

State Data Exchange

45 Years and Still Counting

Survey Guide, 2013-14

2013-14 Survey Guide

Introduction

This *Survey Guide* contains all the instructions, definitions and guidelines for the SREB-State Data Exchange Survey 2013-14. All data are to be entered into the spreadsheet templates provided. When the templates are completed, please return them by e-mail to Lisa.Cowan@sreb.org or Susan.Lounsbury@sreb.org.

General Tips and Instructions: To move between parts of the survey, click on the colored section tabs at the bottom of the screen. Please do not enter data in the shaded areas of the survey as these are calculated fields. For surveys involving four-year colleges or two-year colleges with bachelor's degrees, complete Part 1 on degrees and certificates as soon as possible and submit it to SREB. This allows us to determine the proper category for each institution. For surveys covering all two-year colleges or technical institutes or colleges, complete Part 1 on degrees and certificates *and* Part 4 on credit/contact hours as soon as possible and submit them to SREB for the same reason. Only those institutions meeting the criteria for a different category for the *third consecutive time* will be changed to a new category.

Do not edit institution names listed in Part 1. Instead, please note name changes, mergers, etc., at the bottom of the list or by attaching a comment to the cell containing the current name of the institution. After SREB sends you notification of the institutional classifications, please use the new classifications and institution names from Parts 1 and/or 4 to revise the classifications and institution names in the remaining parts of the survey, as necessary. Please complete these steps before passing along the templates to other staff completing other sections. If additions or changes are made to the data for the prior year(s), please highlight these additions or changes with a yellow background.

Please return Parts 1 and 4 as soon as possible;

Parts 3 and 5 through 9 are due April 28, 2014

and Part 2 is due May 30, 2014.

For assistance completing the SREB-State Data Exchange survey, call Lisa Cowan (404) 879-5545 or Susan Lounsbury at (404) 879-5546.

Overview of the Survey

- Part 1:** Degrees and Other Awards Conferred
- Part 2:** Student First Year Persistence Rates and Progression Rates
- Part 3:** Time and Attempted Credits to Bachelor's or Associate's Degrees
- Part 4:** Estimated Full Year Credit/Contact Hours by Student Level
- Part 5:** Estimated Full Year Credit/Contact Hours by Type of Instruction
- Part 6:** State/Local Funding and Tuition/Fees Revenues for Operating Expenses
- Part 7:** Annualized Tuition and Mandatory Fees Charged Full-time In-state and Out-of-state Students
- Part 8:** Tuition and Related Policies and Mid-Year Increases
- Part 9:** Average Salaries of Full-time Instructional Faculty

Definitions of Institutional Categories

Throughout its 44-year history, the SREB-State Data Exchange has recognized the importance of reporting statistical comparisons by institutional category — unlike many other interstate statistical reports, even today. States have very different mixes of types of institutions, and statewide aggregate comparisons always should be interpreted cautiously.

Designed to be used for interstate statistical comparisons, the SREB system for grouping postsecondary education institutions is based on several factors used to determine their resource requirements. Institutions are classified based on size (number of degrees or full-time-equivalent enrollment), role (types of degrees), breadth of program offerings (number of program areas in which degrees are granted) and comprehensiveness (distribution of degrees across program areas). The SREB classifications *do not* take into account other factors relevant to determining resource requirements, such as cost differences among programs or externally funded research.

The SREB-State Data Exchange recognizes that other ways of grouping may serve different purposes. For example, in funding formulas for colleges and universities states take additional characteristics into account in forming comparisons groups. The SREB-State Data Exchange assists states in analyzing alternate groups by making the by-college data from the Data Exchange survey available through an online data library. SREB publications show results using the categories listed on the following pages.

Institutions are assigned to categories in a survey year using data on program completions from the previous academic year — or, for two-year colleges and technical institutes or colleges, using data on estimated full-time-equivalent enrollment for the current academic year. To keep the statistical comparison groups relatively stable over time, institutions change categories when they meet the criteria for another category for the third consecutive survey.

Four-Year Colleges and Universities

<u>Category/Code</u>	<u>Definitions</u>
Four-Year 1 (1)	Institutions awarding at least 100 research/scholarship doctoral degrees that are distributed among at least 10 CIP categories (2-digit classification) with no more than 50 percent in any one category.
Four-Year 2 (2)	Institutions awarding at least 30 research/scholarship doctoral degrees that are distributed among at least 5 CIP categories (2-digit classification).
Four-Year 3 (3)	Institutions awarding at least 100 master's, education specialist, post-master's or doctoral degrees with master's, education specialist and post-master's degrees distributed among at least 10 CIP categories (2-digit classification).
Four-Year 4 (4)	Institutions awarding at least 30 master's, education specialist, post-master's or doctoral degrees with master's, education specialist and post-master's degrees distributed among at least 5 CIP categories (2-digit classification).
Four-Year 5 (5)	Institutions awarding at least 30 master's, education specialist, post-master's or doctoral degrees.
Four-Year 6 (6)	Institutions awarding at least 100 bachelor's degrees that are distributed among at least 5 CIP categories (2-digit classification) with bachelor's degrees being at least 30 percent of the total awards (including certificates) and awarding fewer than 30 master's, education specialist, post-master's or doctoral degrees.

