Completions

date: 8/24/2010

Form: Completions for all institutions (new race/ethnicity)

Screening questions - Method of reporting race and ethnicity for this component

Race/ethnicity question

Which method of reporting race and ethnicity will you use for this component?

○ NEW race/ethnicity categories (9 categories):

Notes for NEW categories:
- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Nonresident alien
Hispanic/Latino
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White
Two or more races
Race and ethnicity unknown

○ OLD race/ethnicity categories (7 categories):

Nonresident alien
Black, non-Hispanic
American Indian/Alaska Native
Asian/Pacific Islander
Hispanic
White, non-Hispanic
Race and ethnicity unknown

○ MIXTURE of new and old race/ethnicity categories (all 14 categories will show on each screen):

NEW categories:

Notes for NEW categories:
- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Hispanic/Latino
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White
Two or more races

OLD categories:

Black, non-Hispanic
American Indian/Alaska Native
Asian/Pacific Islander
Hispanic
White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien
Race and ethnicity unknown

Please duplicate the blank form for each 6-digit CIP code and program level/length combination at your institution

CIP Data

	Men	Men(PY)	Women	Women(PY)	Total (men+women)
Awards/Degrees conferred between JULY 1, 2009 and JUNE 30, 2010					
•Report Hispanic/Latino individuals of any race as Hispanic/Latino					
•Report race for non-Hispanic/Latino individuals only					
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
TOTAL AWARDS/DEGREES					

Instructions for the 2009-10 IPEDS Completions Component

date: 8/24/2010

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Purpose of the survey

The purpose of the Completions component of IPEDS is to collect data on postsecondary awards ranging from postsecondary certificates of less than 1 year to doctor's degrees. Data collected include degree completions by level and other formal awards by length of program, by race/ethnicity and gender of recipient, and by program as described by 6-digit CIP (Classification of Instructional Programs) codes. Data are collected for both first and second major fields of study.

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Changes in reporting

• Users are required to use the new post-baccalaureate award level categories, which have eliminated the first professional degrees and expanded the categories of Doctor's degree to include, Doctor's degree-research/scholarship, Doctor's degree-professional practice and Doctor's degree-other.

•Schools that need to recode their award levels using the new post-baccalaureate award levels will see the message "***You have programs that were not preloaded because they include award levels that need to be recoded using the new post-baccalaureate award levels***" on the Program Selection screen. You must recode all post-baccalaureate award levels in order to lock your data.

• Users are required to use the 2010 CIP (Classification of Instructional Programs) codes to report completion data from the 2009-2010 academic year. Questions about the 2010 CIP can be directed by email to CIP@ed.gov or to the IPEDS Help Desk at 1-877-225-2568.

•Schools that need to recode their CIP Codes will see the message *"You have programs that were not preloaded because the 2000 CIP was crosswalked to multiple 2010 CIPs"* on the Program Selection Screen. You must recode all of the CIP Codes before you can lock your data.

• Starting in Fall 2011, the new race and ethnicity categories will be mandatory.

• 2010 is the last year for using old race and ethnicity categories or a combination of old and new race and ethnicity categories.

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General Instructions

Reporting Period Covered

Report all degrees and other formal awards conferred by your institution between July 1, 2009 and June 30, 2010.

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Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the College Navigator Website, which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the College Navigator Website; institutions should check grammar and spelling of their entries.

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Coverage

What to Include

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 appropriate classification. Include completions in occupational/vocational programs as well as academic programs.

What to Exclude

Degrees and awards conferred by branches of your institution located in foreign countries and honorary degrees and awards.

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Where to Get Help

IPEDS Data Collection Help Desk

Phone: 1-877-225-2568
Email: ipedshelp@rti.org

AIR Website

You can also consult the AIR website that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

IPEDS Resources Page

In addition, the IPEDS Resources Page contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

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Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- College Navigator Website
- IPEDS Data Center
- IPEDS Data Feedback Reports

At the aggregate-level, data will appear in:

- IPEDS First Looks
- IPEDS Table Library
- IPEDS Data Feedback Reports
- The Digest of Education Statistics
- The Condition of Education

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Reporting Directions

Screening Question

Before entering any data, users will need to answer a screening question that asks them to identify what reporting categories of race/ethnicity they will be using. Please note that if in the previous year you used the new race/ethnicity categories, you will need to continue to use them this year.

