# PROGRAM INFORMATION

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
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**EXCEL**

**THREE YEAR AVERAGES**

<table>
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<tr>
<th>Column D</th>
<th>Column E</th>
<th>Column F</th>
<th>Column G</th>
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**EXCEL**

**FALL DATA**

<table>
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<tr>
<th>Column H</th>
<th>Column BM</th>
<th>Column BX</th>
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<th>Column BZ</th>
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**EXCEL**

**TOTAL YEAR DATA**

<table>
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<th>Column BP</th>
<th>Column BQ</th>
<th>Column BR</th>
<th>Column BS</th>
<th>Column BT</th>
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</thead>
</table>

**EXCEL**

**Three Year Averages**

- Bachelor's Degrees / First Major
- Master's Degrees / First Major
- Doctorate Degrees / First Major
- Non-Degree Granting

**FICE CODE**

**Program Name**

- CIP (decimal format)

**EXCEL**

**Fall Data**

<table>
<thead>
<tr>
<th>Column I</th>
<th>Column J</th>
<th>Column K</th>
<th>Column L</th>
<th>Column M</th>
<th>Column N</th>
<th>Column O</th>
<th>Column P</th>
<th>Column Q</th>
<th>Column R</th>
<th>Column S</th>
<th>Column T</th>
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**EXCEL**

**Total Year Data**

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<th>Column AP</th>
<th>Column AQ</th>
<th>Column AR</th>
<th>Column AS</th>
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**EXCEL**

**Fall Only**

<table>
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<tr>
<th>Column BL</th>
<th>Column BM</th>
<th>Column CA</th>
<th>Column CB</th>
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**EXCEL**

**Fall Data**

<table>
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<tr>
<th>Column BH</th>
<th>Column BJ</th>
<th>Column BK</th>
</tr>
</thead>
</table>

**EXCEL**

**FALL DATA**

- Tenure / Tenure Track Faculty
- Separately Budgeted
- UG Lower Division SCH
- UG Upper Division SCH
- UG Individualize Instruction
- Total UG SCH Calculated
- GR SCH
- GR Individualize Instruction
- Total GR SCH
- Labs/Discussions/Recitations OCS
- UG Lower Division OCS
- UG Upper Division OCS
- GR OCS

**EXCEL**

**FALL DATA**

- Other Regular Track Faculty
- Separately Budgeted
- UG Lower Division SCH
- UG Upper Division SCH
- UG Individualize Instruction
- Total UG SCH Calculated
- GR SCH
- GR Individualize Instruction
- Total GR SCH
- Labs/Discussions/Recitations OCS
- UG Lower Division OCS
- UG Upper Division OCS
- GR OCS

**EXCEL**

**FALL DATA**

- Supplemental Faculty
- Separately Budgeted
- UG Lower Division SCH
- UG Upper Division SCH
- UG Individualize Instruction
- Total UG SCH Calculated
- GR SCH
- GR Individualize Instruction
- Total GR SCH
- Labs/Discussions/Recitations OCS
- UG Lower Division OCS
- UG Upper Division OCS
- GR OCS

**EXCEL**

**FALL DATA**

- Teaching Assistants / Credit Bearing
- UG Lower Division SCH
- UG Upper Division SCH
- UG Individualize Instruction
- Total UG SCH Calculated
- GR SCH
- GR Individualize Instruction
- Total GR SCH
- Labs/Discussions/Recitations OCS
- UG Lower Division OCS
- UG Upper Division OCS
- GR OCS

**EXCEL**

**FALL DATA**

- Teaching Assistants / Non-Credit Bearing
- Labs/Discussions/Recitations OCS
- UG Lower Division OCS
- UG Upper Division OCS
- GR OCS

**EXCEL**

**Fall Only**

- Fall Undergraduate On-line SCH
- Fall Graduate On-line SCH

**EXCEL**

**TOTAL YEAR DATA**

- Total Year Undergraduate SCH
- Total Year Graduate SCH
- Total Year Undergraduate On-line SCH
- Total Year Graduate On-line SCH

**EXCEL**

**TOTAL DATA**

- Salaries from Instructional Budget
- Benefits from Instructional Budget
- Other Than Personnel Expenditures
- Intentional Blank
- Percentage of Benefits
- Separately Budgeted Research Activities
- Separately Budgeted Public Service Activities
<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
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<td>Degree</td>
</tr>
<tr>
<td>H</td>
<td>Degree</td>
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</table>

- **This column is for your institution's FICE Code.**
- **This column is for the CIP number that corresponds to the adjacent program.**
- **This column is for the average of degrees (first majors only) over the past 3 years.**
- **Put an X in this column if the program is a non-degree granting program.**

This is an example of how to set up an Excel fixed column file if you choose to upload your data into the web portal. Please follow either the web portal template or the list of columns found on this page to complete the file. Remember there cannot be negative amounts for FTE, SCH, OCS or expenditures in The Delaware Cost Study. If you need further information please contact us at ire-cost@udel.edu.