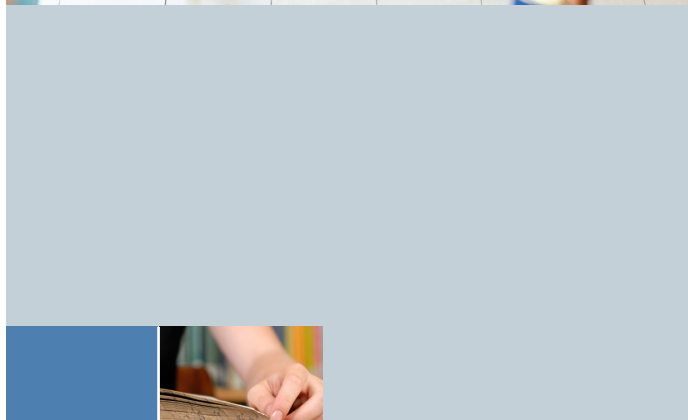




# NCCBP Workbook



This is a print view of the NCCBP workbook and cannot be sent in to substitute for the online data entry process. NCCBP staff are unable to enter data for your institution. Please also be aware that data definitions may change from year to year. Do not use this workbook as a basis for future data submissions.

Do not hesitate to contact us at [NCCBP.org](http://NCCBP.org) or 913-469-8500, ext. 3831, if you have questions or encounter data entry problems. Thank you for your participation in the National Community College Benchmark Project.

[www.NCCBP.org](http://www.NCCBP.org)

## Form 1 | Subscriber Information

Fields with an asterisk (\*) are required. Please note that this form **WILL NOT SAVE** unless you provide the data for all required fields.

### Service Area

Use legal definition of service area and most recent census estimates.

Total Population\* . . . . .

Service Area **Total Population** should reflect state's definition of your institution's service area, most recent census estimates and include all age groups.

Unemployment Rate\* . . . . .  %

Median Household Income . . . . . \$

### Enrollment Information

Use fall 2014 data.

IPEDS Fall Enrollment\* . . . . .

**Full-Time Credit Head Count plus Part-Time Credit Head Count** should equal IPEDS Enrollment.

Full-Time Credit Head Count . . . . .

Part-Time Credit Head Count . . . . .

High School Student  
Concurrent Enrollment Head Count . . . . .  %

**High School Student Concurrent Enrollment Head Count** should be the percent of **IPEDS Fall Head Count Enrollment** that includes high school students enrolled either on campus, at their high school or online.

Pell Grant Recipients . . . . .  %

**Pell Grant Recipients** should be the percent of IPEDS Fall Head Count Enrollment who received Pell Grants.

Pell Grant Eligible Students . . . . .  %

**Pell Grant Eligible Students** should be the percent of IPEDS fall head count enrollment who were eligible to receive Pell Grants..

Non-Credit Head Count . . . . .

Female Credit Students. . . . .  %

First-Generation Student. . . . .  %

**First-Generation Student** should be the percent of fall credit students that represent the first generation of their families to attend a higher education institution.

Transfer Credit Hours . . . . .  %

**Transfer Credit Hours** should be the percent of IPEDS Fall Enrollment credit hours that includes full- and part-time students enrolled in courses that do not award career or technical certification, but do award credit that is transferable to other postsecondary institutions. (For example, English, History and Math would be considered transfer credit hours.)

**Technical/Career Credit Hours** . . . . .  %

**Technical/Career Credit Hours** should be the percent of IPEDS Fall Enrollment that includes credit hours by full- and part-time students enrolled in programs that award career or technical certification that is not transferable. (For example, Automotive Technology credit hours, Interior Design credit hours and Practical Nursing credit hours would be considered technical/career credit hours.)

**Developmental Credit Hours** . . . . .  %

**Developmental Credit Hours** should be the percent of IPEDS Fall Enrollment that includes credit hours by full- and part-time students enrolled in developmental/remedial courses as defined by the institution.

**High School Student Concurrent Enrollment Credit Hours** . . . . .  %

**High School Student Concurrent Enrollment Credit Hours** should be the percent of IPEDS Fall Credit Hour Enrollment that includes high school students enrolled either on campus, at their high school or online.

**Credit Student Median Age** . . . . .

**Female Credit Students**. . . . .  %

**First-Generation Students** . . . . .  %

**First-Generation Students** should be the percent of fall credit students that represent the first generation of their families to attend a higher education institution.

## Race/Ethnicity

Use fall 2014 data. Race/ethnicity percentages should be IPEDS fall enrollment figures and total 100 percent. Please refer to new IPEDS race/ethnicity definitions.

**Nonresident Alien\*** . . . . .  %

**Hispanics of Any Race\*** . . . . .  %

**American Indian or Alaskan Native\*** . . . . .  %

**Asian\*** . . . . .  %

**Black or African American\*** . . . . .  %

**Native Hawaiian or other Pacific Islander\*** . . . . .  %

**White\*** . . . . .  %

**Two or More Races\*** . . . . .  %

**Race and Ethnicity Unknown\*** . . . . .  %

## Fiscal Information

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**Tuition and Fees per Credit Hour** . . . . . \$

*Use fall 2014 data.*

**Tuition and Fees per Credit Hour** are the tuition and fees that full-time, in-district students are charged per credit hour. Use the figure reported to IPEDS. **Enter per credit hour figure, not total tuition and fees.** Credit courses are courses that are eligible for Title IV federal financial aid.

**Unrestricted Operating Revenue** . . . . . \$

*Use fiscal year 2015 data.*

**Unrestricted Operating Revenue** is defined by the National Association of College and University Business Officers (NACUBO) as “resources received that have no limitations or stipulations placed on them by external agencies or donors.”

**Restricted Operating Revenue** . . . . . \$

*Use fiscal year 2015 data.*

**Restricted Operating Revenue** is revenue with externally imposed restrictions that will affect the use of resources or revenue. For example, revenue from donors who have imposed restrictions of the use of the funds. Creditors or legislation may also impose restrictions on the use of some funds.

