

FORM **IPEDS-C-1**
(6-1-94)

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

**INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM**

COMPLETIONS SURVEY

1993-94

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 20 U.S.C. 1221e-1.

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.

RETURN TO 

Date due: October 1, 1994

1. Name of respondent	2. Title of respondent	3. Telephone (Area code, number, ext.)
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PURPOSE OF THE SURVEY

The primary purpose of this survey is to collect basic data on the number of recognized completions in postsecondary education programs by the type of program, level of award, and degree conferred; to monitor changes in postsecondary education completions; and to promote research involving patterns of degrees conferred. The survey is being conducted in compliance with the Center's mission "to collect, and analyze, and disseminate statistics and other data related to education in the United States . . .", (20 U.S.C. 1221e-1, General Education Provisions Act, Sec. 406(b), as amended).

USES OF DATA

Completion data constitute the only national source of information on the availability and location of highly trained manpower. Information on completers of postsecondary education programs is used extensively by Federal and State government agencies for manpower planning; by business and industry and other groups for recruiting purposes; and by researchers and others to study manpower supply and demand.

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	

COMPLIANCE REQUIREMENTS FOR THE OFFICE FOR CIVIL RIGHTS

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 Completions 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.

Public reporting burden for this collection of information is estimated to average 3.0 hours per response but may range from 30 minutes to 6.0 hours depending on whether the information is readily accessible to machine readable files. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651, and to the Office of Management and Budget, Paperwork Reduction Project 1850-0582, Washington, DC 20503.

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

COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH**C-1**

Note: If the institution or administrative unit named on this report is including Completions survey data for other institutions or branches in this report, list the following information for the additional institutions or branches.

UNITID	Institution name	Address	City	State	ZIP Code

Notes (Reference part, CIP code, and column)

Part C — FIRST-PROFESSIONAL PROGRAMS — Continued**C-1****July 1, 1993—June 30, 1994**

CIP Code (1)	Program title (2)	Number of first-professional degrees awarded	
		Men (21)	Women (22)
ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE LINE ABOVE.			
-1	Nonresident alien		
-2	Black, non-Hispanic		
-3	American Indian or Alaskan Native		
-4	Asian or Pacific Islander		
-5	Hispanic		
-6	White, non-Hispanic		
-7	Race/ethnicity unknown		

Part C — ADDITIONAL FIRST-PROFESSIONAL PROGRAMS**C-1****July 1, 1993—June 30, 1994**

CIP Code (1)	Program title (2)	Number of first-professional degrees awarded	
		Men (21)	Women (22)
ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE LINE ABOVE.			
-1	Nonresident alien		
-2	Black, non-Hispanic		
-3	American Indian or Alaskan Native		
-4	Asian or Pacific Islander		
-5	Hispanic		
-6	White, non-Hispanic		
-7	Race/ethnicity unknown		

Part C — ADDITIONAL FIRST-PROFESSIONAL PROGRAMS**C-1****July 1, 1993—June 30, 1994**

CIP Code (1)	Program title (2)	Number of first-professional degrees awarded	
		Men (21)	Women (22)
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-1	Nonresident alien		
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-3	American Indian or Alaskan Native		
-4	Asian or Pacific Islander		
-5	Hispanic		
-6	White, non-Hispanic		
-7	Race/ethnicity unknown		

Part D — GRAND TOTALS
July 1, 1993—June 30, 1994

TOTALS FOR PART A — PROGRAM COMPLETIONS BELOW THE BACCALAUREATE LEVEL

All programs	Awards of less than 1 academic year		Awards of at least 1 but less than 2 academic years		Associate's degrees		Awards of at least 2 but less than 4 academic years	
	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)
99.0000								

TOTALS FOR PART B — PROGRAM COMPLETIONS AT THE BACCALAUREATE LEVEL AND ABOVE

All programs	Bachelor's degrees		Postbaccalaureate certificates		Master's degrees		Post-Master's certificates		Doctor's degrees	
	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)	Men (17)	Women (18)	Men (19)	Women (20)
99.0000										

TOTALS FOR PART C — ALL FIRST-PROFESSIONAL PROGRAMS

All programs	Number of first-professional degrees awarded	
	Men (21)	Women (22)
99.0000		

GENERAL INSTRUCTIONS — C-1

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report make any necessary corrections to the preprinted address information. Also, enter the name, title, area code and telephone number of the person responsible for completing the report.