Reporting Persons by Racial/Ethnic Category

Reporting Persons by Racial/Ethnic Category- New categories (1997 OMB)

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. These instructions correspond with the Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education, published in the Federal Register on October 19, 2007.

Method of collection - Institutions must collect race and ethnicity information using a 2-question format. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Institutions should allow students and staff to self-identify their race and ethnicity. For further details on the guidance for collecting data, please see the full Federal Register notice.
Method of reporting aggregate data - Institutions must report aggregate data to the U.S. Department of Education using the NINE categories below. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

- Hispanic or Latino, regardless of race

For Non-Hispanic/Latino individuals:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races

In addition, the following categories may be used:

- Nonresident alien
- Race and ethnicity unknown

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

- Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaska Native- A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American- A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander- A person having origins in any of the original peoples of Hawaii, Guan, Samoa, or other Pacific Islands.

- White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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 seven 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 and ethnicity unknown** - This category is used only if the person did not select EITHER a racial or ethnic designation.

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Reporting Individuals by Racial/Ethnic Category and Gender - Old Categories (1977 OMB)

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. An employer may acquire the racial/ethnic information necessary for this section either by visual survey of the work force or from post-employment records.

Assignment to categories - For the purpose of this report, an individual 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 any post-enrollment identification or verification process.

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Reporting Persons by Racial/Ethnic Category - Mixture of New and Old Categories

Institutions may choose, during the optional period for each survey component, to report using a mixture of new and old race/ethnicity categories within the same survey component. In this case, all 14 categories will show on the data collection screen at the same time.

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Program Selection Screen

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. For schools that need to recode their award levels using the new post-baccalaureate award levels, the following message will appear in red on the program selection screen *"You have programs that were not preloaded because they include award levels that need to be recoded using the new post-baccalaureate award levels."* You will be provided with a link to a list of all the award levels that need to be recoded. You must recode all post-baccalaureate award levels in order to lock your data.

NOTE: Program reporters need to check to be sure that the CIP codes that you listed in your responses to 2009 IC questions D9 and D10 are included the 2010 IPEDS Completions CIP List.

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:

(a) 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.

(b) 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.

(c) 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 you cannot find a CIP code to describe your program:

- Select the general category (xx.0000) if the program follows an unspecialized, broad program of study within the area described by the two digit CIP Code.

- Select the "Other" code (xx.9999 or xx.xx99) if your program of study is specialized within the area described by the two digit CIP code, but there is not a specific 6 digit CIP code which adequately describes the instructional program.

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 inital 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 addition, users may enter context 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 context should not be used for explanations of edit reports, as there are other locations specifically for that purpose.

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

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.

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Reporting Professional Programs Beyond the Baccalaureate Level
The categories used to classify and report professional programs beyond the baccalaureate level have been revised.

To use the new method, you will need to recode all doctor's degree and first-professional programs into the following four graduate level categories:

• Master's degree
• Doctor's degree - research/scholarship
• Doctor's degree - professional practice
• Doctor's degree - other

In addition, you will also report any first-professional certificates as post-master's certificates.

The following programs, which were formerly designated as first professional, will now be reported as either Doctor's degree-research/scholarship or Doctor's degree professional pratice.

• 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)
• Podiatric Medicine/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)

*NOTE - The Bachelor of Pharmacy program is a Bachelor's degree program, and as such is an undergraduate program.

Master's of Divinity (39.0602) or Master's of Hebrew Letters/Rabbincial Studies (39.0605) should now be reported as Master's Level Degrees.

Once the first-professional programs have been recoded, students in those programs are considered graduate students and activity in those programs is considered graduate level activity.

