEETING TIME AND LOCATION
Each section reported on the Term Section submission can have 1 - n meetings. The meetings consist of elements TM010 through TM140.

Element ID/Name/Format/Description			*Description:* A scheduled class meeting on Monday.
TM010	**Monday**	B(1)	

Business Rules – Error Level/Description	

Element ID/Name/Format/Description			*Description:* A scheduled class meeting on Tuesday.
TM020	**Tuesday**	B(1)	
Business Rules – Error Level/Description			

Element ID/Name/Format/Description			*Description:* A scheduled class meeting on Wednesday.
TM030	**Wednesday**	B(1)	
Business Rules – Error Level/Description			

Element ID/Name/Format/Description			*Description:* A scheduled class meeting on Thursday.
TM040	**Thursday**	B(1)	
Business Rules – Error Level/Description			

Element ID/Name/Format/Description			*Description:* A scheduled class meeting on Friday.
TM050	**Friday**	B(1)	
Business Rules – Error Level/Description			

Element ID/Name/Format/Description			*Description:* A scheduled class meeting on Saturday.
TM060	**Saturday**	B(1)	
Business Rules – Error Level/Description			

Element ID/Name/Format/Description			*Description:* A scheduled class meeting on Sunday.
TM070	**Sunday**	B(1)	
Business Rules – Error Level/Description			

Element ID/Name/Format/Description			*Description:* A scheduled class meeting on an unspecified day.
TM080	**Unspecified**	B(1)	
Business Rules – Error Level/Description			
Warning		Warning is issued if a campus exceeds a threshold of Unspecified entries.	

Element ID/Name/Format/Description			*Description:* The 24 hour clock times (military time) that repeats the actual scheduled beginning time of the course section.
TM090	**Meeting Start Time**	HH:MM	
Business Rules – Error Level/Description			
Fatal		Must enter Meeting Start Time when a meeting day is specified. A valid time is between 00:00 and 24:00	
Fatal		Meeting Start time Must precede Meeting End Time.	
Warning		Warning if Meeting Start time is later than 22:00 or earlier than 06:00	

Element ID/Name/Format/Description			*Description:* The 24 hour clock time (military time) that repeats the actual scheduled ending time of the course section.
TM100	**Meeting End Time**	HH:MM	
Business Rules – Error Level/Description			
Fatal		Must enter end time when a meeting day is specified. A valid time is between 00:00 and 24:00	
Fatal		Meeting End Time must be after Meeting Start Time.	
Warning		Warning is Meeting End Time is later than 22:00 or earlier than 06:00.	
Warning		Warning if Section duration is over 4 hours.	

Element ID/Name/Format/Description		*Description:* The building abbreviation as listed in the Physical

TM120	**Building Code**		C(6)	Space Inventory (PSI) that describes the building location of this course section. "CAMPUS" should only be used when Building and Room are unknown. Optional for Community Colleges.

Business Rules – Error Level/Description		
Warning		Required for State Operated campuses when Term (TT070) is Fall and Location Type (TT160) is On-Campus (1)
Warning		Building Code must be listed in the PSI (see Appendix E);
Warning		Use of "Campus" should not exceed a threshold of 50%.

Element ID/Name/Format/Description				*Description:* The room abbreviation as listed in the Physical Space Inventory (PSI) that describes the room location of this course section.
TM130	**Room**		C(6)	

Business Rules – Error Level/Description		
Warning		Required for State Operated campuses whenever Building Code (TM120) is any non-null value other than "CAMPUS"
Warning		Room should be blank whenever Building Code is "CAMPUS"
Warning		When a room code is entered, it must be a valid entry in the PSI for the Building (see Appendix E)
Warning		Invalid room warning must not exceed a threshold.