PERIOD OF REPORT

All degrees and other formal awards conferred by your institution between July 1, 1993 and June 30, 1994 should be reported on this form.

COVERAGE

Report all degrees and awards conferred during the reporting period. Degrees earned but not yet conferred should not be reported. If an individual received two degrees at different levels (e.g., a bachelor's degree at the end of the summer session and a master's degree at the end of the academic year), report each degree in its appropriate classification.

Exclude from this report —

- Degrees and awards conferred by branches of your institution located in foreign countries
- Honorary degrees and awards

PROGRAM CLASSIFICATION

This form uses the 1990 version of the Classification of Instructional Programs (CIP) to identify the specific programs in which completions should be reported. A complete list of the CIP codes and program titles is included in the IPEDS package.

PARTS A AND B

Include completions in academic as well as vocational or occupational programs. Parts A and B have similar structure; for that reason, the following instructions apply to both parts. The parts differ in the levels of completions collected.

Part A — Program completions below the baccalaureate level

Part B — Program completions at the baccalaureate level and above

PROGRAM COMPLETIONS

The survey form includes a preprinted list of all program titles and their corresponding 6-digit CIP codes that have previously been reported by your institution. The 6-digit program specialties are grouped and listed separately under the appropriate 2-digit program category. For all programs with completions awarded, enter the number of awards conferred during the reporting period in the appropriate columns.

Programs with no completions — If, during the reporting period, your institution no longer offered one or more of the preprinted programs, delete them by drawing a line through the program title(s). Do not delete a program if you expect it to have completions in future years. Enter zero (0) in the appropriate columns if there were no completions in a program but your institution still offers the program at that level.

Adding programs — If awards were conferred in any additional 6-digit program specialties that were not preprinted and **are within the same 2-digit program category**, proceed as follows:

- (a) Refer to the CIP listing under the appropriate 2-digit program category and select the CIP program title that most closely represents the new program.
- (b) Enter the 6-digit CIP code and its program title in the appropriate columns.
- (c) If no title on the CIP listing can be used to describe the program, either:
 - Enter the data under the "general" category (xx.0101); or
 - Enter the exact title of the program and assign the "other" code (xx.9999) in column 1. **DO NOT** develop any other new CIP code numbers.

NOTE — Use the "general" category to connote a program covering two or more 6-digit programs and the "other" category when no appropriate 6-digit program can be found.

Once all awards in the 6-digit programs for a given 2-digit program category have been entered, complete the "Total" line. Enter, in the appropriate columns, the sum of all the 6-digit program specialties within the same 2-digit program category. For example, all 01.xxxx, both preprinted and newly listed, will be summed and reported on the "01.0000 Total" line.

ADDITIONAL PROGRAMS

If awards were conferred in a program specialty within a 2-digit program category that was not preprinted, use a blank Additional Programs page and proceed as follows:

- (a) Using the CIP listing, determine the appropriate 2-digit program category. Enter the discipline title and 2-digit code in the space indicated. **DO NOT REPORT CIP's 21 AND 32 THROUGH 37.** These refer to Technology Education/Industrial Arts and Personal Improvement and Leisure programs.
- (b) Enter in columns 1 and 2 the 6-digit CIP code and title for those program specialties within this 2-digit program category. Use the same technique as used before for program specialties not preprinted.
- (c) Enter the number of awards conferred during the reporting period in the appropriate columns.
- (d) Sum the 6-digit specialties and enter the 2-digit code on the total line.

Follow the same procedure for **each** new 2-digit program category that you are adding.