Classification of degrees according to major field of study

*NOTE: 2010 CIP Codes are now being used to describe field of study. CIP codes that were used in last year's data have been recoded to 2010 CIP Codes where possible. If you need to recode a CIP Code the following message will appear on the program selection screen in red "***You have programs that were not preloaded because the 2000 CIP was crosswalked to multiple 2010 CIPs***." You will be provided with a link to a list of all the CIP Codes that need to be recoded. You must recode all of the CIP Codes before you can lock your data. If you add a new program of study it will be based on 2010 CIP Codes. Please consult the 2010 CIP Website to assist you in selecting relevant new fields 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 and Biomedical Sciences (26.xxxx), and Foreign Languages, Literatures and Linguistics (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:
o 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).
o 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.

- **General Majors** - The term "general major" is used to designate general, unspecialized 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.

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CIP Data Screens

<u>Award Levels</u>

1 - Postsecondary award, certificate, or diploma of (less than 1 academic year)

- Less than 900 contact or clock hours
- Less than 30 SEMESTER or TRIMESTER credit hours, or
- Less than 45 QUARTER credit hours

2 - Postsecondary award, certificate, or diploma of (at least 1 but less than 2 academic years)

- At least 900, but less than 1800 contact or clock hours, or
- At least 30, but less than 60 SEMESTER OR TRIMESTER HOURS
- At least 45, but less than 90 QUARTER HOURS

3 - Associate's degree

4 - Postsecondary award, certificate, or diploma of (at least 2 but less than 4 academic years)

- 1800 contact or clock hours, or
- 60 or more SEMESTER OR TRIMESTER credit hours, or
- 90 or more QUARTER credit hours

5 - Bachelor's degree
6 - Postbaccalaureate certificate
7 - Master's degree
8 - Post-master's certificate
17 - Doctor's degree - research/scholarship
18 - Doctor's degree - professional practice
19 - Doctor's degree - other

Definitions for each of these award levels can be found in the IPEDS Glossary, which can be accessed from the home page of the IPEDS Data Collection System.

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.

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Glossary

Term	Definition
American Indian or Alaska Native (new definition)	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
American Indian or Alaska Native (old definition)	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 (new definition)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Asian/Pacific Islander (old definition)	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, and Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
Bachelor's degree	An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a 5-year cooperative (work-study) 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 or African American (new definition)	A person having origins in any of the black racial groups of Africa.
Black, non-Hispanic (old definition)	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 code	A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.
Classification of Instructional Programs (CIP)	A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases.
Clock hour	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour.
Completions (C)	This annual component of IPEDS collects number of degrees and other formal awards (certificates) conferred. These data are reported by level (associate's, bachelor's, master's, doctor's, and first-professional), as well as by length of program for some. Both are reported by race/ethnicity and gender of recipient, and the field of study, using the Classification of Instructional Programs (CIP) code. Institutions report all degrees and other awards conferred during an entire academic year, from July 1 of one calendar year through June 30 of the following year. Completions data by race/ethnicity at the 2-digit CIP level became an annual collection in 1990; since the 1995 collection, race/ethnicity is collected at the 6-digit CIP level. In 2001, IPEDS began collecting completers of double majors by level, 6-digit CIP code, and by race/ethnicity and gender of recipient.
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 the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.
Diploma	A formal document certifying the successful completion of a prescribed program of studies.
Doctor's degree - other	A doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice.
Doctor's degree - professional practice	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional" and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
Doctor's degree - research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.
Hispanic (old definition)	A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
Hispanic or Latino (new definition)	A person of Cuban, Mexican, Puerto Rican, South or Central 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.

	Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work.
Native Hawaiian or Other Pacific Islander (new definition)	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
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.
Post-master's certificate	An award that requires completion of an organized program of study equivalent to 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study equivalent to 18 semester credit hours beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.
Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years , or designed for completion in at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 contact or clock hours, by a student enrolled full time.
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years , or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours, by a student enrolled full time.
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours, by a student enrolled full time.
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. They are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. New Categories (1997 OMB) A new methodology was developed in 1997 by OMB to be used in reporting race/ethnicity. Individuals are asked to first designate ethnicity as: • Hispanic or Latino or • Not Hispanic or Latino Second, individuals are asked to indicate one or more races that apply among the following: • American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White Old Categories (1977 OMB) The Office of Management and Budget (OMB) established the following five racial/ethnic categories. A person may be counted in only one group. The groups used to are as follows: • Black, non-Hispanic, • American Indian/Alaska Native, • Asian/Pacific Islander, • Hispanic, • White, non-Hispanic.
Race/ethnicity (new definition)	Categories developed in 1997 by the Office of Management and Budget (OMB) that are 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. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. Individuals are asked to first designate ethnicity as: • Hispanic or Latino or • Not Hispanic or Latino Second, individuals are asked to indicate all races that apply among the following: • American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White
Race/ethnicity (old definition)	Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are as follows: Black, non-Hispanic, American Indian/Alaska Native, Asian/Pacific Islander, Hispanic, White, non-Hispanic.
Race/ethnicity unknown	The category used to report students or employees whose race and ethnicity are not known.
White (new definition)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

White, non-Hispanic (old definition)	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

2010-11 Survey Materials

Completions

date: 8/24/2010

FAQs

Click one of the following questions to view the answer.

General

1) I have no CIP codes listed on my Completions survey, do I still have to report data?

2) If I decide to use file upload, will it accept both versions of the CIP - 2000 CIP and CIP 2010?

3) In reporting completions during the fall 2010 collection, should I include degrees and certificates awarded in the summer 2010 term?

4) If a student was awarded two degrees during the collection period, should I report only one, in order to avoid double-counting the student? Also, how do I select which CIP to report?

5) What is the difference between degrees with double majors and those with split majors?

6) I cannot find any CIP code that matches one of our programs, and the system will only let me select one of the standard codes. What should I do?

7) My institution awards Specialized Associate Degrees (SAD), which do not require the minimum Liberal Studies hours that other associate's degrees do. Should these be reported as level 3 (associate's degree) or level 4 (2 but less than 4 year certificates)?

8) When will the 2010 Classification of Instructional Programs (CIP) become effective?

9) Using the new post-baccalaureate award levels, how should I code awards formerly known as first professional degrees and first professional certificates?

10) Previously, Master's of Divinity (M.Div) and Master's of Rabbinical Studies (M.H.L./Rav, B.D. or Ordination) were coded as first-professional degrees. How should they be reported using the post-baccalaureate award levels?

11) Using the new post-baccalaureate award levels, how should the degree Ed.D. be classified?

12) Where can I get a copy of the 2010 Classification of Instructional Programs?

Answers:

General

1) I have no CIP codes listed on my Completions survey, do I still have to report data?

Yes, you must report any degrees, certificates, or other formal awards conferred between July 1, 2009 and June 30, 2010. If you have no codes listed, then you must create a list by adding programs. Please review the survey instructions carefully before doing this.

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2) If I decide to use file upload, will it accept both versions of the CIP - 2000 CIP and CIP 2010?

Starting with Fall 2010, only the CIP 2010 is being used, so that is the only import record layout that is available.

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3) In reporting completions during the fall 2010 collection, should I include degrees and certificates awarded in the summer 2010 term?

Your fall 2010 report should include degrees and awards conferred between July 1, 2009 and June 30, 2010. Unless they were conferred before June 30, they should be reported the following year (fall 2011 collection).

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4) If a student was awarded two degrees during the collection period, should I report only one, in order to avoid double-counting the student? Also, how do I select which CIP to report?

If the student actually receives two degrees based on two independent courses of study, then each degree should be reported under the appropriate level and CIP. Remember, this survey is collecting the number of degrees/certificates, not the number of students receiving them.

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5) What is the difference between degrees with double majors and those with split majors?

