

FORM IPEDS-CN  
(7-1-98)

U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
ACTING AS COLLECTING AGENT FOR THE  
U.S. DEPARTMENT OF EDUCATION  
NATIONAL CENTER FOR EDUCATION STATISTICS

NOTE - The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

The collection and reporting of racial/ethnic data on this survey are MANDATORY for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM

CONSOLIDATED SURVEY

1998

*Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.*

*Please correct any errors in the name, address, and ZIP Code.*

*If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.*

RETURN TO

Date due: November 15, 1998

1. Name of respondent	2. Title of respondent	3. Telephone Area code, number, extension
4. E-Mail address		FAX number

PURPOSE OF THE SURVEY

This survey collects data on fall enrollment, completions, enrollment in occupationally specific programs, staff, and libraries. These data allow the National Center for Education Statistics to describe the size of one of the Nation's largest enterprises — postsecondary education — in terms of students enrolled, degrees and other awards earned, and staff employed.

USES OF DATA

The National Center for Education Statistics (NCES) uses these data to meet its Congressional mandate to report on the condition of education in the Nation. These data are used to update the Digest of Education Statistics and the Condition of Education, two annual reports produced by NCES. The Department of Education uses these data for policy analysis and program evaluation; and the Bureau of Labor Statistics uses completions data in its manpower analysis reported in the Occupational Outlook Handbook. Survey respondents can use the published results to compare their operations with national averages to spot trends in program offerings, enrollments, staffing patterns, and key statistics.

CERTIFICATION - I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.

4. Name (Type or print)	5. Title	6. Telephone (Area code, number, ext.)
7. Signature		8. Date

## Changes from the 1997 form for 1998 CONSOLIDATED SURVEY

The 1998 survey includes:

- ▶ Part A — Fall Enrollment
- ▶ Part B — Postsecondary Completions
- ▶ Part F — Library

The finance data are collected on a separate form (CN-F) in 1998.

- ▶ Parts C and E are not requested this year.

## COMPLIANCE REQUIREMENTS

The Office for Civil Rights (OCR) and the National Center for Education Statistics (NCES), with the approval of the Office of Management and Budget, cooperate in the collection of racial/ethnic information from all postsecondary institutions for the enrollment and completions sections of this survey. Section 100.6(b) of the regulations implementing Title VI of the Civil Rights Act of 1964, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorize collection of this information.

100.6(b) Compliance Reports – Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 5.0 hours per response, with an average of 2.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics/IPEDS  
U.S. Department of Education  
555 New Jersey Avenue, NW  
Washington, DC 20208-5652

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The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

*DO NOT RETURN INSTRUCTIONS*

**NOTICE OF COMBINED DATA SUBMISSION FOR CONSOLIDATED SURVEY**  
 Note that the preprinted information (if provided) indicates which data were reported as combined last year.  
*Verify that the information is correct for the current year. Please make any corrections in RED.*

The institution named on this report is including data for other institutions/branches.

- No  
 Yes — *Please indicate below, the Part(s) where you are reporting combined data and the UNITID (if known), name and address of the institutions for which data are included.*

Parts	UNITID	Institution name	Address	City	State	ZIP Code

The data for this institution are reported by another institution.

- No  
 Yes — *Please indicate whether all data, or just certain parts, are being reported by another institution. Also list the UNITID, name, and address of the reporting institution.*

Parts	UNITID	Institution name	Address	City	State	ZIP Code

Part A — FALL ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY

Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1998

*Report all students enrolled in courses creditable toward a degree, diploma, certificate, or other formal award. At the undergraduate level, this is intended to include students enrolled in courses that are part of vocational or occupational programs.*

Line No.	99.0000 Summary All students enrolled for credit	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
01	FULL-TIME STUDENTS First-time																
03	All other																
15	PART-TIME STUDENTS First-time																
17	All other																
29	GRAND TOTAL																





Part D — FINANCE

The finance data are collected on a separate form (CN-F) in 1998.

Part F — LIBRARIES  
*(Collected in even-numbered years only)*

Does your institution have its own library?

- <sup>1</sup>  Yes — *Continue with Part F*
- <sup>2</sup>  No — *Do not complete Part F*

*(Fiscal year must end before October 1, 1998)*

Item	Number
1. Total FTE Staff (Fall 1998) — <i>Report data to two decimals</i>	
2. Total operating expenditures in whole dollars only (Fiscal year 1998)	\$
3. Number of volumes held at end of year (Fiscal year 1998)	
4. Total circulation transactions (Fiscal year 1998)	



## GENERAL INSTRUCTIONS — CN

Respond to each item on this report in the space provided; if a section does not apply to your institution, note "not applicable." The Glossary provides definitions of terms used in this report.

