This file should be an Excel Fixed Column file in a .xlsx format. Each row represents a program (CIP).	
EXCEL Column	**Cell Content**
A	FICE Code
B	Program Name
C	CIP for program (in 6 digit decimal format i.e. 50.0409 if possible; for CIPS with a leading zero i.e. 01.1001, do not include the zero [use 1.1001])
D	Bachelors Degrees - 3 year average of ***1st majors only*** ***(2015 -16, 2016-17, 2017 - 18)***
E	Masters Degrees - 3 year average of ***1st majors only*** ***(2015 -16, 2016-17, 2017 - 18)***
F	Doctorate Degrees - 3 year average of ***1st majors only*** ***(2015 -16, 2016-17, 2017 - 18)***
G	Professional Degrees - 3 year average of ***1st majors only*** ***(2015 -16, 2016-17, 2017 - 18)***
H	Place **X** if program is a non-degree granting program
	The following data is for Fall 2018 (items I through BL)
I	Total Tenure/Tenure Track Faculty for program - ***paid from the program*** ***Instructional Budget***
J	Separately Budgeted portion of Tenure/Tenure Track Faculty - ***paid from other than*** ***Instructional Budget***
K	Undergrad lower division SCH taught by Tenure/Tenure Track Faculty
L	Undergrad upper division SCH taught by Tenure/Tenure Track Faculty
M	Undergrad Individualize Instruction SCH taught by Tenure/Tenure Track Faculty
N	Total Undergrad SCH taught by Tenure/Tenure Track Faculty
O	Graduate SCH taught by Tenure/Tenure Track Faculty
P	Graduate Individualized Instruction SCH taught by Tenure/Tenure Track Faculty
Q	Total Graduate SCH Taught by Tenure/Tenure Track Faculty
R	Labs/Discussions/Recitations taught by Tenure/Tenure Track Faculty
S	Undergrad lower division OCS taught by Tenure/Tenure Track Faculty
T	Undergrad upper division OCS taught by Tenure/Tenure Track Faculty
U	Graduate OCS taught by Tenure/Tenure Track Faculty
V	Total Other Regular Faculty for program - ***paid from the program*** ***Instructional Budget***
W	Separately Budgeted portion of Other Regular Faculty - ***paid from other than*** ***Instructional Budget***
X	Undergrad lower division SCH taught by Other Regular Faculty
Y	Undergrad upper division SCH taught by Other Regular Faculty
X	Undergrad Individualize Instruction SCH taught by Other Regular Faculty
AA	Total Undergrad SCH taught by Other Regular Track Faculty
AB	Graduate SCH taught by Other Regular Faculty
AC	Graduate Individualized Instruction SCH taught by Other Regular Faculty
AD	Total Graduate SCH Taught by Other Regular Faculty
AE	Labs/Discussions/Recitations taught by Other Regular Faculty
AF	Undergrad lower division OCS taught by Other Regular Faculty
AG	Undergrad upper division OCS taught by Other Regular Faculty
AH	Graduate OCS taught by Other Regular Faculty
AI	Total Supplemental Faculty for program - ***paid from the program*** ***Instructional Budget***
AJ	Undergrad lower division SCH taught by Supplemental Faculty
AK	Undergrad upper division SCH taught bySupplemental Faculty
AL	Undergrad Individualize Instruction SCH taught by Supplemental Faculty
AM	Total Undergrad SCH taught by Supplemental Track Faculty
AN	Graduate SCH taught by Supplemental Faculty
AO	Graduate Individualized Instruction SCH taught by Supplemental Faculty
AP	Total Graduate SCH Taught by Supplemental Faculty
AQ	Labs/Discussions/Recitations taught by Supplemental Faculty
AR	Undergrad lower division OCS taught by Supplemental Faculty
AS	Undergrad upper division OCS taught by Supplemental Faculty
AT	Graduate OCS taught by Supplemental Faculty
AU	Total Teaching Assistants/Credit-Bearing for program - ***paid from the program*** ***Instructional Budget***
AV	Undergrad lower division SCH taught by Teaching Assistants/Credit-Bearing
AW	Undergrad upper division SCH taught by Teaching Assistants/Credit-Bearing
AX	Undergrad Individualize Instruction SCH taught by Teaching Assistants/Credit-Bearing
AY	Total Undergrad SCH taught by Teaching Assistants/Credit-Bearing
AZ	Graduate SCH taught by Teaching Assistants/Credit-Bearing