Both of these apply when only one degree has been conferred. If the recipient earned sufficient credits for the degree level separately in two fields, it would be a double major. If the recipient earned total credits between the two fields for the degree but not sufficient credits in either individually, it would be a split major.

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6) I cannot find any CIP code that matches one of our programs, and the system will only let me select one of the standard codes. What should I do?

If the program covers parts of several CIP codes and there is a "General" CIP (normally nn.nn01) for the 2-digit CIP area,, use that. If not, use the "Other" code (either nn.9999 or in some cases nn.nn99).

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7) My institution awards Specialized Associate Degrees (SAD), which do not require the minimum Liberal Studies hours that other associate's degrees do. Should these be reported as level 3 (associate's degree) or level 4 (2 but less than 4 year certificates)?

As long as these awards are considered associate's degrees by your controlling authority, they should be reported as level 3. This also applies to Occupational Associate Degrees (OAD). In the same way, BA and BS degrees are both reported as bachelor's degrees (level 5) in IPEDS.

8) When will the 2010 Classification of Instructional Programs (CIP) become effective?

IPEDS Keyholders and Coordinators will be required to use the CIP 2010 beginning with the 2010-11 data collection year. The surveys affected are the Completions Survey (Fall 2010), the Institutional Characteristics Survey (Fall 2010) and the Fall Enrollment Survey (Spring 2011). Questions regarding the 2010 Classification of Instructional Programs can be sent to CIP@ed.gov or to the IPEDS Help Desk at 1-877-225-2568.

9) Using the new post-baccalaureate award levels, how should I code awards formerly known as first professional degrees and first professional certificates?

The following CIP codes, which were formerly reported as first professional degrees should now be coded as doctor's degree-research/scholarship, doctor's degree-professional practice or doctor's degree-other: Chiropractic(D.C., D.C.M)(51.0101) Dentistry (D.D.S, D.M.D) (51.0401) Medicine (M.D.) 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) First professional certificates in this field should be reported as post-master's certificates.

10) Previously, Master's of Divinity (M.Div) and Master's of Rabbinical Studies (M.H.L./Rav, B.D. or Ordination) were coded as first-professional degrees. How should they be reported using the post-baccalaureate award levels?

Using the new post-baccalaureate award levels, Master's of Divinity(39.0602) and Master's of Rabbinical Studies (39.0605) should be reported as master's degrees.

11) Using the new post-baccalaureate award levels, how should the degree Ed.D. be classified?

It is at the discretion of the indiviudal postsecondary institution, whether an Ed.D should be classified in one the following three categories- Doctor's Degree-Research and Scholarship (Award Level=17) Doctor's Degree - Professional Practice (Award Level=18) Doctor's Degree-Other (Award Level=19) IPEDS Users are encouraged to consult the IPEDS Glossary, which provides detailed definitions of each of the award levels and can be accessed using the following link http://nces.ed.gov/ipeds/glossary/. Please note that in each of these definitions, examples of degrees are provided. These examples are intended to be illustrative and are not prescreptive. It is ultimately up to the individual postseconday institution to decide which of the new award levels best describes their Ed.D. program.

12) Where can I get a copy of the 2010 Classification of Instructional Programs?

A MS Word and MS Excel version of the 2010 CIP can be downloaded from the Resources Page of the 2010 CIP website using the following link: http://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55?

Table 1

2010-11 Survey Materials

Completions

date: 8/24/2010

Narrative Edits for Completions

Edit specifications for the 2010-11 IPEDS Web-Based Data Collection Completions Component

Note: The specifications in this document apply to all institutions completing the IPEDS Completions component. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

All screens in the Program Selection portion of this survey must be completed in order to lock the survey.

Reporting Guidelines
Program Reporting
View Summary Report
Programs Classified in "Other" CIP Codes

Race/Ethnicity Question

Applicable to institutions that have not yet adopted the NEW race/ethnicity reporting method
Your institution must respond to the following screening question:

- "Which method of reporting race and ethnicity will you use for this component?"