Element ID/Name/Format/Description				*Description:* A set of codes used to describe the type of space MOST DESIRABLE for this section's instruction. Optional for Community Colleges.
TM140	**Desired Facility Requirements**		N(3,0)	

Codes – ID/Name/Description		
1	Classroom	A room used for all classes which do not require special purpose equipment for student use.
2	Lecture Hall	A room used for classes designed to accommodate large numbers of students.
3	Class Lab	A room primarily used by regularly scheduled classes which require special purpose equipment for student participation, experimentation, observation or practice in a field of study.
4	Individual Study Lab Practice	A room used for individual student experimentation, observation or practice in a particular field of study but not under the direct supervision of an instructor. Its use is mandatory as part of the course or curriculum. It is assigned for short periods of time and is not dedicated to the use of one person.
5	Autotutorial Lab (Wet)	A room used for instruction in a particular field requiring special equipment. The use of the room by the student is mandatory as part of the course or curriculum but is scheduled on an individual basis (e.g., Science labs requiring utilities to carry out experiments).
6	Autotutorial Lab (Dry)	A room containing individual stations used for instruction of course material through the media of audio/visual materials. The use of the room is mandatory as part of the course or curriculum. It may be scheduled regularly and used as class instruction or it may be scheduled on an individual basis (e.g., language, speech, and music listening labs).
7	Remote Instruction Lab	A room used for group instruction specifically set aside with audio or visual media. This room is meant for the reception of television instruction, either through closed circuit or network reception.
8	Individual Project Lab/Studios	A room used by students to complete individual projects as assigned as part of a course.
9	Physical Education Facility	Space for regularly scheduled Physical Education classes which may require special equipment or treatment for student participation. Can also be used for varsity athletic, intramurals and recreation. Will show on the Space Proration and Schedule of Classes.
10	Other/Unknown	This code is used when space for a course does not meet the other codes provided or is unknown to the campus.
11	No Space Required	No campus space is required, such as, distance learning or internships.

Business Rules – Error Level/Description		
Fatal		Required only for State Operated campuses and whenever Special Course Indicator (CC025) is Default (1).
Fatal		If provided, must be a valid code.

Element ID/Name/Format/Description			*Description:* The scheduled day the class meets. Note: This element is used only in the xml submissions.
TM150	**Day Code**	C(1)	
Codes – ID/Name			
M	Monday		
T	Tuesday		
W	Wednesday		
R	Thursday		
F	Friday		
S	Saturday		
U	Sunday		
N	Unspecified		
Business Rules – Error Level/Description			
Fatal		Meeting Day Code is Required. *Cannot be null.*	
Fatal		Meeting Day Code is not a valid value (M,T,W,R,F,S,U,N).	

Element ID/Name/Format/Description			*Description:* For sections with Simultaneous Usage (TT200) equal to Yes (1), identify the unique Campus Course ID of the other section simultaneously using the same space.
TS005	**Same Time Campus Course ID**	C(15)	
Business Rules – Error Level/Description			
Fatal		Required when Simultaneous Usage is Yes (1).	
Fatal		If Simultaneous Usage is Yes (1), the field must be a valid Campus Course ID.	
Fatal		If Simultaneous Usage is No (0), the field must be blank.	

Element ID/Name/Format/Description			*Description:* For sections with Simultaneous Usage equal to Yes (1), identify the unique Campus Section ID of the other section simultaneously using the same space.
TS020	**Same Time Campus Section ID**	C(15)	
Business Rules – Error Level/Description			
Fatal		Required when Simultaneous Usage is Yes (1).	
Fatal		If Simultaneous Usage is Yes (1), the field must be a valid Campus Section ID.	
Fatal		If Simultaneous Usage is No (0), the field must be blank.	

Element ID/Name/Format/Description			*Description:* For sections with Simultaneous Usage equal to Yes (1), identify the corresponding SUNY Section ID for the Same Time Campus Section ID. Recommended to ensure correct section identification.
TS030	**Same time SUNY Section ID**	N(10,0)	
Business Rules – Error Level/Description			
Fatal		Must be blank if Simultaneous Usage in No(1);	
Fatal		Must be a Valid SUNY Section ID.	

Element ID/Name/Format/Description			*Description:* The Social Security Number of the instructor. Optional if the instructor's SUNY ID (TF 030) is entered and valid. Team taught sections will have more than one entry.
TF010	**Instructor's SSN**	C(9)	
Business Rules – Error Level/Description			
Fatal		Instructor identification is required only if Total Faculty Contact Hours (TT110) > 0.	
Fatal		Required for State Operated campuses and NYS College of Ceramics unless the corresponding Course Level (CC 030) is Continuing Education or Educational Opportunity Center (EOC). Instructor's SSN is optional if a valid/matched SUNY ID is entered.	
Fatal		If provided, code must be a valid SSN.	
Fatal		For State Operated campuses, the number of the instructor's SSN with no matching record in the SUNY HR System must not exceed a threshold.	
Fatal		Community Colleges must supply either Instructor's SSN (TF 010) or Instructor's Local ID (TF 020).	