Two-Year Colleges

Two-Year with Bachelor's (7)	Institutions awarding primarily associate's degrees and offering college transfer courses; some bachelor's degrees may also be awarded.
Two-Year 1 (8)	Institutions awarding associate's degrees and offering college transfer courses with FTE enrollment of 5,000 or more; some certificates and diplomas may also be awarded.
Two-Year 2 (9)	Institutions awarding associate's degrees and offering college transfer courses with FTE enrollment of between 2,000 and 4,999; some certificates and diplomas may also be awarded.
Two-Year 3 (10)	Institutions awarding associate's degrees and offering college transfer courses with FTE enrollment of less than 2,000; some certificates and diplomas may also be awarded.

Technical Institutes or Colleges

Technical Institute or College 1 (12)	Institutions awarding vocational-technical certificates and diplomas with FTE enrollment of 1,000 or more; some vocational-technical associate's degrees may also be awarded.
Technical Institute or College 2 (13)	Institutions awarding vocational-technical certificates and diplomas with FTE enrollment less than 1,000; some vocational-technical associate's degrees may also be awarded.
Technical Institute or College – size unknown (14)	Institutions awarding vocational-technical certificates and diplomas whose FTE enrollments were not reported; some vocational-technical associate's degrees may also be awarded.

Specialized

Specialized (15)	Special purpose institutions that offer specialized degree programs. These may include medical or health science centers and, in some instances, stand-alone law schools, fine arts schools, engineering schools, military academies or other occupational specialty institutions.
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Part 1
Degrees and Other Awards Conferred
(July 1, 2012 - June 30, 2013)

Part 1 of the survey MUST be completed first for four-year colleges and universities and first, along with Part 4, for two-year colleges with bachelor's degrees to determine the proper category for each of the institutions in your report. Only those institutions meeting the criteria for a different category for *the third consecutive time* will be changed to a new category. Institutions that might be eligible for reclassification are identified in the data template.

This part of the survey combines the request for the classification verification information and the request for degrees and awards conferred. Enter the degrees and other awards (IPEDS guidelines) for each college, university or technical institution for the 2012-13 in each applicable column and revise any 2011-12 entries as necessary.

For institutions awarding doctoral degrees, enter the doctoral degrees in the 10 highest volume fields (2-digit CIP) to permit classification verification. For institutions awarding master's, education specialist, and post-master's degrees, enter the degrees in the 10 highest volume fields (2-digit CIP) to permit classification verification.

For all institutions awarding bachelor's degrees, enter the number of bachelor's degree recipients who are identified as teacher preparation graduates (1) by major according to a teacher education CIP-code designation (principally 13.10's, 13.12's and 13.13's of the CIP); or (2) by virtue of taking other requisite teacher education courses; or (3) those otherwise identified as teacher preparation graduates. (In the case of (3), please insert a comment explaining how they are identified.)

Only for two-year colleges awarding bachelor's degrees: enter the bachelor's degrees in the five highest volume fields to permit classification verification.

Column Format

- Less Than 2-Year Awards (IPEDS Codes 1 & 2)
- At Least 2-Year, But Less Than 4-Year Awards (IPEDS Code 4)
- Associate's Degrees (IPEDS Code 3)
- Bachelor's Degrees (IPEDS Code 5)
 - Numbers in Teacher Preparation Programs as indicated by...
 - Major (CIP)
 - Courses
 - Other
 - Bachelor's Degrees by Field (to be completed ONLY for Two-Year with Bachelor's)
 - Five 2-Digit CIP Designations with the Largest Number of Awards (list in descending order)
 - CIP 1/ # 1CIP 5/ #5
- Post-Bachelor's Certificates (IPEDS Code 6)
- Master's/Education Specialist/Post Master's Degrees (IPEDS Codes 7 & 8 -- Code 8 includes old code 11 - first professional certificates)
 - Ten 2-Digit CIP Designations with the Largest Number of Awards (list in descending order)
 - CIP 1/ # 1CIP 10/ #10
 - All Other Master's, Education Specialist & Post-Master's
- Research/Scholarship Doctoral Degrees (IPEDS Code 17)
 - Ten 2-Digit CIP Designations with the Largest Number of Awards (list in descending order)
 - CIP 1/ # 1CIP 10/ #10
 - All Other Research/ Scholarship Doctorate's
- Professional Practice Doctoral Degrees / First Professional Degrees (IPEDS Code 18 --10 in old system)
 - Law (CIP 22.0101)
 - Medicine (CIP 51.1201)
 - Dentistry (CIP 51.0401)
 - Pharmacy (CIP 51.2001)
 - Chiropractic Medicine (CIP 51.0101)
 - Optometry (CIP 51.1701)
 - Osteopathic Medicine (CIP 51.1901)
 - Veterinary Medicine (CIP 51.2401)
 - Podiatry (CIP 51.2101)
 - Additional Professional Practice Doctorate's
- Other Doctorate's (neither research/scholarship or professional practice)

Part 2

Student First Year Persistence Rates and Progression Rates

The student first year persistence rate and progression rate survey collects data elements equivalent to portions of the National Center for Education Statistics IPEDS surveys and additional data elements.

