

California Community Colleges
Management Information System
Data Element Dictionary

Student Success Data Elements

DOMAIN	RECORD	LENGTH
SS	STUDENT SUCCESS DATA RECORD	80
DED#	DATA ELEMENT NAME	FORMAT
SS01	STUDENT-EDUCATIONAL-GOAL	X(01)
SS02	STUDENT-CREDIT-COURSE-OF-STUDY	X(06)
SS03	STUDENT-CREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS	X(02)
SS04	STUDENT-CREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS	X(02)
SS05	STUDENT-CREDIT-EDUCATION-PLAN-EXEMPT-STATUS	X(02)
SS06	STUDENT-CREDIT-INITIAL-ORIENTATION-SERVICES	X(01)
SS07	STUDENT-CREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT	X(04)
SS08	STUDENT-CREDIT-COUNSELING/ADVISEMENT-SERVICES	X(01)
SS09	STUDENT-CREDIT-EDUCATION-PLAN	X(01)
SS10	STUDENT-CREDIT-ACADEMIC-PROGRESS-PROBATION-SERVICE	X(01)
SS11	STUDENT-CREDIT-SUCCESS-OTHER-SERVICES	X(04)
SS12	STUDENT-NONCREDIT-COURSE-OF-STUDY	X(06)
SS13	STUDENT-NONCREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS	X(02)
SS14	STUDENT-NONCREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS	X(02)
SS15	STUDENT-NONCREDIT-EDUCATION-PLAN-EXEMPT-STATUS	X(02)
SS16	STUDENT-NONCREDIT-INITIAL-ORIENTATION-SERVICES	X(01)
SS17	STUDENT-NONCREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT	X(04)
SS18	STUDENT-NONCREDIT-COUNSELING/ADVISEMENT-SERVICES	X(01)
SS19	STUDENT-NONCREDIT-EDUCATION-PLAN	X(01)
SS20	STUDENT-NONCREDIT-SUCCESS-OTHER-SERVICES	X(03)

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DOMAIN	RECORD	LENGTH
SS	STUDENT SUCCESS DATA RECORD	80
Reporting Domain		
<p>The following record layout indicates the format in which the districts report success information. Report a Student Success record for each credit and noncredit student who:</p> <p>(1) enrolled in at least one class as of first census or later for daily or weekly census classes, or (2) attended at least one meeting of a positive attendance class, or (3) enrolled in at least one class that resulted in a notation on the student's official record, or (4) received pre-enrollment matriculation services.</p> <p>You must submit a Student Basic record for each student reported. The services are to be reported in the term they were received.</p> <p>The file with these records is submitted approximately one month following the end of the term. This record is 80 characters long. The first two positions contain the record code 'SS'. The entire MIS submission will be rejected if the SS data file is not submitted.</p>		

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	"SS"	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
SB02	STUDENT-NAME-PARTIAL	X(03)	09-11
SB00	STUDENT-IDENTIFIER	X(09)	12-20
SS01	STUDENT-EDUCATIONAL-GOAL	X(01)	21
SS02	STUDENT-CREDIT-COURSE-OF-STUDY	X(06)	22-27
SS03	STUDENT-CREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS	X(02)	28-29
SS04	STUDENT-CREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS	X(02)	30-31
SS05	STUDENT-CREDIT-EDUCATION-PLAN-EXEMPT-STATUS	X(02)	32-33
SS06	STUDENT-CREDIT-INITIAL-ORIENTATION-SERVICES	X(01)	34
SS07	STUDENT-CREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT	X(04)	35-38
SS08	STUDENT-CREDIT-COUNSELING/ADVISEMENT-SERVICES	X(01)	39
SS09	STUDENT-CREDIT-EDUCATION-PLAN	X(01)	40
SS10	STUDENT-CREDIT-ACADEMIC-PROGRESS-PROBATION-SERVICE	X(01)	41
SS11	STUDENT-CREDIT-SUCCESS-OTHER-SERVICES	X(04)	42-45

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DED#	DATA ELEMENT NAME	FORMAT	POSITION
SS12	STUDENT-NONCREDIT-COURSE-OF-STUDY	X(06)	46-51
SS13	STUDENT-NONCREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS	X(02)	52-53
SS14	STUDENT-NONCREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS	X(02)	54-55
SS15	STUDENT-NONCREDIT-EDUCATION-PLAN-EXEMPT-STATUS	X(02)	56-57
SS16	STUDENT-NONCREDIT-INITIAL-ORIENTATION-SERVICES	X(01)	58
SS17	STUDENT-NONCREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT	X(04)	59-62
SS18	STUDENT-NONCREDIT-COUNSELING/ADVISEMENT-SERVICES	X(01)	63
SS19	STUDENT-NONCREDIT-EDUCATION-PLAN	X(01)	64
SS20	STUDENT-NONCREDIT-SUCCESS-OTHER-SERVICES	X(03)	65-67
	FILLER	X(13)	68-80