Warning		For State Operated campuses, the Instructor's SSN must match a record in the SUNY Human Resources System
Warning		Warning is issued if the instructor is concurrently teaching another section with an overlapping meeting time.

Element ID/Name/Format/Description			*Description:* The identifier associated with an instructor assigned
TF020	**Instructor's Local ID**	C(9)	by the campus. Team taught sections will have more than one entry.

Business Rules – Error Level/Description	
Fatal	Instructor Local ID is required only if Total Faculty Contact Hours (TT110) > 0.
Fatal	Community Colleges must supply either Instructor's SSN or Instructor's Local ID unless the corresponding Course Level (CC 030) is Continuing Education or EOC.
Warning	Instructor is concurrently teaching another section with an overlapping meeting time and overlapping Section Begin and End Dates (TT040, TT050) unless Simultaneous Usage (TT200) is Yes (1).

Element ID/Name/Format/Description			*Description:* A unique identifier assigned by System
TF030	**Instructor's SUNY ID**	N(10,0)	Administration to individuals associated with SUNY in a non-student role, also known as SUNY Person ID. The Instructor's SUNY ID is a separate data element from the Student's SUNY ID (TE020). These must be maintained separately due to FERPA regulations. Recommended to ensure correct instructor identification. If the required Instructor data fields are provided (TF010 – TF130), this field in the data submission will be populated with the correct Instructor's SUNY ID from the SUNY HR Repository. For State Operated campuses, this field will be null if no match could be found, regardless of the value submitted. For Community Colleges, if no match could be found, a new Instructor's SUNY ID will be assigned.

Business Rules – Error Level/Description	
Fatal	If Instructor's SUNY ID is entered, identifying data should match that in SUNY Repository System.
Fatal	If Instructor's identifying data are entered, a valid Instructor's SUNY ID should match that in SUNY Repository System, regardless of Total Faculty Contact Hours.

Element ID/Name/Format/Description			*Description:* The last name of the section instructor.
TF040	**Instructor's Last Name**	C(30)	

Business Rules – Error Level/Description	
Fatal	Required only if Total Faculty Contact Hours (TT110) > 0.
Warning	Warning is issued if the instructor is concurrently teaching another section with an overlapping meeting time.

Element ID/Name/Format/Description			*Description:* The first name of the section instructor. (This
TF050	**Instructor's First Name**	C(30)	element must be supplied through human resources for State Operated campuses.).

Business Rules – Error Level/Description	
Fatal	Required only if Total Faculty Contact Hours (TT110) > 0.

Element ID/Name/Format/Description			*Description:* The middle initial of the section instructor. (This
TF060	**Instructor's Middle Initial**	C(1)	element must be supplied through human resources for State Operated Campuses).

Element ID/Name/Format/Description			*Description:* Indicates the full-time/part-time status of the
TF070	**Full-Time Indicator**	B(1)	instructor teaching the section. (This element must be supplied through human resources for State Operated campuses.)

Codes – ID/Name/Description		
1	Full-Time	A full time instructor.
0	Part-Time	A part time instructor.

Business Rules – Error Level/Description		
Fatal		Required only if Total Faculty Contact Hours (TT110) > 0.
Fatal		If Academic Rank is Teaching Assistant, Full-Time Indicator must be Part-Time (0).
Fatal		Must be a valid code. *Cannot be null.*

Element ID/Name/Format/Description			Description: Proportion of instructional effort per faculty member for team taught sections. If not entered, the percent of effort will be distributed evenly among all identified instructors, to total 100%.
TF080	**Percent of Effort for Team Taught Section**	N(3,2)	

Business Rules – Error Level/Description		
Fatal		The combined percent of effort across all identified instructors for a section must equal 100%.