Please describe your method for reporting (documenting) transfers in a cell comment or below the data. Please fill fields not completed previously if data are now available, and highlight those additions with a yellow background.

Each student is to be counted in only one persistence category and in only one progression rate category.

These data will be used to calculate first year student persistence and progression rates. For four-year colleges and universities, the progression rate is the sum of the baccalaureate seekers who completed the baccalaureate, those still enrolled and those who transferred within 150 percent of normal program time, divided by the adjusted cohort. For two-year colleges and technical institutions it is the sum of the students who complete degrees or certificates below the bachelor's level, those still enrolled and those who transferred within 150 percent of normal program time, divided by the adjusted cohort. A 10-year rate for four-year schools and a 6-year rate for two-year schools are also reported.

These data will be used to calculate first year persistence rates for full-time, first-time baccalaureate seekers at four-year colleges and universities and to calculate first year persistence rates for full-time, first-time degree or certificate seekers at two-year colleges or technical institutes. The persistence rates are the sum of students still enrolled and those who transferred by the end of the fall term immediately subsequent to the fall of the students' first enrollment, divided by the adjusted cohort.

Column Format

- A. For each public **four-year college or university**, please enter:
1. Cohort Definition (Only students in credit bearing activity are counted.)
 - a) The total entering students at the undergraduate level for fall terms listed (equivalent to IPEDS Fall Enrollment (EF) survey data element, UGENTERN). That is, in addition to the students in the IPEDS Graduation Rate Survey (GRS) full-time, first-time degree/certificate-seeking cohort, this survey includes: part-time undergraduate students, non-degree/certificate-seeking undergraduates, students who initially attended the prior summer term and returned again in the fall (other than those included in the GRS cohort) and students transferring into your institution at any undergraduate level for the first time.
 - b) The cohort of all full-time, first-time bachelor's or equivalent degree seeking undergraduates for fall terms listed (equivalent to an IPEDS GRS data element). This is the cohort upon which the four-year college persistence and progression calculations are based.
 - c) Allowable exclusions from the fall cohort for the terms listed (equivalent to an IPEDS GRS data element). IPEDS instructions state that students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.
 2. Persistence to Year 2
 - a) For first year persistence rates: for the fall terms listed, enter members of the cohort enrolled at the same institution during the subsequent fall term (equivalent to an IPEDS EF data element); then
 - b) Documented transfer-out students by fall of Year 2 from the cohorts of the terms listed. IPEDS defines a transfer-out student as one that leaves the institution in which s/he is included in the cohort and enrolls at another institution.
 3. Progression
 - a) For progression rates: members of the cohorts listed earning a bachelor's or equivalent degree who completed their program within 150 percent of normal time (6 years) (equivalent to an IPEDS GRS data element);
 - b) For the cohorts listed, non-completers still enrolled the fall term following 150 percent of normal time (no GRS equivalent); and
 - c) For the fall cohorts listed, transfer-out students (non-completers) within 150 percent of normal time (equivalent to an IPEDS GRS data element).
 - d) For members of the cohorts listed, those earning a bachelor's or equivalent degree who completed their program by 10 years (no IPEDS GRS equivalent).
- B. For each public **two-year college or technical institute or college**, please enter:
1. Cohort Definition (Only students in credit bearing activity are counted.)
 - a) The total entering students at the undergraduate level for fall terms listed (equivalent to IPEDS EF data element UGENTERN). That is, in addition to the students in the GRS cohort (full-time, first-time degree/certificate-seeking), this includes: part-time undergraduate students, non-degree/certificate-seeking undergraduates, students who initially attended the prior summer term and returned again in the fall (other than those included in the GRS cohort) and students transferring into your institution at any undergraduate level for the first time.
 - b) The cohort of all full-time, first-time degree or certificate seeking undergraduates for fall terms listed (equivalent to an IPEDS GRS data element). This is the cohort upon which the college persistence and progression calculations are based.
 - c) Allowable exclusions from the fall cohort for the terms listed (equivalent to an IPEDS GRS data element); IPEDS instructions state that students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.
 2. Persistence to Year 2
 - a) For first year persistence rates: for the fall terms listed, enter members of the cohorts enrolled at the same institution during the subsequent fall term (equivalent to an IPEDS EF data element); then
 - b) Documented transfer-out student by fall of Year 2 from the cohorts of the terms listed. IPEDS defines a transfer-out students as one that leaves the institution in which s/he is included in the cohort and enrolls at another institution.
 3. Progression
 - a) For progression rates: members of the cohorts listed completing less than baccalaureate awards within 150 percent of normal time (3 years) (equivalent to an IPEDS GRS data element);
 - b) For the cohorts listed, non-completers still enrolled the fall term following 150 percent of normal time (no GRS equivalent); and
 - c) For the fall cohorts listed, transfer out students (non-completers) within 150 percent of normal time (equivalent to an IPEDS GRS data element).
 - d) For members of the cohorts listed, those completing less than baccalaureate awards by 6 years (no IPEDS GRS equivalent).