## Operating Revenue Sources

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*Use fiscal year 2015 data. May not add up to 100 percent.*

**From Local Sources** . . . . .  %

**From State** . . . . .  %

**From Tuition and Fees** . . . . .  %

## Campus Information

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**Campus Type\*** . . . . .

*Single-Campus, Multi-Campus or Multi-College District*

**Campus Environment\*\*** . . . . .

*Urban, Suburban or Rural*

**Faculty Unionized\*** . . . . .

*Yes or No*

**Staff Unionized\*** . . . . .

*Yes or No*

**Control\*** . . . . .

*Public, Private or Proprietary*

**Calendar\*\*** . . . . .

*Semester, Trimester, Quarter or Other*

**Does your college offer on-campus housing?** . . . .

*Yes or No*

**Does your college offer four-year degrees?** . . . .

*Yes or No*

## Form 2 | Student Completion and Transfer

Use appropriate Fall IPEDS GRS cohorts.

### Full-Time, First-Time in Fall 2013

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Unduplicated Head Count .....

Enter unduplicated credit head count of first-time, full-time degree- and certificate-seeking students in the fall 2013 IPEDS GRS cohort. Degree and certificate should be as defined by the reporting institution for credit student work.

Number Completed Degree or Certificate AND DID NOT Transfer .....

Enter the number of students from **Unduplicated Head Count** that completed a degree or certificate before fall 2015 **AND DID NOT** transferred to public and private four-year institutions before fall 2015. Students in the fall 2013 IPEDS GRS cohort who received degrees or certificates **AND DID NOT** transfer. **Do not include those who completed a degree or certificate and transferred to public and private four-year institutions.** Only those students who received degrees or certificates but did not transfer should be included in **Number Completed Degree or Certificate and Did Not Transfer**.

Number Completed Degree or Certificate AND Transferred .....

Enter the number of students from **Unduplicated Head Count** who completed a degree or certificate **AND** transferred to public and private four-year institutions before fall 2015. Students in the fall 2013 IPEDS GRS cohort who received degrees or certificates **AND DID** transfer to a public or private four-year institution. Please use National Student Clearinghouse data. Students in the fall 2013 IPEDS GRS cohort who received degrees or certificates and then transferred to four-year institutions should be reported here.

If not available or unknown, enter a zero.

Total Number That Completed Degree or Certificate .....

Will be automatically calculated from row 2 and 3 above.

The total number of students who from **Unduplicated Head Count** who completed a degree or certificate before fall 2015. This total is the sum of number completed degree or certificate **AND DID NOT** transfer plus the number completed degree or certificate **AND** transferred as reported to IPEDS.

Number Transferred .....

Enter the number of students from **Unduplicated Head Count** who transferred to public and private four-year institutions before fall 2015. Please use National Student Clearinghouse data. Students in the fall 2013 IPEDS GRS cohort who received degrees or certificates and then transferred to four-year institutions should be included in degree or certificate completion **AND** transfer number. Only those students who transferred but did not receive degrees or certificates should be included in **Number Transferred**.

## Full-Time, First-Time in Fall 2012

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Unduplicated Head Count . . . . .

Enter unduplicated credit head count of first-time, full-time degree- and certificate-seeking students in the fall 2012 IPEDS GRS cohort. Degree and certificate should be as defined by the reporting institution for credit student work.

Number Completed Degree or  
Certificate AND DID NOT Transfer . . . . .

Enter the number of students from **Unduplicated Head Count** who completed a degree or certificate before fall 2015 **AND DID NOT** transferred to public and private four-year institutions before fall 2015. Students in the fall 2012 IPEDS GRS cohort who received degrees or certificates **AND DID NOT** transfer. **Do not include those who completed a degree or certificate and transferred to public and private four-year institutions.** Only those students who received degrees or certificates but did not transfer should be included in **Number Completed Degree or Certificate and Did Not Transfer**.

Number Completed Degree  
or Certificate AND Transferred . . . . .

Will be automatically calculated  
from row 2 and 3 above.

Enter the number of students from **Unduplicated Head Count** who completed a degree or certificate **AND** transferred to public and private four-year institutions before fall 2015. Students in the fall 2012 IPEDS GRS cohort who received degrees or certificates **AND DID** transfer to a public or private four-year institution. Please use National Student Clearinghouse data. Students in the fall 2012 IPEDS GRS cohort who received degrees or certificates and then transferred to four-year institutions should be reported here.

If not available or unknown, enter a zero.

Total Number That Completed  
Degree or Certificate . . . . .

The total number of students who from **Unduplicated Head Count** who completed a degree or certificate before fall 2015. This total is the sum of number completed degree or certificate **AND DID NOT** transfer plus the number completed degree or certificate **AND** transferred as reported to IPEDS.

Number Transferred . . . . .

Enter the number of students from **Unduplicated Head Count** who transferred to public and private four-year institutions before fall 2015. Please use National Student Clearinghouse data. Students in the fall 2012 IPEDS GRS cohort who received degrees or certificates and then transferred to four-year institutions should be included in degree or certificate completion **AND** transfer number. Only those students who transferred but did not receive degrees or certificates should be included in **Number Transferred**.

## Part-Time, First-Time in Fall 2012

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Unduplicated Head Count .....

Enter unduplicated credit head count of part-time, full-time degree- and certificate-seeking students in the fall 2012 IPEDS GRS cohort. Degree and certificate should be as defined by the reporting institution for credit student work.

Number Completed Degree or Certificate AND DID NOT Transfer .....

Enter the number of students from **Unduplicated Head Count** who completed a degree or certificate before fall 2015 **AND DID NOT** transferred to public and private four-year institutions before fall 2015. Students in the fall 2012 IPEDS GRS cohort who received degrees or certificates **AND DID NOT** transfer. **Do not include those who completed a degree or certificate and transferred to public and private four-year institutions.** Only those students who received degrees or certificates but did not transfer should be included in **Number Completed Degree or Certificate and Did Not Transfer**.