Element ID/Name/Format/Description			Description: Describes the academic rank of the individual teaching the course section. (This element must be supplied through human resources for State Operated campuses).
TF090	**Academic Rank**	N(3,0)	

Codes – ID/Name/Description		
1	Full Professor	The faculty member is a Full Professor.
2	Associate Professor	The faculty member is an Associate Professor.
3	Assistant Professor	The faculty member is an Assistant Professor.
4	Instructor	The faculty member is an Instructor.
5	Lecturer	The faculty member is a Lecturer.
6	Teaching Assistant	The instructor is a college student enrolled at the reporting campus.
7	No Faculty Rank	The employee has not been assigned any faculty status.

Business Rules – Error Level/Description		
Fatal		Required if Total Faculty contact Hours (TT110) > 0.
Fatal		If Full-Time Indicator is Full Time, Academic Rank cannot be Teaching Assistant (6).
Fatal		Must be a valid code. *Cannot be null.*

Element ID/Name/Format/Description			Description: Indicates whether the instructor is a tenured faculty member or eligible to become one. (This element must be supplied through human resources for State Operated campuses).
TF100	**Tenure Status**	N(3,0)	

Codes – ID/Name/Description		
1	Tenured	The instructor is tenured.
2	Tenure-Track	The instructor is no tenured, but is eligible for tenure review.
3	Non-Tenure Track	The instructor is not eligible for tenure review.

Business Rules – Error Level/Description		
Fatal		Required only if Total Faculty Contact Hours (TT110) > 0.
Warning		Warning is issued if Tenure status is Non-Tenure Track when Academic Rank is Full Professor or Associate Professor.
Warning		Warning is issued if Tenure Status is Tenured and Academic Rank is Instructor, Lecturer, Teaching Assistant or No Faculty Rank
Fatal		Must be a valid code. *Cannot be null.*

Element ID/Name/Format/Description			Description: The highest degree category earned by the faculty member. (This element must be supplied through human resources for State Operated campuses).
TF110	**Highest Degree Earned**	N(3,0)	

Codes – ID/Name/Description		
1	Doctoral Degree	
2	First Professional Degree	

3	Master's Degree
4	Bachelors Degree
5	Associate
6	Undergraduate Certificate
7	No Degree

Business Rules – Error Level/Description		
Fatal		Required only if Total Faculty Contact Hours (TT110) > 0.
Fatal		Must be a valid code.

Element ID/Name/Format/Description			*Description:* The IPEDS Unit ID which identifies the institution that granted the faculty member's highest degree (see Appendix F). Blank for foreign institutions or Highest Degree Earned (TF 110) is No Degree (007). (This element must be supplied through human resources for State Operated campuses).
TF120	**Domestic Institution Granting the Degree**	N(6,0)	

Business Rules – Error Level/Description		
Warning		If Country of Institution Granting the Degree is US, Institution Granting the Degree must be a Valid IPEDS Unit ID (see Appendix F).

Element ID/Name/Format/Description			*Description:* The country code which identifies the country of the Institution Granting the Degree is located (see Appendix H-3). Blank if Highest Degree Earned is No Degree (007). (This element must be supplied through human resources for State Operated campuses).
TF130	**Country of Institution Granting the Degree**	C(3)	

Business Rules – Error Level/Description		
Fatal		Must be a valid code in Appendix H-3.

Element ID/Name/Format/Description			*Description:* The Student ID assigned by a campus for use on the local data system. System Administration will use for student identification as needed.
TE010	**Student's Local ID**	C(20)	

Business Rules – Error Level/Description		
Fatal		Required unless the corresponding Course Level (CC030) is Continuing Education (5) or Educational Opportunity Center (EOC) (6).
Fatal		There cannot be duplicate Student ID within a section roster.
Fatal		For each student identified, there must be a valid record in the Student Data Submission.
Fatal		(DTS Submission Error) There are duplicate Student's Local IDs with different SUNY IDs (TE020) in the submission.