Part 3

Time-to-Degree and Attempted Credits-to-Degree

Persistence, completion and progression rates from Part 2 only look at a subset of postsecondary education students -- first-time, full-time degree or certificate seeking undergraduates. Time-to-degree / attempted credits-to-degree data look at all of a year's graduates and provides a way of getting a more comprehensive picture of completions data.

For SREB Four-Year 1-6 colleges and universities, only report data for bachelor's degree recipients. For SREB Two-Year Colleges with Bachelor's and in Two-Year 1-3 colleges, only report data for associate's degree recipients. SREB Technical Institutes or Colleges 1-3 may skip this section because of the fluid nature of the shorter term programs; special time to award guidelines for technical colleges and institutes may be developed in the future.

Time to Degree: For 2012-13 completers, determine the term of their first enrollment at the awarding institution. Identify second or additional awards at the same level this year and an unduplicated count of graduates is derived. Use census-date files to determine enrollment. Once a student is identified as a graduate, their completion date (term) can be captured and compared to the census date (term) of their first enrollment at the awarding institution.

Column Format

- A. Graduates (students awarded degrees)
 - 1. Number of Degrees Awarded (pulled from Part 1 -- bachelor's for 4-year, associate's for two-year)
 - 2. Number of Double/Triple Majors
 - 3. Calculated unduplicated number of graduates [equals the sum of B1ai,ii,iii + B2ai,ii,iii + B3ai,ii,iii + Cai,ii,iii + Da]
 - 4. Number of hours typically required for the applicable degree
- B. Who Were First Time in College (FTIC) Freshmen at the Awarding Institution
 - 1. And had a record of enrollment for college credits while in high school (e.g dual enrolled, early college, etc.)
 - a) Number, who when first enrolled at awarding college were ... (all agencies)
 - i. Full-time
 - ii. Part-time
 - iii. FT/PT unknown
 - b) Average Time to Award at Awarding Institution... (all agencies)
 - i. Full-time
 - ii. Part-time
 - iii. FT/PT unknown
 - c) Average Credit Hours Attempted at Awarding Institution... (voluntary)
 - i. Full-time
 - ii. Part-time
 - iii. FT/PT unknown
 - 2. And had no record of enrollment for college credits while in high school (e.g dual enrolled, early college, etc.)
 - a) Number, who when first enrolled at awarding college were ... (all agencies)
 - i. Full-time
 - ii. Part-time
 - iii. FT/PT unknown
 - b) Average Time to Award at Awarding Institution... (all agencies)
 - i. Full-time
 - ii. Part-time
 - iii. FT/PT unknown
 - c) Average Credit Hours Attempted at Awarding Institution... (voluntary)
 - i. Full-time
 - ii. Part-time
 - iii. FT/PT unknown
- C. Who Transferred to the Awarding Institution (not FTIC at institution awarding degree)
 - a) Number When First Enrolled at Awarding College... (all agencies)
 - i. Full-time
 - ii. Part-time
 - iii. FT/PT unknown
 - a) Average Time to Award at Awarding Institution... (all agencies)
 - i. Full-time
 - ii. Part-time
 - iii. FT/PT unknown
 - c) Average Credit Hours Attempted at Awarding Institution... (voluntary)
 - i. Full-time
 - ii. Part-time
 - iii. FT/PT unknown
- D. First-Time or Transfer Status When First Enrolled at Awarding Institution is Unknown or Other...
 - a) Number When First Enrolled at Awarding College... (all agencies)
 - b) Average Time to Award at Awarding Institution (all agencies)
 - c) Average Credit Hours Attempted at Awarding Institution (voluntary)

Graduates' time to award is counted using IPEDS academic year thinking: i.e. a summer session and fall through spring terms count as an academic year. For 2012-13 completers, count students who enrolled first at the awarding institution in

- winter/spring term of 2012-13 as .5 year
- summer or fall terms of 2012-13 as 1 year
- winter/spring term of 2011-12 as 1.5 years
- summer or fall terms of 2011-12 as 2 years
- winter/spring term of 2010-11 as 2.5 years
- summer or fall terms of 2010-11 as 3 years
- winter/spring term of 2009-10 as 3.5 years
- summer or fall terms of 2009-10 as 4 years
- winter/spring term of 2008-09 as 4.5 years
- summer or fall terms of 2008-09 as 5 years
- winter/spring term of 2007-08 as 5.5 years
- summer or fall terms of 2007-08 as 6 years
- winter/spring term of 2006-07 as 6.5 years
- summer or fall terms of 2006-07 as 7 years
- winter/spring term of 2005-06 as 7.5 years
- summer or fall terms of 2005-06 as 8 years
- winter/spring term of 2004-05 as 8.5 years
- summer or fall terms of 2004-05 as 9 years
- winter/spring term of 2003-04 as 9.5 years
- summer or fall terms of 2003-04 or earlier as 10 years.

