

2007-2008 HEADS Data Survey Printable Version

GENERAL INFORMATION

This questionnaire is seeking data about aspects of the music program at your institution. Composite and comparative data will be published and distributed by HEADS to allow music units to compare themselves with all participants and other music units of similar size and type. It is extremely important that the questionnaire be completed as accurately as possible. Please estimate only if you cannot obtain access to exact numbers. Specific instructions precede each section. If you have any questions about completing the questionnaire, please contact the HEADS office by calling (703) 437-0700, ext. 22.

Most information in the questionnaire covers the 2007-2008 academic year and the fiscal year that coincides with it.

Name of Music Executive/Representative to NASM	Glen Bauer
Title of Music Executive/Representative to NASM	Acting Chair
Name of Institution (please do not abbreviate)	Webster University
Name of Unit (please use full designation)	Department of Music; Leigh Gerding College of Fine Arts
Street Address and/or P.O. Box	470 E. Lockwood Avenue
City	Saint Louis
State	Missouri
Zip Code	63119 Please enter in either 5-digit (#####) or 9-digit (#####-####) format
Telephone	314-968-7037 ext. _____ Please enter in the following format: 703-123-4567 ext. 123
Facsimile	314-963-6048 Please enter in the following format: 703-123-4567
E-Mail	bauerga@webster.edu

CONFIDENTIALITY

Most answers provided in the questionnaire will remain completely confidential. However some statistics, because of their public nature, may be released by HEADS for general information. Unless otherwise advised, HEADS may release the following data by institution: Enrollment, Major Areas Offered, Degrees Awarded, Faculty Numbers, Renovation, and New Construction.

Please check the appropriate line below:

- I hereby APPROVE release of the data in the matter outlined above.
 I DO NOT APPROVE release of the data in the matter outlined above.

Section I: GENERAL INSTITUTIONAL INFORMATION

1. Please check all that apply:

- | | |
|---|--|
| <input checked="" type="checkbox"/> a. Private | <input type="checkbox"/> g. Research |
| <input type="checkbox"/> b. Public | <input type="checkbox"/> h. State-Supported |
| <input type="checkbox"/> c. Proprietary | <input type="checkbox"/> i. State/Related |
| <input checked="" type="checkbox"/> d. Not-for-Profit | <input type="checkbox"/> j. Community/Junior College |

e. Free-Standing/Independent

f. Land-Grant

k. Degree-Granting

l. Non-Degree-Granting

2. What is the TOTAL institutional enrollment (number of individuals, i.e., headcount) for Fall 2007? Include only local campus, not system-wide, enrollment. (Please check only one.)

a. 1 - 500

b. 501 - 1,000

c. 1,001 - 2,500

d. 2,501 - 5,000

e. 5,001 - 10,000

f. 10,001 - 15,000

g. 15,001 - 20,000

h. 20,001 - 25,000

i. 25,001 - 30,000

j. 30,001 - 35,000

k. 35,001 - 40,000

l. 40,001 plus

3. What is the highest program level offered IN MUSIC at your institution? (Please check only one.)

a. Associate Degree

b. Baccalaureate Degree

c. Master's Degree

d. Doctoral Degree

4. What is the highest program level offered IN ANY UNIT at your institution? (Please check only one.)

a. Associate Degree

b. Baccalaureate Degree

c. Master's Degree

d. Post-Master's Degree (Not Doctoral)

e. Doctoral Degree

5. Is your institution an accredited member of NASM? (Please check only one.)

a. Member

b. Non-Member

6. Is your institution involved with either of the following during the 2007-2008 academic year? (Check all that apply. If your institution is not involved with either, please leave blank.)

a. Building a new music facility

b. Renovating the music facility

Section II.A: ASSOCIATE DEGREES

INSTRUCTIONS

In Section II, provide the actual number (i.e., headcount) of music major students only who are enrolled in or have graduated from your music degree programs.

In columns (a) and (b), please provide data on the number of music majors enrolled in the Summer of 2007 and the Fall of 2007 respectively.

Definition: A "music major" is defined as (1) a full-time student declared as a music major, (2) a currently enrolled part-time student declared as a music major, or (3) a currently enrolled student studying applied music, performing in a major ensemble and taking first-year theory (students must be enrolled in all three courses). Students listed in (3) above should be included in the category "Other." If students have double majors or similar arrangements, either (1) enter them in only one category based on your judgment, or (2) enter them in the "Other" category. Do not enter any student twice.

