

**CERTIFICATION OF EARNED DEGREES CONFERRED
JULY 1, 2008 - JUNE 30, 2009**

Institution Name

SEDCODE:

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 966 Education Building Annex
 Albany, NY 12234
 Or Fax: 518-474-1907
- With the exception of the Bundy forms (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.

Form Processing Information

Form:	NYSED-2 CERTIFICATION OF EARNED DEGREES CONFERRED JULY 1, 2008 - JUNE 30, 2009		
SEDCODE:			
Institution Name:			

Respondent Information (To better direct our questions about your data, please enter the name of the person who aggregated the majority of the data for this form for this campus.)

Name:			
Title:			
Telephone: Ext.	Facsimile No.:	Ext.	
E-Mail Address:			

TOTAL -- (Check box if all *applicable* branches are included).

Otherwise, list branches below.

Branches Included: <i>(please list)</i>	Applicable branches not included: <i>(please list)</i>

Indicate **Time Required** retrieving information from files and completing this form.

Hours spent by all staff (whole numbers)	
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Notes and Explanations regarding data provided and/or comments about this form and its completion. Check here and continue comments on reverse side, if necessary.

PLEASE KEEP THIS PAGE AND THE COVER PAGE ATTACHED, AND RETURN WITH ENTIRE FORM.
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**CERTIFICATION OF EARNED DEGREES CONFERRED
 JULY 1, 2008- JUNE 30, 2009**

Institution Name:

NOTE: Interpretation and current practice of Education Law §6401, which governs the Bundy program, allows payments only for degrees awarded from New York State registered programs located in the State (excluding external degree programs).

Line No.	Payment Rate	Degree	Date of Degree Completion					Total Number of Earned Degrees Conferred		
			Retroactive (See Instructions for completion of this section)						Current	
			1968-69 to 1971-72	1972-73 to 1974-75	1975-76 to 1978-79	1979-80 to 1983-84	1984-85 to 2007-08		2008-09	
			(1)	(2)	(3)	(4)	(5)	(6)	(7)	
1	Associate	Associate								
2	Bachelor's	Bachelor's								
MASTER'S										
3	Master's	M.A., M.S., M.B.A., etc.								
4	Master's	M.C.J.								
5	Master's	M.C.L.								
6	Master's	LL.M.								
7	Total Master's									
FIRST-PROFESSIONAL										
8	Master's	LL.B.								
9	Master's	J.D.								
10	Doctoral	D.D.S.								
11	Doctoral	M.D.								
12	Doctoral	D.P.M., Au.D., D.N.P.								
13	Doctoral	D.C., D.P.T.*								
14	Doctoral	D.O.								
15	Doctoral	Pharm.D.								
16	Total First-Professional									
DOCTORAL										
17	Doctoral	Ph.D., Ed.D., etc.								
18	Doctoral	Med.Sc.D.								
19	Doctoral	S.J.D.								
20	Total Doctoral									
21	Total All Degrees (Sum of lines 1, 2, 7, 16 and 20)									

Subscribed and sworn to before me
 This _____ day of _____, 2009

The count of degrees herein is correct to the
 best of my knowledge.

 Notary Public, Commissioner of Deeds

 Chief Executive Officer
 [Affix Institutional Seal]

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

NYSED-2 [09]
 Collection Year 2009
 Data Period July 1,2008-June 30,2009
 DUE DATE: AUGUST 1, 2009

A file of Degree Recipients must be submitted along with the Certified Degree Form. See page 3 of the instructions for the specifications for that file.

Also, please do not forget the Additional Reporting Requirements for applicants of Bundy Aid to Independent Colleges:

Reporting Requirement	Due Date
Summary Budget (Preliminary) - Fiscal Year 2009-10 (a one page summary of budgeted amounts by major revenue and expenditure categories for the institution)	July 1, or the first day of fiscal year if it begins after July 1, 2009
NYSED-2: Certification of Earned Degrees Conferred - July 1, 2008 through June 30, 2009 accompanied with a list of degree recipients in the prescribed format (see Attachment 1).	August 1, 2009
Statement of Use of Bundy Aid during Academic Year 2008-09 (a letter describing what was funded and what benefits resulted due to Bundy Aid)	August 31, 2009
Annual Certified Audit - Fiscal Year 2008-09 <i>[Submission of 2 audit reports are required to fulfill both the Bundy Aid Program requirements and the reporting requirement mandated by CEO Memo No. 97-01, issued 1/8/97]</i>	October 6, 2009 or within 120 days of end of institutional fiscal year
<input type="checkbox"/> Current Institutional Catalog (NOTE: See "Current College Catalog" form) <i>[Submission of 1 catalog will fulfill both this requirement & the general HEDS catalog requirements]</i> <input type="checkbox"/> Current Faculty Manual <input type="checkbox"/> Current Student Manual <input type="checkbox"/> Current Administrative Manual (If there is no update on Catalog or Manuals, please specify in writing. There is no need to resubmit.)	October 15, 2009
NYSED-2A: Estimate of Earned Degrees to be Conferred - July 1, 2010 through June 30, 2011	March 15, 2010
All forms that are currently due as part of the 2009-10 Higher Education Data System Package must be completed in order for an institution to participate in the Bundy Aid Program. Failure to comply with any of the above requirements may result in the withholding of payments.	Various due dates as specified on the forms.