These *years to degree at the awarding institution* figures are then averaged (B.1.) for those who were first time in college freshmen at the awarding institution who could be identified to have enrolled for college credit while in high school (full- or part-time); (B.2) those who were first time in college without prior enrollment with no identifiable credits taken while in high school (full- or part-time); and (C) those who transferred into the awarding institution (full- or part-time). Report the averages in years with at least two decimal places.

In identifying full-time or part-time, 12 or more semester credit hours constitutes full time (as in student aid eligibility considerations).

Attempted Credits to Degree: Students' *attempted credits at the institution they receive their degrees from* may also be reported using census-date files. Count the attempted credits for all terms the completing students were enrolled at the awarding institution. Credits earned or accepted for transfer as recorded on transcripts or databases are not reported since census date attempted credit hours are the basis for this survey. Similarly, credits for AP and IB classes taken by high school students are not considered college classes for this report since that cannot be determined from census date course enrollment files.

Please indicate the typical hours required for bachelor's or associate's degrees as applicable.

All agencies are to report Section A. Within Sections B and C, all agencies are to report the "i" and "ii" items. The "iii" items are voluntary.

Clarifying Notes and Examples:

- Credit hours attempted in remedial/developmental education courses or other "zero credit" courses are included.

- If a student receives multiple undergraduate awards at different levels in the same year, report the student by the highest level award earned.
- If students receive multiple undergraduate awards at the same level in different years, they get counted in each year. However, they should be reported in section C along with transfer students as of the first term they enroll after the first degree.
- If a student is a first-time, full-time freshman at school A, transfers to school B, then transfers back to and graduates from A, they show up as a first-time, full-time student at A.
- If a student is a first-time, full-time freshman at school A, and the next year, the student attends both school A and school B, then transfers back to and graduates from A, they show up as a first-time, full-time student at A.
- If a student is a first-time, full-time freshman at school A, and the next year, the student attends both school A (full time) and school B (part time), then graduates from school B, they show up as a part-time transfer student at B.
- If there are students in the awards file that are not in any of the enrollment files, they should be reported as "enrollment status unknown."
- If there are student in the awards file and enrollment files that do not have a FTIC or Transfer Student tag, report them in the enrollment status unknown sub-section.

These data will be used to calculate the proportion of each graduating class that were (1) first-time students at the awarding institution who took college credits while in high school (sub-divided into whether they were full-time or part-time); (2) first-time students at the awarding institution who did not take college credits while in high school (sub-divided into whether they were full-time or part-time when FTIC); and (3) those that were transfer in students (full-time or part-time) or whose attendance status was unknown when first enrolling at the awarding institution. The average time to degree will be calculated for each of the sub-categories of graduates. Finally, the average credits attempted to degree will be calculated for each of the sub-categories of graduates.

Part 4

Estimated Full Year Credit/Contact Hours and Full-Time-Equivalent Enrollment

This part of the survey MUST be completed first (along with Part 1) for two-year colleges and technical institutes or colleges to determine proper institutional categories. Report all credit/contact hours which could count toward a degree or other award, regardless of whether or not the student is enrolled in a formal program, including credit/contact hours offered through extension centers so long as they meet the above condition. Law school credit hours are to be included in the graduate credit hour count. Also include all credit/contact hours in remedial education, developmental education or continuing education (correspondence, short-course and non-credit study CEU's, etc.), if supported primarily by state funding, local funding and/or tuition and fee revenue. Credit/contact hours should reflect enrollment at the close of the drop/add period or the state's official reporting date for each of the terms in calendar year 2013. (*Please note your census dates in a cell comment.*)

Credit/contact hour data are collected to be the basis for computing estimated annual full-time-equivalent (FTE) enrollment for 2013-14. The FTE will go with the appropriate 2013-14 funding data collected in Part 6 to compute funding per FTE. In order to have a report as early as possible, an estimating procedure is used to arrive at 2013-14 annual FTE. Please enter data for all of the following terms that are applicable: Winter 2013, Spring 2013, Summer 2013, and Fall 2013. (Those states that include two half summer terms in their fiscal year should combine the appropriate two half terms in the Summer 2013 column.)

For undergraduate credit/contact hours only, on an annual basis, enter the number of hours from the sum of the columns already filled in taken by students still enrolled in high school (dual enrollment, joint enrollment, early college, etc.).

Non-duplicative counting of student activity is requested. For example, if one student taking one course contributes three credit hours to the credit hour count, that student's activity in that class should contribute nothing to the contact hour count (*or vice versa*).

FTE enrollment will be calculated for the credit/contact hour data. Estimated annual undergraduate credit hours for semester systems will be divided by 30 to derive undergraduate credit-hour FTE; for quarter systems they will be divided by 45. Estimated annual graduate credit hours for semester systems will be divided by 24 to derive graduate credit-hour FTE; for quarter systems they will be divided by 36. Estimated annual contact hours will be divided by 900 to derive undergraduate contact-hour FTE.

FTE comparisons for institutions categorized as Specialized are not reported hence credit-hour data are not requested.

Note: The Data Exchange adheres to the IPEDS definition of "credit hour" (a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term that can be applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award) and "contact hour" (a unit of measure that represents an hour of scheduled instruction given to students — sometimes referred to as clock hours.)