In column (c), record the number of degrees awarded in the various areas of music during the period July 1, 2006 through June 30, 2007.

It is imperative that the totals provided equal the sum of enrollments listed in each specific major area. Please enter each individual in only one category. All individuals entered in any category must be music majors as defined above. These data are used throughout the compilation process to place institutions in appropriate categories. Therefore, it is imperative that figures be entered accurately. If exact figures are not available, please estimate.

DEFINITION: For the purposes of this section of the survey, an academic year should include all instructional periods except summer. Please be sure to exclude summer sessions from all calculations in this section.

(a) Music Major Enrollment
Summer 2007

(b) Music Major Enrollment
Fall 2007

(c) Number of Degrees
Awarded to Music Majors
July 1, 2006 - June 30, 2007

1. Associate of Fine Arts Degree Programs or Equivalent

(Enter only number of major students enrolled in music programs with at least 65% music content.)

Brass			
Horn		<u>0</u>	<u>0</u>
Trumpet		<u>0</u>	<u>0</u>
Trombone		<u>0</u>	<u>0</u>
Euphonium		<u>0</u>	<u>0</u>
Tuba		<u>0</u>	<u>0</u>
Guitar		<u>0</u>	<u>0</u>
Harp		<u>0</u>	<u>0</u>
Jazz Studies		<u>0</u>	<u>0</u>
Music Education			
Choral		<u>0</u>	<u>0</u>
Instrumental		<u>0</u>	<u>0</u>
General		<u>0</u>	<u>0</u>
Music History		<u>0</u>	<u>0</u>
Organ		<u>0</u>	<u>0</u>
Percussion		<u>0</u>	<u>0</u>
Piano/Harpsichord		<u>0</u>	<u>0</u>
Strings			
Violin		<u>0</u>	<u>0</u>
Viola		<u>0</u>	<u>0</u>
Cello		<u>0</u>	<u>0</u>
Double Bass		<u>0</u>	<u>0</u>
Voice - Female			
Soprano		<u>0</u>	<u>0</u>
Alto		<u>0</u>	<u>0</u>
Voice - Male			
Tenor		<u>0</u>	<u>0</u>
Bass		<u>0</u>	<u>0</u>
Woodwinds			
Flute		<u>0</u>	<u>0</u>
Oboe		<u>0</u>	<u>0</u>
Clarinet		<u>0</u>	<u>0</u>
Bassoon		<u>0</u>	<u>0</u>
Saxophone		<u>0</u>	<u>0</u>
Other (please specify):	<u>0</u>	<u>0</u>	<u>0</u>
Other (please specify):	<u>0</u>	<u>0</u>	<u>0</u>
Total (Section II.A.1 only)		<u>0</u>	<u>0</u>

2. Associate Degree Programs in Music Education, Music/Business and Music Combined with an Outside Field
 (Enter only number of major students enrolled in music programs with at least 50% music content.)

Music Education			
Choral		<u>0</u>	<u>0</u>
Instrumental		<u>0</u>	<u>0</u>
General		<u>0</u>	<u>0</u>
Music Business			
Other (please specify):	<u>0</u>	<u>0</u>	<u>0</u>
Other (please specify):	<u>0</u>	<u>0</u>	<u>0</u>
Other (please specify):	<u>0</u>	<u>0</u>	<u>0</u>

Total (Section II.A.2 only) 0 0 0

3. **Associate Liberal Arts Degree Programs in Music**
(Enter only number of major students enrolled in music programs with 30-45% music content.)

Liberal Arts Degree		<u>0</u>	<u>0</u>	<u>0</u>
Other (please specify):	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other (please specify):	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other (please specify):	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total (Section II.A.3 only)		<u>0</u>	<u>0</u>	<u>0</u>

Section II.B: BACCALAUREATE DEGREES

INSTRUCTIONS

In Section II, provide the actual number (i.e., headcount) of music major students only who are enrolled in or have graduated from your music degree programs.

In columns (a) and (b), please provide data on the number of music majors enrolled in the Summer of 2007 and the Fall of 2007 respectively.