The options available to you on this screen are based on the reporting method your institution used in the prior year Completions survey.
Note: Adopting the **NEW** race/ethnicity reporting method will be mandatory for this survey during the 2011-12 collection year.

The current options include:

- **NEW** race/ethnicity categories (9 categories)
    o   Nonresident alien
    o   Hispanic/Latino
    o   American Indian or Alaska Native
    o   Asian
    o   Black or African American
    o   Native Hawaiian or Other Pacific Islander
    o   White
    o   Two or more races
    o   Race and ethnicity unknown
- **OLD** race/ethnicity categories (7 categories)
    *Not applicable to institutions that used **MIXTURE** in the prior year Completions survey
    o   Nonresident alien
    o   Black, non-Hispanic
    o   American Indian/Alaskan Native
    o   Asian/Pacific Islander
    o   Hispanic
    o   White, non-Hispanic
    o   Race and ethnicity unknown
- **MIXTURE** of new and old race/ethnicity categories (all 14 categories will be shown)

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Reporting Guidelines

Reporting Professional Programs beyond the Baccalaureate Level
Users are now required to use the <u>new</u> post-baccalaureate degree classifications for reporting professional programs beyond the baccalaureate level. All doctor's and first-professional degree programs offered at your institution must be recoded into one the following four graduate level categories:

- Master's degree
- Doctor's degree - research/scholarship
- Doctor's degree - professional practice
- Doctor's degree - other

Note: Students reported in these programs are considered graduate students; and any activity reported for these programs is considered graduate level activity.
Please be aware that institution who previously reported offering a first-professional certificate, should now report this under **Post-Masters certificate**.

CIP Code Validation

All **CIP Codes** are verified against the 2010 version of the "Classification of Instructional Programs" manual. Invalid **CIP Codes** are rejected from the data collection database, and the user is provided with a list of the invalid codes and the line numbers in the import file where they appear.

Award Level Validation

Invalid and missing **Award Levels** are also rejected from the database. The user is provided with a list of the invalid levels and the line numbers in the import file where they appear. Acceptable **Award Level** values include:

1	**Postsecondary award, certificate, or diploma of** (less than 1 academic year) • less than 900 contact or clock hours, or • less than 30 SEMESTER OR TRIMESTER credit hours, or • less than 45 QUARTER hours
2	**Postsecondary award, certificate, or diploma or** (at least 1 but less than 2 academic years) • at least 900 but less than 1800 contact or clock hours, or • at least 30 but less than 60 SEMESTER or TRIMESTER credit hours, or • at least 45 but less than 90 QUARTER credit hours
3	**Associate's degree**
4	**Postsecondary award, certificate, or diploma of** (at least 2 but less than 4 academic years) • 1800 or more contact or clock hours, or • 60 or more SEMSTER OR TRIMESTER credit hours, or • 90 or more QUARTER credit hours
5	**Bachelor's degree** or equivalent
6	**Post-baccalaureate certificate**
7	**Master's degree**
8	**Post-master's certificate**
17	**Doctor's degree-research/scholarship**
18	**Doctor's degree-professional practice**
19	**Doctor's degree-other**

Program Reporting

For <u>each</u> **CIP Code/Award Level** combination reported by your institution, you must enter the number of **Awards/Degrees conferred between July 1, 2009 and June 30, 2010** by race/ethnicity and gender.

The system will perform the following edits on the data entered:

- You must identify at least one **Program** (6-digit CIP Code) offered by your institution in order to begin the survey.
- A value must be entered for each **CIP Code** and corresponding **Award Level** reported.