Number Completed Degree or Certificate AND Transferred .....

Enter the number of students from **Unduplicated Head Count** who completed a degree or certificate **AND** transferred to public and private four-year institutions before fall 2015. Students in the fall 2012 IPEDS GRS cohort who received degrees or certificates **AND DID** transfer to a public or private four-year institution. Please use National Student Clearinghouse data. Students in the fall 2012 IPEDS GRS cohort who received degrees or certificates and then transferred to four-year institutions should be reported here.

If not available or unknown, enter a zero.

Total Number That Completed Degree or Certificate .....

Will be automatically calculated from row 2 and 3 above.

The total number of students who from **Unduplicated Head Count** who completed a degree or certificate before fall 2015. This total is the sum of number completed degree or certificate **AND DID NOT** transfer plus the number completed degree or certificate **AND** transferred as reported to IPEDS.

Number Transferred .....

Enter the number of students from **Unduplicated Head Count** who transferred to public and private four-year institutions before fall 2015. Please use National Student Clearinghouse data. Students in the fall 2012 IPEDS GRS cohort who received degrees or certificates and then transferred to four-year institutions should be included in degree or certificate completion **AND** transfer number. Only those students who transferred but did not receive degrees or certificates should be included in **Number Transferred**.

## Full-Time, First-Time in Fall 2009

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Unduplicated Head Count .....

*Enter unduplicated credit head count of first-time, full-time degree- and certificate-seeking students in the fall 2009 IPEDS GRS cohort. Degree and certificate should be as defined by the reporting institution for credit student work.*

Number Completed Degree or Certificate  
AND DID NOT Transfer .....

*Enter the number of students from **Unduplicated Head Count** who completed a degree or certificate before fall 2015 **AND DID NOT** transferred to public and private four-year institutions before fall 2015. Students in the fall 2009 IPEDS GRS cohort who received degrees or certificates **AND DID NOT** transfer. **Do not include those who completed a degree or certificate and transferred to public and private four-year institutions.** Only those students who received degrees or certificates but did not transfer should be included in **Number Completed Degree or Certificate and Did Not Transfer**.*

Number Completed Degree or Certificate  
AND Transferred .....

*Enter the number of students from **Unduplicated Head Count** who completed a degree or certificate AND transferred to public and private four-year institutions before fall 2015. Students in the fall 2009 IPEDS GRS cohort who received degrees or certificates **AND DID** transfer to a public or private four-year institution. Please use National Student Clearinghouse data. Students in the fall 2009 IPEDS GRS cohort who received degrees or certificates and then transferred to four-year institutions should be reported here.*

*If not available or unknown, enter a zero.*

Total Number That Completed  
Degree or Certificate .....

*Will be automatically calculated  
from row 2 and 3 above.*

*The total number of students who from **Unduplicated Head Count** completed a degree or certificate before fall 2015. This total is the sum of number completed degree or certificate **AND DID NOT** transfer plus the number completed degree or certificate **AND** transferred as reported to IPEDS.*

Number Transferred .....

*Enter the number of students from **Unduplicated Head Count** who transferred to public and private four-year institutions before fall 2015. Please use National Student Clearinghouse data. Students in the fall 2009 IPEDS GRS cohort who received degrees or certificates and then transferred to four-year institutions should be included in degree or certificate completion **AND** transfer number. Only those students who transferred but did not receive degrees or certificates should be included in **Number Transferred**.*



## Part-Time, First-Time in Fall 2009

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Unduplicated Head Count .....

*Enter unduplicated credit head count of first-time, part-time degree- and certificate-seeking students in the fall 2009 IPEDS GRS cohort. Degree and certificate should be as defined by the reporting institution for credit student work.*

Number Completed Degree or Certificate  
AND DID NOT Transfer .....

*Enter the number of students from **Unduplicated Head Count** who completed a degree or certificate before fall 2015 **AND DID NOT** transferred to public and private four-year institutions before fall 2015. Students in the fall 2009 IPEDS GRS cohort who received degrees or certificates **AND DID NOT** transfer. **Do not include those who completed a degree or certificate and transferred to public and private four-year institutions.** Only those students who received degrees or certificates but did not transfer should be included in **Number Completed Degree or Certificate and Did Not Transfer**.*

Number Completed Degree or Certificate  
AND Transferred .....

*Enter the number of students from **Unduplicated Head Count** who completed a degree or certificate **AND** transferred to public and private four-year institutions before fall 2015. Students in the fall 2009 IPEDS GRS cohort who received degrees or certificates **AND DID** transfer to a public or private four-year institution. Please use National Student Clearinghouse data. Students in the fall 2009 IPEDS GRS cohort who received degrees or certificates and then transferred to four-year institutions should be reported here.*

*If not available or unknown, enter a zero.*

Total Number That Completed  
Degree or Certificate .....

*Will be automatically calculated  
from row 2 and 3 above.*

*The total number of students who from **Unduplicated Head Count** who completed a degree or certificate before fall 2015. This total is the sum of number completed degree or certificate **AND DID NOT** transfer plus the number completed degree or certificate **AND** transferred as reported to IPEDS.*

Number Transferred .....

*Enter the number of students from **Unduplicated Head Count** who transferred to public and private four-year institutions before fall 2015. Please use National Student Clearinghouse data. Students in the fall 2009 IPEDS GRS cohort who received degrees or certificates and then transferred to four-year institutions should be included in degree or certificate completion **AND** transfer number. Only those students who transferred but did not receive degrees or certificates should be included in **Number Transferred**.*

# Form 3 | Student Performance at Transfer Institutions

## Transferred from the Reporting Institution

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**Total Students Who Transferred  
to a Four-Year Institution** . . . . .