Definition: A "music major" is defined as (1) a full-time student declared as a music major, (2) a currently enrolled part-time student declared as a music major, or (3) a currently enrolled student studying applied music, performing in a major ensemble and taking first-year theory (students must be enrolled in all three courses). Students listed in (3) above should be included in the category "Other." If students have double majors or similar arrangements, either (1) enter them in only one category based on your judgment, or (2) enter them in the "Other" category. Do not enter any student twice.

In column (c), record the number of degrees awarded in the various areas of music during the period July 1, 2006 through June 30, 2007.

It is imperative that the totals provided equal the sum of enrollments listed in each specific major area. Please enter each individual in only one category. All individuals entered in any category must be music majors as defined above. These data are used throughout the compilation process to place institutions in appropriate categories. Therefore, it is imperative that figures be entered accurately. If exact figures are not available, please estimate.

DEFINITION: For the purposes of this section of the survey, an academic year should include all instructional periods except summer. Please be sure to exclude summer sessions from all calculations in this section.

(a) Music Major Enrollment Summer 2007	(b) Music Major Enrollment Fall 2007	(c) Number of Degrees Awarded to Music Majors July 1, 2006 - June 30, 2007
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1. **Bachelor of Music Degree Programs or Other Professional Degree Program**
(Enter only number of major students enrolled in music programs with at least 65% music content.)

Accompanying	<u>0</u>	<u>0</u>	<u>0</u>
Brass			
Horn	<u>0</u>	<u>1</u>	<u>0</u>
Trumpet	<u>0</u>	<u>0</u>	<u>0</u>
Trombone	<u>0</u>	<u>0</u>	<u>0</u>
Euphonium	<u>0</u>	<u>0</u>	<u>0</u>
Tuba	<u>0</u>	<u>0</u>	<u>0</u>
Composition	<u>0</u>	<u>6</u>	<u>1</u>
Guitar	<u>0</u>	<u>1</u>	<u>0</u>
Harp	<u>0</u>	<u>0</u>	<u>0</u>
History/Literature	<u>0</u>	<u>0</u>	<u>0</u>
Jazz Studies	<u>0</u>	<u>18</u>	<u>6</u>
Organ	<u>0</u>	<u>1</u>	<u>0</u>
Percussion	<u>0</u>	<u>2</u>	<u>0</u>
Piano/Harpsichord	<u>0</u>	<u>8</u>	<u>0</u>

Piano Pedagogy	0	0	0
Sacred Music	0	0	0
Strings			
Violin	0	4	0
Viola	0	0	0
Cello	0	2	0
Double Bass	0	0	0
Theory	0	0	0
Theory/Composition	0	0	0
Voice - Female			
Soprano	0	8	0
Alto	0	1	0
Voice - Male			
Tenor	0	2	0
Bass	0	2	0
Woodwinds			
Flute	0	3	0
Oboe	0	1	1
Clarinet	0	0	0
Bassoon	0	0	0
Saxophone	0	0	0
Other (please specify):	Jazz Studies: Music Technology	0	9
Other (please specify):			
Other (please specify):			
Total (Section II.B.1 only)			

2. **Baccalaureate Degree Programs in Music Education, Music Therapy, and Music Combined with an Outside Field**
(Enter only number of major students enrolled in music programs with at least 50% music content.)

Music Education			
Choral	0	11	3
Instrumental	0	11	1
General	0	0	0
Music Therapy	0	0	0
Music/Business Arts Administration	0	0	0
Music/Engineering	0	0	0
Musical Theatre	0	0	0
Other (please specify):			
Other (please specify):			
Total (Section II.B.2 only)		22	4

3. **Baccalaureate Liberal Arts Degree Programs in Music (B.A., B.S.)**
(Enter only number of major students enrolled in music programs with 30-45% music content.)

Liberal Arts Degree	0	36	4
Other (please specify):			
Other (please specify):			
Other (please specify):			

Total (Section II.B.3 only)

0

38

4

Section II.C: MASTER'S DEGREES

INSTRUCTIONS

In Section II, provide the actual number (i.e., headcount) of music major students only who are enrolled in or have graduated from your music degree programs.

In columns (a) and (b), please provide data on the number of music majors enrolled in the Summer of 2007 and the Fall of 2007 respectively.