### Part A — FALL ENROLLMENT SUMMARY

Enrollment should be reported as of the institution's official fall reporting date or October 15, 1998.

Students to be included — Report all students enrolled in courses creditable toward a degree, diploma, certificate, or other formal award, separating full-time and part-time students. (First-time students are those attending any institution for the first time; that is, the student enters the institution with NO CREDIT toward a degree or award).

Include students enrolled in courses that are part of a vocational or occupational program, INCLUDING those in off-campus centers.

Include high school students enrolled in postsecondary education courses creditable toward the completion of a program.

Students to be excluded — *Do NOT include* —

- Students enrolled exclusively in courses not creditable toward a formal award or completion of a vocational program;
- Students exclusively auditing classes;
- Students in any branch campus located in a foreign country; or
- Students earning continuing education units (CEU's).

Enrollment status — Once you have determined who to include in your report, identify the students as either "full-time" or "part-time" and as "first-time" or "all other". These categories correspond to the lines of the survey form on which the data are reported. Follow the instructions for reporting students by racial/ethnic category.

### Part B — POSTSECONDARY COMPLETIONS

Report only those awards/degrees which were actually conferred between July 1, 1997 and June 30, 1998. Awards/degrees earned but not yet conferred during this time period should be reported in next year's survey. Part B applies to award levels ranging from postsecondary certificates of less than one year to doctorate level degrees. Include completions in academic as well as vocational or occupational programs.

Preprinted programs — The survey form lists those programs and their appropriate award levels that were reported by your institution last year. The award levels and their codes are noted at the top of Part B. Please verify these levels before completing this form. Note that a program and its 6-digit CIP code may be listed more than once if the program is offered at different award levels. If your institution no longer offers one or more of these programs, delete them from the list by drawing a line through the program title. For the remaining programs, follow the directions for reporting completions by racial/ethnic category.

Blank lines — The survey form includes a blank section so that you may report completions in programs that were not preprinted for you, including new programs. Refer to the 1990 version of the Classification of Instructional Programs (CIP) booklet to determine the appropriate program title that most closely matches your program and enter the CIP title and its 6-digit code in the space provided. Choose one of the 11 levels of awards listed at the top of the page, and enter the

correct code for each newly listed program in the Award Level column following the CIP code or program title. Enter the completions data for the newly listed programs.

### Part C — FALL ENROLLMENT IN OCCUPATIONALLY SPECIFIC PROGRAMS (Collected in odd-numbered years only)

Enrollment should be reported as of the institution's official fall reporting date or October 15, 1999.

Applicability of report — This enrollment section is requested only from institutions that offer occupationally specific programs below the bachelor's level which require less than 4 years to complete. Occupationally specific programs are listed in chapter 2 of the enclosed 1990 version of the Classification of Instructional Programs (CIP) booklet. Refer to the CIP booklet to determine whether your institution offers any of the applicable programs. If Part B data for any of these programs are reported below the bachelor's level, then enrollment for that program should be reported here.

Students to be included — Report only those students enrolled in programs below the baccalaureate level that are specifically designed to provide occupational preparation. Students in a program are either — (1) those who have formally declared their program intent; or (2) those who have completed at least 25% of a program's requirements. The program may result in a degree, certificate, or other formal award granted by the institution.

Include high school students in these programs if they are working toward the completion of a program.

Report TOTAL enrollment in each program; combine full- and part-time headcounts. If a student is enrolled in more than one program (with different CIP's), report the student in each program.

Program enrollment — Part C lists those occupationally specific programs known to exist at your institution. Please complete Part C of the survey in the same manner as Part B, deleting programs that are no longer offered at your institution and adding new ones in the blank area. Refer to the CIP booklet as needed to code new programs or to verify those that already exist. Follow the instructions for reporting students by racial/ethnic category.

Sum the enrollment reported for each program by column and enter the totals on line 99.0000.

Checking — Verify all additions before returning this form. Total entries are always computed by adding down columns and across rows. Be sure that for each row, the sum of columns 1, 3, 5, 7, 9, 11, and 13 is equal to column 15, and the sum of columns 2, 4, 6, 8, 10, 12, and 14 is equal to column 16.