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DED#	DATA ELEMENT NAME	FORMAT
SS01	STUDENT-EDUCATIONAL-GOAL	X(01)
<p>This element describes the student's educational goal while enrolled in the reporting college and should be updated each term if the student notes a change during their academic career. This information is in addition to SB14 and is collected after that element has been recorded. The distinction between the elements is an important one: where SB14 records the <u>initial</u> goal of the student upon application, this element documents and confirms their current goal each term. After a student has reviewed assessment results, received orientation or other services which expand a student's understanding of the requirements necessary to achieve the goal, goal data is collected again and reported in STUDENT-SUCCESS-GOAL (SS01).</p>		
<p>Enter primary goal only.</p>		

Coding	Meaning
A	Obtain an associate degree and transfer to a baccalaureate granting institution
B	Transfer to a baccalaureate granting institution without an associate degree
C	Obtain a two-year associate degree without transfer
E	Earn a career technical certificate without transfer
F	Discover / formulate career interests, plans, goals
G	Prepare for a new career (acquire job skills)
H	Advance in current job / career (update job skills)
I	Maintain certificate or license (e.g. Nursing, Real Estate)
J	Pursue educational development (intellectual, cultural)
K	Improve basic skills in English, reading or math
L	Complete credits for high school diploma or GED
M	Undecided on goal
N	Move from noncredit coursework to credit coursework
O	University / 4-year college student taking courses to meet university / 4-year college requirements

This element should be updated every reporting term to reflect the current status of the student during the reporting term. If there were no changes during the term, the goal does not change from the last reported term.

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SS01 STUDENT-EDUCATIONAL-GOAL

Processing Edits	
FIELD CHECK	'A' thru 'O', except 'D' which is invalid
QUALITY CHECK	Reject the submission if, out of all the credit, non-special admit students: 25% or more have a value of 'M' (undecided on goal).

SS01 STUDENT-EDUCATIONAL-GOAL

Change History
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

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DED#	DATA ELEMENT NAME	FORMAT
SS02	STUDENT-CREDIT-COURSE-OF-STUDY	X(06)
This element identifies the student's credit primary major or credit program area of emphasis.		

Coding
<p>Enter the <i>Program Control Number (SP04)</i> of a valid program or <i>TOP code (see SP01)</i> at this college that most closely matches the student's credit course of study. If a PCN is entered, left justify and space fill.</p> <ol style="list-style-type: none"> 1. The Program Control Number is the preferred code. 2. This data element may be coded with 'YYYYYY' if the student is exempt from orientation, assessment, and educational plan development. 3. Enter '000000' if the student did not identify a course of study. 4. This element should be updated every reporting term to reflect the most current status of the student during the reporting term. If there were no changes or contact during the term, the student's credit course of study does not change from the last reported term. 5. Nonexempt students are required to identify a credit course of study after completing 15 semester units or 22 quarter units of degree-applicable credit course work, or prior to the end of the 3rd semester or 4th quarter of enrollment, or a shorter period if required by district or program policy. Once the student has identified a credit course of study, the district must provide the student with an opportunity to develop a comprehensive student educational plan pursuant to Title 5, Section 55524 within a reasonable time period.

SS02 STUDENT-CREDIT-COURSE-OF-STUDY

Change History
4/07/2014 Added 'B or' to integrity check 2.
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

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SS02 STUDENT-CREDIT-COURSE-OF-STUDY

Change History
4/07/2014 Added 'B or' to integrity check 2.
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

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Student Success Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SS03	STUDENT-CREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS	X(02)
<p>This element indicates whether the student was directed to, or exempted from, initial credit orientation services as part of the student success process at the college.</p>		

Coding	Meaning
Student Directed To Initial Credit Orientation Services	
A	Student was directed to initial credit orientation services.
Student Exempted From Initial Credit Orientation Services	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<p>1. Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of degree and other criteria, code 'DO'.</p> <p>2. Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.</p>	

SS03 STUDENT-CREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	<p>Initial Credit Orientation Exempt Status (SS03), and Initial Credit Assessment Exempt Status (SS04), and Credit Education Plan Exempt Status (SS05)</p> <p>must all be coded with a 'D' or 'O' (not 'AY') in order to code:</p> <p>Credit Course of Study (SS02) as 'YYYYYY'.</p>

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SS03 STUDENT-CREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS

Change History
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

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Student Success Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SS04	STUDENT-CREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS	X(02)
<p>This element indicates whether the student was directed to, or exempted from, initial credit assessment services as part of the student success process at the college.</p>		

Coding	Meaning
Student Directed To Initial Credit Assessment Testing Services	
A	Student was directed to initial credit assessment testing services.
Student Exempted From Initial Credit Assessment Testing Services	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<p>1. Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of degree and other criteria, code 'DO'.</p> <p>2. Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.</p>	

SS04 STUDENT-CREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	<p>Initial Credit Orientation Exempt Status (SS03), and Initial Credit Assessment Exempt Status (SS04), and Credit Education Plan Exempt Status (SS05)</p> <p>must all be coded with a 'D' or 'O' (not 'A') in order to code:</p> <p>Credit Course of Study (SS02) as 'YYYYYY'.</p>

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SS04 STUDENT-CREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS

Change History
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

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DED#	DATA ELEMENT NAME	FORMAT
SS05	STUDENT-CREDIT-EDUCATION-PLAN-EXEMPT-STATUS	X(02)
<p>This element indicates whether the student was exempted from completing a credit student education plan or from counseling/advisement other educational services as part of the student success process at the college.</p>		

Coding	Meaning
Student Directed To Credit Education Plan Development	
A	Student was directed to credit counseling/advisement services or Education Plan development.
Student Exempted From Education Plan Development	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<ol style="list-style-type: none"> 1. Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of degree and other criteria, code 'DO'. 2. Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected. 	

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SS05 STUDENT-CREDIT-EDUCATION-PLAN-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	<p>Initial Credit Orientation Exempt Status (SS03), and Initial Credit Assessment Exempt Status (SS04), and Credit Education Plan Exempt Status (SS05)</p> <p>must all be coded with a 'D' or 'O' (not 'AY') in order to code:</p> <p>Credit Course of Study (SS02) as 'YYYYYY'.</p>

SS05 STUDENT-CREDIT-EDUCATION-PLAN-EXEMPT-STATUS

Change History
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

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Student Success Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SS06	STUDENT-CREDIT-INITIAL-ORIENTATION-SERVICES	X(01)

This element indicates whether the student received initial credit orientation services as a part of the student success process at the college.

Coding	Meaning
Student Received Initial Credit Orientation Services	
A	Student did participate in initial credit orientation services.
Student Did Not Receive Initial Credit Orientation Services	
N	Student did not participate in initial credit orientation services.

1. This data element is reported each term for services provided during the term and is intended to capture the first substantive orientation provided a student as defined in title5, section 55521. If an additional orientation is provided during the same or subsequent term that service should be reported in SS11.
2. A student enrolled at the reporting college after an absence of six or more primary terms (semesters), nine or more primary terms (quarters), or the equivalent of 3 academic years may be considered a new student for the purpose of reporting the development of initial orientation.
3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.

SS06 STUDENT-CREDIT-INITIAL-ORIENTATION-SERVICES

Processing Edits	
FIELD CHECK	A or N

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SS06 STUDENT-CREDIT-INITIAL-ORIENTATION-SERVICES

Change History
10/10/2013 – Note 2 removed: If the orientation service provided generated FTES and is reported to the Chancellor’s Office Fiscal Services Unit in the 320 report, do not report the orientation provided in SS06 for funding consideration.
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

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Student Success Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SS07	STUDENT-CREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT	X(04)

This element indicates whether the student received credit assessment services for initial course placement as a part of the student success process of the college.

Report all that apply.

Coding	Meaning
0	No, service not provided
1	Yes, service provided

Position	Type of Assessment Service Provided
1	Student received placement services based on alternative measures in lieu of an assessment test.
2	Student received placement services based on assessment testing and alternate multiple measures.
3	Student received placement services based on placement results from other college or university.
4	Student received placement services based on Early Assessment Program (EAP) test results.

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1. This data element is reported each term for services provided during the term and is intended to capture initial assessment for placement in English, Math, or ESL as defined in title 5 section 55522. Retesting should be reported in SS11.
2. A student enrolled at the reporting college after an absence of six or more primary terms (semesters), nine or more primary terms (quarters) or the equivalent of 3 academic years may be considered a new student for the purpose of reporting initial assessment services.
3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.
4. Multiple assessment service options may be reported.
5. If the student did not receive initial assessment placement services, the data element should be reported as '0000'.

SS07 STUDENT-CREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT

Processing Edits	
FIELD CHECK	0 or 1 in each position

SS07 STUDENT-CREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT

Change History	
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.	

