EDUCATIONAL DATA

1. Name: ____________________________________________________________

2. Education Level: ________________________________________________ (Select Code from Section 1)

3. Year Highest Degree Attained: _____________________________

4. Academic Discipline: ________________________________________ (Select Code from Section 2)

Any education level above high school must be substantiated with copies of school transcripts.

Section 1 – Education Level

EDUCATION LEVEL: A code used to identify the extent of the employee’s education attainment.

EDUCATION LEVEL CODE 00: Not applicable.

EDUCATION LEVEL CODE 01: Some Elementary School – Did not complete.  
DEFINITION: Grades 1 through 8 or equivalent.

EDUCATION LEVEL CODE 02: Elementary School Completed – No High School.  
DEFINITION: Grades 1 through 8 or equivalent completed.

EDUCATION LEVEL CODE 03: Some High School – Did not graduate.  
DEFINITION: Grades 9 through 12 or equivalent.

EDUCATION LEVEL CODE 04: High School Graduate or Certificate of Equivalency.

EDUCATION LEVEL CODE 05: Terminal Occupation Program – Did not complete.  
DEFINITION: Program extending beyond grade 12, usually no more than 3 years. Designed to prepare students for immediate employment in a occupation of cluster of occupations; not designed at the equivalent of the first 2 or 3 years of a Baccalaureate Degree program; includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job-training.

EDUCATION LEVEL CODE 06: Terminal Occupation Program – Certificate of Completion, Diploma, or Equivalent.  
DEFINITION: (See Code 05 above) Two levels are recognized: (1) The technical or semiprofessional level preparing technicians or semiprofessional personnel in engineering fields; and (2) The craftsman or clerical level training artisans, skilled operators, and clerical workers.

EDUCATION LEVEL CODE 07: Some college – less than one year.  
DEFINITION: less than 30 semester hours or 45 quarter hours completed.

EDUCATION LEVEL CODE 08: 1 Year of College.  
DEFINITION: 30-59 semester hours or 45-89 quarter hours completed.

EDUCATION LEVEL CODE 09: 2 Years of College.  
DEFINITION: 69-89 semester hours or 90-134 quarter hours completed.

EDUCATION LEVEL CODE 10: Associate’s Degree.  
DEFINITION: 2-yr college degree program completed.

EDUCATION LEVEL CODE 11: 3 Years of College.  
DEFINITION: 90-119 semester hours or 135-179 quarter hours completed.
EDUCATION LEVEL CODE 12: 4 Years of College. **DEFINITION:** 120 or more semester hours or 180 or more quarter hours completed – no Baccalaureate (Bachelor’s) Degree.

EDUCATION LEVEL CODE 13: Bachelor’s Degree (See note* below). **DEFINITION:** Requires completion of at least 4, but no more than 5, years of academic work. Includes Bachelor’s degree conferred in a cooperative plan or program that provides for alternate class attendance and employment in business, industry, or Government to allow student to combine actual work experience with college studies.

* When reporting Code 13 and above (especially when reporting a change from Code 12 and below to Code 13 and above), academic discipline and year degree attained must also be reported in the same update cycle.

EDUCATION LEVEL CODE 14: Post-Bachelor’s Degree. **DEFINITION:** Some work beyond (at a higher level than) the Bachelor’s Degree, but no additional higher degree.

EDUCATION LEVEL CODE 15: First Professional Degree. **DEFINITION:** Signifies the completion of academic requirements for selection professions which are based on program requiring at least 2 academic years of previous college work for entrance and a total of at least 6 academic years of college work for completion [e.g., Dentistry (DDS or DMD), Law (LLB or JD), Medicine (MD), Theology (BD), Veterinary Medicine (DVM), Chiropody or Podiatry (DSC or DP), Optometry (OD), and Osteopathy DO)].

EDUCATION LEVEL CODE 16: Post- First Professional Degree. **DEFINITION:** Some work beyond (at a higher level than) the first professional degree, but no additional higher degree.

EDUCATION LEVEL CODE 17: Master’s Degree. **DEFINITION:** For Liberal Arts and Sciences, customarily granted upon successful completion of 1 (sometimes 2) academic years beyond the Bachelor’s Degree. In professional fields, an advanced degree beyond the first professional, but below the PhD (e.g., the LLM; MS in surgery following the MD; MSD, Master of Science in Dentistry; MSW, Master of Social Work).

EDUCATION LEVEL CODE 18: Post-Master’s Degree. **DEFINITION:** Some work beyond (at a higher level than) the Master’s Degree, but no additional higher degree.


EDUCATION LEVEL CODE 20: Post-Sixth Year Degree. **DEFINITION:** Some work beyond (at a higher level than) the Sixth-Year Degree, but no additional higher review.

EDUCATION LEVEL CODE 21: Doctorate Degree. **DEFINITION:** Includes such degrees as Doctor of Education, Doctor of Judicial Science, Doctor of Public Health, and the PhD (or equivalent) in any field. Does not include doctor’s degrees that are first professional per code 15.

