

## **GUIDELINES FOR NEW RACE/ETHNICITY REQUIREMENTS**

Source: Federal Register, Volume 72, Number 202, pp. 59266-59279: <http://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf> ).

This guideline applies to race/ethnic data about students AND all faculty and staff.

In October 2007, the U.S. Department of Education issued final guidance for the collection and reporting of racial and ethnic data. The U.S. Department of Education requires that the revised standards are implemented by the fall of 2010. To ensure compliance with federal requirements, all data collections will be modified to begin collecting the race/ethnicity data in the new format in fiscal year 2010. An overview of the changes is listed below:

---

### **Timeline for implementation:**

Beginning July 1, 2009, all applications (admissions and employment) must contain the two part race/ethnicity questions. Previously collected race/ethnicity data will be converted through a bridging process from the old data to the new data. The Technical College System of Georgia will not re-survey students and employees for race/ethnicity due to the high costs involved in the re-survey process.

**Collection of Data from Employees and Students:** Institutions are required to collect race/ethnicity data using a two-question format. The notice states that institutions should include instructions that will assure to the extent possible that individuals answer both the ethnicity and race questions.

### **Non-Resident Aliens**

Before the required race/ethnicity questions are asked, applicants will indicate whether or not they are a citizen of the United States. If not, applicants will be asked if they are a legal resident of the United States or a non-resident alien. If the applicant is a non-resident alien, the school shall collect race/ethnicity information; however, for reporting purposes, the student will be reported as a non-resident alien.

### **Collection Requirements for Race/Ethnicity**

1. The first question must ask whether or not the individual is Hispanic/Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race).
2. The second question asks the respondent to select one or more races from the following five racial groups:
  - a. *American Indian or Alaskan Native*: a person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.
  - b. *Asian*: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
  - c. *Black or African American*: a person having origins in any of the black racial groups of Africa.

- d. *Native Hawaiian or Other Pacific Islander*: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- e. *White*: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
3. The notice states that institutions should ensure that a respondent who does not provide race/ethnicity information is refusing to self-identify rather than overlooking the question.
  - a. Schools cannot require that students answer the race/ethnicity questions on college admissions applications.
  - b. After admission to college, if a student refuses to answer the race/ethnicity question, schools cannot force the student to answer the question or withhold registration, grades, etc., for the student's failure to answer race/ethnicity questions.
4. When a student does not answer the race/ethnicity question, please do not use the observer method to identify a race/ethnicity for the student. Please record the student as Race/Ethnicity Unknown. Recent studies have shown that the observation method is not a reliable method since some race/ethnic groups are underestimated due to systematic patterns of inaccurate race/ethnicity assignments especially for non-African American minorities.

#### **Reporting Requirements (Different from the Collection Process)**

1. Racial and ethnic data is REPORTED IN SEVEN CATEGORIES:
  - a. Hispanic/Latino of any race;
  - b. And, for individuals who are non-Hispanic/Latino only,
    - i. American Indian or Alaska Native
    - ii. Asian
    - iii. Black or African American
    - iv. Native Hawaiian or Other Pacific Islander
    - v. White
    - vi. Two or more races
2. Persons identifying with multiple races will not be double reported, i.e., will be reported as "two or more races" only. Individuals who self-identify as being Hispanic/Latino will be reported only as Hispanic/Latino even though they may have reported additional racial information.
3. Examples:

<b>Self Identified Response</b>	<b>Reported As</b>
Hispanic/Latino and Asian	Hispanic/Latino
Hispanic/Latino, Asian and Black	Hispanic/Latino
Non-Hispanic/Latino and Asian	Asian
Non-Hispanic/Latino, Black, Asian	Two or more races

#### **Recordkeeping**



1. Institutions are required to **RETAIN FOR THREE YEARS** all financial and programmatic records, supporting documents, statistical records, and other records that are required to be maintained. This includes the individual responses to the two-part question.
2. If there is litigation, a claim, an audit or another action involving the records that began prior to the end of the three-year period, the records must be maintained until the completion of the action.

### **Bridging Prior Years' Data**

1. Bridging data involves adopting a method for being able to link the new data collected using the two-part question with data collected before the implementation of the new process.
2. The bridging method used by the Technical College System of Georgia will be documented and available for review by the Department of Education and any other federal agency requiring the data.
3. The current and new race/ethnicity categories for reporting to IPEDS are below:

<b>Current IPEDS Reporting Categories</b>	<b>New IPEDS Reporting Categories</b>
1) Non-Resident Alien	1) Nonresident Alien
2) Race and Ethnicity unknown	2) Race and Ethnicity unknown
3) Black, non-Hispanic	3) Hispanics of any race
4) American Indian/Alaskan Native	
5) Asian/Pacific Islander	For non-Hispanics only:
6) Hispanic	4) American Indian or Alaska Native
7) White, non-Hispanic	5) Asian
	6) Black or African American
	7) Native Hawaiian or Other Pacific Islander
	8) White
	9) Two or more races

4. Bridging data from prior year's to the new reporting system is as follows:

<b>Old IPEDS Reporting Category</b>		<b>New IPEDS Reporting Category</b>
1) Non-Resident Alien	=>	1) Non-resident Alien
2) Race/ethnicity unknown	=>	2) Race/ethnicity unknown
3) Black, non-Hispanic	=>	3) Black or African American
4) American Indian/Alaskan Native	=>	4) American Indian or Alaskan Native
5) Asian/Pacific Islander*	=>	5) Asian
	No previous code	6) Native Hawaiian or other Pacific Islander
6) Hispanic	=>	7) Hispanics of any race
7) White, non-Hispanic	=>	8) White
	No previous code	9) Two or more races

\*Due to the extremely low number of Pacific Islanders in Georgia, the conversion from the old Asian/Pacific Islander category will be transferred solely to the Asian category.

### **2009-10 and 2010-11 Collection Years**

The Technical College System of Georgia will fully implement the seven new race/ethnic categories plus the two remaining categories "race and ethnicity unknown" and "non-resident alien" when reporting to IPEDS beginning the 2009-10 collection year. Data will be compiled through a bridging process.

### **2011-12 and Beyond Collection Years**

Mandatory years for all IPEDS components: Institutions will be required to report using only the new race/ethnicity categories.

### **BANNER and Peoplesoft**

Additional instructions on training and how to implement new race/ethnicity codes in BANNER will be provided by the Mark Ayers and the BANNER team.

Data collected on faculty and staff in Peoplesoft currently meets the reporting categories required by the U.S. Department of Education; however, it does not meet the collection requirements. Therefore, please retain all hard copy or electronic copies of employment applications with the two-part race/ethnicity question and multiple race categories for a minimum of three years to meet the requirements of race/ethnicity documentation.

If you have any questions about race/ethnicity implementation within the Technical College System of Georgia, please contact Sandra Kinney at (404) 327-6839 or [skinney@tcsg.edu](mailto:skinney@tcsg.edu)