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Student Success Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SS08	STUDENT-CREDIT-COUNSELING/ADVISEMENT-SERVICES	X(01)

This element indicates whether the student received credit counseling/advisement services, other than the development of a Student Education Plan, during the reporting term.

Coding	Meaning
Student Received Credit Counseling / Advisement Services	
A	Student received credit counseling/advisement services during the reporting term.
Student Did Not Receive Credit Counseling / Advisement Services	
N	Student did not participate in credit counseling or advisement services during the reporting term.

1. Counseling and advisement service refers to a substantive interaction between a counselor or advisor and a student. Report the counselor or advisor contact in this element. The counselor or advisor contact can take place during individual appointments or group advising/counseling.
2. Report whether the student received counseling or advising services during the reporting term. Counseling or advising services provided thru another categorical program should be included for purposes of reporting.
3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.
4. The development of a Credit Student Education Plan is reported in Student-Credit-Education-Plan (SS09).

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SS08 STUDENT-CREDIT-COUNSELING/ADVISEMENT-SERVICES

Processing Edits	
FIELD CHECK	A or N

SS08 STUDENT-CREDIT-COUNSELING/ADVISEMENT-SERVICES

Change History	
10/10/2013	Note 1 Modified - The following statement removed: Do not include counseling or advising that occurs in a class for which apportionment is generated.
	Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

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DED#	DATA ELEMENT NAME	FORMAT
SS09	STUDENT-CREDIT-EDUCATION-PLAN	X(01)
<p>This element indicates whether the student developed a credit education plan at the college in the term reported.</p>		

Coding	Meaning
Type of Student Education Plan Developed During the Term	
A	Student developed an <i>abbreviated</i> credit education plan.
C	Student developed a <i>comprehensive</i> credit education plan.
B	Student developed an <i>abbreviated</i> and a <i>comprehensive</i> credit education plan.
Student Did Not Complete an Education Plan During the Term	
N	Student did not complete a credit education plan during the term.

1. An abbreviated education plan is one or two terms in length and is typically used for entering first time students, students on academic or progress probation, or students who have short term educational goals at the college that can be completed by taking 1-4 courses (short term CTE certificates, ESL, or basic skills). For the DSPS program, the Student Education Contract (SEC) may be used to meet the abbreviated education plan.
2. A comprehensive education plan is at least 2 terms in length and should reflect the number of terms required to achieve the student's declared course of study.
3. SS09 is intended to capture information on education plans as defined in Title5, Section 55524. Once an abbreviated and/or a comprehensive education plan is developed, revisions are reported in SS11 (STUDENT-SUCCESS-OTHER-SERVICES).
4. A student enrolled at the reporting college after an absence of:
 - six or more primary terms (semester schedule), or
 - nine or more primary terms (quarter schedule), or
 - the equivalent of 3 academic years,
 may be considered a new student for the purpose of reporting the development of initial education plans.

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5. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.
6. Student Education Plans completed through other programs, such as DSPS, EOPS/CARE, CalWORKS, and others may be included for reporting purposes.
7. **Title 5 § 55524. Student Educational Plan.**
 - (a) Each community college district shall establish a process that takes into consideration the student services and instructional resources available for assisting students to select a specific educational goal and course of study within a reasonable time after admission as required by Section 55530 (d). This shall include, but not be limited to, the provision of counseling as required by Section 55523(a)(2).
 - (b) Districts shall provide students with an opportunity to develop student education plans that are either:
 - (1) Abbreviated. Abbreviated student education plans are one to two terms in length designed to meet the immediate needs of students for whom a comprehensive plan is not appropriate;
or
 - (2) Comprehensive. Comprehensive student education plans take into account a student's interests, skills, career and education goals, major, potential transfer institutions, and the steps the student needs to take on their educational path to complete their identified course of study. The comprehensive plan helps the student achieve their course of study. The comprehensive plan includes, but is not limited to, addressing the education goal and course of study requirements, such as the requirements for the major, transfer, certificate, program, applicable course prerequisites or co-requisites, the need for basic skills, assessment for placement results, and the need for referral to other support and instructional services as appropriate. The comprehensive student education plan is tailored to meet the individual needs and interests of the student and may include other elements to satisfy participation requirements for programs such as EOPS, DSPS, CalWORKS, veterans education benefits, athletics, and others.
 - (cb) Once a continuing nonexempt student has selected an specific educational goal and course of study, the district shall make a reasonable effort to afford the student the opportunity to develop a comprehensive student educational plan describing the responsibilities of the student, the requirements he or she must meet, and the courses, programs, and services required and available to achieve the stated goal.

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SS09 STUDENT-CREDIT-EDUCATION-PLAN

Processing Edits	
FIELD CHECK	A, B, C or N
INTEGRITY CHECK	If SS09 = 'B' or 'C' then SS02 (Credit Course of Study) cannot = '000000' (not identified).

