

### CIP Data

Awards/Degrees conferred between JULY 1, 2001 and JUNE 30, 2002

Note: Prior year data are displayed in red.

	Men	Men(PY)	Women	Women(PY)
Nonresident Alien	<input type="text"/>		<input type="text"/>	
Black, non-Hispanic	<input type="text"/>		<input type="text"/>	
American Indian/Alaska Native	<input type="text"/>		<input type="text"/>	
Asian/Pacific Islander	<input type="text"/>		<input type="text"/>	
Hispanic	<input type="text"/>		<input type="text"/>	
White, non-Hispanic	<input type="text"/>		<input type="text"/>	
Race/ethnicity unknown	<input type="text"/>		<input type="text"/>	
TOTAL AWARDS/DEGREES				

## Instructions for Completions

### COMPLETIONS SURVEY

**Note - While the data collection form has not changed, the method of display has been changed from the previous year. This should make submitting your completions data easier. The "home page" displays all the major programs for which your institution had previously reported completions. From this page you may add or delete major programs, individual fields, double majors, and award levels. Details for this will be provided below.**

**Period of report** - Report all degrees and other formal awards conferred by your institution between July 1, 2001, and June 30, 2002. Awards/degrees earned but not yet conferred should be reported in next year's survey. 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. Include completions in occupational/vocational as well as academic programs.

#### 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 link to the complete list of the CIP codes and program titles can be accessed from the Help menu.

**CIP Data** - Applies to all award levels ranging from postsecondary certificates of less than one year to doctor's degrees. NCES has included a list of all programs by their 6-digit CIP code and the corresponding award levels reported on your institution's previous submission. Please verify this list before proceeding. You may add or delete programs/award levels by following the directions provided below.

**Deleting a program** - If your institution no longer offers an entire major program (2-digit CIP), click on the '**Delete major**' link. If your institution no longer offers a specific program at any award level, click on the '**Delete program**' link. If only selected award levels within a cipcode are no longer offered, click on the '**x**' to the left of the appropriate line.

**Programs with no completions** - If there were no completions in a particular program but your institution still offers the program at that level, enter a zero in at least one box on the data page. Do not delete a program/award level if you expect to have completions in future years.

**Programs with completions** - For each program/award level in which your institution had completions, click on the icon for the appropriate 1st or 2nd major and award level. This will bring up a CIP Data page. Enter the number of awards conferred during the reporting period in the appropriate boxes (see Reporting Students by Racial/Ethnic Category and Gender). To the right of each data entry cell, the corresponding number from your institution's previous submission is displayed in red.

**Adding award level** - If awards were conferred in an existing 6-digit program at an award level not shown, click on the '**Add award level**' button and select the appropriate level(s) to be added.

**Adding programs** - If awards were conferred in any additional 6-digit programs or levels that are not included on the preprinted list of CIP codes, proceed as follows:

- Click the appropriate button, '**Add major program**' for 2-digit field or '**Add cipcode**' for 6-digit specific field.
- Select the CIP category from the top drop list and the program and title that most closely

matches your program.

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). DO NOT develop any other new CIP code numbers.

NOTE - Use the "General" category to denote a program covering two or more 6-digit programs and the "Other" category when no appropriate 6-digit program is listed.

(c) Choose the level of award from the third drop list, and click the **"Enter data for new program"** button.

(d) Enter the number of awards conferred during the reporting period in the appropriate boxes. Then click the **'Verify & Save'** button to see the total awards for men and women. When satisfied, click either the **'Next Screen'** button to continue with the next award level or program or click one of the other cipcodes buttons.

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

### SPECIAL INSTRUCTIONS

Report all master's degrees using Award Level 7, except for the Master of Divinity degree which is classified as first-professional (Award Level 10).

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 as Award Level 7.

Post-master's certificates (Award Level 8) should include, but not be limited to, recognition granted to students who have completed all but their dissertation (ABDs) 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.

- **DOUBLE MAJORS** - When a student graduates with a major in two (or more) program specialties, report the degree in one field (first major); you should report the second program specialty as a "second major." To report the second major, return to the CIP list page, select the appropriate CIP code and award level and click on the 2nd major icon. Enter your data for the number of students with second majors in this CIP/degree level. Click Save and then continue with your reporting. When you have finished reporting all students with second majors, you may view the totals page from the Completions drop down menu.
  - **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.
  - **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.
  - **First-professional degrees** - First-professional degrees (Award Level 10) 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, 39.0603, or 39.0605)
- \* NOTE - Report the Bachelor of Pharmacy degree as CIP 51.2001, Award Level 5. **All other CIP codes listed above should only be used to report first-professional degrees.** See Glossary for definition of first-professional.
- **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" programs.
  - **Multi/Interdisciplinary Studies** - These refer to fields of study that 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 that are not in the current CIP listing, use "30.9999", making sure to specify the exact name of the multi/interdisciplinary study.

### Reporting students by racial/ethnic category and gender

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 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, resident aliens, and other eligible non-citizens.

**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/Alaska 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/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 boxes provided, rather than included in any of the five racial/ethnic categories. **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 racial/ethnic categories during established enrollment procedures or in an any post-enrollment identification or verification process.

#### **Award Levels**

Below the baccalaureate -

- 1 - Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours)
  - 2 - Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours)
  - 3 - Associate's degree
  - 4 - Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 contact or clock hours)
- (One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours.)

Baccalaureate and above -

- 5 - Bachelor's degree
- 6 - Postbaccalaureate certificate
- 7 - Master's degree

- 8 - Post-master's certificate
- 9 - Doctor's degree
- 10 - First-professional degree
- 11 - First-professional certificate (Post-degree)

#### CIP Data

Students with DOUBLE MAJORS - When a student graduates with a major in two (or more) program specialties, report the degree in one field (first major); you should report the second program specialty as a "second major." To report the second major, return to the CIP list page, select the appropriate CIP code and award level and click on the 2nd major icon. Enter your data for the number of students with second majors in this CIP/degree level. Click Save and then continue with your reporting. When you have finished reporting all students with second majors, you may view the totals page from the Completions drop down menu.