

INSTITUTIONAL ACTIVITY
Summer and Fall 2008 Terms and Winter and Spring 2009 Terms

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 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.

DUE DATE: NOVEMBER 1, 2009

INSTITUTIONAL ACTIVITY

INSTITUTION NAME:	
Students reported on this form are on the following calendar system (check one)	
Semester	<input type="checkbox"/>
Quarter	<input type="checkbox"/>
Trimester	<input type="checkbox"/>
4-1-4	<input type="checkbox"/>
Other	<input type="checkbox"/>
	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 Summer and Fall 2008 Terms and Winter and Spring 2009 Terms				
	Line No.	Degree Work: Credit Hours Attempted (1)	Pre-college Work: Contact Hours Attempted (2)	Unduplicated (Row Only) Number of Students** (3)
First-Time Undergraduates*	1			
All Undergraduates**	2			
Graduate Level Students**	3			
First-Professional Students**	4			

*Count all credits or hours attempted during the entire year for each student who was first time at any time during the year.

**Unduplicated refers to the row, not the column. Students who move from one student level to another during the year should be counted for each level. For example, students who were undergraduates only in the fall should be counted on line 2 along with those credits taken while they were undergraduates. They should also be counted on line 3, if they are enrolled as graduate students in the spring, along with all credits they attempted during the year as graduate students.

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INSTITUTION NAME:				
PART 2				
FALL 2008 ACTIVITY LEVELS				
Type of Student	Line No.	Degree Work: Credit Hours Attempted (1)	Pre-college Work: Contact Hours Attempted (2)	Unduplicated (By Row) 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.	Degree Work: Credit Hours Attempted (1)	Pre-college Work: Contact Hours Attempted (2)	Unduplicated (By Row) Number of Students (3)
Taking College Level Courses Only	9			
Taking College Level AND Developmental or Remedial Courses	10			
Taking Developmental and/or Remedial Courses ONLY	11			
Total	12	Line 9+10+11	Line 10+11	line 9+10+11
By Subject Area for all Pre-college Activity (Developmental & Remedial Courses),		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 –NON- CREDIT only)	16			
Study Skills	17			
All Other (specify)	18			
Note: Persistence data by amount of college/pre-college activity is now being collected in Part E of NYSED-2.9				