SS09 STUDENT-CREDIT-EDUCATION-PLAN

Change History
4/7/2014 Added 'B Student developed an <i>abbreviated</i> and a <i>comprehensive</i> credit education plan.' Added 'B or' to integrity check.
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

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DED#	DATA ELEMENT NAME	FORMAT
SS10	STUDENT-CREDIT-ACADEMIC-PROGRESS-PROBATION-SERVICE	X(01)
<p>This element indicates whether a credit student on academic or progress probation, or facing dismissal received support services during the reporting term.</p>		

Coding	Meaning
Student Received Academic/Progress Probation Service	
A	Student received academic or progress probation support intervention/service.
C	Student facing dismissal received support service.
Student Did Not Receive Academic/Progress Probation Service	
N	Student did not receive academic/progress probation or dismissal support service.
<p>1. Report activity to support a student’s academic progress in this element. These activities can include, but are not limited to, the following examples: academic/progress probation intervention/services, student success workshops, etc.</p> <p>Exclusions: Tutoring; early alert notification through college’s Student Information System (SIS) that do not result in the delivery of a service.</p> <p>2. This data element is reported each term for services provided during the term.</p> <p>3. SS10 is intended to capture information on services for students on academic progress or probation as described in Title5, section 55525. Follow-up services for other at-risk students as described in section 55525 should be reported in SS11. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.</p>	

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SS10 STUDENT-CREDIT-ACADEMIC-PROGRESS-PROBATION-SERVICE

Processing Edits	
FIELD CHECK	A, C or N

SS10 STUDENT-CREDIT-ACADEMIC-PROGRESS-PROBATION-SERVICE

Change History	
10/10/2013	Updated Note 1: Removed from exclusions: and student success courses for which apportionment is generated
	Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

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DED#	DATA ELEMENT NAME	FORMAT
SS11	STUDENT-CREDIT-SUCCESS-OTHER-SERVICES	X(04)
<p>This element indicates whether a student received other types of student success support services during the reporting term, including: credit placement assessment retesting, credit career interest assessment and exploration, credit assessment for placement in other disciplines besides English, Math or ESL, other orientations beyond the initial orientation, or other credit education planning or follow-up services.</p>		

Coding	Meaning
0	No, service not provided
1	Yes, service provided

Position	Type of Assessment Service Provided
1	Student received other credit orientation service.
2	Student received credit career, interest, or subsequent placement assessment services.
3	Student received other follow-up credit education planning service.
4	Student received other credit academic progress service.
<p>1. Report follow-up activity to support a student’s academic progress in this element. Include activity for at-risk students enrolled in basic skills courses, or who have not identified an education goal and course of study. Activities can include, but are not limited to: career or interest assessments, assessments for placement in other disciplines besides English, Math, or ESL, student success workshops, etc.</p> <p>Exclusions: Tutoring; early alert notification through college’s Student Information System (SIS) that do not result in the delivery of a service. ‘3-other follow-up education planning service’ is intended to capture subsequent education plan development or revisions. ‘4’ is intended to capture student success workshops not reported in positions 1, 2, or 3, or other follow-up services not reported elsewhere.</p> <p>2. This data element is reported each term for services provided during the term. 3. If the student did not receive other student success services, the data element should be reported as ‘0000’.</p>	

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4. Multiple options may be reported for the term.
5. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.

SS11 STUDENT-CREDIT-SUCCESS-OTHER-SERVICES

Processing Edits	
FIELD CHECK	0 or 1 in each position.

SS11 STUDENT-CREDIT-SUCCESS-OTHER-SERVICES

Change History
<p>10/10/2013 Updated Note 1:</p> <p style="color: red;">In Note 1, removed from exclusions: "and student success courses for which apportionment is generated"</p> <p style="color: red;">In Note 1, removed: '4' may include early degree audit /graduation check, dean's list, etc.</p>
Optional for Academic Year 2013-14. Mandatory starting Summer 2014.

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DED#	DATA ELEMENT NAME	FORMAT
SS12	STUDENT-NONCREDIT-COURSE-OF-STUDY	X(06)
This element identifies the student's noncredit primary major or noncredit program area of emphasis.		

Coding
<p>Enter the <i>Program Control Number (SP04)</i> of a valid program <i>or TOP code (see SP01)</i> at this college that most closely matches the student's noncredit course of study. If a PCN is entered, left justify and space fill.</p> <ol style="list-style-type: none"> 1. The Program Control Number is the preferred code. 2. This data element may be coded with 'YYYYYY' if the student is exempt from orientation, assessment, and educational plan development. 3. Enter '000000' if the student did not identify a course of study. 4. This element should be updated every reporting term to reflect the most current status of the student during the reporting term. If there were no changes or contact during the term, the student's noncredit course of study does not change from the last reported term.

