

## **Centers & Institutes Directors**

**Minutes: October 24, 2013**

C&I Directors present: Ms. Lisa Bash-Ward, Intercollegiate Athletic Institute for Sports Camps  
Dr. Victor Garcia, Mid-Atlantic Addiction Research & Training Institute  
Dr. Carl Luciano, Biotechnology Research Institute  
Dr. Phillip Neusius, Archaeological Services  
Mr. Anthony Palamone, Small Business Development Center  
Dr. Louis Pesci, Highway Safety Center  
Dr. Michele Petrucci, American Language Institute  
Dr. Mark Piwinsky, Center for Media Production & Research  
Ms. Jane Potter-Baumer, Community Music School  
Dr. Kenneth Sherwood, Center for Digital Humanities & Culture  
Ms. Karen Stein, Speech, Language & Hearing Clinic  
Mr. Robert Wilson, Institute for Mine Mapping, Archival Procedures & Safety

Others attending: Dr. Hilliary Creely, Assistant Dean for Research, SGSR  
Dr. Timothy Mack, Dean, SGSR

### Updates

- Dr. Creely said the Draft Supplemental Payment Request Form (which will replace the CE-CI Contract) is moving along in the approval process and should be available soon for use. Center directors will be notified when that happens.
  - In the meantime, please complete any outstanding CE-CI Contract forms. Once the new form is in use, the requirement for completing it before work commences will be enforced.
- Dr. Creely said that the C&I Advisory Board met on October 14. They discussed revising the C&I Annual Report and Five-Year Review templates.

### New Business

- Dr. Creely distributed the Announcement for Website Revitalization Assistance (attached) and asked the C&I directors to submit one-page proposals for this assistance by Monday, November 11, 2013. Again this year, the selected C&I will receive personalized assistance from the Center for Media Production and Research.
- Dr. Creely introduced Dr. Timothy Mack, Dean, SGSR, who attended the meeting to discuss university issues relevant to C&I.
  - Dr. Mack distributed information from the PASSHE website about Affiliation Agreements (attached).
    - An IUP faculty member or department chair may not sign an affiliation agreement on behalf of the university.
      - Most agreements that C&I are involved with are vetted through either the IUP Research Institute or IUP Procurement Office. All agreements must go through a review process.
      - Dr. Garcia asked how long the review process would take.

- Dr. Mack said it can take several months, due to legal implications such as indemnity, insurance, etc. All agreements should allow at least two months of lead time.
- PASSHE's Expenditure of Public Funds Policy (<http://www.iup.edu/page.aspx?id=100686>) provides guidelines. Any questions should be directed to Dr. Creely or Dr. Mack.
- Dr. Mack discussed the future of the C&I at IUP, and made the following points.
  - Retrenchment has now occurred at four PASSHE universities. IUP needs to offer high demand programs with popular methods of delivery.
  - Half of all the applications received for graduate programs are for only four programs.
  - Attached to the minutes is the number of unique visitors ("Major Sheet Visits with Page Value") for undergraduate majors for the month of September 2013. This is only for one month and it might not be the peak month for a particular program. Students could also have learned what they need to know from the website and did not need to go to the majors pages. Even so, the number of unique pages varies by more than 1000X per program. The Bounce Rate is where someone visits and then leaves the iup.edu web pages. Electronic advertising is driving web page visits, as is the elimination of programs at other PASSHE universities.
  - There are many web pages on top 10 undergraduate degrees, most in-demand undergraduate degrees, etc. Here is one: <http://www.forbes.com/sites/jennagoudreau/2012/05/15/best-top-most-valuable-college-majors-degrees/>
  - State funding of universities has been declining and will continue to decline. IUP must generate more funding from enrollment and grants.
    - The C&I need to demonstrate value.
    - There could be up to \$19 million in cuts to IUP's budget over the next three years.
    - Website analytics are helpful in determining which programs are in high demand.
      - Dr. Luciano asked for as much data as possible.
    - Dr. Sherwood said the C&I can be instrumental in attracting students and could use university support for this. The C&I provide applied research experience that is highly desirable to prospective students.
    - Dr. Mack said the Undergraduate Scholars Forum could also be a recruiting tool.
    - Mr. Palamone said that the experience a student receives through the C&I don't always have to be through a paid assignment.
    - Dr. Mack said the C&I need to market their services both outside and inside of the university.
    - Ms. Potter-Baumer said that the university is not always helpful with marketing materials. She discovered through a quick client survey that most of her clients found out about the center on Facebook.

