

DUE DATE: NOVEMBER 1, 2004

**INSTITUTIONAL ACTIVITY
JULY 1, 2003 TO JUNE 30, 2004**

Institution Name	SEDCODE:
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THE INFORMATION PROVIDED ON THIS FORM SHOULD CONTAIN DATA FOR ONLY THE INSTITUTION LISTED ABOVE. If multi-campus institutions have questions concerning which branches to include, please contact State Education Department staff at heds@mail.nysed.gov or 518-474-5091.

- Institutions are expected to submit forms electronically using the Microsoft Access forms available from the ORIS web site at <http://www.highered.nysed.gov/oris/>. Most forms are available both as paper forms and as electronic forms (Microsoft Access) with built in edits. Electronic forms must first be downloaded in order to enter data and then returned by e-mail to heds@mail.nysed.gov. Three forms are only available in paper format (Word, PDF): Current College Catalog (CATALOG), Audited Financial Statement (F.AUDIT) and Coordinator's Survey (NYSED-SUR1).
- Return completed paper forms by:
 Mail:
 NYS Education Department
 Office of Research and Information Systems
 Room 964 Education Building Annex
 Albany, NY 12234
 Or Fax: 518-474-1907
- With the exception of the Bundy form (NYSED-2) do not make a duplicate paper submission of an electronic data submission. Independent institutions participating in the Bundy program must provide a paper copy printed from their electronic submission in order to affix the required notarized signature and seal.
- Retain a copy of the completed form in your files in case there's a need for clarification.
- If you anticipate a delay in returning this form, request an extension in writing by e-mail, fax or mail stating the reason for the delay and the anticipated submission date.
- If you have questions regarding completion of the form, please contact the Office of Research and Information Systems at:
 E-Mail: heds@mail.nysed.gov
 Fax: (518) 474-1907
 Phone: (518) 474-5091

IMPORTANT: FOR PAPER SUBMISSIONS PLEASE RETURN THIS COVER PAGE AND ALL PAGES EXCEPT INSTRUCTIONS EVEN IF THEY CONTAIN NO DATA.

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INSTITUTION NAME:

Students reported on this form are on the following calendar system (check one)

Semester

Quarter

Trimester

4-1-4

Other

Specify: _____

If your institution offers more than one calendar system, please provide a separate report for each system and indicate which calendar system is represented.

PART 1: TWELVE-MONTH ACTIVITY LEVELS

FOR THE 12-MONTH PERIOD: JULY 1, 2003 TO JUNE 30, 2004 OR _____ to _____

	Line No.	Credit Work: Credit Hours Attempted (1)	Pre-college Work: Contact Hours Attempted (2)	Unduplicated Number of Students (3)
First-Time Undergraduates	1			
All Undergraduates	2			
Graduate Level Students	3			
First-Professional Students	4			

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INSTITUTION NAME:				
PART 2				
FALL 2003 ACTIVITY LEVELS				
Type of Student	Line No.	Credit Work: Credit Hours Attempted (1)	Pre-college Work: Contact Hours Attempted (2)	Unduplicated Number of Students (3)
All Undergraduates	6			
Graduate Level Students	7			
First-Professional Students	8			
First-Time Undergraduates				
By Mix of Coursework Taken	Line No.	Credit Work: Credit Hours Attempted (1)	Pre-college Work: Contact Hours Attempted (2)	Unduplicated Number of Students (3)
College Level Courses Exclusively	9			a
College Level AND Developmental or Remedial Courses	10			
Primarily Pre-college: Developmental and/or Remedial Courses Exclusively	11			
Unduplicated Total	12	Line 9+10+11	Line 10+11	line 9+10=11=f
By Subject Area for all Pre-college Activity (Developmental & Remedial Courses), Fall 2003		Course Enrollment/ Registrations	Pre-college work Contact Hours Attempted	Successful Completions By Column 1 Enrollees
Math	13			
Reading	14			
Writing	15			
English as a Second Language (ESL)	16			
Study Skills	17			
All Other (specify)	18			
By Amount of College/Pre-college Activity :		A # of Students, Fall 2003	B # in (A) Completing by or Still Enrolled, Fall 2004	
No remedial/developmental coursework	19	b=a		
1 remedial/developmental course	20	c		
2 remedial/developmental courses	21	d		
3 or more remedial/developmental courses	22	e		
Total First-Time	23	f=b+c+d+e		