Column Format

- Semester or Quarter Hours
- Undergraduate Credit Hours
 - Winter
 - Spring
 - Summer
 - Fall
 - Hours taken by students still in high school (dual enrollment, joint enrollment, early college, etc.)
- Undergraduate Contact Hours
 - Winter
 - Spring
 - Summer
 - Fall
 - Hours taken by students still in high school (dual enrollment, joint enrollment, early college, etc.)
- Graduate Credit Hours
 - Winter
 - Spring
 - Summer
 - Fall

Part 5

Student Credit/Contact Hours by Type of Instruction

Credit/Contact hours are considered e-learning when technology is the primary mode of instruction for the course (i.e., more than 50 percent of the course content is delivered electronically). This 50-percent-rule matches a criterion used for the inclusion of courses in the SREB's Electronic Campus and SACS' definition of what they call non-face-to-face (distance) education. If your state uses some rule other than the 50-percent rule, please note it in a comment on the sheet.

Report credit/contact hours generated in a calendar year through traditional instruction (i.e., significant site attendance is required and less than 50 percent of the course is delivered electronically). Separately report those generated on-campus and those generated off the main campus. Please note that the calendar year used for reporting in Part 5 is the same as Part 4. Enter data for all of the following terms that are applicable: Winter 2013, Spring 2013, Summer 2013, and Fall 2013. (Those states that include two half summer terms in their fiscal year should combine the appropriate two half terms in the Summer 2013 column.)

Report credit/contact hours generated through e-learning (i.e., no significant site attendance is required and more than 50 percent of the course is delivered electronically). Three categories for reporting e-learning credit/contact hours are provided: (1) courses delivered over the Internet (Web delivery); (2) courses delivered through special facilities for site-to-site two-way audio-video (compressed video); and (3) courses delivered via satellite, cable TV, broadcast TV/radio, closed-circuit, video tape, CD ROMS, DVDs, e-mail, etc.

If applicable, report credit/contact hours generated through correspondence courses (courses without any significant site attendance where less than 50 percent of the course is delivered electronically).

To make the types of instruction report more complete, please report the credit hours by type of instruction for non-health professions Specialized institutions even though their credit hours are not reported in Part 4 (for example, University of Maryland University College).

Column Format

- Undergraduate Credit Hours
 - On-Campus "Traditional" Instruction (significant site attendance required--50% or less of course content is electronically delivered)
 - Off-Campus (in-state or out-of-state sites) "Traditional" Instruction (significant site attendance required--50% or less of course content is electronically delivered)
 - e-Learning (more than 50% of course content is electronically delivered)
 - Web
 - Site-to-Site, 2-Way, Audio/Video (compressed video)
 - Other (Satellite, Cable, Broadcast TV/Radio, Closed-Circuit, Video Tapes, CD ROM)
 - Correspondence (no significant site attendance required--less than 50% of the course content is electronically delivered)
- Graduate Credit Hours
 - On-Campus "Traditional" Instruction (significant site attendance required--50% or less of course content is electronically delivered)
 - Off-Campus (in-state or out-of-state sites) "Traditional" Instruction (significant site attendance required--50% or less of course content is electronically delivered)
 - e-Learning (more than 50% of course content is electronically delivered)
 - Web
 - Site-to-Site, 2-Way, Audio/Video (compressed video)
 - Other (Satellite, Cable, Broadcast TV/Radio, Closed-Circuit, Video Tapes, CD ROM)
 - Correspondence (no significant site attendance required--less than 50% of the course content is electronically delivered)

Part 6

State/Local Funding and Tuition/Fees Revenues for Operating Expenses

The funding report includes state and local tax revenues appropriated to colleges and universities and for other higher education-related operating expenses, other funds such as earnings from state-funded endowments used for operating purposes, earmarked revenues such as from lotteries used for operating purposes, so-called “educational enhancement funds” and tuition and fees revenues for 2013-14. Those tuition and fee revenues mandated or used for debt service, and thus not available to support operating expenses, are identified separately. Federal “pass through” funds, such as ARRA stabilization funds are not included. State “Maintenance of Effort” (MOE) funds, however, are to be included.

State general operating appropriations (appropriations for common institutional purposes) include: (a) appropriations for faculty and staff salaries and benefits, even if they are not part of an institution's direct appropriations; and (b) appropriations which support intercollegiate athletics, if such funds could legally be used to support instruction, research, or public service. They exclude: (a) state health professions education operating appropriations as defined below; (b) all capital outlays including debt service; (c) tax subsidies to institutions or their students; and (d) re-appropriated tuition and fees. Also included are state-generated revenues allocated to colleges and universities such as earnings from state-funded endowments used for operating purposes, ear-marked revenues such as from lotteries used for operating purposes and education enhancement funds.

Local government operating appropriations include appropriations to two-year institutions by local governments that complement or supplement state general-purpose appropriations. Exclude local appropriations for capital outlay and debt service.

