

Summer 1996

Completions 1995-1996

UNO Office of Institutional Effectiveness
University of Nebraska at Omaha

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FORM **IPEDS-C**
(6-1-96)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****1995-96****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).



181394-07

UNIVERSITY OF NEBRASKA AT OMAHA
60TH AND DODGE ST
OMAHA, NE 68182*Please correct any errors in the name, address, and ZIP Code.***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.***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**JOHN INGRAM
COORDINATING COMMISSION FOR POSTSECONDARY EDUC
P.O. BOX 95005
LINCOLN, NE 68509-5005
402-471-0030**Date due: October 1, 1996****1. Name of respondent**

David H. French

2. Title of respondentAssociate Director
Institutional Research**3. Telephone**Area code, number, extension
(402) 554-2367**4. E-Mail address**FAX number
(402) 554-2873**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, analyze, and disseminate statistics and other information related to education in the United States . . .," (P.L. 103-382, National Education Statistics Act, Sec. 404(a)).

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)**

David H. French

5. TitleAssociate Director,
Institutional Research**6. Telephone (Area code, number, ext.)**

(402) 554-2367

7. Signature*David H. French***8. Date**

August 28, 1996

**Changes from the 1994-95 form for
1995-96 COMPLETIONS SURVEY**

No changes this year.

COMPLIANCE REQUIREMENTS FOR THE OFFICE FOR CIVIL RIGHTS

The Office of 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.

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 6.0 hours per response, with an average of 2.7 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**

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

C

**Part A — POSTSECONDARY COMPLETIONS
 AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1995 AND JUNE 30, 1996**

AWARD LEVELS

- 1 Awards of less than 1 academic year below the bachelor's level (*less than 900 contact or clock hours*)
- 2 Awards of at least 1 but less than 2 academic years below the bachelor's level (*at least 900 but less than 1800 contact or clock hours*)
- 3 Associate's Degrees
- 4 Awards of at least 2 but less than 4 academic years below the bachelor's level (*at least 1800 but less than 3600 contact or clock hours*)
- 5 Bachelor's Degrees
- 6 Postbaccalaureate Certificates
- 7 Master's Degrees
- 8 Post-Master's Certificates
- 9 Doctor's Degrees
- 10 First-professional Degrees
- 11 First-professional Certificates (Post-Degree)

Please read the instructions for reporting Part A data before continuing. Verify the award level for each program listed below that was reported last year. Note that programs may be listed more than once with different award levels.

CIP codes and program titles	PGS CODE	Award level	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)
05.0201	11	05				1												1
Afro-Amer (Black) Studies																		
08.0102	12	05																
Fashion Merchandising																		
09.0101		05							1									7
Communications, General																		7
09.0401		05			2	3												14
Journalism																		30
09.0701		05																6
Radio & TV Broadcasting																		6
11.0101		05																4
Computer & Info Science, Gen																		4
13.0501		05																2
Educ/Instruc Media Design																		2
13.1012		05																1
Education-Speech Impaired																		11
13.1202		05			2	2												20
Elementary Teacher Education																		140
13.1205		05			2													37
Secondary Teacher Education																		38

**Part A — POSTSECONDARY COMPLETIONS
 AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1995 AND JUNE 30, 1996 — Continued**

C

CIP codes and program titles	PCS CODE (1) (2)	Award level	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)
13.1307 Health Teacher Education		05			1	1							3	11			4	12
13.1312 Music Teacher Education		05											4	7		1	4	8
13.1314 Phys Ed Teaching & Coaching		05				1							9	12		1	9	14
16.0501 German Language/Literature		05											1				1	
16.0901 French Language/Literature		05	1											1			1	1
16.0905 Spanish Language/Literature		05									1		2	5			3	5
22.0103 Paralegal/Legal Assistant		05												2				2
23.0101 English Language/Lit. Gen		05											8	11		1	8	12
23.0501 English Creative Writing		05											3	2			3	2
23.1001 Speech & Rhetorical Studies		05					1						6	9	1		7	10
24.0199 Lib Arts, Sci/Gen St Hum Oth		05											16	8	1		17	8
26.0101 Biology, General		05		1	1	2				2			31	30	1	4	33	39
26.9999 Biological Sci/Life Sci, Oth		05											12	8			12	8
27.0101 Mathematics		05		1	1								5	3		2	6	6
30.0101 Biological & Physical Sci		05											2	4			2	4
30.9999 Multi/Interdisc Studs, Oth		05	1	1	6	4	1					1	29	21			37	27
38.0101 Philosophy		05											4			1	4	1

**Part A — POSTSECONDARY COMPLETIONS
 AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1995 AND JUNE 30, 1996 — Continued**