*Enter the total number of students with 12 or more earned credit hours from the reporting institution who transferred to public and private four-year institutions during the most recent academic year for which National Student Clearinghouse data are available (the data should be less than 5 years old).*

**Total Students Who Transferred  
to Another Two-Year Institution** . . . . .

*Enter the total number of students with 12 or more earned credit hours from the reporting institution who transferred to public and private two-year institutions during the most recent academic year for which National Student Clearinghouse data are available (the data should be less than five years old).*

## At Four-year Transfer Institutions

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**Cumulative First-Year GPA** . . . . .

*Enter the cumulative first-year grade-point average (GPA) at all public and private four-year transfer institutions for all students in Row 1 (Total Students Who Transferred). GPA should be on a 4-point scale (A = 4, B= 3, C = 2, P = 2, D = 1, F = 0).*

**Total First-Year Credit Hours** . . . . .

*Enter the total credit hours completed (grades A through F) during the first year at all public and private four-year transfer institutions by all students in Row 1 (Total Students Who Transferred).*

**Percent Enrolled Next Year** . . . . .  %

*Enter the percent of students in Row 1 (Total Students Who Transferred) that enrolled at the same public and private four-year transfer institutions for the next academic year.*

## Form 4 | Credit Student Enrollment

### FULL-TIME STUDENTS

#### Fall 2014 Term – Full-Time Students

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Full-Time Credit Students at End of Fall 2014 Term

*Enter the unduplicated number of total full-time credit students (including those who withdrew from all courses) at the end of the fall 2014 term. Do not include high school students.*

#### Next Term – Full-Time Students

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Fall 2014 Full-Time Credit Students

Who Graduated before Spring 2015 . . . . .

*Enter the total number of full-time credit students from fall 2014 who graduated or completed certificates before the spring 2015 term.*

Fall 2014 Full-Time Credit Students

Who Enrolled in Spring 2015 . . . . .

#### Next Fall – Full-Time Students

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Fall 2014 Full-Time Credit Students

Who Graduated before Fall 2015 . . . . .

*Enter the total number of full-time credit students from fall 2014 who graduated or completed certificates before the fall 2015 term. The number should include graduates and completers from spring 2015.*

Fall 2014 Full-Time Credit Students

Who Enrolled in Fall 2015 . . . . .

*Enter the total number of full-time credit students from fall 2014 who enrolled in the fall 2015 term. Do not include students who graduated before fall 2015.*

*PART-TIME STUDENTS*

**Fall 2014 Term – Part Time Students**

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**Part-Time Credit Students at  
End of Fall 2014 Term . . . . .**

*Enter the unduplicated number of total part-time credit students (including those who withdrew from all courses) at the end of the fall 2014 term. Do not include high school students.*

**Next Term – Part-Time Students**

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**Fall 2014 Part-Time Credit Students  
Who Graduated before Spring 2015 . . . . .**

*Enter the total number of part-time credit students from fall 2014 who graduated or completed certificates before the spring 2015 term.*

**Fall 2014 Part-Time Credit Students  
Who Enrolled in Spring 2015 . . . . .**

**Next Fall – Part-Time Students**

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**Fall 2014 Part-Time Credit Students  
Who Graduated before Fall 2015 . . . . .**

*Enter the total number of part-time credit students from fall 2014 who graduated or completed certificates before the fall 2015 term. The number should include graduates and completers from spring 2015.*

**Fall 2014 Part-Time Credit Students  
Who Enrolled in Fall 2015 . . . . .**

*Enter the total number of part-time credit students from fall 2014 who enrolled in the fall 2015 term. Do not include students who graduated before fall 2015*

## Form 5 | Student Satisfaction and Engagement

*Student satisfaction and engagement data should be the most recent available and less than five years old.*

### Noel-Levitz Summary Items

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96. So far, how has your college experience met your expectations? . . . . .
97. Rate your overall satisfaction with your experience here thus far. . . . .
98. All in all, if you had it to do over again, would you enroll here? . . . . .

### Noel-Levitz Scale Items

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*Enter satisfaction means, not importance means or performance gaps.*

- Academic Advising / Counseling . . . . .
- Academic Services . . . . .
- Admissions and Financial Aid . . . . .
- Campus Climate . . . . .
- Campus Support Services . . . . .
- Concern for the Individual . . . . .
- Instructional Effectiveness. . . . .
- Registration Effectiveness. . . . .
- Responsiveness to Diverse Populations . . . . .
- Safety and Security . . . . .
- Service Excellence . . . . .
- Student Centeredness. . . . .

### CCSSE Summary Benchmarks

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*CCSSE summary benchmark means are available in the Members Only section at the CCSSE website.*

- Active and Collaborative Learning . . . . .
- Student Effort . . . . .
- Academic Challenge. . . . .
- Student-Faculty Interaction . . . . .
- Support for Learners. . . . .

## Form 6 | Student Goal Attainment

Use most recent data (less than two years old) and institutional definition of educational objective achievement.

### Did you achieve your educational objective?

Enter the percent of graduates/program completers that indicated they had achieved their educational objective either partially or fully. Data source will most likely be an exit survey or a follow-up survey administered soon after students leave the institution.

Graduates and Completers .....  %

Percent that achieved objective.

## Form 7 | Credit College-level Retention, Success

Use fall 2014 grades.

### Fall Grades

Total A, B, C, P, D, F and W Grades .....

Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) in all credit, college-level courses at the end of the fall 2014 term for all students (include high school students earning college credits). Include laboratory grades if they are awarded independently of their associated lecture grade. Do not include incompletes, audits and grades in developmental courses.

Developmental courses should be reported on FORM 8. If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. C+ grades would be reported with C grades). Map all other grades to their closest equivalent.

College-level courses include courses that, if successfully completed, can be applied toward the number of courses required for achieving a degree or certificate or transferred to another institution. P grades (or your institution's equivalent) are awarded when a student takes a class for a "pass" or "fail" grade. Not all institutions may offer this option.

Total A, B, C, P, D and F Grades .....

Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) in credit, college-level courses at the end of the fall 2014 term.

Total A, B, C and P Grades .....

Enter the total number of A, B, C and P grades (or their institutional equivalents) in credit, college-level courses at the end of the fall 2014 term.