NOTE — DO NOT COMBINE PROGRAM SPECIALTIES FROM MORE THAN ONE 2-DIGIT PROGRAM CATEGORY ON THE SAME PAGE. Doing so will result in inaccurate totals and will require correction. Photocopy as many blank pages as needed for additional reporting.

AWARD CATEGORIES

Report all postsecondary awards, certificates, and diplomas below the baccalaureate in Part A. Bachelor's, master's, and doctor's degrees and post-baccalaureate and post-master's certificates conferred during the reporting period are to be reported in Part B.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – C-1 — Continued

AWARD CATEGORIES — Continued

Report all master's degrees in Part B, except for the Master of Divinity degree which is classified as first-professional (Part C). **NOTE** — Even though the master's degree is required in some fields (e.g., Library Science, Hospital Administration, or Social Work) for employment at the professional level, as in the case of Social Work, where four years of undergraduate work are required for entrance into the program and an additional two years for completion; these are to be reported in Part B.

Post-master's certificates should include, but not be limited to, recognition granted to students who have completed all but their dissertation (ABD's) and thus are not seeking the doctor's degree; Candidate in Philosophy; and Specialist in Education (Ed. S.).

CLASSIFICATION OF DEGREES ACCORDING TO MAJOR FIELD OF STUDY

- **Specific Classification** — Classify degrees and awards as specifically as the list of CIP programs permits. Thus, report a bachelor's degree in Business Administration with a business economics major in Business/Managerial Economics (52.0601), **not** in Business, General (52.0101).
- **Degree of Doctor of Philosophy** — Classify the Doctor of Philosophy degree according to the student's major field of study. Thus, a Ph.D. in chemistry should be reported as a degree in chemistry, **not** as one in philosophy.
- **Majors of Students Prepared to Teach** — The general rule is to classify degrees according to the major area of specialization. This means that degrees to students who may be qualified to teach an academic subject, such as English, biology, or foreign languages, but did not pursue a program solely for the purpose of teaching, should be reported in English Language and Literature/Letters (23.xxxx), Biological Sciences/Life Sciences (26.xxxx), and Foreign Languages and Literatures (16.xxxx) respectively, **not** in Education (13.xxxx).

On the other hand, the degrees of students who have completed a program that is specifically preparing them to teach special subjects, such as agriculture, art, music, etc., should be reported in Agricultural Teacher Education (Vocational) (13.1301), Art Teacher Education (13.1302), Music Teacher Education (13.1312), etc.
- **Split Majors** — When a student graduates with a split major, report the award in the area of greater specialization, if possible. Otherwise, the award should be reported in the program closest to the combination. If neither of these approaches can be used, the award should be reported as follows:
 - If the split major involves two program specialties within the same program category, use the "general" or "multiple emphasis" program specialty. For example, a split major involving two languages should be reported in Foreign Languages and Literatures, General (16.0101); a major in history and political science should be reported under Social Sciences, General (45.0101).
 - If the split major involves program specialties from different program categories, the award should be reported under the one of greater specialization.

NOTE — All awards must be reported as whole numbers. **Do not report fractions of an award.**

- **Double Majors** — When a student graduates with a major in two program specialties, report the degree in the field in which the degree was awarded.

- **Two Degrees** — If a student actually receives two degrees based on two independent courses of study, (e.g., one in Business and Management **and** one in Foreign Languages), report each degree under the appropriate program category.
- **General Majors** — The term "general major" is used to designate diversified curriculums within an area of study. Ordinarily, degrees based on a general major should be reported in one of the "general" program specialties of the CIP, e.g., Physical Sciences, General (40.0101); Social Sciences, General (45.0101); Mathematics (27.0101); etc.
- **Multi/Interdisciplinary Studies** — These refer to fields of study which represent two or more broad program categories, e.g., Mathematics and Computer Science (30.0801). These are found within the 2-digit CIP "30". If reporting awards under similar fields of study which are not in the current CIP listing, use "30.9999", making sure to specify the exact name of the multi/interdisciplinary study.
- **Arts and Sciences or General Programs Not Organized in Occupational Curriculums** — These are certificates or degrees based on less than four years of work in the arts and sciences or general programs **not** organized in occupational curriculums. Such awards should be reported under one of the Liberal Arts and Sciences, General Studies and Humanities (24.01xx) programs .