C

CIP codes and program titles	PCS CODE		Award level	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	
	11	12		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)
	38.0201 Religion/Religious Studies			05											2				
40.0501 Chemistry, General		05									1		5					6	
40.0601 Geology		05											1			1		1	1
40.0801 Physics, General		05												1					1
40.0899 Physics, Other		05											1						1
42.0101 Psychology, General		05		1	4	1				1			28	51		2		33	56
43.0104 Criminal Justice Studies		05			9	7				2		5	123	50		2		141	61
44.0401 Public Administration		05																	
44.0701 Social Work		05				1							1	27				1	29
44.9999 Public Admin & Services, Oth		05				2							1	2				1	5
45.0601 Economics, General		05		1									3					4	1
45.0701 Geography		05											11	4				11	4
45.0801 History, General		05										1	14	4		1		16	5
45.0901 Internat'l Relations/Affairs		05		5				1					3	7				3	13
45.1001 Political Science, General		05		1	1			1					11	5		1		13	9
45.1101 Sociology		05			1	2							3	10				4	12
45.1201 Urban Affairs/Studies		05				2							2					2	2

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**Part A — POSTSECONDARY COMPLETIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1995 AND JUNE 30, 1996 — Continued**

CIP codes and program titles	Award level	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)
49.0104 Aviation Management	05			1	1					1		28	3	1		31	4
50.0501 Drama/Theater Arts, Gen	05											2	2			2	2
50.0703 Art Hist, Criticism, Conserv	05												7				7
50.0708 Painting	05			2	1							8	12	1	1	11	14
50.0901 Music, General	05												2				2
50.0903 Music-General Performance	05				1							1				1	1
52.0101 Business, General	05																
52.0301 Accounting	05	1	1		1				1			25	36	2	1	28	40
52.0701 Enterprise Mgmt & Oper, Gen	05			1								5	2			6	2
52.0801 Finance, General	05				1	1						8	8	1		10	9
52.0803 Banking & Fin Support Svcs	05	3			3			3	2			19	13	3		28	18
52.1001 Human Resources Management	05										1	5	13	1	1	6	15
52.1003 Organizational Behav Studs	05				2			1	1			13	13			14	16
52.1201 Mgt InfoSys/Bus DataProc Gen	05	6							3			12	7			18	10
52.1402 Marketing Research	05	4	5		1				3	1		39	33			44	42
52.1501 Real Estate	05											6				6	

C

**Part A — POSTSECONDARY COMPLETIONS
 AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1995 AND JUNE 30, 1996 — Continued**

CIP codes and program titles	PCS CODE	Award level	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)
09.0101																		
Communications, General		07											6	6			6	6
11.0101																		
Computer & Info Science, Gen		07	2	1					1	2			5	2	2		10	5
13.0401													12	5			12	5
Educ Admin & Supervis, Gen		07											2	11			2	11
13.0802																		
Educational Psychology		07											2	4			4	6
13.1005																		
Educ-Emotionally Handicapped		07																
13.1006																		
Educ-Mentally Handicapped		07																
13.1011																		
Educ-Specific Learn Disabled		07											1	15			1	15
13.1012																		
Educ-Specific Learn Disabled		07																
13.1012																		
Educ-Specific Learn Disabled		07																
13.1012																		
Educ-Specific Learn Disabled		07																
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**Part A — POSTSECONDARY COMPLETIONS
 AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1995 AND JUNE 30, 1996 — Continued**

CIP codes and program titles	Award level	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)
		PCS CODE															
26.0101 Biology, General	07				1				1			5	6			6	7
27.0101 Mathematics	07							1			2			1		4	
42.0101 Psychology, General	07	1									2	2				3	2
42.0901 Industrial & Organiz Psych	07									1	3	3				3	4
43.0104 Criminal Justice Studies	07										4	4				4	4
44.0401 Public Administration	07								1		25	32		1	1	27	36
44.0701 Social Work	07		1		1					2	4	65			4	4	73
44.9999 Public Admin & Services, Oth	07																
45.0601 Economics, General	07	4	2								3			1	1	8	3
45.0701 Geography	07										2					2	
45.0801 History, General	07										5	3				5	3
45.1101 Sociology	07																
45.1201 Urban Affairs/Studies	07	1	1	1						1	2	3		1		6	4
50.0501 Drama/Theater Arts, Gen	07										1					1	
50.0901 Music, General	07										1	2				1	3
52.0101 Business, General	07	2	8		1					2	44	39		1	3	48	53
52.0301 Accounting	07										1	2				1	2

**Part A — POSTSECONDARY COMPLETIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1995 AND JUNE 30, 1996 — Grand Totals**

99.0000 Summary totals	Award Level	Nonresident alien		Black, non-Hispanic		American Indian or Alaska 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)
Grand total — Less than 1 year	01																
Grand total — At least 1 but less than 2 years	02																
Grand total — Associate's Degrees	03																
Grand total — At least 2 but less than 4 years	04																
Grand total — Bachelor's Degrees	05	19	17	33	41	2	4	7	14	12	8	635	668	24	30	732	782
Grand total — Postbaccalaureate Certificates	06																
Grand total — Master's Degrees	07	11	15	3	10			5	6	2	7	166	370	7	14	194	422
Grand total — Post-Master's Certificate	08																
Grand total — Doctor's Degrees	09												1				1
Grand total — First-professional Degrees	10																
Grand total — First-professional Certificates	11																
Grand total -- For the Institution (Add Grand totals for award levels 01 thru 11)	99	30	32	36	51	2	4	12	20	14	15	801	1,039	31	44	926	1,205