Definition: A "music major" is defined as (1) a full-time student declared as a music major, (2) a currently enrolled part-time student declared as a music major, or (3) a currently enrolled student studying applied music, performing in a major ensemble and taking first-year theory (students must be enrolled in all three courses). Students listed in (3) above should be included in the category "Other." If students have double majors or similar arrangements, either (1) enter them in only one category based on your judgment, or (2) enter them in the "Other" category. Do not enter any student twice.

In column (c), record the number of degrees awarded in the various areas of music during the period July 1, 2006 through June 30, 2007.

It is imperative that the totals provided equal the sum of enrollments listed in each specific major area. Please enter each individual in only one category. All individuals entered in any category must be music majors as defined above. These data are used throughout the compilation process to place institutions in appropriate categories. Therefore, it is imperative that figures be entered accurately. If exact figures are not available, please estimate.

DEFINITION: For the purposes of this section of the survey, an academic year should include all instructional periods except summer. Please be sure to exclude summer sessions from all calculations in this section.

	(a) Music Major Enrollment Summer 2007	(b) Music Major Enrollment Fall 2007	(c) Number of Degrees Awarded to Music Majors July 1, 2006 - June 30, 2007
1. Specific Master's Degree Programs (M.M.) (Enter only number of major students enrolled in music degree programs.)			
Accompanying	<u>0</u>	<u>0</u>	<u>0</u>
Arts Administration	<u>0</u>	<u>0</u>	<u>0</u>
Brass			
Horn	<u>0</u>	<u>0</u>	<u>0</u>
Trumpet	<u>0</u>	<u>0</u>	<u>0</u>
Trombone	<u>0</u>	<u>0</u>	<u>0</u>
Euphonium	<u>0</u>	<u>0</u>	<u>0</u>
Tuba	<u>0</u>	<u>0</u>	<u>0</u>
Composition	<u>0</u>	<u>1</u>	<u>0</u>
Conducting	<u>0</u>	<u>0</u>	<u>0</u>
Ethnomusicology	<u>0</u>	<u>0</u>	<u>0</u>
Guitar	<u>0</u>	<u>0</u>	<u>0</u>
Harp	<u>0</u>	<u>0</u>	<u>0</u>
Harpsichord	<u>0</u>	<u>0</u>	<u>0</u>
Jazz Studies	<u>0</u>	<u>3</u>	<u>2</u>
Music Education			
Choral	<u>3</u>	<u>4</u>	<u>2</u>
Instrumental	<u>0</u>	<u>1</u>	<u>0</u>
General	<u>0</u>	<u>0</u>	<u>0</u>
Music History/Musicology	<u>0</u>	<u>0</u>	<u>0</u>
Music Therapy	<u>0</u>	<u>0</u>	<u>0</u>
Opera	<u>0</u>	<u>0</u>	<u>0</u>
Organ	<u>0</u>	<u>0</u>	<u>0</u>
Pedagogy	<u>0</u>	<u>0</u>	<u>0</u>
Percussion	<u>0</u>	<u>0</u>	<u>0</u>
Piano	<u>0</u>	<u>2</u>	<u>0</u>

Sacred Music	0	3	1
Strings			
Violin	0	2	0
Viola	0	1	0
Cello	0	0	0
Double Bass	0	0	0
Theory	0	0	0
Voice - Female			
Soprano	0	1	0
Alto	0	0	0
Voice - Male			
Tenor	0	0	0
Bass	0	0	0
Woodwinds			
Flute	0	1	1
Oboe		0	0
Clarinet	0	1	0
Bassoon	0	0	0
Saxophone	0	0	0
Other (please specify):			
Other (please specify):			
Total (Section II.C.1 only)			

2. General Master's Degree Programs (M.A., or M.S.)
(Enter only number of major students enrolled in music degree programs.)

General Master's in Music	0	8	0
Other (please specify):	MA Orff Schulwerk	1	0
Other (please specify):			
Other (please specify):			
Total (Section II.C.2 only)			

Section II.D: DOCTORAL DEGREES

INSTRUCTIONS

In Section II, provide the actual number (i.e., headcount) of music major students only who are enrolled in or have graduated from your music degree programs.

In columns (a) and (b), please provide data on the number of music majors enrolled in the Summer of 2007 and the Fall of 2007 respectively.