Unduplicated count — Please provide an unduplicated count of all students enrolled in occupationally specific programs. If a student is enrolled in more than one program, count the student once when reporting this number.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

## GENERAL INSTRUCTIONS - CN — Continued

### REPORTING STUDENTS BY RACIAL/ETHNIC CATEGORY AND SEX — PARTS A, B, AND C

This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (see Compliance Requirements, page 2), and Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

**Method of collection** — The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should be employed.

**Assignment to categories** — For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic category. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens. (See *definitions below.*)

**Racial/ethnic descriptions** — Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are —

- Black, non-Hispanic — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- American Indian or Alaskan Native — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- Asian or Pacific Islander — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- Hispanic — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White, non-Hispanic — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

#### Other descriptive categories

- Nonresident alien — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

Note — Nonresident aliens are to be reported separately, in the columns provided, rather than included in any of the five racial/ethnic categories described above. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

- Race/ethnicity unknown — This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

In columns 15 and 16, report the grand total of all students or award recipients regardless of race/ethnicity or citizenship.

#### Part D — FINANCE

The finance data are collected on a separate form (CN-F) in 1998.

#### Part E — STAFF (Collected in odd-numbered years only)

All persons on the payroll of the institution as of November 1, 1999 are to be included in this part.

**Status of employees** — Report in columns 1-4 men and women by their full-time/part-time status as of November 1, 1999. This status is to be determined by the institution.

**Primary occupational activity** — Each employee must be accounted for in one AND ONLY ONE of the occupational activity categories, lines 1-8. If an employee is engaged in two or more separate activities, the employee should be reported according to their primary activity. The institution should determine what constitutes the primary activity.

**Special instructions** — Employees at off-campus locations associated with the campus covered by this report should also be reported.

Hospitals, medical centers, and other institutions which offer postsecondary education programs as only one of their primary missions should ONLY report staff who work either full-time or part-time in the postsecondary education division or component of the institution. Note — If an employee works full-time for the institution but only part-time in the postsecondary education division or component — for purposes of this survey, that employee should be reported as part-time in their primary occupational activity in the postsecondary education division or component.

#### Part F — LIBRARIES (Collected in even-numbered years only)

If your institution has its own library, please complete the information requested using the following guidelines:

**Period of report** — Report data for your library for the most recent fiscal year that ended prior to October 1, 1998. The particular 12-month period should be the same used for reporting Consolidated — Finance data.

**Total full-time-equivalent (FTE) employees** — Report the sum of the number of full-time employees plus the full-time-equivalent of the part-time employees. To compute full-time-equivalents of part-time employees, take the number of hours worked by all part-time employees and divide it by the number of hours CONSIDERED BY THE REPORTING LIBRARY TO BE A FULL-TIME WORK WEEK (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.50 FTE). Include librarians, other paid staff, contributed services staff, and student assistants (from all funding sources). Exclude maintenance and custodial staff. Report data to two decimal places.

## GENERAL INSTRUCTIONS - CN — Continued

### Part F — LIBRARIES (Collected in even-numbered years only) — Continued

Total operating expenditures — Report the funds expended from the LIBRARY BUDGET in fiscal year 1998 regardless of when the funds may have been received from federal, state, or other sources. All expenditures should be reported in whole dollars. Include salaries and wages, print materials, current serial subscriptions, microforms, machine readable materials, audiovisual materials, other collection expenditures, preservation, furniture and equipment, computer hardware, postage, telecommunications, on-line database searches, contracted computer services, and all other operating expenditures. Exclude salaries and wages for contributed services and maintenance and custodial staff, and expenditures for capital outlays.

Volumes held at end of fiscal year — Report the number of volumes of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding or portfolio, hardbound or paperbound, which has been catalogued, classified, or otherwise made ready for use.

Circulation transactions — Report the number of items lent from the general collection and from the reserve collection for use usually (although not always) outside the library. These activities include initial charges, either manually or electronically, and also renewals, each of which is reported as a circulation transaction.