  Note: If your institution offers any programs and/or award levels that have <u>no completers</u> in 2009-10 but continue to be offered by the institution, then you must enter at least one zero on the corresponding **CIP Code/Award Level** screen in order to successfully save the screen and lock the survey. Delete any programs and Award Levels no longer offered by your institution.
- If your institution reports the total number of completions as equal to zero for all 6-digit CIP Codes, for both the current year and prior year, a fatal error will occur.
- The **TOTAL AWARDS/DEGREES** conferred on **Men** for each **2-digit CIP Code** is expected to be within a certain range of the adjacent **Men (PY)** value; otherwise, one of the following explanation errors will occur, as outlined below:
    - If the current <u>or</u> prior year value reported for **Men** is less than or equal to 25, then the absolute value of **Men (PY)** minus the number of **Men** in the current year should be less than or equal to 15.
    - If the current <u>and</u> prior year values reported for **Men** are greater than 25, then the number of **Men** in the current year should be within a 50% range of the value reported for **Men (PY)**.
- The **TOTAL AWARDS/DEGREES** conferred on **Women** for each **2-digit CIP Code** is expected to be within a certain range of the adjacent **Women (PY)** value; otherwise, one of the following explanation errors will occur, as outlined below:
    - If either the current <u>or</u> prior year value reported for **Women** is less than or equal to 25, then the absolute value of **Women (PY)** minus the number of **Women** in the current year should be less than or equal to 15.
    - If the current <u>and</u> prior year values reported for **Women** are greater than 25, then the number of **Women** in the current year should be within a 50% range of the value reported for **Women (PY)**.
- The **TOTAL AWARDS/DEGREES** conferred on **Men** for each **6-digit CIP Code** for the **Doctor's degree – professional practice** award level is expected to be within a certain range of the adjacent **Men (PY)** value; otherwise, one of the following *explanation* errors will occur, as outlined below:
    - If either the current <u>or</u> prior year value reported for **Men** is less than or equal to 25, then the absolute value of **Men (PY)** minus the number of **Men** in the current year should be less than or equal to 15.
    - If the current <u>and</u> prior year values reported for **Men** are greater than 25, then the number of **Men** in the current year should be within a 50% range of the value reported for **Men (PY)**.
- The **TOTAL AWARDS/DEGREES** conferred on **Women** for each **6-digit CIP Code** for the **Doctor's degree – professional practice** award level is expected to be within a certain range of the adjacent **Women (PY)** value; otherwise, one of the following *explanation* errors will occur, as outlined below:
    - If either the current <u>or</u> prior year value reported for **Women** is less than or equal to 25, then the absolute value of **Women (PY)** minus the number of **Women** in the current year should be less than or equal to 15.
    - If the current <u>and</u> prior year values reported for **Women** are greater than 25, then the number of **Women** in the current year should be within a 50% range of the value reported for **Women (PY)**.

- The current year racial/ethnic distribution of **Men** across all **6-digit CIP Codes** and all **Award Levels** is expected to be within a 30% range of the prior year racial/ethnic distribution. These distributions are calculated by finding the absolute value of the current year percentage of male completers minus the corresponding prior year percentage of male completers from each race/ethnicity category.

  If the sum of the absolute values across all race/ethnicity categories (excluding the **White** category) is greater than 30, then an *explanation* error will occur.

  For example, in *Table 1* (shown below) the sum of the **Current year minus prior year absolute values** across all applicable race/ethnicity categories is 40. Because this number is greater than 30, an *explanation* error will occur.

Race/ethnicity	Current year percentage of male completers	Prior year percentage of male completers	Current year minus prior year absolute value
Nonresident Alien	6	14	8
Hispanic/Latino	10	9	1
American Indian/Alaska Native	1	3	2
Asian	8	6	2
Black or African American	25	10	15
Native Hawaiian or Other Pacific Islander	6	4	2
White	50	46	--
Two or more races	4	6	2
Race and ethnicity unknown	0	8	8
Total	--	--	**40**

- The current year racial/ethnic distribution of **Women** across all **6-digit CIP Codes** and all **Award Levels** is expected to be within a 30% range of the prior year racial/ethnic distribution. These distributions are calculated by finding the absolute value of the current year percentage of female completers minus the corresponding prior year percentage of female completers from each race/ethnicity category.