Definition: A "music major" is defined as (1) a full-time student declared as a music major, (2) a currently enrolled part-time student declared as a music major, or (3) a currently enrolled student studying applied music, performing in a major ensemble and taking first-year theory (students must be enrolled in all three courses). Students listed in (3) above should be included in the category "Other." If students have double majors or similar arrangements, either (1) enter them in only one category based on your judgment, or (2) enter them in the "Other" category. Do not enter any student twice.

In column (c), record the number of degrees awarded in the various areas of music during the period July 1, 2006 through June 30, 2007.

It is imperative that the totals provided equal the sum of enrollments listed in each specific major area. Please enter each individual in only one category. All individuals entered in any category must be music majors as defined above. These data are used throughout the compilation process to place institutions in appropriate categories. Therefore, it is imperative that figures be entered accurately. If exact figures are not available, please estimate.

DEFINITION: For the purposes of this section of the survey, an academic year should include all instructional periods except summer. Please be

sure to exclude summer sessions from all calculations in this section.

	(a) Music Major Enrollment Summer 2007	(b) Music Major Enrollment Fall 2007	(c) Number of Degrees Awarded to Music Majors July 1, 2006 - June 30, 2007
Doctoral Degree Programs in Music (Enter only number of major students enrolled in music degree programs.)			
Accompanying	0	0	0
Bass			
Horn	0	0	0
Trumpet	0	0	0
Trombone	0	0	0
Euphonium	0	0	0
Tuba	0	0	0
Composition	0	0	0
Conducting	0	0	0
Ethnomusicology	0	0	0
Guitar	0	0	0
Harp	0	0	0
Harpichord	0	0	0
Music Education			
Choral	0	0	0
Instrumental	0	0	0
General	0	0	0
Musicology	0	0	0
Opera	0	0	0
Organ	0	0	0
Percussion	0	0	0
Piano	0	0	0
Sacred Music	0	0	0
Strings			
Violin	0	0	0
Viola	0	0	0
Cello	0	0	0
Double Bass	0	0	0
Theory	0	0	0
Voice - Female			
Soprano	0	0	0
Alto	0	0	0
Voice - Male			
Tenor	0	0	0
Bass	0	0	0
Woodwinds			
Flute	0	0	0
Oboe	0	0	0
Clarinet	0	0	0
Bassoon	0	0	0
Saxophone	0	0	0
Other (please specify):	0	0	0
Other (please specify):	0	0	0
Total (Section II.D only)			

Section II.E: GRAND TOTAL MUSIC MAJOR ENROLLMENT

INSTRUCTIONS

In columns (a) and (b) the total number of music majors enrolled in the Summer of 2007 and the Fall of 2007 respectively have been computed.

In column (c) the number of degrees awarded in the various areas of music during July 1, 2006 through June 30, 2007 has been computed.

The grand total music major enrollment figures are derived by adding the answers from sections II.A.1., II.A.2., II.A.3., II.B.1., II.B.2., II.B.3., II.C.1., II.C.2., II.D. You do not have to enter the figure; it has been completed for you.

DEFINITION: For the purposes of this section of the survey, an academic year should include all instructional periods except summer. Please be sure to exclude summer sessions from all calculations in this section.

	(a) Music Major Enrollment Summer 2007	(b) Music Major Enrollment Fall 2007	(c) Number of Degrees Awarded to Music Majors July 1, 2006 - June 30, 2007
Grand Total	158	158	23

Section II.F: ETHNIC BREAKDOWN OF STUDENTS

For each degree level, please indicate the number of students presently enrolled in the following categories.

	Black or African-American Non-Hispanic/ Latino		American Indian/ Alaska Native		Pacific Islander		Hispanic/ Latino		White Non-Hispanic/ Latino		Asian		Other/ Race Ethnicity Unknown	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Associate Degrees:														
Professional														
Liberal Arts														
Baccalaureate Degrees:														
Professional	4	1	0	0	0	0	2	1	46	26	1	0	6	4
Liberal Arts	1	0	0	0	0	0	0	2	12	15	0	3	0	3
Master's Degrees:														
Specific	0	1	0	0	0	0	0	0	8	7	0	1	1	2
General	0	0	0	0	0	0	0	0	4	4	0	0	1	0
Doctoral Degrees:														
Specific														
General														
Total:	5	2	0	0	0	0	2	3	70	52	1	3	8	7

Section III: TOTAL INSTRUCTIONAL SERVICE (IN SEMESTER CREDIT OR QUARTER HOURS)

INSTRUCTIONS

The information requested in this section is vital to the HEADS database. The answer to question III.C. is of particular importance, providing the database with information used in many of the ratios calculated from the data. Its exclusion limits the value of much of the other data submitted. If the figures are unknown to you, your registrar may be able to provide them. If not, multiply the semester credit hours (or quarter hours) allotted for each course by the number of students enrolled and total the figures for all courses offered.