Operating funds are considered general-purpose or educational special-purpose if they support the educational and general (E&G) or “core” operations of campuses. State educational special-purpose operating appropriations are appropriations to campuses or statewide units for: community or public service units; non-credit continuing education; agricultural cooperative extension; agricultural experiment stations; engineering experiment stations; research centers/institutes; and all other special line items for E&G or “core” operations whether recurring or not. Items are to be identified by campus wherever possible. Include funds that are appropriated directly to the institutions or state and local pass through funds that are held at the state level for future allocation to the institutions. Funding for law and agriculture programs and extension at Land Grant universities are to be reported with the affiliated Land Grant University even if administered independently.

Other special-purpose operating appropriations not for educational purposes include the following categories of higher education related operations: non- health professions education functions at *Specialized Institutions*; *Statewide System Operations* includes allocations for multi-campus coordinating or governing boards where there is a system head over campus heads and a separate system office including two-year systems, if any; national or regional association membership amounts, compact or consortia membership amounts; and amounts for the administration of statewide student financial aid programs including centralized guaranteed student loan administration, if any; *Support to Private Colleges Other Than for Student Financial Aid*; *Contract Education Programs* includes the SREB contract programs with private colleges, the SREB

contract *program* with public colleges, and other contract education programs; and *Statewide Student Financial Aid Programs Administered Off Campus* includes aid available to public or private sector students, aid limited to public sector students, and limited to private sector students (estimate based on prior year data if not specified in the appropriations bill). Need-based and non need-based amounts are reported separately. Please list by individual program name where possible.

There are three types of state operating appropriations for health-professions education (including overhead) that should be reported in the health-professions education columns: 1) all operating appropriations to specialized institutions which serve primarily as health-science centers; 2) operating appropriations for medical schools and other health professions education, including dentistry, optometry, nursing, pharmacy, allied health and teaching hospitals at all institutions that have medical schools; and 3) all operating appropriations for schools of veterinary medicine.

The final element of funding is tuition and fee revenue. Please report revenue from tuition and fees for 2013-14 (estimate, if necessary) and separately identify amounts mandated for or used for debt service. Include the following “E&G” categories: unrestricted tuition and fees revenues; restricted tuition and fees revenues such as technology fees and registration fees; what IPEDS calls discounts and allowances applied to tuition and fees; and continuing education tuition and fees revenues. Exclude the following “auxiliary” categories: housing, athletics, student activity, recreation, parking and health fees; and what IPEDS calls discounts and allowances applied to auxiliaries.

Report the 2013-14 amounts reflecting any reductions or increases announced by December 31, 2013. Revise 2012-13 amounts to reflect any reductions or increases that occurred by the end of the fiscal year. (Please highlight changes with a yellow background.) For 2012-13 amounts initially held (and reported) statewide for allocation during the fiscal year, distribute to appropriate campuses where applicable according to end-of-year figures.

The general-purpose operating appropriation, educational special-purpose funds and tuition and fees revenue are related to public undergraduate and graduate FTE in the SREB-State Data Exchange reports. Other special-purpose funds and funds for health profession education are used to show the distribution of funds by purpose in the SREB-State Data Exchange reports.

Column Format

A. Funds for E&G Operations

1. State General Purpose
2. State Educational Special Purpose
3. Local
4. Tuition and Fee Revenue (estimated)
 - a. For Operations
 - b. For Debt Service

B. Other Special Purpose Funds and Funds for Health Professions Education

1. System Operations, State Support to Private Colleges other than student aid, contract education and statewide student aid administered off campus and non-med Special purpose institutions.
 - A. State

Part 7
Tuition and Mandatory Fees Charged Full-time
In-state and Out-of-state Students

Report annualized tuition and mandatory fees charged to all full-time students for the 2013-14 academic year. Mandatory fees are those assessed to each full-time undergraduate or graduate student regardless of student level or program of study. For example, fees charged only to students in particular academic programs or courses (e.g., music, laboratory, or nursing courses) or fees unique to a given situation such as late registration or automobile registration should not be reported. Mandatory fees include ones such as health services fees, building use fees, activity fees, athletic fees and auxiliary fees, where the fee is not optional for full-time students.

For this survey, a full-time undergraduate is defined by the following loads: 30 credit hours per year for students on semester systems; 45 credit hours per year for students on quarter systems; and 900 hours per year for students on contact hour systems. A full-time graduate student is defined by the following loads: 24 credit hours per year for students on semester systems; and 36 credit hours for students on quarter systems.

IPEDS defines a full-time undergraduate as a student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term for the purposes of reporting tuition and fees since that is what qualifies a student as full time for federal student aid purposes. For reporting tuition and fees, the Data Exchange defines a full-time student as carrying a 15 semester credit hour load per term since that is the load that will lead to students finishing on time.

If undergraduate, graduate or first-professional program tuition and fees differ by student level, report student charges for entering (first-year) students.

For two-year colleges and technical institutions, “in-district” rates should be reported in the “in-state” column. “Out-of-district” rates can be reported in the “out-of-state” column, *if no other out-of-state rates apply*. These data are used to derive the median annualized tuition and mandatory fee statistics.

