

DED#	Data Element Name	Format
SS09	STUDENT-CREDIT-EDUCATION-PLAN	X

Definition

This element indicates whether the student developed a credit education plan at the college in the term reported.

Coding	Meaning
A	Student developed an abbreviated credit education plan
C	Student developed a comprehensive credit education plan
B	Student developed an abbreviated and a comprehensive credit education plan
N	Student did not complete a credit education plan during the term

An abbreviated student education plan is one or two terms in length and designed to meet the immediate needs of students for whom a comprehensive student education is not appropriate.

Comprehensive student education plans take into account a student's interests, skills, career and education goals, major, course placement, credit for prior learning, potential transfer institutions, and the steps the student needs to take on their educational path to complete their identified course of study. The comprehensive student education plan helps the student achieve their educational goal and course of study by delineating all course, program, and other requirements for the certificate, degree, and transfer; applicable course prerequisites or co-requisites; and any support or instructional services available, needed, or required to achieve the stated goal. 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. Refer to Title 5 § 55524 (see item 7 below) for additional details.

SS09 is intended to capture information on education plans as defined in Title 5, Section 55524. Once an abbreviated and/or a comprehensive education plan is developed, revisions are reposted in SS11 (STUDENT-SUCCESS-OTHER SERVICES).

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.

Please refer to Education Code 78222: Program Components, Reporting Requirements, and Funding Guidelines 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.

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

Title 5 § 55524. Student Education Plan.

(a) Each district or college shall establish a process for assisting students to identify an education goal and course of study as soon as possible after admission as required by section 55530. This shall include, but not be limited to, counseling, advising, and other education planning services as required by section 55523.

(b) Districts or colleges shall provide all non-exempt students with student education plans that are either:

(1) Abbreviated. Abbreviated student education plans are one to two terms in length and 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, course placement, credit for prior learning, potential transfer institutions, and the steps the student needs to take on their educational path to complete their identified course of study. The comprehensive student education plan helps the student achieve their educational goal and course of study by delineating all course, program, and other requirements for the certificate, degree, and transfer; applicable course prerequisites or co-requisites; and any support or instructional services available, needed, or required to achieve the stated goal. 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.

(c) To the maximum extent possible, districts or colleges shall provide a comprehensive education plan to non-exempt students before the end of their first academic year, or a shorter period if required by district or program policy.

(d) The student education plan developed pursuant to subdivision (b) shall be accessible, timely, and recorded in electronic form. The student education plan and its implementation shall be reviewed as necessary to ensure that it continues to accurately reflect the program progress, needs, and goals of the student. Districts or colleges shall make a reasonable effort to not duplicate education planning processes including for students participating in special programs.

(e) If a student believes the district or college has failed to make good faith efforts to develop and provide a student education plan, has failed to provide programs and services specified in the student education plan, or has otherwise violated the requirements of this section, the student may file a complaint pursuant to section 55534(a).

Processing Edits

Edit Type	Edit ID	Rule
Syntactical	SS09S01	SS09 must be coded as A,B,C,N
Integrity	SS09I01	If SS09 is B or C, then SS02 must not be 000000

Change History

Change Date	Change Description
Summer 2026	Updated: notes regarding comprehensive education plans
Summer 2014	Required
Summer 2013	Implemented optional