

INSTRUCTIONS FOR COMPLETING THE SUPPLY SECTION:

- a. Visit the Integrated Postsecondary Education Data System (IPEDS) of the National Center for Education Statistics (NCES) [website](#) to identify the number of degrees awarded by other postsecondary institutions with an accrediting agency recognized by the U.S. Department of Education in the college's service district under the same or related 6-digit CIP as the proposed program.
- b. Click on the "Compare Institutions" link. Type in the name of the institution and select the institution from the dropdown list. Continue this step for each institution by selecting the "By Names or Unit IDs" link. Once all of the institutions are selected, click on the "Continue" link.
- c. Expand the "Completions" plus symbol, and then expand the **first** plus symbol that corresponds to the "Awards/degrees conferred by program (2020 CIP classification), award level, race/ethnicity, and gender".
- d. Next, expand the plus sign that corresponds to the "2019-20 to current year". Select the "2022-23", "2021-22", "2020-21", and "2019-20" years.
- e. Click on "First or Second Major", select "First Major" and then click on the "Save" icon.
- f. Click on "CIP Code – 2020 Classification". Expand the 2-digit CIP family plus symbol and then the 4-digit CIP family plus symbol of the proposed baccalaureate program, select the 6-digit CIP, and then click on the "Save" icon.
- g. Click on "Award Level code", select "Bachelor's degree", and then click on the "Save" icon. Select "Grand total".
- h. Then expand the **second** plus symbol under "Completions" that corresponds to the "Awards/degrees conferred by program (2010 CIP classification), award level, race/ethnicity, and gender: 2009-10 to 2018-19".
- i. Expand the "Gender – 2009-10 to 2018-19" plus symbol and select the "2018-19" years. Note: If the program has not had degrees awarded for five years or more, leave the field blank (do not use "0") when filling in the table in the proposal form.
- j. Click on "First or Second Major", select "First Major" and then click on the "Save" icon.
- k. Click on "CIP Code – 2010 Classification". Expand the 2-digit CIP family plus symbol and then the 4-digit CIP family plus symbol of the proposed baccalaureate program, select the 6-digit CIP, and then click on the "Save" icon.
- l. Click on "Award Level code", select "Bachelor's degree", and then click on the "Save" icon.
- m. Select "Grand total", and then click on the "Continue" link. Then click on the "Continue" link two more times, and the data report will be automatically generated.
- n. Download the report. Open the file, and use those data to complete the table in the proposal form.