- Dr. Piwinsky said the Center for Media Production & Research can help with marketing materials. However, clients must be committed to the project and must allow for sufficient lead time.

Respectfully submitted,  
Jean Serio

# Announcement

## Back by Popular Demand: Competitive Availability of Website Revitalization Assistance for IUP's C&I

**Background:** In response to the success of previous year's efforts, the widespread interest among IUP Center and Institute directors for assistance with improving C&I websites, and the limited availability of resources for this purpose from both intra and extramural sources, the SGSR is again providing support for select C&I to receive personalized assistance from IUP's Center for Media Production and Research.

### Objectives:

- To provide, on a competitive basis, personalized assistance updating your C&I website
- To help IUP Center's and Institutes with targeted outreach to external (non-IUP) stakeholders
- To increase the presence, knowledge, future fundability, and business of IUP Centers and Institutes

**Requirements:** Submit a **1-page summary** describing, in as much detail as possible, your Center/Institute's desired website improvements. Among the elements that must be addressed in the summary are:

- Description of current status of the website
- Description of the specific desired website changes (information/resources to be added/removed, model websites to emulate, desired multimedia additions, etc)
- Description of the future commitment to maintaining the revitalized website
- Description of desired outcome from website improvement, including information about specific benefit to the Center/Institute and how effectiveness will be measured
- Description of the planned audience for the updated website, including why this audience is significant to the Center/Institute

**Deadline:** Close of business on **Monday, November 11, 2013**

To submit your application and/or ask questions about this announcement, please contact Hilliary Creely, Assistant Dean for Research ([HCreely@iup.edu](mailto:HCreely@iup.edu))

And don't forget to check out the remodeled websites of previous year's winners...

### 2012

- Center for Family Business: <http://www.iup.edu/centerforfamilybusiness/>
- Archaeological Services: <http://www.iup.edu/archaeological/default.aspx>
- Frederick Douglass Institute: <http://www.iup.edu/douglassinstitute/>
- Center for Career and Technical Education: <http://www.iup.edu/careerteched/>
- PA-OSHA Consultation Program: <http://www.iup.edu/pa-oshaconsultation/>
- MARTI: <http://www.iup.edu/marti/>
- Film Studies (work just commencing): <http://www.iup.edu/filmstudies/>

### 2011

- Speech, Language & Hearing Clinic: <http://www.iup.edu/speech/default.aspx>
- ALS Research Training Ctr: <http://www.iup.edu/sociology/als/research/default.aspx>
- American Language Institute: <http://www.iup.edu/ali/default.aspx>
- Government Contracting Assistance Program: <http://www.iup.edu/ptac/default.aspx>
- Small Business Incubator: <http://www.iup.edu/incubator/default.aspx>
- Center for Teaching Excellence: <http://www.iup.edu/teachingexcellence/default.aspx>



General Contracting and Procurement

Academic Affiliations, Student Internships and Placements

Academic Affiliation Handbook

Templates

Grants and Research

## Templates

### General Affiliation Templates

- Generic Internship Agreement
- Agreement between Student and University as to Placement Expectations
- Amendment to an Affiliation Agreement
- Renewal of an Affiliation Agreement
- Renewal of an Affiliation Agreement by letter

### Specific Affiliation Templates

- Audiology/Speech Pathology Affiliation Agreement
- Medical Technology/Clinical Laboratory Site Affiliation Agreement
- Nursing Health Agency Affiliation Agreement
- Nursing Private Practitioner Affiliation Agreement
- School District Affiliation Agreement
- School District - School Nurse Affiliation Agreement