SS12 STUDENT-NONCREDIT-COURSE-OF-STUDY

Processing Edits	
FIELD CHECK	'000000' or 'YYYYYY' or valid TOP Code (SP01) or valid Program Control Number (SP04)
INTEGRITY CHECK	<ol style="list-style-type: none"> 1. This element can be coded as 'YYYYYY' only when: Noncredit Orientation Exempt Status (SS13), and Noncredit Assessment Exempt Status (SS14), and Noncredit Education Plan Exempt Status (SS15) are all coded as 'DO' or 'DY' or 'OY' or 'OD'.

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Student Success Data Elements

SS12 STUDENT-NONCREDIT-COURSE-OF-STUDY

Change History
Element added May 2016. Optional for Academic Year 2016-17 (Summer Term 165). Mandatory for Academic Year 2017-18 (Summer Term 175).

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DED#	DATA ELEMENT NAME	FORMAT
SS13	STUDENT-NONCREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS	X(02)

This element indicates whether the student was directed to, or exempted from, initial noncredit orientation services as part of the student success process at the college.

Coding	Meaning
Student Directed To Initial Noncredit Orientation Services	
A	Student was directed to initial noncredit orientation services.
Student Exempted From Initial Noncredit Orientation Services	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<ol style="list-style-type: none"> 1. Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'. 2. Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected. 	

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Student Success Data Elements

SS13 STUDENT-NONCREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	Initial Noncredit Orientation Exempt Status (SS13), and Initial Noncredit Assessment Exempt Status (SS14), and Noncredit Education Plan Exempt Status (SS15) must all be coded with a 'D' or 'O' (not 'AY') in order to code: Noncredit Course of Study (SS12) as 'YYYYYY'.

SS13 STUDENT-NONCREDIT-INITIAL-ORIENTATION-EXEMPT-STATUS

Change History
Element added May 2016. Optional for Academic Year 2016-17 (Summer Term 165). Mandatory for Academic Year 2017-18 (Summer Term 175).

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Data Element Dictionary

Student Success Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SS14	STUDENT-NONCREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS	X(02)
<p>This element indicates whether the student was directed to, or exempted from, initial noncredit assessment services as part of the student success process at the college.</p>		

Coding	Meaning
Student Directed To Initial Noncredit Assessment Testing Services	
A	Student was directed to initial noncredit assessment testing services.
Student Exempted From Initial Noncredit Assessment Testing Services	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<ol style="list-style-type: none"> Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'. Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected. 	

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Student Success Data Elements

SS14 STUDENT-NONCREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	Initial Noncredit Orientation Exempt Status (SS13), and Initial Noncredit Assessment Exempt Status (SS14), and Noncredit Education Plan Exempt Status (SS15) must all be coded with a 'D' or 'O' (not 'A') in order to code: Noncredit Course of Study (SS12) as 'YYYYYY'.

SS14 STUDENT-NONCREDIT-INITIAL-ASSESSMENT-EXEMPT-STATUS

Change History
Element added May 2016. Optional for Academic Year 2016-17 (Summer Term 165). Mandatory for Academic Year 2017-18 (Summer Term 175).

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Student Success Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SS15	STUDENT-NONCREDIT-EDUCATION-PLAN-EXEMPT-STATUS	X(02)

This element indicates whether the student was exempted from completing a noncredit student education plan or from counseling/advisement other educational services as part of the student success process at the college.

Coding	Meaning
Student Directed To Noncredit Education Plan Development	
A	Student was directed to noncredit counseling/advisement services or Education Plan development.
Student Exempted From Education Plan Development	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<ol style="list-style-type: none"> 1. Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'. 2. Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected. 	

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Student Success Data Elements

SS15 STUDENT-NONCREDIT-EDUCATION-PLAN-EXEMPT-STATUS

Processing Edits	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	<p>Initial Noncredit Orientation Exempt Status (SS13), and Initial Noncredit Assessment Exempt Status (SS14), and Noncredit Education Plan Exempt Status (SS15)</p> <p>must all be coded with a 'D' or 'O' (not 'AY') in order to code:</p> <p>Noncredit Course of Study (SS12) as 'YYYYYY'.</p>

SS15 STUDENT-NONCREDIT-EDUCATION-PLAN-EXEMPT-STATUS

Change History
<p>Element added May 2016. Optional for Academic Year 2016-17 (Summer Term 165). Mandatory for Academic Year 2017-18 (Summer Term 175).</p>

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DED#	DATA ELEMENT NAME	FORMAT
SS16	STUDENT-NONCREDIT-INITIAL-ORIENTATION-SERVICES	X(01)

This element indicates whether the student received initial noncredit orientation services as a part of the student success process at the college.