The University of the State of New York
 THE STATE EDUCATION DEPARTMENT
 Office of Research and Information Systems
 Higher Education Data System

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**INSTITUTIONAL ACTIVITY
 JULY 1, 2003 TO JUNE 30, 2004**

This form collects credit hour and contact hour information to provide as complete a picture as possible of the activity level of the institution. It is applicable to both full-time and part-time students. The form contains two parts:

- 1) **TWELVE-MONTH ACTIVITY LEVELS** for first-time undergraduates, all undergraduates, graduate level students, and first-professional students.
- 2) **FALL 2003 ACTIVITY LEVELS** for all undergraduates, graduate level students, first-professional students, and for first-time undergraduates. Persistence and remedial/developmental success for first-time undergraduates. Included are type and mix of coursework, remedial/developmental activity and pass rates by subject area, and one-year retention by degree of remedial/developmental activity.

If your institution is unable to report on a requested data item because it is not collected, then steps must be taken to begin collecting that information. The inclusion of data elements in HEDS forms constitutes a request by the Board of Regents for your institution to collect and report on those items for Regents planning purposes.

Please note:

- ✓ All institutions, including those that did not offer, or have students enrolled in, developmental and/or remedial courses during the reporting period **must** complete this form.
- ✓ All institutions that offered Post-baccalaureate programs during the reporting period **must** complete lines 3,4,7 and 8.
- ✓ All institutions that offered undergraduate programs during the reporting period **must** complete line 19.
- ✓ Disregard the omission of line 5 from this form. It is an intentional omission.

This form should be submitted electronically by downloading and completing the Microsoft Access version from the ORIS web site, <http://www.highered.nysed.gov/oris/>, and following the instructions for submitting the Access file with built-in edits by e-mail.

Or this form can be submitted on hard copy by returning one completed copy to the State Education Department and retain a copy in your files in the event your institution needs to be contacted for clarification. The completed form should be mailed or faxed on or before **November 1, 2004** to:

New York State Education Department
 Office of Research and Information Systems
 Room 964 EBA
 Albany, New York 12234

Fax: 518-474-1907

If you have any questions about completing the form, or you need additional copies, please call (518) 474-5091 or e-mail a request to HEDS@mail.nysed.gov. If you anticipate a delay in returning the form by the due date and/or require a reasonable extension in time, a written notification/request should be submitted prior to the due date; the reason for the delay and the anticipated submission date should be included. This correspondence can be mailed to the address indicated above, e-mailed, or faxed to (518) 474-1907.

GENERAL INSTRUCTIONS

1. Include all courses taken by all undergraduate and/or graduate level and first-professional students, both full-time and part-time, except for the exclusions noted below.
2. The following should be excluded from this report:
 - a. Auditors.
 - b. The enrollment and credit/contact hours of students studying abroad (e.g., at a foreign university) if their enrollment at the reporting institution in New York State is only an administrative record, and they are only paying a nominal fee. Exclude students and their credit hours only if they are not paying tuition to your institution.
 - c. Students enrolled in courses at campuses in states other than New York State.
3. A separate report should be submitted for each calendar system offered at your institution.

SPECIFIC INSTRUCTIONS

PART 1: TWELVE-MONTH ACTIVITY LEVELS

Report activity levels for the twelve-month period July 1 to June 30. If it is more convenient to report for some other twelve-month period, enter the period covered by the report; however, the reporting period must have ended prior to September 1. Provide credit or contact hours attempted and an unduplicated count of students for the types of students specified on each line. Refer to the definition of 'Developmental Study' for how to measure coursework that blends college level study with pre-college study.