### Foreign Study Programs

- National Student Exchange - Foreign Placement Services Agreement
- Foreign Study Program Agreement

### Miscellaneous Affiliation Agreement Related Templates

- Articulation Agreement Letter
- Sample Cover Letter to Accompany Agreement

Accessed Wednesday, Oct 23, 2013

<http://www.passhe.edu/inside/legal/areas/procurement/placements/Pages/Templates.aspx>

**HANDBOOK**  
**FOR**  
**ACADEMIC AFFILIATION AGREEMENTS**

*This is the most current Handbook*

**OFFICE OF CHIEF COUNSEL**  
**STATE SYSTEM OF HIGHER EDUCATION**  
**COMMONWEALTH OF PENNSYLVANIA**

## INTRODUCTION

I am pleased to present for your use the revised and updated Handbook for Academic Affiliation Agreements.

The handbook is designed to meet the needs of the university in dealing with contracting issues that affect clinical relationships. This is a complicated process for many reasons, including the concerns of host entities about potential liability and the constraints imposed by Commonwealth contracting laws. This Handbook is designed to assist you as you work through these issues in reaching an agreement with host entities.

Please continue to work directly with your University Counsel on these important agreements as you continue in your efforts to achieve your academic goals.

I would like to thank University Legal Counsel, Jacqueline Conforti Barnett, for her leadership in developing and now updating this Handbook. And, thanks to all of you for your diligence in assuring that proper contracting procedures are followed.

Jeffrey Cooper  
Chief Legal Counsel  
State System of Higher Education

## **PREFACE**

Several significant changes have been made regarding the administration and approval process for affiliation agreements. So that these matters are not lost within the content of this manual, please note the following changes in past practices:

- **University signatures: The president of each university must delegate in writing and, forward that delegation to their respective university legal counsel, as to which individuals will have contracting authority for executing affiliation agreements.** It is strongly encouraged that each provost have this authority, but in no case should the authority go beyond the level of dean. Department chairpersons, directors or faculty members should not be delegated signatory authority.
- Approval by university legal counsel: If a university utilizes the templates in the appendix of this manual **WITHOUT ANY MODIFICATIONS**, the affiliation agreement will no longer require legal review and the signature line for university legal counsel may be removed from the agreement. Insertions of necessary information—such as the identities of the parties, dates and other insertions provided for in the templates—are not considered modifications. As in the case of all rules, an exception always seems to exist. Modification to existing language as to health status requirements may be made since various programs, schools and health providers may require additional tests or inoculations before a student may participate in a program.

**Please note that amendments, renewals, foreign exchange program agreements and articulation agreements, regardless of whether the templates provided in this manual are used, will still require approval by university legal counsel.**

- Information and sample letters have been provided to better assist you in handling the challenges created by the *The Health Information Portability and Accountability Act* of 1996 (HIPAA) and the requests by medical providers to enter into Business Associate Agreements.

As always, should you require any assistance with any of the information contained in this manual, or in preparing or negotiating any agreement, please do not hesitate to contact the Office of University Legal Counsel.



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## Major Sheet Visits with Page Value

Sep 1, 2013 - Sep 30, 2013

ALL » PAGE PATH LEVEL 1: /majors/

All Visits  
2.85%

## Explorer

● Pageviews

1,000

500

Sep 8

Sep 15

Sep 22

Sep 29

This data was filtered using an advanced filter.