Element ID/Name/Format/Description			*Description:* A unique identifier assigned by System Administration to SUNY students. System Administration will use this ID for student tracking.
TE020	**Student's SUNY ID**	N(10,0)	

Business Rules – Error Level/Description		
Fatal		If Student's SUNY ID is provided, Student's Last Name (TE030) or Student's Local ID (TE010) must match those in the SUNY Student Repository System.
Warning		Required for HOME INSTITUTION STUDENTS.
Warning		If Student's SUNY ID is provided, the Student's Last Name (TE030) should match the student last name in the SUNY Student Repository System for that same SUNY ID.
Fatal		(DTS Submission Error) There are duplicate Student's SUNY IDs with different Student's Local IDs (TE010) in the submission.

Element ID/Name/Format/Description			*Description:* Students last name. Will be used for matching.
TE030	**Student's Last Name**	C(60)	

Business Rules – Error Level/Description		

Fatal		Must not be blank
Warning		If the student record is found in the SUNY Person Repository, the identifying data must match.

Element ID/Name/Format/Description			Description: The nine digit number assigned by the Social Security Administration. No other number is acceptable. Blank for international students without SSN. Optional if Student SUNY ID (TE 020) is entered and valid.
TE040	**Social Security Number**	C(9)	

Business Rules – Error Level/Description		
Fatal		Required for US Citizens and Permanent Residents unless the corresponding Course Level (CC 030) is Continuing Education or EOC.
Fatal		Must meet the requirements of the Social Security Administration.
Warning		If the student record is found in the SUNY Person Repository, key identifying data elements should match those in SUNY Person Repository System.

Element ID/Name/Format/Description			Description: Credit value refers to the number of credit hours awarded for successful completion of the course section in progress toward a degree or certificate. For a remedial/developmental section, equivalent (imputed) credit hours should be reported. This field is used for (AA)FTE calculations.
TE050	**Credits Attempted**	N(4,2)	

Business Rules – Error Level/Description		
Fatal		Credit value must be between Credit Minimum and Credit Maximum of the course in the Course Data Submission file.
Warning		Warning is issued if credit value exceeds 10.0 credits.

Element ID/Name/Format/Description			Description: The actual credits earned by the student at the end of the section. Default is equal to Credits Attempted.
TE060	**Credits Earned**	N(4,2)	

Business Rules – Error Level/Description		
Fatal		Warning is issued if Credits Earned is larger than Credits Attempted.
Fatal		If Grade Earned (TE070) is F, Incomplete (IC), Unsatisfactory/Fail (UF) or Withdrawal (WD), Credits Earned should be equal to zero.
Warning		If Grade Earned (TE070) is Audit (AU) or Not Reported (NR), Credits Earned should be equal to zero.

Element ID/Name/Format/Description			Description: Grade earned for the Course/Section (see Appendix J for valid entices).
TE070	**Grade Earned**	C(2)	

Business Rules – Error Level/Description		
Fatal		Must be a valid entry from Appendix J. *Cannot be null.*
Warning		If on the corresponding Student submission Special Population Code (SE025) is Special Auditor (1), Grade Earned must be SA.
Fatal		If Grade Earned is SA, Special Population Code (SE025) on the corresponding Student submission must have a code of Special Auditor (1).

Element ID/Name/Format/Description			Description: Date the student withdrew from the section after the Section Census Date (TT060).
TE080	**Withdrawal Date**	MMDDYYYY	

Business Rules – Error Level/Description		
Fatal		Required if Grade Earned is Withdraw (WD).
Warning		Withdraw Date (TE080) should be between Section Census Date (TT060) and Section End Date (TT050).

Element ID/Name/Format/Description	Description: Indicates whether the student gets the main

TE130	**Student Online Indicator**	N(3,0)	instructions of the section online or on site. If not provided, default is what is reported in Online Instruction Type (TT080).

Codes – ID/Name/Description		
1	Not Online	No direct instruction received online.
2	Asynchronous Online	100% of the Direct instruction occurs under time delay; that is, direct instruction is recorded/stored and accessed later.
3	Synchronous Online	100% of the Direct instruction occurs in a real time without delay.
4	Combined Online	100% of the Direct instruction combines both Synchronous and Asynchronous type.
5	Hybrid	Section where a portion (0.01% - 99.9%) of the direct instruction of the course section's curricular content is delivered to the student via an online communication method and the remaining portion of the direct instruction is required to be delivered face to face.

Business Rules – Error Level/Description	
Fatal	Must be a valid code. *Cannot be null.*