PART C — FIRST-PROFESSIONAL PROGRAMS

Part C requests data on completions in first-professional programs. Degrees may be reported for the following program specialties:

- Chiropractic (D.C., D.C.M.) (51.0101)
- Dentistry (D.D.S., D.M.D.) (51.0401)
- Medicine (M.D.) (51.1201)
- Optometry (O.D.) (51.1701)
- Osteopathic Medicine (D.O.) (51.1901)
- Pharmacy (Pharm.D.) (51.2001)
- Podiatry (D.P.M., D.P., Pod.D.) (51.2101)
- Veterinary Medicine (D.V.M.) (51.2401)
- Law (L.L.B., J.D.) (22.0101)
- Theology (M.Div., M.H.L., B.D., or Ordination) (39.0602 or 39.0603)

A preprinted page is included for each first-professional degree program that had previously been reported. Also, a blank form, which may be photocopied as needed, is provided to aid in reporting newly added first-professional programs.

The primary difference in completing Part C from the other two parts results from the fact that only one program specialty (6-digit CIP code) is to be reported on each copy of Part C form. This creates two modifications to the general instructions:

- There is no separate "Total" line on Part C; the program specialty is also the "total" on this part.
- Unlike Parts A and B, racial/ethnic breakdowns are to be reported for each program specialty, rather than at the total level.

PART D — GRAND TOTALS

The Grand Total page has one line corresponding to each part of your survey form. These lines have a preprinted CIP code of "99.0000" and column headings that are identical to each part. Sum the totals for each 2-digit program category in Parts A and B; also add the numbers in each column from each program specialty in Part C. Enter these grand totals, by column and part, on the appropriate lines 99.0000.

GENERAL INSTRUCTIONS – C-1 — Continued

REPORTING STUDENTS BY RACIAL/ETHNIC CATEGORY AND SEX

This information is being collected 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 Sec. 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 also 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 and **resident aliens** (persons who have been lawfully admitted for permanent residence and who hold alien registration receipt cards (Form I-551/155)).

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, on the lines provided, rather than included in any of the five racial/ethnic categories above. **Resident aliens**, defined above, 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 racial/ethnic categories during established enrollment procedures or in an any post-enrollment identification or verification process.

GLOSSARY COMPLETIONS SURVEY — C-1

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.

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

BACHELOR'S DEGREE — An award 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.

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

CERTIFICATE — A formal award certifying the satisfactory completion of a postsecondary education program.

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

CIP CODE — A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.

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

CREDIT HOUR — A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award.

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.

GLOSSARY COMPLETIONS SURVEY — C-1

DIPLOMA — A formal document certifying the successful completion of a prescribed program of studies.

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.

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)

HISPANIC — A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

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.

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.

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.

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.

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

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 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.

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 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.

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

PROGRAM CATEGORY — A summary of groups of related instructional programs designated by the first 2 digits of its appropriate CIP code.

PROGRAM SPECIALTY — A specific instructional program that can only be identified by a 6-digit CIP code.

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 and resident aliens (holders of Form I-551/155) are:

- Black, non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, non-Hispanic

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).

FORM **IPEDS-C-2**
(6-1-94)

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

**INTEGRATED POSTSECONDARY
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The primary purpose of this survey is to collect basic data on the number of recognized completions in postsecondary education programs by the type of program, level of award, and degree conferred; to monitor changes in postsecondary education completions; and to promote research involving patterns of degrees conferred. The survey is being conducted in compliance with the Center's mission "to collect, and analyze, and disseminate statistics and other data related to education in the United States . . .", (20 U.S.C. 1221e-1, General Education Provisions Act, Sec. 406(b), as amended).