## Form 8 | Credit Developmental Retention, Success

Use fall 2014 Grades.

### Math

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**Total Grades in Developmental/  
Remedial Courses** . . . . .

Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) in Math credit developmental/remedial courses at the end of the fall 2014 term (include high school students earning college credits). Do not include incompletes, audits or grades in ESL courses.

Developmental/remedial courses are those defined by the reporting institution. If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. C+ grades would be reported with C grades).

**Total A, B, C, P, D and F Grades** . . . . .

Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) in credit developmental/remedial courses at the end of the fall 2014 term.

**Total A, B, C and P Grades** . . . . .

Enter the total number of A, B, C and P grades (or their institutional equivalents) in developmental/remedial courses at the end of the fall 2014 term.

### Writing

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**Total Grades in Developmental /  
Remedial Courses** . . . . .

Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) in credit developmental/remedial courses at the end of the fall 2014 term (include high school students earning college credits). Do not include incompletes, audits or grades in ESL courses.

Developmental/remedial courses are those defined by the reporting institution. **Reading and Writing** includes courses in which both reading and writing instruction are included in the same course. Courses reported under **Reading / Writing** should not be included under **Writing** and **Reading**.

If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. C+ grades would be reported with C grades).

**Total A, B, C, P, D and F Grades** . . . . .

Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) in credit developmental/remedial courses at the end of the fall 2014 term.

**Total A, B, C and P Grades** . . . . .

Enter the total number of A, B, C and P grades (or their institutional equivalents) in developmental/remedial courses at the end of the fall 2014 term.

## Reading / Writing

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### Total Grades in Developmental / Remedial Courses . . . . .

Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) in credit developmental/remedial courses at the end of the fall 2014 term (include high school students earning college credits). Do not include incompletes, audits or grades in ESL courses. Developmental/remedial courses are those defined by the reporting institution. **Reading and Writing** includes courses in which both reading and writing instruction are included in the same course. Courses reported under **Reading / Writing** should not be included under "Writing" and "Reading".

If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. C+ grades would be reported with C grades).

### Total A, B, C, P, D and F Grades . . . . .

Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) in credit developmental/remedial courses at the end of the fall 2014 term.

### Total A, B, C and P Grades . . . . .

Enter the total number of A, B, C and P grades (or their institutional equivalents) in developmental/remedial courses at the end of the fall 2014 term.

## Reading

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### Total Grades in Developmental / Remedial Courses . . . . .

Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) in credit developmental/remedial courses at the end of the fall 2014 term (include high school students earning college credits). Do not include incompletes, audits or grades in ESL courses.

Developmental/remedial courses are those defined by the reporting institution. Reading and Writing includes courses in which both reading and writing instruction are included in the same course. Courses reported under **Reading / Writing** should not be included under **Writing** and **Reading**.

If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. C+ grades would be reported with C grades).

### Total A, B, C, P, D and F Grades . . . . .

Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) in credit developmental/remedial courses at the end of the fall 2014 term.

### Total A, B, C and P Grades . . . . .

Enter the total number of A, B, C and P grades (or their institutional equivalents) in developmental/remedial courses at the end of the fall 2014 term.



## Form 9 | Credit Developmental Retention, Success, First College-level

Use fall 2013 cohort.

### Math

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**Total A, B, C and P Grades in Fall 2013,**

**Highest-level Developmental Courses. . . . .**

*Enter the total number of students who received A, B, C and P grades (or their institutional equivalents) in the highest-level, credit developmental/remedial math courses at the end of the fall 2013 term. Developmental/remedial courses are those defined by the reporting institution. Entries should include students who succeeded in developmental math courses. Related math courses will most likely be college-level math courses. If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. C+ grades would be reported with C grades).*

**Total from Row 1 Who Enrolled**

**in Related College-Level Courses. . . . .**

*Enter the total number of students from row 1 (Total A, B, C and P Grades) who enrolled subsequently in related college-level courses. Related math courses will most likely be college-level math courses.*

**Total from Row 2 Who Completed**

**College-level Courses with A, B, C, P, D**

**and F Grades. . . . .**

*Enter the total number of students from row 2 (Enrolled in Related College-Level Courses) who completed related college-level courses with A, B, C, D, P and F grades (or their institutional equivalents) within one subsequent academic year, i.e., through fall 2014.*

**Total from Row 3 Who Completed**

**College-level Courses with A, B, C**

**and P Grades. . . . .**

*Enter the total number of students from row 3 (Completed College-level Courses with A, B, C, P and D Grades) who completed related college-level courses with A, B, C and P grades (or their institutional equivalents) within one subsequent academic year, i.e., through fall 2014.*

## Writing

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**Total A, B, C and P Grades in Fall 2013,  
Highest-Level Developmental Courses . . . . .**

*Enter the total number of students who received A, B, C and P grades (or their institutional equivalents) in the highest-level, credit developmental/remedial writing courses at the end of the fall 2013 term.*

*Developmental/remedial courses are those defined by the reporting institution. Entries should include students who succeeded in developmental writing courses. Related writing courses will most likely be college level English composition courses.*

*If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. C+ grades would be reported with C grades).*

**Total from Row 1 Who Enrolled in Related  
College-Level Courses . . . . .**

*Enter the total number of students from row 1 (Total A, B, C and P Grades) who enrolled subsequently in related college-level courses. Related writing courses will most likely be college level English composition courses.*

**Total from Row 2 Who Completed  
College-level Courses with A, B, C, P, D  
and F Grades . . . . .**

*Enter the total number of students from row 2 (Enrolled in Related College-Level Courses) who completed related college-level courses with A, B, C, D, P and F grades (or their institutional equivalents) within one subsequent academic year, i.e., through fall 2014.*

**Total from Row 3 Who Completed  
College-level Courses with A, B, C  
and P Grades . . . . .**

*Enter the total number of students from row 3 (Completed College-level Courses with A, B, C, P and D Grades) who completed related college-level courses with A, B, C and P grades (or their institutional equivalents) within one subsequent academic year, i.e., through fall 2014.*

## Form 10 | Career Program Completers

Most recent data should be less than five years old.