4. Column 1: Report the total number of credit hours attempted in both college level courses and developmental courses during the twelve-month period of this report. Include hours that are creditable toward an undergraduate credit-bearing diploma or certificate or a degree.

If credit hours cannot be assigned for graduate students, assume 12 credits for each full-time student and 5 credits for each part-time student for each semester-equivalent term

they are enrolled, and total the credits for all students and terms in the twelve-month period.

If credit hours cannot be assigned for first-professional students, assume 16 credits for each full-time student and 8 credits for each part-time student for each semester-equivalent term they are enrolled, and total the credits for all students and terms in the twelve-month period.

5. Column 2: Report the total number of contact hours attempted in both remedial courses and developmental courses during the twelve-month period of this report
6. Column 3: Report an unduplicated count of students attempting the hours reported in columns 1 and 2.

PART 2: FALL ACTIVITY LEVELS

Fall activity should be reported as of the institution's official fall census reporting date of enrollment, or October 15.

7. **Lines 6-8:** Report the number of credit and contact hours attempted, and unduplicated counts of students in the same manner as for Part 1, but only for the fall term and by type of student requested. Unduplicated counts should match those previously reported on NYSED2.4 for the same year.

8. Lines 9-12: Counts of First-time Undergraduates by Mix of Coursework Taken

Classify each first-time undergraduate with respect to having taken college level, developmental and remedial coursework during the fall term. Count the number of students having each specified combination of coursework and report hours and counts for those students on the appropriate lines in Part 2. Line 12 is a sum of lines 9-11 and column 3 should represent an unduplicated count of all first-time undergraduates enrolled during the fall term consistent with counts previously reported on form NYSED-2.4 for the same year.

9. Lines 13-18: First-time Undergraduates Developmental and Remedial Enrollment and Pass Rates by Subject Area for all Pre-college Activity

Column 1: Report the sum of registrations/enrollments by first-time undergraduates in all developmental and remedial courses offered during the fall term for the subject area specified on each line. This is not an unduplicated count; students taking more than one remedial course in a given subject area will be counted for each course that they take.

Column 2: Report the contact hours attempted by the students in column 1. The sum of the contact hours reported here should equal the sum reported on line 12, column 2.

Column 3: Report the number of students (enrollments) counted in column 1 who successfully completed their remedial coursework.

10. **Lines 19-23: Counts of First-Time Undergraduates by Amount of Pre-college Activity**

Column 1: Report the number of fall 2003 first-time undergraduates taking college coursework exclusively or the specified amount of remedial/developmental coursework during the fall term of Academic Year 2003-04. Keep in mind that fall first-time students include those who actually began college during the preceding summer term.

Column 2: Report the number of those same students who are enrolled at the institution for the fall term of the current year (2004-05), **whether or not taking any remedial or developmental courses and whether or not they stopped out part of the preceding year or not.** Also include any students not enrolled during the fall but who have completed their program. This may occur for first-time students who started during the summer or fall of the preceding year in a certificate program of one year or less.

Line 19, columns 1 and 2, should be completed for first-time undergraduates who are taking college level courses exclusively. The number reported in column 1 should agree with the number reported on line 9, column 3.

Line 23 is the sum of lines 19-22, and column 1 should equal line 12, column 3.

(If your institution has first-time undergraduates who are high school students, include them in lines 19-23 and please report them under Notes and Explanations on the form processing page. These students would not be expected to return the following fall and will help to explain or adjust when calculating persistence rates.)