USES OF DATA

Completion data constitute the only national source of information on the availability and location of highly trained manpower. Information on completers of postsecondary education programs is used extensively by Federal and State government agencies for manpower planning; by business and industry and other groups for recruiting purposes; and by researchers and others to study manpower supply and demand.

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

COMPLIANCE REQUIREMENTS FOR THE OFFICE FOR CIVIL RIGHTS

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 Completions 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.

Public reporting burden for this collection of information is estimated to average 3.0 hours per response but may range from 30 minutes to 6.0 hours depending on whether the information is readily accessible to machine readable files. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651, and to the Office of Management and Budget, Paperwork Reduction Project 1850-0582, Washington, DC 20503.

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

Part D — GRAND TOTALS
July 1, 1993—June 30, 1994

TOTALS FOR PART A — PROGRAM COMPLETIONS BELOW THE BACCALAUREATE LEVEL

All programs	Awards of less than 1 academic year		Awards of at least 1 but less than 2 academic years		Associate's degrees		Awards of at least 2 but less than 4 academic years	
	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)
99.0000								

NOTE — Parts B and C apply to 4-year institutions only.

GENERAL INSTRUCTIONS — C-2

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report make any necessary corrections to the preprinted address information. Also, enter the name, title, area code and telephone number of the person responsible for completing the report.

PERIOD OF REPORT

All degrees and other formal awards conferred by your institution between July 1, 1993 and June 30, 1994 should be reported on this form.

COVERAGE

Report all postsecondary awards, certificates, and diplomas below the baccalaureate degree that were conferred during the reporting period in the appropriate columns, as indicated. Degrees earned but not yet conferred should not be reported.

Exclude from this report —

- Degrees and awards conferred by branches of your institution located in foreign countries
- Honorary degrees and awards

PROGRAM CLASSIFICATION

This form uses the 1990 version of the Classification of Instructional Programs (CIP) to identify the specific programs in which completions should be reported. A complete list of the CIP codes and program titles is included in the IPEDS package.

PART A

Part A applies to award levels ranging from postsecondary certificates of less than one year to those of at least 2 but less than 4 academic years. Include completions in academic as well as vocational or occupational programs.

PROGRAM COMPLETIONS

The survey form includes a preprinted list of all program titles and their corresponding 6-digit CIP codes that have previously been reported by your institution. The 6-digit program specialties are grouped and listed separately under the appropriate 2-digit program category. For all programs with completions awarded, enter the number of awards conferred during the reporting period in the appropriate columns.

Programs with no completions — If, during the reporting period, your institution no longer offered one or more of the preprinted programs, delete them by drawing a line through the program title(s). Do not delete a program if you expect it to have completions in future years. Enter zero (0) in the appropriate columns if there were no completions in a program but your institution still offers the program at that level.

Adding programs — If awards were conferred in any additional 6-digit program specialties that were not preprinted and **are within the same 2-digit program category**, proceed as follows:

- Refer to the CIP listing under the appropriate 2-digit program category and select the CIP program title that most closely represents the new program.
- Enter the 6-digit CIP code and its program title in the appropriate columns.
- If no title on the CIP listing can be used to describe the program, either:
 - Enter the data under the "general" category (xx.0101); or
 - Enter the exact title of the program and assign the "other" code (xx.9999) in column 1. **DO NOT** develop any other new CIP code numbers.

NOTE — Use the "general" category to connote a program covering two or more 6-digit programs and the "other" category when no appropriate 6-digit program can be found.

Once all awards in the 6-digit programs for a given 2-digit program category have been entered, complete the "Total" line. Enter, in the appropriate columns, the sum of all the 6-digit program specialties within the same 2-digit program category. For example, all 01.xxxx, both preprinted and newly listed, will be summed and reported on the "01.0000 Total" line.