### Related Field of Employment / Pursuing Education

---

**Total Completers for Whom  
Data Are Available** . . . . .

Enter the total number of career program completers for whom employment data are available. Count as completers students who completed career programs and were awarded associate's degrees or certificates. Career programs would include programs such as Automotive Technology, Interior Design or Practical Nursing.

**Total from Row 1 |**

**Employed in Related Field.** . . . . .

Enter the total from Row 1 (**Total Completers for Whom Data Are Available**) who are employed full- or part-time in a field related to their career program education. Include those in the military. Completers who are employed in a related field and also pursuing additional education should be entered in this row only. Row 2 and Row 3 should be unduplicated.

Related field refers to a field of work related to the program a student completed. This information is typically a self-reported item collected on a follow-up survey.

**Total from Row 1 | Pursuing Education**

Enter total from Row 1 (**Total Completers for Whom Data Are Available**) who are pursuing additional education. Pursuing education refers to students who continue to enroll in classes after completion of a career program. This information is typically a self-reported item collected on a follow-up survey.

### Employer Satisfaction

---

**Total Responding Employers** . . . . .

Enter the total number of responding employers.

**Number of Employers Satisfied**

**with Completers' Overall Preparation** . . . . .

Enter the total number of employers from row 1 (**Total Responding Employers**) who indicated satisfaction with completers' overall preparation. Satisfied with overall preparation reflects the percentage of employers that indicated positive, as opposed to neutral or negative, responses. For example, an institution using a "Not At All Satisfied," "Not Very Satisfied," "Neutral," "Somewhat Satisfied," or "Very Satisfied" scale should report the percent of employers that selected "Somewhat Satisfied" or "Very Satisfied."

# Form 11 | Retention and Success Core Academic Skills

Use fall 2014 grades.

## English Comp I

---

Total A, B, C, P, D, F and W Grades . . . . .

Enter the total number of A, B, C, P, D, F and W grades (and their institutional equivalents) in each course at the end of the fall 2014 term for all students. Do not include incompletes and audits. If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. a grade of C+ would be reported with C grades).

Total A, B, C, P, D and F Grades . . . . .

Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) at the end of the fall 2014 term.

Total A, B, C and P Grades . . . . .

Enter the total number of A, B, C and P grades (or their institutional equivalents) at the end of the fall 2014 term.

## English Comp II

---

Total A, B, C, P, D, F and W Grades . . . . .

Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) at the end of the fall 2014 term for all students.

Do not include incompletes and audits. If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. a grade of C+ would be reported with C grades).

Total A, B, C, P, D and F Grades . . . . .

Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) at the end of the fall 2014 term.

Total A, B, C and P Grades . . . . .

Enter the total number of A, B, C and P grades (or their institutional equivalents) at the end of the fall 2014 term.

## College Algebra

---

A, B, C, P, D, F and W Grades . . . . .

Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) at the end of the fall 2014 term for all students. Do not include incompletes and audits. If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. a grade of C+ would be reported with C grades).

A, B, C, P, D and F Grades . . . . .

Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) at the end of the fall 2014 term.

A, B, C and P Grades . . . . .

Enter the total number of A, B, C and P grades (or their institutional equivalents) at the end of the fall 2014 term.

## Gateway Math

---

*First-level math classes required for an associate's degree excluding College Algebra, for example, Statistics for Business.*

**A, B, C, P, D, F and W Grades** .....

*Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) at the end of the fall 2014 term for all students. Do not include incompletes and audits. If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. a grade of C+ would be reported with C grades)*

**A, B, C, P, D and F Grades** .....

*Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) at the end of the fall 2014 term.*

**A, B, C and P Grades** .....

*Enter the total number of A, B, C and P grades (or their institutional equivalents) at the end of the fall 2014 term.*

## Speech

---

**A, B, C, P, D, F and W Grades** .....

*Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) at the end of the fall 2014 term for all students. Do not include incompletes and audits. If your institution records + or - grades, include them in the letter grades with which they are associated (e.g. a grade of C+ would be reported with C grades).*

**A, B, C, P, D and F Grades** .....

*Enter the total number of A, B, C, P, D and F grades (or their institutional equivalents) at the end of the fall 2014 term.*

**A, B, C and P Grades** .....

*Enter the total number of A, B, C and P grades (or their institutional equivalents) at the end of the fall 2014 term.*

# Form 12 | Institution-wide Credit Grades

Use fall 2014 grades.

## Fall Grades

Enter the total number of A, B, C, P, D, F and W grades (or their institutional equivalents) at the end of the fall 2014 term. Include all other passing grades with P. If P is none or not offered at your institution, enter a zero. Include all other non-passing grades with F. Include + or - in the letter grades with which they are associated (e.g. a grade of C+ would be reported with C grades). Do not include incompletes and audits. Include grades in credit distance learning classes and grades in credit developmental/remedial courses.

A .....

B .....

C .....

P .....

Include all other passing grades here. If none or not offered at your institution, enter a zero.

D .....

F .....

Include all other non-passing grades here.

W .....

## Form 13A | Minority Participation Rates

### Service Area

---

*Use most recent census estimates.*

Minority Population in % .....  %

*Enter your service area percent minority population. The number should reflect your state's definition of service area, most recent census estimates and the percent of the service area population that is not "white, non-Hispanic."*

### Credit Students

---

*Use fall 2014 data.*

Total Institution Population .....

*This should equal the field "IPEDS Enrollment" on Form 1.*

Total Institution Minority Population .....

*Enter the total number of minority students reported to IPEDS for fall 2014.*

### Employees

---

*Use fall 2014 data.*

Total Institution Population .....

*Enter the total number of full- and part-time employees reported to IPEDS for fall 2014. Include those on soft money, but do not include work-study students.*

Total Institution Minority Population .....