Remarks

Part B — CLARIFYING QUESTIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1995 AND JUNE 30, 1996

C

1. Double Majors

In Part A of this survey, degrees to students with double majors are to be reported once, in the field in which the degree was awarded. **(NOTE — This is different from students receiving two degrees — these are both reported in Part A.)** The second component of the double major is not reported, which may result in misleading undercounts of some fields of study. In order to gauge the magnitude of this situation, NCES is asking institutions to provide counts of the number of associate's, bachelor's, master's, and doctor's degrees reported in Part A that were awarded with **double majors**.

DEGREE LEVEL	Men	Women
a. Associate's		
b. Bachelor's		
c. Master's		
d. Doctor's		

2. Awards conferred at branch campuses in foreign countries

In the space provided below, please indicate the total number of awards by level conferred by branch campuses in foreign countries between July 1, 1995 and June 30, 1996. **NOTE** — The counts are **NOT** included in Part A totals.

AWARD LEVEL	MEN	WOMEN
a. Less than 1 year		
b. At least 1 but less than 2 years		
c. Associate's degrees		
d. At least 2 but less than 4 years		
e. Bachelor's degrees		
f. Postbaccalaureate certificates		
g. Master's degrees		
h. Post-masters certificates		
i. Doctor's degrees		
j. First-professional degrees		
k. First-professional certificates		

INTENTIONALLY BLANK

GENERAL INSTRUCTIONS — C

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, 1995 and June 30, 1996 should be reported on this form.

COVERAGE

Report all degrees and awards conferred during the reporting period. 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.

Exclude from this report —

- Degrees and awards conferred by branches of your institution located in foreign countries (see Part B, Question 2)
- 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 — Postsecondary Completions

Part A applies to all 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 includes a preprinted list of those programs with their corresponding 6-digit CIP codes and their appropriate award levels that have previously been reported by your institution. The award levels and their codes are noted at the top of Part A. 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. For all programs with completions awarded at the level indicated, enter the number of awards conferred during the reporting period in the appropriate columns (see **Reporting Students by Racial/Ethnic Category and Sex**).

Programs with no completions — If, during the reporting period, your institution no longer offered one or more of the preprinted programs at the award level indicated, delete them

by drawing a line through the program title(s). Do not delete a program/award level if you expect it to have completions in future years. Enter zero (0) in the total 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 programs or levels that were not preprinted, proceed as follows:

(a) Refer to the 1990 revised version of the **Classification of Instructional Programs (CIP)** booklet to determine the appropriate program title that most closely matches your program and enter the 6-digit CIP code and its program title in the appropriate column. **Do not report CIP's 21 and 32 through 37.** These refer to Technology Education/Industrial Arts and Personal Improvement and Leisure programs.

(b) 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.

(c) Choose one of the 11 levels of awards listed at the beginning of Part A, and enter the correct code for **each** newly listed program in the Award level column.

(d) Enter the number of awards conferred during the reporting period in the appropriate columns.

Photocopy as many blank pages as needed for additional reporting.

Award categories

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 (ABD's) and thus are not seeking the doctor's degree; Candidate in Philosophy; and Specialist in Education (Ed. S.).

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS - C - Continued

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. **NOTE** — See Part B, *Clarifying Questions*, for further reporting of double majors.
- **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.
- **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.

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, 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.

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GENERAL INSTRUCTIONS — C

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, 1995 and June 30, 1996 should be reported on this form.

COVERAGE

Report all degrees and awards conferred during the reporting period. 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.

Exclude from this report —

- Degrees and awards conferred by branches of your institution located in foreign countries (see Part B, Question 2)
- 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 — Postsecondary Completions

Part A applies to all 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 includes a preprinted list of those programs with their corresponding 6-digit CIP codes and their appropriate award levels that have previously been reported by your institution. The award levels and their codes are noted at the top of Part A. 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. For all programs with completions awarded at the level indicated, enter the number of awards conferred during the reporting period in the appropriate columns (see **Reporting Students by Racial/Ethnic Category and Sex**).

Programs with no completions — If, during the reporting period, your institution no longer offered one or more of the preprinted programs at the award level indicated, delete them

by drawing a line through the program title(s). Do not delete a program/award level if you expect it to have completions in future years. Enter zero (0) in the total 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 programs or levels that were not preprinted, proceed as follows:

- Refer to the 1990 revised version of the **Classification of Instructional Programs (CIP)** booklet to determine the appropriate program title that most closely matches your program and enter the 6-digit CIP code and its program title in the appropriate column. **Do not report CIP's 21 and 32 through 37.** These refer to Technology Education/Industrial Arts and Personal Improvement and Leisure programs.
- 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.
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