DEFINITIONS

Contact hour: A unit of measurement that represents an hour (50-70 minutes) of scheduled instruction given to students. To compute the total number of contact hours, first determine the total number of hours spent by all students in scheduled remedial activities during a specified period of time. For example, if a course with an enrollment of 20 students meets 3 hours per week for 15 weeks, the number of student-contact hours is $20 \times 3 \times 15 = 900$. Similarly, if a course with an enrollment of 20 students meets 8 hours per day for 2 days, the number of student contact hours is $20 \times 8 \times 2 = 320$. Sum the student-contact hours for each course to determine the total. Be sure to include all academic terms covered by the twelve-month period requested when completing Part 1 of this report but include only the fall term when completing Part 2.

Credit hour (Undergraduate): A unit of measurement that represents an hour of instruction that can be applied to the total number of hours needed for completing the requirements of an associate or bachelor's degree or an undergraduate certificate or diploma. To compute credit hours, multiply the hour value of each degree-credit course by the number of students enrolled in

the course for credit. The number of students enrolled in a course is the number enrolled as of your institution's census date of enrollment. That is, the officially designated day, after most drop/adds have been completed, when the institution takes official enrollment counts. Sum the credit hours carried in each course (hour value x students) to determine total credit hours attempted. Be sure to include all academic terms covered by the twelve-month period requested when completing Part 1 of this report but include only the fall term when completing Part 2.

College level/degree-credit courses (Undergraduate): A course that, if successfully completed, can be applied toward the number of courses required for achieving an associate or bachelor's degree or credit-bearing undergraduate certificate or diploma.

Remedial and developmental course: Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

- a. **Remedial study:** Contains material at a pre-college level that is not creditable toward a degree. Measured in contact hours.
- b. **Developmental study:** Combines pre-college and college level material and results in some credit awarded toward a degree. Usually measured by both credit and clock hours. For example: A course that offers pre-college work and awards one credit hour for meeting 3 hours a week for 15 weeks(45 hours) should be reported as one credit(15 hours) plus 30 contact hours.

Unduplicated count: A numerical count in which each student enrolled in the twelve-month period is counted once in each type of category in which the student participates for the twelve-month or other desired period, regardless of the number of terms in which the student was enrolled.

To determine the unduplicated number, count the number of students enrolled in the first academic term who attempted the desired type of activity. Move to the next academic term and count any students who were not counted in the first term. Continue in this fashion, counting the students in each of the desired terms who were not previously counted. Sum the counts for each term to arrive at the total.

Undergraduates: Students taking courses creditable toward a degree or formal award at the baccalaureate level or below. For the purpose of this form, include students taking remedial work in preparation for an undergraduate program prior to matriculating into the program whether or not they are taking any credit courses.

First-Time Undergraduates: A first-year student who has never attended any college. When reporting annual first-time, include students starting in any term covered during the 12-month reporting period. When reporting fall first-time, include students enrolled in the fall term who attended college for the first time in the prior summer term. In both cases, include students who entered with advanced standing (college credits earned before graduation from high school). Include first-time freshmen (students matriculated into a degree program) and include any first-time undergraduates who are enrolled in courses for credit but are not recognized by the institution as seeking a degree or other formal award during the year or term requested. For the

purpose of this form, include first-time students taking remedial work in preparation for an undergraduate program prior to matriculating into the program whether or not they are taking any credit courses.

Graduate Level Students: A student, usually with a bachelor's or master's degree, who is enrolled in graduate level courses for credit.

First-Professional Students: A student, usually with a bachelor's or master's degree, who is enrolled in any of the following first-professional degree programs or taking first-professional level courses for credit: Chiropractic (D.C. or D.C.M.), Dentistry (D.D.S. or D.M.D.), Law (L.L.B., J.D.), Medicine (M.D.), Optometry (O.D.), Osteopathic Medicine (D.O.), Pharmacy (Pharm.D.), Podiatry (D.P.M., D.P., or Pod.D.), Theology (M.Div., M.H.L., B.D., or Ordination), Veterinary Medicine (D.V.M.).