Column Format

- Undergraduate
 - In-State
 - Out-of-State
- Graduate
 - In-State
 - Out-of-State
- Law
 - In-State
 - Out-of-State
- Medicine
 - In-State
 - Out-of-State
- Dentistry
 - In-State
 - Out-of-State
- Pharmacy
 - In-State
 - Out-of-State
- Optometry
 - In-State
 - Out-of-State Undergraduate
- Osteopathic Medicine
 - In-State
 - Out-of-State Undergraduate
- Veterinary Medicine
 - In-State
 - Out-of-State Undergraduate

Part 8 Tuition and Related Policies and Mid-Year Increases

Update and color code any changes to the descriptions of your state's tuition-related policies to reflect the 2013-14 academic year. Who has the authority to set tuition and fee rates and establish policies? What method or guideline is used to set tuition rates? Are tuition and fee rates stair-stepped or by the credit hour? Are there policies on waiving, reducing or remitting non-resident tuition? Are there caps or limits placed on non-resident enrollment? Are there policies on the relation between in-state and out-of-state tuition rates? Are there tuition reciprocity agreements? Do you participate in the SREB Academic Common Market? To what extent must tuition and fee revenue be devoted to capital funding? Are there other sources of capital funding? Is there a special electronic delivery tuition rate distinguished from regular in-state and out-of-state rates?

Part 9

Average Salaries of Full-time Instructional Faculty

The SREB salary survey underwent a major change in 2012-13, adopting changes made by IPEDS. Report the number of faculty and salary outlays of faculty on 9-month, 10-month, 11-month and 12 month contract bases for the 2013-14 academic year. Faculty should be reported on the basis of the contract period, not on the basis of the number of installments in which salaries are paid. Special salary amounts, such as those for special programs of longevity pay, should be included. The outlays reported should reflect actual, not budgeted faculty positions and should reflect the pro-rated value of any mid-year salary increases or cuts.

In prior years, data reported for faculty on 9-10-month contracts was treated by a factor of 1 or 100 percent in calculating nine-month-equivalent salaries. Data for faculty on 11-12-month contracts was treated by a factor of 9/11 or .8182. For those for whom this procedure was not reasonably accurate, 9-month equivalent data were reported in the 9-10 month section and the factor or factors used to convert to nine-month equivalence and provide a brief rationale for not using the standard conversion factor were provided.

In the new system, the numbers of faculty by contract length are turned into “service months” for each faculty rank using the following formula: $(\#9 \times 9) + (\#10 \times 10) + (\#11 \times 11) + (\#12 \times 12)$. Weighted monthly averages for each faculty rank are then calculated using this formula: (outlays / service months). Nine-month equivalent average salaries are derived by this formula: (weighted average salary per month \times 9). To calculate nine-month equivalent salaries across institutions by category the total faculty in each rank is calculated. This is multiplied times the nine-month equivalent averages to derive nine-month equivalent outlays.

Do not report “all ranks” averages in the “single rank” column. The “single rank” column is for the reporting of two-year colleges who assign all faculty members to one rank (most often “instructor”).

Do not report salary data for institutions categorized as Specialized. Do not report faculty on less-than-9-month contracts.

As in the past, instructional faculty who are on the payroll of an institution as of November 1 of the reporting year are included in this survey.

Instructional faculty is defined as all staff whose primary occupation includes instruction at an institution, including those with release time for research; instructional staff (e.g., department chairpersons) who hold an administrative position, but dedicate the majority of their time to teaching; instructional faculty who are on sabbatical leave and remain on the payroll (reported at their regular salaries even if they are receiving a reduced amount while on leave); instructional staff who are hired to replace those on sabbatical or some other form of leave; and temporary/adjunct instructional faculty who are hired to teach specific courses (unless they fall into one of the excluded groups listed below).

Excluded are instructional faculty who are employed on a part-time basis; instructional faculty who are members of the military or religious orders and not paid by the institution; instructional staff who are hired on an ad-hoc or occasional basis; instructional faculty who work in hospitals associated with medical schools, but are not employed by the medical school; and, undergraduate students employed at the institution, students in the College Work-Study Program, and graduate students who receive tuition waivers or stipends that are not in exchange for services (e.g., fellowships).

Column Format

A. Numbers of Full-Time, Non-Medical Instructional Staff

- **Professors**
 - 9-month contracts
 - 10-month contracts
 - 11-month contracts
 - 12-month contracts
- **Associate Professors**
 - 9-month contracts
 - 10-month contracts
 - 11-month contracts
 - 12-month contracts
- **Assistant Professors**
 - 9-month contracts
 - 10-month contracts
 - 11-month contracts
 - 12-month contracts
- **Instructors**
 - 9-month contracts
 - 10-month contracts
 - 11-month contracts
 - 12-month contracts
- **Other (lecturers, non-ranked, other)**
 - 9-month contracts
 - 10-month contracts
 - 11-month contracts
 - 12-month contracts
- **Single Rank (for two-year colleges only)**
 - 9-month contracts
 - 10-month contracts
 - 11-month contracts
 - 12-month contracts

B. Salary Outlays

- **Professors**
- **Associate Professors**
- **Assistant Professors**
- **Instructors**
- **Other (lecturers, non-ranked, other)**
- **Single Rank (for two-year colleges only)**