EDUCATION LEVEL CODE 22: Post-Doctorate Degree. **DEFINITION:** Work beyond the Doctorate
**SECTION 2**

**ACADEMIC DISCIPLINE**

**AGRI – ANIMAL SCIENCES (0101 THROUGH 0199):**
- 0101 – Agriculture, General (see note 6)
- 0102 – Agronomy (Field Crops and Crop Management)
- 0103 – Soils Science (Management and Conservation)
- 0104 – Animal Science (Husbandry)
- 0105 – Dairy Science (Husbandry)
- 0106 – Poultry Science
- 0107 – Fish, Game, and Wildlife Management
- 0108 – Horticulture (Fruit and Vegetable Production)
- 0109 – Ornamental Horticulture (Floriculture, Nursery)
- 0110 – Agricultural and Farm Management
- 0111 – Agricultural Economics
- 0112 – Agricultural Business
- 0113 – Food Science and Technology
- 0114 – Forestry
- 0115 – Natural Resources Management
- 0116 – Agriculture and Forestry Technologies (baccalaureate and higher degree programs)
- 0117 – Range Management
- 0199 – Other, related

**ARCHITECTURE/ENVIRONMENT (0201 THROUGH 0299):**
- 0201 – Environmental Design, General (see note 6)
- 0202 – Architecture
- 0203 – Interior Design
- 0204 – Landscape Architecture
- 0205 – Urban Architecture
- 0206 – City, Community, and Regional Planning
- 0299 – Other, related

**ARTS: FINE/PERFORMING/APPLIED (1001 THROUGH 1099):**
- 1001 – Fine Arts, general (see note 6)
- 1002 – Art (Painting, Drawing, Sculpture)
- 1003 – Art History and Appreciation
- 1004 – Music (Performing, Composition, Theory)
- 1005 – Music (Liberal Arts Program)
- 1006 – Music history and Appreciation (Musicology)
- 1007 – Dramatic Arts
- 1008 – Dance
- 1010 – Cinematography
- 1011 – Photography
- 1099 – Other, related

**BANKING/BUSINESS/COMMERCE (0501 – THROUGH 0599):**
- 0501 – Business and Commerce, General
- 0502 – Accounting
- 0503 – Business Statistics
- 0504 – Banking and Finance
- 0505 – Investments and Securities
- 0506 – Business Management and Administration
- 0507 – Operation Research
- 0508 – Hotel and Restaurant Management
- 0509 – Marketing and Purchasing
- 0510 – Transportation and Public Utilities
- 0511 – Real Estate
- 0512 – Insurance
- 0513 – International Business
- 0514 – Secretarial Studies (baccalaureate and higher studies)
- 0515 – Personnel Management
- 0516 – Labor and Industrial Relations
- 0517 – Business Economics
- 0599 – Other, related

**BIOLOGICAL SCIENCES (0401 THROUGH 0499):**
- 0401 – Biology, General (see note b)
- 0402 – Botany, General (see note 6)
- 0403 – Bacteriology
- 0404 – Plant Pathology
- 0405 – Plant Pharmacology
- 0406 – Plant Physiology
- 0407 – Zoology, General
- 0408 – Pathology, Human and Animal
- 0409 – Pharmacology, Human and Animal
- 0410 – Physiology, Human and Animal
- 0411 – Microbiology
- 0412 – Anatomy
- 0413 – Histology
- 0414 – Biochemistry
- 0415 – Biophysics
- 0416 – Molecular Biology
- 0417 – Cell Biology (Cytology, Cell Physiology)
- 0418 – Marine Biology
- 0419 – Biometrics and Biostatistics
- 0420 – Ecology
- 0421 – Entomology
- 0422 – Genetics
- 0423 – Radiobiology
- 0424 – Nutrition, Scientific (excludes nutrition in Home Economics and Dietetics)
- 0425 – Neuroscience
- 0426 – Toxicology
- 0427 – Embryology
- 0498 – Wildlife Biology
- 0499 – Other, related

**COMMUNICATIONS/JOURNALISM/ADVERTISING (0601 THROUGH 0699):**
- 0601 – Communications, General (see note 6)
- 0602 – Journalism (Printed Media)
- 0603 – Radio/Television
- 0604 – Advertising
- 0605 – Communications Media (use of videotape, films, etc, oriented specifically toward radio/television)
- 0699 – Other, related

**DATA PROCESSING/INFORMATION SCIENCES (0701 THROUGH 0799):**
- 0701 – Computer and Information Sciences, General
- 0702 – Information Sciences and Systems
- 0703 – Data Processing
- 0704 – Computer Programming
- 0799 – Other, related