Coding	Meaning
Student Received Initial Noncredit Orientation Services	
A	Student did participate in initial noncredit orientation services.
Student Did Not Receive Initial Orientation Services	
N	Student did not participate in initial noncredit orientation services.

1. This data element is reported each term for services provided during the term and is intended to capture the first substantive orientation provided a student as defined in title5, section 55521. If an additional orientation is provided during the same or subsequent term that service should be reported in SS20.
2. A student enrolled at the reporting college after an absence of six or more primary terms (semesters), nine or more primary terms (quarters), or the equivalent of 3 academic years may be considered a new student for the purpose of reporting the development of initial orientation.
3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.

SS16 STUDENT-NONCREDIT-INITIAL-ORIENTATION-SERVICES

Processing Edits	
FIELD CHECK	A or N

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Student Success Data Elements

SS16 STUDENT-NONCREDIT-INITIAL-ORIENTATION-SERVICES

Change History
Element added May 2016. Optional for Academic Year 2016-17 (Summer Term 165). Mandatory for Academic Year 2017-18 (Summer Term 175).

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Student Success Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SS17	STUDENT-NONCREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT	X(04)

This element indicates whether the student received noncredit assessment services for initial course placement as a part of the student success process of the college.

Report all that apply.

Coding	Meaning
0	No, service not provided
1	Yes, service provided

Position	Type of Assessment Service Provided
1	Student received placement services based on alternative measures in lieu of an assessment test.
2	Student received placement services based on assessment testing and alternate multiple measures.
3	Student received placement services based on placement results from other college or university.
4	Student received placement services based on Early Assessment Program (EAP) test results.

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1. This data element is reported each term for services provided during the term and is intended to capture initial assessment for placement in English, Math, or ESL as defined in title 5 section 55522. Retesting should be reported in SS20.
2. A student enrolled at the reporting college after an absence of six or more primary terms (semesters), nine or more primary terms (quarters) or the equivalent of 3 academic years may be considered a new student for the purpose of reporting initial assessment services.
3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.
4. Multiple assessment service options may be reported.
5. If the student did not receive initial assessment placement services, the data element should be reported as '0000'.

SS17 STUDENT-NONCREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT

Processing Edits	
FIELD CHECK	0 or 1 in each position

SS17 STUDENT-NONCREDIT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT

Change History
Element added May 2016. Optional for Academic Year 2016-17 (Summer Term 165). Mandatory for Academic Year 2017-18 (Summer Term 175).

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Student Success Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SS18	STUDENT-NONCREDIT-COUNSELING/ADVISEMENT-SERVICES	X(01)

This element indicates whether the student received noncredit counseling/advisement services, other than the development of a Student Education Plan, during the reporting term.

Coding	Meaning
Student Received Noncredit Counseling / Advisement Services	
A	Student received noncredit counseling/advisement services during the reporting term.
Student Did Not Receive Noncredit Counseling / Advisement Services	
N	Student did not participate in noncredit counseling or advisement services during the reporting term.

1. Counseling and advisement service refers to a substantive interaction between a counselor or advisor and a student. Report the counselor or advisor contact in this element.
The counselor or advisor contact can take place during individual appointments or group advising/counseling.
2. Report whether the student received counseling or advising services during the reporting term. Counseling or advising services provided thru another categorical program should be included for purposes of reporting.
3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.
4. The development of a Noncredit Student Education Plan is reported in Student-Noncredit-Education-Plan (SS19).

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Student Success Data Elements

SS18 STUDENT-NONCREDIT-COUNSELING/ADVISEMENT-SERVICES

Processing Edits	
FIELD CHECK	A or N

SS18 STUDENT-NONCREDIT-COUNSELING/ADVISEMENT-SERVICES

Change History
Element added May 2016. Optional for Academic Year 2016-17 (Summer Term 165). Mandatory for Academic Year 2017-18 (Summer Term 175).

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Student Success Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SS19	STUDENT-NONCREDIT-EDUCATION-PLAN	X(01)
<p>This element indicates whether the student developed a noncredit education plan at the college in the term reported.</p>		

Coding	Meaning
Student Noncredit Education Plan Was Developed During the Term	
A	Student developed a noncredit education plan.
Student Noncredit Education Plan Was Not Developed During the Term	
N	Student did not develop a noncredit education plan during the term.