ADDITIONAL PROGRAMS

If awards were conferred in a program specialty within a 2-digit program category that was not preprinted, use a blank Additional Programs page and proceed as follows:

- Using the CIP listing, determine the appropriate 2-digit program category. Enter the discipline title and 2-digit code in the space indicated. **DO NOT REPORT CIP's 21 AND 32 THROUGH 37.** These refer to Technology Education/Industrial Arts and Personal Improvement and Leisure programs.
- Enter in columns 1 and 2 the 6-digit CIP code and title for those program specialties within this 2-digit program category. Use the same technique as used before for program specialties not preprinted.
- Enter the number of awards conferred during the reporting period in the appropriate columns.
- Sum the 6-digit specialties and enter the 2-digit code on the total line.

Follow the same procedure for **each** new 2-digit program category that you are adding.

NOTE — **DO NOT COMBINE PROGRAM SPECIALTIES FROM MORE THAN ONE 2-DIGIT PROGRAM CATEGORY ON THE SAME PAGE.** Doing so will result in inaccurate totals and will require correction. Photocopy as many blank pages as needed for additional reporting.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – C-2 — Continued

AWARD CATEGORIES

Report all postsecondary awards, certificates, and diplomas below the baccalaureate degree in the appropriate columns, as indicated.

CLASSIFICATION OF DEGREES ACCORDING TO MAJOR FIELD OF STUDY

- **Specific Classification** — Classify degrees and awards as specifically as the list of CIP programs permits. Thus, report an associate's degree in Business Administration with a business economics major in Business/Managerial Economics (52.0601), **not** in Business, General (52.0101).
- **Double Majors** — When a student graduates with a major in two program specialties, report the degree in the field in which the degree was awarded.
- **Completions of Two Independent Programs** — If a student actually receives two awards for completing two programs in two totally independent courses of study, (e.g., one in Small Business Management **and** one in Computer Programming), report each degree under the appropriate program category.
- **General Majors** — The term "general major" is used to designate diversified curriculums within an area of study. Ordinarily, degrees based on a general major should be reported in one of the "general" program specialties of the CIP, e.g., Physical Sciences, General (40.0101); Social Sciences, General (45.0101); Mathematics (27.0101); etc.
- **Multi/Interdisciplinary Studies** — These refer to fields of study which represent two or more broad program categories, e.g., Mathematics and Computer Science (30.0801). These are found within the 2-digit CIP "30". If reporting awards under similar fields of study which are not in the current CIP listing, use "30.9999", making sure to specify the exact name of the multi/interdisciplinary study.
- **Arts and Sciences or General Programs Not Organized in Occupational Curriculums** — These are certificates or degrees based on less than four years of work in the arts and sciences or general programs **not** organized in occupational curriculums. Such awards should be reported under one of the Liberal Arts and Sciences, General Studies and Humanities (24.01xx) programs.

PART D — GRAND TOTALS

Sum the totals for each 2-digit program category in Part A. Enter these grand totals, by column, on line 99.0000.

REPORTING STUDENTS BY RACIAL/ETHNIC CATEGORY AND SEX

This information is being collected 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 Sec. 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 also 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 and **resident aliens** (persons who have been lawfully admitted for permanent residence and who hold alien registration receipt cards (Form I-551/155)).

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, on the lines provided, rather than included in any of the five racial/ethnic categories above. **Resident aliens**, defined above, 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 racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

GLOSSARY COMPLETIONS SURVEY — C-2

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.

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

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

CERTIFICATE — A formal award certifying the satisfactory completion of a postsecondary education program.

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

CIP CODE — A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.

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

CREDIT HOUR — A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award.

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.

DIPLOMA — A formal document certifying the successful completion of a prescribed program of studies.

HISPANIC — A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

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.

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

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 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.

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 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.

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

PROGRAM CATEGORY — A summary of groups of related instructional programs designated by the first 2 digits of its appropriate CIP code.

PROGRAM SPECIALTY — A specific instructional program that can only be identified by a 6-digit CIP code.

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 and resident aliens (holders of Form I-551/155) are:

- Black, non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, non-Hispanic

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).