**ENGINEERING DISCIPLINES (0901 – THROUGH 0999):**
- 0901 – Engineering, General (see note 6)
- 0902 – Aerospace, Aeronautical and Engineering
- 0903 – Agricultural Engineering
- 0904 – Architectural Engineering
- 0905 – Bioengineering and Biomedical Engineering
- 0906 – Chemical Engineering (include Petroleum Refining)
- 0907 – Petroleum Engineering (exclude Petroleum Refining)
- 0908 – Civil, Construction, and Transportation Engineering
- 0909 – Electrical, Electronics, and Communications Engineering
- 0910 – Mechanical Engineering
- 0911 – Geological Engineering
- 0912 – Geophysical Engineering
- 0913 – Industrial and Management Engineering
- 0914 – Metallurgical Engineering
- 0915 – Materials Engineering
- 0916 – Ceramic Engineering
- 0917 – Textile Engineering
- 0918 – Mining and Mineral Engineering
- 0919 – Engineering Physics
- 0920 – Nuclear Engineering
- 0921 – Engineering Mechanics
- 0922 – Environmental and Sanitary Engineering
- 0923 – Naval Architecture and Marine Engineering
1499 - Other, related
LIBRARY SCIENCES (1601 THROUGH 1699):
  1601 - Library Sciences, General (see note 6)
  1699 - Other, related

MATHEMATIC DISCIPLINES (1701 THROUGH 1799):
  1701 - Mathematics, General (see note 6)
  1702 - Statistics, Mathematical, and Theoretical
  1703 - Applied Mathematics
  1707 - Actuarial Science
  1799 - Other, related

MILITARY SCIENCE (1801 THROUGH 1899):
  1801 - Military Science (Army)
  1802 - Naval Science (Navy, Marines)
  1803 - Aerospace Science (Air Force)
  1899 - Other, related

MULTIPLE DISCIPLINES (4901 THROUGH 4999):
  4901 - General Liberal Arts and Sciences
  4902 - Biological and Physical Sciences
  4903 - Humanities and Social Sciences
  4999 - Other, related

PHYSICAL SCIENCES (1901 THROUGH 1999):
  1901 - Physical Sciences, General (see note 6)
  1902 - Physics, General (exclude Biophysics)
  1903 - Molecular Physics
  1904 - Nuclear Physics
  1905 - Chemistry, General (exclude Biochemistry)
  1906 - Inorganic Chemistry
  1907 - Organic Chemistry
  1908 - Physical Chemistry
  1909 - Analytical Chemistry
  1910 - Pharmaceutical Chemistry
  1911 - Astronomy
  1912 - Astrophysics
  1913 - Atmospheric Sciences and Meteorology
  1914 - Geology
  1915 - Geochemistry
  1916 - Geophysics and Seismology
  1917 - Earth Sciences, General
  1918 - Paleontology
  1919 - Oceanography
  1920 - Metallurgy
  1999 - Other, related

PSYCHOLOGY (2001 THROUGH 2099):
  2001 - Psychology, General (see note 6)
  2002 - Experimental Psychology (Animal and Human)
  2003 - Clinical Psychology
  2004 - Psychology for Counseling
  2005 - Social Psychology
  2006 - Psychometrics
  2007 - Statistics in Psychology
  2008 - Industrial Psychology
  2009 - Development Psychology
  2010 - Physiological Psychology
  2099 - Other, related

PUBLIC SERVICES (2101 THROUGH 2199):
  2101 - Community Services, General (see note 6)
  2102 - Public Administration
  2103 - Parks and Recreation Management
  2104 - Social Work and Helping Services (other than Clinical Social Work)
  2105 - Law Enforcement and Corrections (baccalaureate and higher programs)
  2106 - International Public Service (other than Diplomatic Service)
  2198 - Recreation
  2199 - Other, related

SOCIAL/POLITICAL SCIENCES (2201 THROUGH 2299):
  2201 - Social Sciences, General (see note 6)
  2202 - Anthropology
  2203 - Archaeology
  2204 - Economics
  2205 - History
  2206 - Geography
  2207 - Political Science and Government
  2208 - Sociology
  2209 - Criminology
  2210 - International Relations
  2211 - Afro-American (Black Culture) Studies
  2212 - American Indian Cultural Studies
  2213 – Mexican-American Cultural Studies
  2214 – Urban Studies
  2215 – Demography
  2299 – Other, related

THEOLOGY (2301 THROUGH 2399):
  2301 - Theological Professions, General (see note 6)
  2302 - Religious Music
  2303 - Biblical Languages
  2304 - Religious Education

NOTES:
5. This listing was taken from a Taxonomy of Instructional Programs in Higher Education by National Center for Educational Statistics, Office of Education, US Department of Health and Human Services.
6. The general category (e.g., 0101, etc.) should be used to designate education that combines two or more of the specialties in the field of study involved, but is not primarily either. The "other, related" category (e.g., 0199, etc.) should be used only when the field of study involved is not contained in the above codes.