1. SS19 is intended to capture information on education plans as defined in Title5, Section 55524. Once an education plan is developed, revisions are reported in SS20 (STUDENT-NONCREDIT-SUCCESS-OTHER-SERVICES).
2. A student enrolled at the reporting college after an absence of:
 - six or more primary terms (semester schedule), or
 - nine or more primary terms (quarter schedule), or
 - the equivalent of 3 academic years,
 may be considered a new student for the purpose of reporting the development of initial education plans.
3. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.
4. Student Education Plans completed through other programs, such as DSPS, EOPS/CARE, CalWORKs, and others may be included for reporting purposes.

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Student Success Data Elements

5. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for additional detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.

6. Student Education Plans completed through other programs, such as DSPS, EOPS/CARE, CalWORKs, and others may be included for reporting purposes.

7. Title 5 § 55524. Student Educational Plan.

(a) Each community college district shall establish a process that takes into consideration the student services and instructional resources available for assisting students to select an specific educational goal and course of study within a reasonable time after admission as required by Section 55530 (d). This shall include, but not be limited to, the provision of counseling as required by Section 55523(a)(2).

(b) Districts shall provide students with an opportunity to develop student education plans that are either:

(1) Abbreviated. Abbreviated student education plans are one to two terms in length designed to meet the immediate needs of students for whom a comprehensive plan is not appropriate;

or

(2) Comprehensive. Comprehensive student education plans take into account a student's interests, skills, career and education goals, major, potential transfer institutions, and the steps the student needs to take on their educational path to complete their identified course of study. The comprehensive plan helps the student achieve their course of study. The comprehensive plan includes, but is not limited to, addressing the education goal and course of study requirements, such as the requirements for the major, transfer, certificate, program, applicable course prerequisites or co-requisites, the need for basic skills, assessment for placement results, and the need for referral to other support and instructional services as appropriate. The comprehensive student education plan is tailored to meet the individual needs and interests of the student and may include other elements to satisfy participation requirements for programs such as EOPS, DSPS, CalWORKs, veterans education benefits, athletics, and others.

(cb) Once a continuing nonexempt student has selected an specific educational goal and course of study, the district shall make a reasonable effort to afford the student the opportunity to develop a comprehensive student educational plan describing the

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Student Success Data Elements

SS19 STUDENT-NONCREDIT-EDUCATION-PLAN

Processing Edits	
FIELD CHECK	A, or N

SS19 STUDENT-NONCREDIT-EDUCATION-PLAN

Change History	
Element added May 2016. Optional for Academic Year 2016-17 (Summer Term 165). Mandatory for Academic Year 2017-18 (Summer Term 175).	

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Student Success Data Elements

DED#	DATA ELEMENT NAME	FORMAT
SS20	STUDENT-NONCREDIT-SUCCESS-OTHER-SERVICES	X(03)

This element indicates whether a student received other types of student success support services during the reporting term, including: noncredit placement assessment retesting, noncredit career interest assessment and exploration, noncredit assessment for placement in other disciplines besides English, Math or ESL, other orientations beyond the initial orientation, or other noncredit education planning or follow-up services.

Coding	Meaning
0	No, service not provided
1	Yes, service provided

Position	Type of Assessment Service Provided
1	Student received other noncredit orientation service.
2	Student received noncredit career, interest, or subsequent placement assessment services.
3	Student received other follow-up noncredit education planning service.

1. Report follow-up activity to support a student's academic progress in this element. Include activity for at-risk students enrolled in basic skills courses, or who have not identified an education goal and course of study. **Activities can include, but are not limited to:** career or interest assessments, assessments for placement in other disciplines besides English, Math, or ESL, student success workshops, etc. Exclusions: Tutoring; early alert notification through college's Student Information System (SIS) that do not result in the delivery of a service. '3-other follow-up noncredit education planning service' is intended to capture subsequent noncredit education plan development or revisions.
2. This data element is reported each term for services provided during the term.
3. If the student did not receive other noncredit student success services, the data element should be reported as '000'.

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4. Multiple options may be reported for the term.
5. Please refer to the SSSP Program Handbook: Program Components, Reporting Requirements, and Funding Guidelines chapters, for detail on the relationship of this data element to funding and reporting. Services reported for funding must be documented (electronically or otherwise) in a way that is auditable.

SS20 STUDENT-NONCREDIT-SUCCESS-OTHER-SERVICES

Processing Edits	
FIELD CHECK	0 or 1 in each position.

SS20 STUDENT-NONCREDIT-SUCCESS-OTHER-SERVICES

Change History
Element added May 2016. Optional for Academic Year 2016-17 (Summer Term 165). Mandatory for Academic Year 2017-18 (Summer Term 175).