BA	Graduate Individualized Instruction SCH taught byTeaching Assistants/Credit-Bearing
BB	Total Graduate SCH Taught by Teaching Assistants/Credit-Bearing
BC	Labs/Discussions/Recitations taught by Teaching Assistants/Credit-Bearing
BD	Undergrad lower division OCS taught by Teaching Assistants/Credit-Bearing
BE	Undergrad upper division OCS taught by Teaching Assistants/Credit-Bearing
BF	Graduate OCS taught by Teaching Assistants/Credit-Bearing
BG	Total Teaching Assistants/Non Credit-Bearing for program - ***paid from the program*** ***Instructional Budget***
BH	Labs/Discussions/Recitations taught by Teaching Assistants/Non Credit-Bearing
BI	Undergrad lower division OCS taught by Teaching Assistants/Non Credit-Bearing
BJ	Undergrad upper division OCS taught by Teaching Assistants/Non Credit-Bearing
BK	Graduate OCS taught by Teaching Assistants/Non Credit-Bearing
BL	Individualized Instruction SCH from Doctoral Dissertation
BM	Academic Calendar (**S** - Semester, **Q** - Quarter/Trimester)
	The following data is for Fiscal Year 2018 - 2019 (items BN through BV)
BN	Total academic year Undergraduate SCH
BO	Total academic year Graduate SCH
BP	Salaries only from Instructional Budget
BQ	Benefits only from Instructional Budget
BR	Other than personnel expenditures
BS	Intentional Blank
BT	Percentage of benefits from salaries (if dollar amount not available)
BU	Separately Budgeted Research Activities
BV	Separately Budgeted Public Servicea Activities
BW	Bachelors Degrees - 3 year average of ***All Majors*** ***(2015 -16, 2016-17, 2017 - 18)***
BX	Masters Degrees - 3 year average of ***All Majors*** ***(2015 -16, 2016-17, 2017 - 18)***
BY	Doctorate Degrees - 3 year average of ***All Majors*** ***(2015 -16, 2016-17, 2017 - 18)***
BZ	Professional Degrees - 3 year average of ***All Majors*** ***(2015 -16, 2016-17, 2017 - 18)***
CA	**Fall 2018** Undergrad ON-LINE SCH - Taught by Instructional Faculty
CB	**Fall 2018** Graduate ON-LINE SCH - Taught by Instructional Faculty
CC	Total Year Undergrad ON-LINE SCH - Taught by Instructional Faculty **(Fiscal Year 2018 -19)**
CD	Total Year Graduate ON-LINE SCH - Taught by Instructional Faculty **(Fiscal Year 2018 -19)**

EXCEL Template for Web Portal Submission
2018 - 2019
Delaware Cost Study

PROGRAM INFORMATION

EXCEL Column A	Column B	Column C
FICE CODE	Program Name	CIP (decimal format)

THREE YEAR AVERAGES

EXCEL Column D	Column E	Column F	Column G
Bachelor's Degrees /First Major	Master's Degrees /First Major	Doctorate Degrees /First Major	Professional Degrees /First Major

EXCEL Column H
Non-Degree Granting

THREE YEAR AVERAGES

EXCEL Column BW	Column BX	Column BY	Column BZ
Bachelor's Degrees / All Majors	Master's Degrees/ All Majors	Doctorate Degrees / All Majors	Professional Degrees / All Majors

FALL DATA

EXCEL Column I	Column J	Column K	Column L	Column M	Column N	Column O	Column P	Column Q	Column R	Column S	Column T	Column U
Tenure /Tenure Track Faculty	Separately Budget	UG Lower Division SCH	UG Upper Division SCH	UG Individualize Instruction	Total UG SCH	GR SCH	GR Individualize Instruction	Total GR SCH	Labs/Discussions/Recitations OCS	UG Lower Division OCS	UG Upper Division OCS	GR OCS

FALL DATA

EXCEL Column V	Column W	Column X	Column Y	Column Z	Column AA	Column AB	Column AC	Column AD	Column AE	Column AF	Column AG	Column AH
Other Regular Track Faculty	Separately Budget	UG Lower Division SCH	UG Upper Division SCH	UG Individualize Instruction	Total UG SCH	GR SCH	GR Individualize Instruction	Total GR SCH	Labs/Discussions/Recitations OCS	UG Lower Division OCS	UG Upper Division OCS	GR OCS

FALL DATA

EXCEL Column AI	Column AJ	Column AK	Column AL	Column AM	Column AN	Column AO	Column AP	Column AQ	Column AR	Column AS	Column AT
Supplemental Faculty	UG Lower Division SCH	UG Upper Division SCH	UG Individualize Instruction	Total UG SCH	GR SCH	GR Individualize Instruction	Total GR SCH	Labs/Discussions/Recitations OCS	UG Lower Division OCS	UG Upper Division OCS	GR OCS

FALL DATA

EXCEL Column AU	Column AV	Column AW	Column AX	Column AY	Column AZ	Column BA	Column BB	Column BC	Column BD	Column BE	Column BF
Teaching Assistants / Credit Bearing	UG Lower Division SCH	UG Upper Division SCH	UG Individualize Instruction	Total UG SCH	GR SCH	GR Individualize Instruction	Total GR SCH	Labs/Discussions/Recitations OCS	UG Lower Division OCS	UG Upper Division OCS	GR OCS

FALL DATA

EXCEL Column BG	Column BH	Column BI	Column BJ	Column BK
Teaching Assistants / Non- Credit Bearing	Labs/Discussions/Recitations OCS	UG Lower Division OCS	UG Upper Division OCS	GR OCS

FALL DATA

EXCEL Column BL	Column BM
II from Doctoral Dissertation	Academic Calendar

FALL ONLY

EXCEL Column CA	Column CB
Fall Undergraduate On-line SCH	Fall Graduate On-line SCH

TOTAL YEAR DATA

EXCEL Column BN	Column BO
Total Year Undergraduate SCH	Total Year Graduate SCH

TOTAL YEAR

EXCEL Column CC	Column CD
Total Year Undergraduate On-line SCH	Total Year Graduate On-line SCH

TOTAL YEAR DATA

EXCEL Column BP	Column BQ	Column BR	Column BS	Column BT

TOTAL YEAR DATA

EXCEL Column BU	Column BV

EXCEL Template for Web Portal Submission
2018 - 2019
Delaware Cost Study

Salaries from Instructional Budget	Benefits from Instructional Budget	Other Than Personnel Expenditures	Intentional Blank	Percentage of Benfits

Separately Budgeted Research Activities	Separately Budgeted Public Service Activities