

## Instructions for Completions

### Period of report

Report all degrees and other formal awards conferred by your institution between July 1, 2002, and June 30, 2003.

### Coverage

Award levels range from postsecondary certificates of less than one year to doctor's degrees. 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 programs 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

### CIP Year Selection

Until use of the 2000 version of the Classification of Instructional Programs (CIP) becomes required in fall 2005 (for completions in academic year 2004-05), you have the option of reporting completions using either the 1990 CIP or CIP2000 to identify the specific programs in which completions are.

**NOTE:** All 1990 CIPs reported will be converted to CIP2000 when the data are migrated to the IPEDS Peer Analysis System. The following describes how this will work for both options.

If you report using 1990 CIP this year:

- CIP codes you reported data for last year will be preloaded
- Last year's data will be preloaded for comparison to current year submission
- Data you print out from the data collection system using the Survey Forms (Data) option under the Reports menu will be 1990 CIPs
- Data you download from the data collection system using the File Export option under the Tools menu will be 1990 CIPs
- **BUT**, data you view through the IPEDS Peer Analysis System will be CIP2000

If you report using CIP2000 this year:

- You will see no preloaded CIP codes from last year
- You will see no preloaded data from last year
- Data you print out from the data collection system using the Survey Forms (Data) option under the Reports menu will be CIP2000
- Data you download from the data collection system using the File Export option under the Tools menu will be CIP2000
- AND, data you view through the IPEDS Peer Analysis System will be CIP2000

The CIP Selection screen will be initially preset for 1990. To change to CIP2000, click on the button to the left.

It is possible to change your choice at a later time from the CIP Selection screen; **however**, there are several repercussions to this you should consider:

- All actions you have taken including any data will be lost
- If you change from CIP2000 to 1990 CIP, the fields, award levels, and 2nd majors will be loaded, **but** last year's data will not

In addition, users may enter caveats on this page. These are intended to provide users a place to indicate characteristics of the institution which may make applying IPEDS definitions and instructions problematic. The caveats should **not** be used for explanations of edit reports, as there are other locations specifically for that purpose.

After completing this page, click "**Save**".

## CIP Selection Screen

While the data collection form has not changed, the method of display for CIP selection has been changed in order to make this easier to navigate. The list of programs has been condensed to one row for each CIP code, with award levels for both 1st major and 2nd major to the right of the name. This list represents all the programs, by their 6-digit CIP code and the corresponding award levels, reported on your institution's previous submission. From this screen you may add or delete 6-digit programs, double majors, and award levels. Please verify this list before proceeding and make necessary changes by following the directions provided below.

**Adding new programs** - To add a new program, click the '**Search/Add Program**' button at the top of your list of programs. You then have several ways to proceed:

- Enter all or parts of the program name and click the '**Search**' key. This will bring up all the fields and programs with the text in the title. Make your selection from this list.
  - As an alternative, you can click the first letter of the name of the program from the menu of letters. For example, if you want to add Philosophy, click the '**P**'. This brings up a list of all fields beginning with P; then select the field name. After this, you may add programs within the field.
  - If you know the 2-digit or 4-digit CIP for the broad group of programs, enter the portion of CIP code and click '**Search**' key. This will bring up a list of all the programs within the selected group.
- After selecting the program, designate the appropriate award level(s).

If no CIP title can be used to describe the program:

- If the program covers two or more CIP codes, use the "General" category (normally xx.0101); or
- Use the "Other" code (xx.9999 or xx.xx99) if no appropriate CIP code is listed.

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

**Deleting a program** - If your institution no longer offers a specific program at **any** award level, click on the '**Delete program**' icon. A field or program should **NOT** be deleted if you expect to report completions for it in future years. See "CIP Data" for programs with no completions for the reporting year.

You will have to confirm any deletions before they are actually effected.

**Adding/deleting award level or 2nd major** - If for a given program you need to add or delete one or more award levels or 2nd majors, click on the '**Add/Delete Award Levels**' icon. This activates a pop-up window with all the possible award levels and two columns of boxes, one for 1st majors and the other for 2nd majors. The initial check marks reflect what was reported the previous year. If awards were conferred in this program for the current collection at an award level not indicated, click the corresponding box (either 1st or 2nd major). If your institution no longer awards degrees/certificates at an award level and expects not to award at that level in the future, or no longer awards a 2nd major at the level, un-click the box. **NOTE:** If a 1st major is deleted for an award level that also had 2nd major checked, the 2nd major will be automatically deleted also. This also removes any degree counts already entered.

Once you have made all the necessary changes, click the '**Save**' button and the changes will be reflected on the

selection screen.

In order to begin entering completions data, click on the award level number for the appropriate 1st or 2nd major and award level. This will bring up a CIP Data page.

## 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** (The examples below use the 1990 CIP, but the same logic applies if using CIP2000.)

- **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 receives a single degree with majors in two (or more) program specialties, report the degree in one program (1st major); you should report the second program specialty as a "second major." As with the other degrees/awards, those programs for which your institution reported 2nd majors the previous year will already be indicated on the selection screen. To make changes in second majors for a program, click the **'Add/Delete Award Levels'** icon.

NOTE: Second majors may only be reported for associate's, bachelor's, master's, and/or doctor's degrees.

- **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.

## CIP Data Screens

### 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)

Each program/award level on the selection screen (including 1st and 2nd majors where selected) has a corresponding CIP Data screen. At the top are the CIP code and name of the program, followed by the award level and 1st/2nd major of the current screen on the next line.

**Programs with completions** - 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.

**Programs with no completions** - If there were no completions in a particular program/award level 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.

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

Once all the awards for this program and award level have been entered, review the data for accuracy. When you are satisfied with the data, click the **'Verify & Save'** button. This will generate the total men and women for the current year. If no edit icons appear, there are several options for proceeding.

- You may click the **'Next Screen'** button, and the system will bring up the next screen in the following order: (1) the 2nd major for the current CIP/award level if one was designated; (2) the next award level for this program; or (3) the next program in the list of CIP codes on the left.
- You may go directly to another program or field by clicking on the appropriate CIP code on the left. In this case, the first award level for that CIP will appear.
- You may click on the **'Selection screen'** at the top of the list of CIP codes. This will return you to the Selection Screen page.

On the last program/award level screen (based on CIP code and award level) after entering and saving the data, you may browse and/or print the totals by gender, award level, and race/ethnicity by clicking the **'Summary Report'** button. When you are satisfied, click the **'Proceed'** button which will return you to the CIP Selection screen.

## 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.