Page path level 2	Pageviews	Unique Pageviews	Avg. Time on Page	Bounce Rate	% Exit	Page Value
	19,261 % of Total: 1.43% (1,343,731)	16,478 % of Total: 1.57% (1,050,416)	00:01:23 Site Avg: 00:01:32 (-9.50%)	79.54% Site Avg: 53.87% (47.66%)	28.21% Site Avg: 36.09% (-21.83%)	\$0.08 % of Total: 2.60% (\$2.94)
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2. /early-childhood-ed-special-ed/	979	881	00:01:29	90.94%	60.27%	\$0.05
3. /nursing/	955	804	00:01:20	50.00%	17.38%	\$0.15
4. /criminology/	598	504	00:01:32	52.38%	20.07%	\$0.08
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17. /sport-administration-physical-education-sport/	282	242	00:02:04	77.27%	25.53%	\$0.17
18. /pre-med-biology/	278	248	00:01:39	58.97%	27.70%	\$0.00
19. /dietetics-nutrition/	276	224	00:01:44	53.85%	21.74%	\$0.00
20. /child-development-family-	261	210	00:01:50	70.88%	25.50%	\$0.00



20.	<a href="#">relations/</a>	264	216	00:01:52	73.91%	25.38%	\$0.00
21.	<a href="#">/marketing/</a>	262	224	00:01:44	61.90%	22.90%	\$0.00
22.	<a href="#">/nursing-lpn/</a>	260	213	00:01:22	63.89%	23.08%	\$0.00
23.	<a href="#">/pre-vet-biology/</a>	237	206	00:01:44	66.15%	36.29%	\$0.00
24.	<a href="#">/international-business/</a>	234	193	00:01:17	70.00%	17.95%	\$0.00
25.	<a href="#">/management-information-systems/</a>	223	172	00:01:17	68.18%	26.91%	\$0.00
26.	<a href="#">/pre-pharmacy-natural-science/</a>	214	176	00:01:39	79.55%	37.38%	\$0.00
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28.	<a href="#">/computer-science/</a>	207	173	00:01:40	72.73%	16.43%	\$0.00
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33.	<a href="#">/finance/</a>	166	135	00:01:14	60.00%	19.88%	\$0.15
34.	<a href="#">/respiratory-care-crt/</a>	164	129	00:01:20	100.00%	15.85%	\$0.16
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36.	<a href="#">/honortracks/</a>	156	128	00:00:55	33.33%	13.46%	\$0.00
37.	<a href="#">/human-services-sociology/</a>	155	128	00:01:16	81.82%	24.52%	\$0.00
38.	<a href="#">/entrepreneurship-small-business-management/</a>	153	138	00:01:35	87.88%	28.10%	\$0.00
39.	<a href="#">/health-and-physical-education/</a>	152	130	00:00:51	75.00%	17.11%	\$0.15
40.	<a href="#">/vocational-technical-education/</a>	144	120	00:01:26	75.68%	36.81%	\$0.17
41.	<a href="#">/pre-dentistry-natural-science/</a>	142	123	00:02:08	48.28%	40.85%	\$0.00
42.	<a href="#">/pre-law-criminology/</a>	142	129	00:01:25	62.50%	16.90%	\$0.31
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44.	<a href="#">/respiratory-care/</a>	130	100	00:01:15	61.54%	24.62%	\$0.20
45.	<a href="#">/music-performance/</a>	128	112	00:01:09	60.00%	18.75%	\$0.00
46.	<a href="#">/clinical-laboratory-science/</a>	123	91	00:00:52	44.44%	9.76%	\$0.00
47.	<a href="#">/art-education/</a>	117	94	00:01:06	60.87%	20.51%	\$0.00
48.	<a href="#">/applied-computer-science/</a>	113	99	00:01:35	78.57%	16.81%	\$0.00
49.	<a href="#">/studio-art/</a>	113	100	00:01:06	0.00%	10.62%	\$0.20
50.	<a href="#">/biology-bs/</a>	111	83	00:01:23	45.45%	15.32%	\$0.00
51.	<a href="#">/family-consumer-sciences/</a>	109	85	00:01:36	47.06%	14.68%	\$0.00
52.	<a href="#">/early-childhood-ed-urban/</a>	106	90	00:00:56	33.33%	13.21%	\$0.22
53.	<a href="#">/international-studies-political-science/</a>	105	94	00:01:27	84.62%	28.57%	\$0.00
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57.	<a href="#">/operations-management/</a>	100	90	00:01:05	66.67%	27.00%	\$0.00
58.	<a href="#">/nuclear-medicine-technology/</a>	97	85	00:01:25	50.00%	18.56%	\$0.00