*Enter the total number of minority employees reported to IPEDS for fall 2014.*

## Form 13B | High School Graduates

Use fall 2014 term data.

If you cannot separate public and private high school data, do not enter your data in the **Public High Schools** and **Private High School** sections. Instead include graduates in the **Total** section.

### Public High Schools

---

Spring High School Grads . . . . .

Enter the total number of public spring 2014 high school graduates in your service area. Include December 2013 graduates, but do not include homeschool or GED students.

Total from Row 1 Who Enrolled  
for Next Fall Term . . . . .

Enter the total high school graduates from row 1 (**Spring High School Grads**) who enrolled at your institution for the fall 2014 term.

### Private High Schools

---

Spring High School Grads . . . . .

Enter the total number of private spring 2014 high school graduates in your service area. Include December 2013 graduates, but do not include homeschool or GED students.

Total from Row 1 Who  
Enrolled for Next Fall Term . . . . .

Enter the total high school graduates from row 1 (**Spring High School Grads**) who enrolled at your institution for the fall 2014 term.

### Total

---

Spring High School Grads . . . . .

Enter the total number of public and private spring 2014 high school graduates in your service area. Include December 2013 graduates, but do not include homeschool or GED students.

Total from Row 1 Who  
Enrolled for Next Fall Term . . . . .

Enter the total high school graduates from row 1 (**Spring High School Grads**) who enrolled at your institution for the fall 2014 term.



## Form 14A | Market Penetration: Students

### Credit Students

---

Use academic year 2014-2015 data.

Unduplicated Head Count . . . . .

Enter unduplicated credit head count in academic year 2014-2015. Unduplicated credit head count includes students enrolled in a course or activity having credit applicable toward a degree, diploma, certificate or other formal award. This may be an estimate.

### Non-Credit Students

---

Use academic year 2014-2015 data.

Unduplicated Head Count . . . . .

Enter unduplicated non-credit head count in academic year 2014-2015. Unduplicated non-credit head count includes students enrolled in a course or activity having no credit applicable toward a degree, diploma, certificate or other formal award. This may be an estimate.

## Form 14B | Market Penetration: Community

### Cultural Activities

---

Use academic year 2014-2015 data.

Duplicated Head Count . . . . .

**Cultural Activities** include exhibits (e.g. galleries) or attended performances (e.g. theater, dance, music).

### Public Meetings

---

Use academic year 2014-2015 data.

Duplicated Head Count . . . . .

**Public Meetings** include meetings held at the institution's campus(es) by non-college organizations which may or may not be open to the public.

### Sporting Events

---

Use academic year 2014-2015 data.

Duplicated Head Count . . . . .

**Sporting Events** include intercollegiate sporting events held at the institution.

## Form 15 | Non-Credit Workforce Training

Non-credit workforce training refers to courses and other instructional activities that provide individuals with soft skills and/or technical skill sets for the workplace but carry no institutional credit applicable toward a degree, diploma or a credit certificate. Offerings may be on-campus, off-campus, online, distance learning or at a specific organization/business.

### Services to the Community

---

Fiscal Year Duplicated Head Count . . . . .

Enter the duplicated non-credit workforce training head count for fiscal year 2015.

Total Companies Served . . . . .

Enter the total number of companies served in fiscal year 2015.

### Costs vs. Revenue

---

Total Instructional and Administrative Costs . . . . \$

Enter the total noncredit workforce training instructional and administrative costs for fiscal year 2015. Include salaries, benefits, supplies, travel, capital equipment, marketing, rents and utilities.

Total Revenue . . . . . \$

Enter the total non-credit workforce training fiscal year 2015 revenue. Include grants.

## Form 16A | Average Credit Section Size

Use fall 2014 data.

### Credit Course Sections

---

Total Credit Course Sections . . . . .

Enter the total number of credit course sections with six or more students at the end of the fall 2014 term. Combine concurrent sections that meet in the same time slot. Credit courses are those eligible for Title IV federal financial aid.

### Credit Students

---

Total Credit Students . . . . .

Enter the total number of students enrolled in Total Credit Course Sections. (This will be a duplicated head count.)

## Form 16B | Credit Course Student/ Faculty Ratio

Use fall 2014 data.

### FTE Faculty

---

Total .....

Enter the total FTE faculty at end of fall 2014 term. **Total FTE Faculty** will likely equal total instructor credit hours taught by all faculty divided by 15, for institutions who calculate faculty load on a credit hour basis. For institutions that calculate faculty load on some basis other than credit hours (e.g., contact hours), the total FTE Faculty should be based on institutional convention. For example, a faculty member teaching 5 courses that each award 3 credit hours would have 15 instructor credit hours or 1 FTE (15 instructor credit hours /15).

### FTE Students

---

Total .....

Enter the total FTE students at end of fall 2014 term. **Total FTE Students** should equal total student credit hours for which all students were enrolled /15. Exclude high school students taking classes taught by high school faculty in their high schools for college credit.

## Form 16C | Instructional Faculty Load

Use fall 2014 data.

### Full-Time

---

Total Faculty .....

Enter the total number of full-time faculty at the end of the fall 2014 term. Include as full-time faculty all full-time employees who teach more than 50 percent of the time.

Total Student Credit Hours Taught .....

Enter the total number of student credit hours taught by full-time faculty at the end of the fall 2014 term. This should be the number of credit hours for a course times the number of students enrolled in the course (include students who received a grade of W). For example, a 3-credit-hour course with 30 enrolled students would generate 90 student credit hours. Exclude high school students taking classes taught by high school faculty in their high schools for college credit.

Total Credit Sections Taught .....

Enter the total number of credit sections with six or more students taught by full-time faculty at the end of the fall 2014 term.

## Part-Time/Adjunct

---

Total Faculty . . . . .

Enter the total number of part-time/adjunct faculty at the end of the fall 2014 term.

Total Student Credit Hours Taught . . . . .