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## GLOSSARY CONSOLIDATED SURVEY — CN

ALL OTHER STUDENTS — Includes all other students except first-time students. (Part A)

AMERICAN INDIAN OR ALASKAN NATIVE — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. (Parts A, B, and C)

ASIAN OR PACIFIC ISLANDER — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam. (Parts A, B, and C)

ASSOCIATE'S DEGREE — An award that normally requires at least 2 but less than 4 years of full-time equivalent college work. (Part B)

BACHELOR'S DEGREE — An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but NOT more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-year COOPERATIVE (WORK-STUDY PLAN) PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years. (Part B)

BLACK, NON-HISPANIC — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin). (Parts A, B, and C)

CASUAL EMPLOYEES — Persons who are hired to work during peak times such as those that help at registration time or those that work in the bookstore for a day or two at the start of a session. (Part E)

CERTIFICATE — A formal award certifying the satisfactory completion of a postsecondary education program. (Part B)

CEU (CONTINUING EDUCATION UNIT) — One continuing education unit is normally defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. (Part A)

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS) — An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs. (Parts B and C)

CIP CODE — A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. (Parts B and C)

CIRCULATION TRANSACTIONS — The number of items lent from the general collection and from the reserve collection for use usually (although not always) outside the library. Includes activities with initial charges, either manual or electronic, and also renewals, each of which is reported as a circulation transaction. (Part F)

CLERICAL AND SECRETARIAL STAFF — Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, and payroll clerks. Also includes sales clerks such as those employed full time in the book store, and library clerks who are not recognized as librarians. (Part E)

CONTACT HOUR — A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. (Part B)

CONTRACTED SERVICES — Services obtained through contracts with outside agencies which would normally be provided by paid employees. (Part E)

CREDIT — Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award. (Part A)

CREDIT COURSE — A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award. (Part A)

## GLOSSARY CONSOLIDATED SURVEY — CN

**DEGREE** — An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies. (Part B)

**DIPLOMA** — A formal document certifying the successful completion of a prescribed program of studies. (Part B)

**DOCTOR'S DEGREE** — The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering. (Part B)

**DONATED (CONTRIBUTED) SERVICES** — Services provided by volunteers, members of religious orders, or by the Central or System office of an institution for which there is no charge to the campus but that would otherwise be provided by employees paid by the campus. (Part E)

**EXECUTIVE, ADMINISTRATIVE, AND MANAGERIAL** — Persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Included in this category are all officers holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean, assistant dean, executive officer of academic departments (department heads, or the equivalent) if their principal activity is administrative. (Note — Includes supervisors of professional employees, while supervisors of nonprofessional employees (technical, clerical, craft, and service/maintenance force) are to be reported within the specific categories of the personnel they supervise.) (Part E)

**FACULTY (INSTRUCTION/RESEARCH/PUBLIC SERVICE)** — Persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If their principal activity is instructional, this category includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent). Student teachers or research assistants are not included in this category. (Part E)

**FIRST-PROFESSIONAL CERTIFICATE (POST-DEGREE)** — An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty. (Part B)

**FIRST-PROFESSIONAL DEGREE** — An award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees may be awarded in the following 10 fields:

- Chiropractic (D.C. or D.C.M.)
- Pharmacy (Pharm.D.)
- Dentistry (D.D.S. or D.M.D.)
- Podiatry (D.P.M., D.P., Pod.D.)
- Medicine (M.D.)
- Veterinary Medicine (D.V.M.)
- Optometry (O.D.)
- Law (L.L.B., J.D.)
- Osteopathic Medicine (D.O.)
- Theology (M.Div., M.H.L., B.D., or Ordination)

(Part B)

**FIRST-TIME STUDENT** — A student attending any institution for the first time at the level enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school). (Part A)

**FULL-TIME STAFF** — Persons on the payroll of the institution (or reporting unit) and classified by the institution as full time. Includes faculty on sabbatical leave and persons who are on leave but remain on the payroll. (Part E)

**FULL-TIME STUDENT** —

- Undergraduate — A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 contact hours a week each term. (Part A)
- Graduate — A student enrolled for 9 or more semester credits, or 9 or more quarter credits or students involved in thesis or dissertation preparation that are considered full time by the institution.
- First-Professional — As defined by the institution. (Part A)

**HISPANIC** — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. (Parts A, B, and C)

**INSTRUCTION/RESEARCH ASSISTANTS** — Students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Students in the College Work-Study Program are not included in this category. Employees hired on a full-time basis (not students) are to be reported as other professionals. (Part E)