59.	/music/	96	88	00:00:52	0.00%	16.67%	\$0.00
60.	/dance-fine-arts/	92	75	00:01:31	100.00%	18.48%	\$0.27
61.	/management/	92	82	00:00:43	100.00%	23.91%	\$0.00
62.	/english-education/	89	67	00:01:14	0.00%	16.85%	\$0.00
63.	/history/	87	65	00:01:18	50.00%	12.64%	\$0.00
64.	/culinary-arts/	84	69	00:01:08	80.00%	16.67%	\$0.00
65.	/disability-services/	84	75	00:01:20	41.67%	14.29%	\$0.00
66.	/archaeology/	82	71	00:01:03	100.00%	13.41%	\$0.28
67.	/gis-cartographer-geography/	82	67	00:01:28	69.23%	18.29%	\$0.00
68.	/pre-med-chemistry/	81	73	00:01:21	100.00%	34.57%	\$0.00
69.	/writing-studies-english/	80	72	00:01:17	75.00%	25.00%	\$0.00
70.	/environmental-planner-regional-planning/	78	66	00:01:59	52.00%	23.08%	\$0.00
71.	/pre-optometry-natural-science/	78	71	00:02:19	61.11%	35.90%	\$0.00
72.	/musical-theater-fine-arts/	77	67	00:00:38	80.00%	16.88%	\$0.00
73.	/environmental-health-science-biology/	76	68	00:01:43	52.63%	21.05%	\$0.00
74.	/biology-ba/	75	68	00:01:04	66.67%	24.00%	\$0.00
75.	/land-use-gis-regional-planning/	74	63	00:00:55	82.61%	29.73%	\$0.00
76.	/environment-geology/	73	62	00:01:36	60.00%	12.33%	\$0.00
77.	/pre-chiropractic-natural-science/	73	65	00:01:33	77.78%	31.51%	\$0.00
78.	/cell-and-molecular-biology/	72	59	00:02:10	71.43%	18.06%	\$0.00
79.	/earth-space-science/	72	66	00:00:59	75.00%	33.33%	\$0.30
80.	/economics/	72	63	00:00:45	0.00%	22.22%	\$0.00
81.	/energy-geology/	72	58	00:01:24	75.00%	13.89%	\$0.00
82.	/disability-services-sociology/	69	58	00:01:29	81.25%	30.43%	\$0.00
83.	/history-education-social-science/	63	52	00:01:36	100.00%	22.22%	\$0.00
84.	/math/	63	61	00:00:56	50.00%	6.35%	\$0.33
85.	/sociology/	62	52	00:01:10	33.33%	11.29%	\$0.38
86.	/biochemistry/	60	51	00:01:06	80.00%	15.00%	\$0.39
87.	/chemistry-bs/	58	53	00:00:43	100.00%	27.59%	\$0.00
88.	/general-studies/	55	48	00:01:17	41.67%	12.73%	\$0.00
89.	/asian-studies/	52	46	00:01:04	33.33%	9.62%	\$0.00
90.	/applied-mathematics/	51	44	00:02:03	66.67%	13.73%	\$0.00
91.	/spanish-education/	51	42	00:01:39	55.56%	21.57%	\$0.00
92.	/political-science/	50	43	00:01:00	100.00%	20.00%	\$0.00
93.	/literary-textual-cultural-studies-english/	47	45	00:01:40	100.00%	19.15%	\$0.00
94.	/physical-education-sport/	46	37	00:00:43	75.00%	23.91%	\$0.54
95.	/pre-law-political-science/	46	44	00:01:19	91.67%	34.78%	\$0.00
96.	/applied-anthropology/	45	43	00:00:42	0.00%	8.89%	\$0.00
97.	/chemistry-ba/	43	41	00:00:42	75.00%	13.95%	\$0.00