Enter the total number of student credit hours taught by part-time/adjunct faculty at the end of the fall 2014 term. This should be the number of credit hours for a course times the number of students enrolled in the course (include students who received a grade of W). For example, a 3-credit-hour course with 30 enrolled students would generate 90 student credit hours. Exclude high school students taking classes taught by high school faculty in their high schools for college credit.

Total Credit Sections Taught . . . . .

Enter the total number of credit sections with six or more students taught by part-time/adjunct faculty at the end of the fall 2014 term.

## Form 17A | Online/Distance Learning Credit Hours

Use fall 2014 data.

### Credit Hours

---

Total Taught . . . . .

Enter the total number of both non-distance and online/distance student credit hours at your institution.

Total Online/Distance Learning . . . . .

Enter the total number of online/distance learning student credit hours at the end of the fall 2014 term (including credit hours from courses with a W grade). Credit online/distance learning courses should include those that are web-based, computer-mediated and asynchronous in which the learner and learning resources are generally separated by time and/or space. Do not include telecourse and self-paced courses and courses offered in other, non-computer modalities.

### Credit Sections

---

Total Taught . . . . .

Enter the total number of both non-distance and online/distance credit sections at your institution.

Total Online/Distance Learning . . . . .

Enter the total number of student online/distance learning sections with six or more students at the end of the fall 2014 term. Credit online/distance learning courses should include those that are web-based, computer-mediated and asynchronous in which the learner and learning resources are generally separated by time and/or space. Do not include telecourse and self-paced courses and courses offered in other, noncomputer modalities.

## Form 17B | Online/Distance Learning Grades

Use fall 2014 grades.

### Fall Grades

---

Enter the total number of A, B, C, P, D, F and W grades in credit online/distance learning courses at end of the fall 2014 term. **If there were no students awarded a grade, enter zero (0).** Include all other passing grades with P. Include all other non-passing grades with F. Include + and - in the letter grades with which they are associated (e.g. a grade of C+ would be reported with C grades). Do not include incompletes and audits.

A .....

B .....

C .....

P .....

Include all other passing grades here. If none or not offered at your institution, enter zero.

D .....

F .....

Include all other non-passing grades here.

W .....

## Form 18 | Student Services

### Credit Head Count

---

Total Unduplicated . . . . .

Enter the total unduplicated credit head count at the end of the fall 2014 term. Exclude high school students taking classes taught by high school faculty in their high schools for college credit.

### Total FTE Professional Services Staff

---

Enter the total FTE professional student services staff at the end of the FY 2014-2015.

**Professional Student Services Staff** includes professional employees who provide non-instructional support services to students. Do not include clerical staff or athletic coaches, vice-presidents, deans or their immediate staff, but do include directors in each area. Functional areas need not all be within a student services division. Figures should = (total number of full-time staff) + (total part-time, non-clerical staff hours /2,080) for each student services area. Schools with workweeks less than 40 hours should adjust yearly hour figure for part-time staff.

Career Services . . . . .

Counseling and Advising . . . . .

Recruitment, Admissions, Registration . . . . .

Financial Aid . . . . .

Student Activities . . . . .

Testing and Assessment Services . . . . .

## Form 19A | Retirements and Departures

Use academic year 2014-2015 data.

### Full-Time, Regular Employees

---

Total . . . . .

Enter the total number of full-time, regular (non-temporary) employees on the final day of the academic year 2014-2015. Do not include adjunct faculty and work-study students.

### Retirements

---

Total Occurrences . . . . .

Enter the total number of retirements of full-time, regular (non-temporary) employees during academic year 2014-2015.

### Departures

---

Total Occurrences . . . . .

Enter the total number of departures other than retirement of full-time, regular (non-temporary) employees during academic year 2014-2015.

## Form 19B | Grievances and Harassment Actions

Use academic year 2014-2015 data.

### Employees

---

Total .....

Enter the total number of full-time and part-time faculty and full-time and part-time staff employed by the institution at the end of academic year 2014-2015. Do not include work-study students.

### Grievances

---

Total Occurrences .....

Enter the total number of grievances actions in academic year 2014-2015. Grievance actions are those that are filed in accordance with institutional policies and include employee-employee and student-employee actions. These need not have resulted in a filing to the EEOC.

### Harassment

---

Total Occurrences .....

Enter the total number of harassment actions in academic year 2014-2015. Harassment actions are those that are filed in accordance with institutional policies and include employee-employee and student-employee actions. These need not have resulted in a filing to the EEOC.

## Form 20A | Instructional Cost

Use fiscal year 2015 data.

### Expenditures

---

Total Direct Credit Instructional Expenditures . . . \$

Enter the total direct credit instructional expenditures for fiscal year 2015 direct credit instructional expenditures include salaries, benefits, supplies, travel and equipment for all full- and part-time faculty and other instructional administration and support personnel, including but not limited to librarians, lab assistants and tutors.

### Students

---

Total Fiscal Year Credit Hours .....

Enter the total semester student credit hours for fiscal year 2015. For schools on a quarter calendar, Column 2 should equal .667 \* (quarter hours) to convert to semester-hour equivalent.

## Form 20B | Development/Training Expenditures per FTE Employee

Use fiscal year 2015 data.

### Expenditures

---

Total Development/Training Expenditures . . . . . \$

Enter the total centrally budgeted faculty/staff development/training expenditures for fiscal year 2015. Do not include tuition reimbursement benefits in total expenditures.

### Faculty and Staff

---

Total FTE Credit Faculty . . . . .

Enter the total FTE faculty at end of FY 2015

Total FTE faculty should equal total instructor credit hours taught by all faculty during FY 2015 /30 for institutions on a semester calendar. Institutions on a quarter calendar should divide by 45. For example, one faculty member teaching 4 classes that are each 3 credit hours would be 0.4 FTE (12 credit hours/30).

Total FTE Staff . . . . .

Enter the total FTE staff at end of FY 2015.

Total FTE staff (non-faculty) should = (total number of full-time staff) + (total part-time staff hours/2,080). Schools with work weeks less than 40 hours should adjust yearly hour figure for part-time staff.