

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), Chiropractic 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 19: Sixth-Year Degree.

DEFINITION: Advanced Certificate in Education, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology.

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
 1009 – Applied Design (Ceramics, Weaving, Textile Design,
 Fashion Design, Jewelry, Metalsmithing, Interior Decoration,
 Commercial Art)
 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

0924 - Ocean Engineering
0925 - Engineering Technologies
(baccalaureate and higher program)
0999 - Other, related

EDUCATION (0801 THROUGH 0899):

0801 - Education, General (see note 6)
0802 - Elementary Education, General
0803 - Secondary Education, General
0804 - Junior High School, Education
0805 - Higher Education, General
0806 - Junior and Community College Education
0807 - Adult and Continuing Education
0808 - Special Education, General
0809 - Administration of Special Education
0810 - Education of the Mentally Retarded
0811 - Education of the Gifted
0812 - Education of the Deaf
0813 - Education of the Culturally Disadvantaged
0814 - Education of the Visually Handicapped
0815 - Speech Correction
0816 - Education of the Emotionally Disturbed
0817 - Remedial Education
0818 - Special Learning Disabilities
0819 - Education of the Physically Handicapped
0820 - Education of the Multiple Handicapped
0821 - Social Foundations (History and Philosophy)
0822 - Education Psychology (includes Learning Theory)
0823 - Pre-elementary Education (Kindergarten)
0824 - Educational Statistics and Research
0825 - Education Testing, Evaluation, and Measurement
0826 - Student Personnel (Counseling and Guidance)
0827 - Education Administration
0828 - Educational Supervision
0829 - Curriculum and Instruction
0830 - Reading Education
0831 - Art Education (Methodology & Theory)
0832 - Musical Education (Methodology & Theory)
0833 - Mathematics Education
0834 - Science Education (Methodology & Theory)
0835 - Physical Education
0836 - Driver and Safety Education
0837 - Health Education (include Family Life Education)
0838 - Business, Commerce, and Distributive Education
0839 - Industrial Arts, Vocational and Technical Education
0897 - Guidance Counseling
0898 - Vocational Counseling
0899 - Other, related -

ENGLISH LANGUAGE ARTS (1501 THROUGH 1599):

1501 - English, General (see note 6)
1502 - Literature, English
1503 - Comparative Literature
1504 - Classics
1505 - Linguistics (include Phonetics, Semantics, and Philology)
1506 - Speech, Debate, and Forensic Science (Rhetoric and Public Address)
1507 - Creative Writing
1508 - Teaching of English as a Foreign Language
1509 - Philosophy
1510 - Religious Studies (exclude theological professions)
1599 - Other, related

GEOGRAPHICAL STUDIES (0301 THROUGH 0399):

0301 - Asian Studies, general (see note 6)
0302 - East Asian Studies
0303 - South Asian (India, etc.) Studies
0304 - Southeast Asian Studies
0305 - African Studies
0306 - Islamic Studies
0307 - Russian and Slavic Studies
0308 - Latin American Studies
0309 - Middle Eastern Studies
0310 - European Studies, general

0312 - West European Studies
0313 - American Studies
0314 - Pacific Area Studies
0399 - Other, related

HEALTH CARE (1201 THROUGH 1299):

1201 - Health Professionals, General (see note 6)
1202 - Hospital and Health Care Administration
1203 - Nursing (baccalaureate and higher programs)
1204 - Dentistry, DDS or DND
1205 - Dental Specialties (work beyond first professional degree, DDS or DMD)
1206 - Medicine, MD degree
1207 - Medical Specialties (work beyond first professional degree, MD)
1208 - Occupational Therapy
1209 - Optometry
1210 - Osteopathic Medicine, DO degree
1211 - Pharmacy
1212 - Physical Therapy
1213 - Dental Hygiene Management Management (baccalaureate and higher programs)
1214 - Public Health
1215 - Medical Record Librarianship
1216 - Podiatry (PodD or DP) or Podiatric Medicine (DPM)
1217 - Biomedical Communication
1218 - Veterinary Medicine (DVM degree)
1219 - Veterinary Medicine Specialties (work beyond first professional degree, DVM)
1220 - Speech Pathology and Audiology
1221 - Chiropractic
1222 - Clinical Social Work (Medical and Psychiatric and Specialized)
1223 - Medical Laboratory Technologies (baccalaureate and higher programs)
1224 - Dental Technologies (baccalaureate and higher programs)
1225 - Radiological Technologies (baccalaureate and higher programs)
1299 - Other, related

HOME/CONSUMER ECONOMICS (1301 THROUGH 1399):

1301 - Home Economics, General (see note 6)
1302 - Home Decoration and Home Equipment
1303 - Clothing and Textiles
1304 - Consumer Economics and Home Management
1305 - Family Relations and Child Development
1306 - Foods and Nutrition (include Dietetics)
1307 - Institutional Management and Cafeteria Management
1399 - Other, related

LANGUAGE-FOREIGN (1101 THROUGH 1199):

1101 - Foreign Language, General (includes concentration on more than one foreign language without major emphasis on one language) (see note 6)
1102 - French
1103 - German
1104 - Italian
1105 - Spanish
1106 - Russian
1107 - Chinese
1108 - Japanese
1109 - Latin
1110 - Greek, Classical
1111 - Hebrew
1112 - Arabic
1113 - Indian (Asiatic)
1114 - Scandinavian Languages
1115 - Slavic Languages (other than Russian)
1116 - African Languages (non-Semitic)
1199 - Other, related

LAW (1401 THROUGH 1499):

1401 - Law, General (see note 6)

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
1797 - 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.