98.	/philosophy/	43	36	00:01:08	0.00%	9.30%	\$0.00
99.	/sociology-education-social-science/	43	38	00:00:47	83.33%	48.84%	\$0.00
100.	/biology-education/	41	34	00:01:02	100.00%	34.15%	\$0.59
101.	/natural-science/	39	35	00:00:41	84.62%	46.15%	\$0.00
102.	/mathematics-education/	38	29	00:00:52	100.00%	15.79%	\$0.00
103.	/anthropology/	36	34	00:00:59	50.00%	11.11%	\$0.00
104.	/culinary-arts-baking/	35	29	00:02:08	100.00%	8.57%	\$0.00
105.	/geology/	33	30	00:01:17	75.00%	12.12%	\$0.00
106.	/environmental-geography/	32	29	00:01:37	100.00%	25.00%	\$0.00
107.	/religious-studies/	32	30	00:01:02	50.00%	9.38%	\$0.67
108.	/applied-physics/	30	28	00:00:47	0.00%	3.33%	\$0.00
109.	/middle-level-education-math/	29	27	00:01:14	0.00%	13.79%	\$0.00
110.	/physics-bs/	29	25	00:00:51	100.00%	24.14%	\$0.00
111.	/anthropology-education-social-science/	28	28	00:00:49	80.00%	25.00%	\$0.00
112.	/elementary-education/	28	21	00:00:56	36.36%	39.29%	\$0.00
113.	/nursing-rn/	28	23	00:01:04	36.36%	35.71%	\$0.00
114.	/electro-optics-physics/	27	25	00:00:45	66.67%	11.11%	\$0.00
115.	/language-studies-english/	27	26	00:00:42	0.00%	14.81%	\$0.00
116.	/pre-law-english/	27	25	00:01:06	66.67%	14.81%	\$0.00
117.	/middle-level-education-english/	26	21	00:00:43	50.00%	15.38%	\$0.00
118.	/nanomanufacturing-physics/	26	24	00:01:04	100.00%	11.54%	\$0.00
119.	/pre-law-economics/	26	24	00:02:21	77.78%	38.46%	\$0.00
120.	/geography-education-social-science/	25	20	00:03:55	84.62%	60.00%	\$0.00
121.	/art-history/	24	24	00:00:53	0.00%	4.17%	\$0.00
122.	/pre-law-history/	24	23	00:01:42	85.71%	50.00%	\$0.00
123.	/pre-law-philosophy/	24	22	00:01:38	60.00%	25.00%	\$0.00
124.	/spanish/	23	19	00:00:41	0.00%	21.74%	\$0.00
125.	/economic-geography/	22	21	00:00:56	100.00%	27.27%	\$0.00
126.	/middle-level-education-social-studies/	22	18	00:00:48	100.00%	27.27%	\$0.00
127.	/physics-education/	20	16	00:00:48	100.00%	20.00%	\$0.00
128.	/economics-education-social-science/	18	16	00:02:23	90.91%	66.67%	\$0.00
129.	/geography/	17	14	00:00:21	50.00%	17.65%	\$0.00
130.	/pre-podiatry-natural-science/	16	15	00:00:51	100.00%	18.75%	\$0.00
131.	/middle-level-education-science/	15	14	00:01:01	0.00%	13.33%	\$0.00
132.	/chemistry-education/	13	13	00:02:09	0.00%	7.69%	\$1.54
133.	/elementary-education-exceptional-persons/	5	3	00:01:19	100.00%	60.00%	\$0.00
134.	/french-education/	5	1	00:00:10	0.00%	20.00%	\$0.00
135.	/biology-education	2	2	00:00:00	100.00%	100.00%	\$0.00
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136.	/early-childhood-ed-special-ed	1	1	00:00:00	100.00%	100.00%	\$0.00
137.	/elementary-education-urban/	1	1	00:01:25	0.00%	0.00%	\$0.00

Rows 1 - 137 of 137