If your institution computes credits in quarter hours, please place figures in column (a). If your institution uses semester credit hours, please place the figures in column (b).

In question III.D., please provide the number of students (headcount, i.e., nonduplicated) involved in the curricular activities of the music unit in any way. An approximation of this figure would be useful to the database even if exact figures are not available. This figure cannot be smaller than II.E.b.

DEFINITION: For the purposes of this section of the survey, an academic year should include all instructional periods except summer. Please be sure to exclude summer sessions from all calculations in this section.

A. What is the projected total number of semester quarter hours OR credit hours generated in music courses offered during the 2007-2008 academic year (excluding summer) by non-music major students? (Please answer only one.) EXAMPLE: If your unit offers three courses to non-majors worth three credits to each student, and there are twelve students in each class, the answer would be 108 (3 x 3 x 12).

Quarter Hours (a) OR Semester Hours (b) 1900

B. What is the projected total number of semester quarter hours OR credit hours generated in music courses offered during the 2007-2008 academic year (excluding summer) by music major students? (Please answer only one.) EXAMPLE: If your unit has twenty-five full-time music majors each taking twelve credits of music courses during the academic year, the answer would be 300 (25 x 12).

Quarter Hours (a) OR Semester Hours (b) 2555

C. Total number of semester quarter hours OR credit hours generated in music courses offered during the 2007-2008 academic year (excluding summer). This figure is derived by adding the answers to A and B above. You do not have to enter the figure. It is computed for you.

Quarter Hours (a) OR Semester Hours (b) 4455

D. What is the projected number of students (headcount, i.e., nonduplicated) involved in any curricular aspect of the music unit during the 2007-2008 academic year (excluding summer)? Please approximate this figure if you do not have access to an exact answer. This figure cannot be smaller than II.E.b.

725 students

Section IV: MUSIC FACULTY AND INSTRUCTIONAL STAFF

Please complete each applicable section of each chart. Data cannot be processed unless all information is provided.

A. FULL TIME FACULTY: 2007-2008 DATA ONLY

INSTRUCTIONS

Two charts are provided for full-time music faculty: one for male faculty and one for female faculty. Only information regarding full-time faculty should be entered in these charts. Do not include part-time faculty data in Sections IV.A.1. and IV.A.2. (specific information covering part-time faculty is requested in Sections IV.B. and IV.C.). Please provide information about full-time faculty by gender. Institutions unable to do so should check the box marked "We are unable to provide faculty data by gender and are providing combined faculty data" and enter the total figures in the "Male" chart.

PLEASE NOTE

The charts in Section IV.A. should include all full-time individuals with faculty status. The intent of the data in this section is to develop average full-time faculty salaries. Salary figures should be based on a nine-month academic year, exclusive of benefits.

Do not include in Sections IV.A.1. or IV.A.2. any information about the music executive or other administrators who will be recorded in Section V. of the survey (i.e., Deans, Chairs, and Directors, and Assistant/Associate Deans, Chairs, and Directors). Salaries and other specific data regarding the music executive(s) and assistant/associate music executive(s) are requested in Section V.

Do not include individuals who are not full-time faculty members. Do not include faculty members on sabbatical, or those in early retirement programs and therefore not teaching full-time and/or not receiving a full-time salary.

RANKS

The various ranks of the professoriate are consistent with those of "A Common Language for Postsecondary Accreditation," a joint project of COPA and NCHEMS. If your rankings are not consistent with those listed, please check with your research office to determine institutional policy in relation to these common ranks.

NUMBER - Column (a)

In column (a) the number of individuals in each rank is automatically totalled.

HIGHEST DEGREE EARNED - Columns (b) through (g)

In columns (b) through (g), record the number of individuals in that particular rank who have earned the highest degree indicated. Total the column. The total of columns (b) through (g) must equal column (a).