  If the sum of the absolute values across all race/ethnicity categories (excluding the **White** category) is greater than 30, then an *explanation* error will occur.

  For example, in *Table 1* (shown below) the sum of the **Current year minus prior year absolute values** across all applicable race/ethnicity categories is 40. Because this number is greater than 30, an *explanation* error will occur.
- If your institution reports offering any programs as a **2nd major**, then the **TOTAL AWARDS/DEGREES** reported for **Men** as a **1st major** must be greater than the number reported for **Men** as a **2nd major** for each applicable 6-digit **CIP Code**.
- If your institution reports offering any programs as a **2nd major**, then the **TOTAL AWARDS/DEGREES** reported for **Women** as a **1st major** must be greater than the number reported for **Women** as a **2nd major** for each applicable 6-digit **CIP Code**.
- The **TOTAL AWARDS/DEGREES** reported for **Men** at the undergraduate level must be less than or equal to the total number of male students reported on your institution's Fall Enrollment survey.
- The **TOTAL AWARDS/DEGREES** reported for **Men** at the graduate level must be less than or equal to the total number of male students reported on your institution's Fall Enrollment survey.
- The **TOTAL AWARDS/DEGREES** reported for **Women** at the undergraduate level must be less than or equal to the total number of female students reported on your institution's Fall EnrollWoment survey.
- The **TOTAL AWARDS/DEGREES** reported for **Women** at the graduate level must be less than or equal to the total number of female students reported on your institution's Fall EnrollWoment survey.
- You are expected to report student completions for each **Award Level** that your institution reported in the prior year Institutional Characteristics survey; and vice versa.
- If your institution did not report any **Award Levels** above a bachelor's degree in the prior year Institutional Characteristics survey, then you are not expected to report them here; otherwise, an *explanation* error will occur.
- If your institution reported having a calendar system that **Differs by Program** or reports on a **Continuous basis** in the prior year Institutional Characteristics survey, then the **CIP Codes** reported here must be identical to those reported in the Institutional Characteristics survey; otherwise, an *explanation* error will occur.

The system will perform the following edits on the data entered for **Race and ethnicity unknown** data:

- For institutions where the total number of completions is less than 1000, if the percent of completions reported in the **Race and ethnicity unknown** is between 20 percent and 80 percent, then an *explanation* error will occur.

- For institutions where the number of completions is less than 1000, and the percent of completions reported in the **Race and ethnicity unknown** category is greater than 80 percent, a *fatal* error will occur.
- For institutions where the total number of completions is greater than 1000, if the percent of completions reported in the **Race and ethnicity unknown** category is between 15 percent and 80 percent, then an *explanation* error will occur.
- For schools where the number of completions is less than 1000, and the percent of completions reported in the **Race and ethnicity unknown** category is greater than 80 percent, a *fatal* error will occur.

View Summary Report

The **Awards/Degrees Conferred – Grand Totals** screen (accessed by selecting the "View Summary Report" link from the Completions **Main Screen**) displays a summary of the data entered across all 6-digit **CIP Codes** by award level, race/ethnicity, and gender. **Grand Total** amounts are calculated for each category; and the **PY Total** is displayed by award level and gender, for your reference. If your institution reported offering any programs as a **2nd major**, an additional 6-digit **CIP Codes** summary table will also be displayed for these programs.

Programs Classified in "Other" CIP Codes

This section of the survey is provided to obtain more information on programs currently offered by institutions that are not specifically represented in the 2010 version of the "Classification of Instructional Programs" manual. On the **Programs Classified in "Other" CIP Codes** screen (accessed by selecting the corresponding link from the Completions **Main Screen**), you may enter additional information on programs your institution is currently reporting in the "Other" category (CIP Codes ending in xx.yy99 or xx.9999). This includes the **Program Name**, **Award Level**, 'Other' CIP code the program is being reported under, and **Number of completers** for each **'Other' CIP Code** program reported by your institution.

Note: Remember to click **Save** before exiting the screen.