**LIBRARY** — An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center. (Part F)

GLOSSARY — Continued  
CONSOLIDATED SURVEY — CN

**LIBRARY OPERATING EXPENDITURES** — The funds expended from the library budget regardless of when the funds may have been received from Federal, State, or other sources. Includes salaries and wages, print materials, current serial subscriptions, microforms, machine-readable materials, audiovisual materials, other collection expenditures, preservation, furniture and equipment, computer hardware, postage, telecommunications, on-line database searches, contracted computer services, and all other operating expenditures. Excludes salaries and wages for maintenance and custodial staff, microcomputer software used only by library staff, and expenditures for capital outlays. (Part F)

**MASTER'S DEGREE** — An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. (Part B)

**NONCREDIT COURSE** — A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. (Part A)

**NONRESIDENT ALIEN** — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. (Parts A, B, and C)

**OCCUPATIONALLY SPECIFIC PROGRAM** — An instructional program, below the bachelor's level, designed to prepare individuals with entry-level skills and training required for employment in a specific trade, occupation, or profession related to the field of study. (Part C)

**OFF-CAMPUS CENTERS (EXTENSION CENTERS)** — Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm.

**OFFICIAL FALL REPORTING DATE** — The date (in the fall) on which an institution must report fall enrollment data to either the State, its board of trustees or governing board, or some other external governing body. (Parts A and C)

**OTHER PROFESSIONALS (SUPPORT/ SERVICE)** — Persons employed for the primary purpose of performing academic support, student services, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Includes employees such as librarians, accountants, student personnel workers, counselors, systems analysts, computer programmers, and coaches. (Part E)

**PART-TIME STAFF (EMPLOYEES)** — Persons on the payroll of the institution (or reporting unit) and classified by the institution as part time. Students in the College Work-Study Program or casual employees (e.g., persons who are hired to help at registration time or to work in the bookstore for a day or two at the start of a session) are not considered part-time staff. (Part E)

**PART-TIME STUDENT**

- Undergraduate — A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours a week each term. (Part A)
- Graduate — A student enrolled for either 8 semester credits or less, or 8 quarter credits or less. (Part A)

**POSTBACCALAUREATE CERTIFICATE** — An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master. (Part B)

**POST-MASTER'S CERTIFICATE** — An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level. (Part B)

**POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR)** — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full time. (Part B)

**POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 1 BUT LESS THAN 2 ACADEMIC YEARS)** — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours. (Part B)

**POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 2 BUT LESS THAN 4 ACADEMIC YEARS)** — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours. (Part B)

**POSTSECONDARY EDUCATION** — The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

**PRIMARY OCCUPATIONAL ACTIVITY** — The principal activity of a staff member as determined by the institution. If an individual participates in two or more activities, the primary activity is normally determined by the amount of time spent in each activity. Occupational activities are designated as follows:

- Executive, Administrative, and Managerial
- Faculty (Instruction/Research/Public Service)
- Instruction/Research Assistants
- Other Professionals (Support/Service)
- Technical and Paraprofessionals
- Clerical and Secretarial
- Skilled Crafts
- Service/Maintenance

(See separate definitions) (Part E)

**PROGRAM** — A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

GLOSSARY — Continued  
CONSOLIDATED SURVEY — CN

**PROGRAM SPECIALTY** — A specific instructional program that can be identified by a 6-digit CIP code. (Part B and C)

**RACE/ETHNICITY** — Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are:

- Black, non-Hispanic
  - American Indian or Alaskan Native
  - Asian or Pacific Islander
  - Hispanic
  - White, non-Hispanic
- (Parts A, B, and C)

**RACE/ETHNICITY UNKNOWN** — Category used to classify students or employees whose race/ethnicity if not known and institutions are unable to place them in one of the specified racial/ethnic categories. (Part A, B, and C)

**RESIDENT ALIEN (and other eligible non-citizens)** — A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian). (Parts A, B, and C)

**SERVICE/MAINTENANCE STAFF** — Persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and students or that contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Includes chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, and security personnel. (Part E)

**SKILLED CRAFTS STAFF** — Persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, compositors, and typesetters. (Part E)

**TECHNICAL AND PARAPROFESSIONALS STAFF** — Persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training. Includes computer programmers (with less than a bachelor's degree) and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational categories which are institutionally defined as technical assignments. (Part E)

**UNDERGRADUATE** — A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate. (Part A)

**UNDUPLICATED COUNT** — The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled. (Part C)

**VOLUME** — Any printed, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, that has been cataloged, classified, or otherwise made ready for use. (Part F)

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