

Program		RAMP Functional Expense Definitions
Code	Program Title	Assigned based on the Majority Function of Departments/Organizations
<b><u>INSTRUCTION</u></b>		
1A0	General Academic Instruction	Degree Related-departments with instructional offerings for which degree credit is granted.
1B0	Vocational/Technical Instruction	Degree Related-prepares students for immediate entry into a specific occupation or career requiring educational attainment at a level below the baccalaureate degree.
1C0	Requisite Prep/Remedial Instruction	Non Degree - Instructional offerings to provide the student with the skills or knowledge required by the university to undertake course work leading to a degree.
1D0	Departmental Research	Research duties assigned specifically to a faculty member by the head of an academic department or departmental committee.
1E0	Admissions, Registration, Records	Activities carried out by the university to 1) identify prospective students; 2) promote attendance...; 3) process applications for admission...; and 4) maintain, handle and update records for current students.
1F1	Support For Ins-Audio-Visual Ser	Activities related to providing audio and/or visual materials or media services for the Instructional Program.
1F2	Support For Ins-Instruct. Computing	Activities established to provide computing support to the Instructional Program.
1F3	Sup. For Ins-Dept.Admin.& Pers.Dev.	Activities that provide administrative support and management direction to those programs and activities classified as Instruction.
1F4	Sup. For Ins-Course & Curr. Develop	Activities that are related to planning and development of academic programs for the future
<b><u>ORGANIZED RESEARCH</u></b>		
2A1	Institutes and Research Centers	Includes research activities conducted within the framework of a formal research organization such as research bureaus, divisions, institutes, and experimental stations.
2B0	Individual or Project Research	Research programs created as a result of contracts or grants with external agencies, or special allocations of institutional resources to conduct an investigation or study of a specific scope should be classified as Individual or Project Research.
2C0	Laboratory Schools	Costs associated with laboratory schools whose primary function is research.
2D0	Support for Organized Research	Administrative support activities directly attributable to Organized Research activities.
<b><u>PUBLIC SERVICE</u></b>		

3A0	Direct Patient Care	Activities conducted for the specific purpose of providing direct patient care.
3B0	Community Education	Instructional programs that are offered by the university but which are not creditable to a degree or certificate.
3C0	Community Services	Includes activities are conducted by special organizational units established for the sole purpose of providing assistance to groups external to the university.
3D0	Public Broadcasting Services	Includes the operation and maintenance of those broadcasting services operated for the benefit of the general public.
3E0	Cooperative Extension Services	Activities conducted as cooperative efforts with outside agencies. Programmatic and fiscal control usually is shared with one or more external agencies or governmental units.
3F0	Support For Public Service	Administrative support activities directly attributable to the Public Service program should be classified as Public Service Support

#### **ACADEMIC SUPPORT**

4A0	Academic Administration	Includes administrative support and management activities specifically for the support of the university's primary programs of Instruction, Organized Research, and Public Service. Examples: college deans and associated personnel, faculty senates, faculty recruitment, and other types of personnel development programs.
4B0	Library Services	Includes all activities that directly support the collection, cataloging, storage, and distribution of published materials in support of the University's primary programs.
4C0	Museums And Galleries	Includes activities related to the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc., that support the university's primary programs.
4D0	Hospitals And Patient Services	The operation of hospitals or health clinics established primarily to support instructional programs.
4E0	Academic Support Unclassified	Include all other activities whose objective is to support the three primary programs of Instruction, Organized Research, and Public Service.

#### **STUDENT SERVICES**

5A0	Social And Cultural Development	Activities established to provide for the social and cultural development of the student outside the formal academic program. Includes those activities supported and controlled primarily by the student body, activities outside the student's educational experience, and general recreation activities for the student body, excluding intercollegiate athletics.
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5B0	Student Health/Medical Services	Includes activities carried out for the specific purpose of providing health and medical services for the student body.
5C0	Counseling And Career Services	Includes formal placement, career guidance, and personal counseling services provided for the benefit of students.
5D0	Financial Aid Administration	Includes administrative activities carried out in support of a university's financial aid program.
5E0	Financial Assistance	All financial assistance provided to students in the form of grants, stipends, prizes awarded by or through the university, matching funds for student loan programs, but excludes Loans and College Work Study.
5F0	Intercollegiate Athletics	Includes team and individual sport activities that involve competition between two or more educational institutions.
5G0	Student Service Administration	Includes administrative activities that provide assistance and support to the needs and interests of students. Examples: Chief Administrative Officer for Student Affairs; Dean of Students, Dean of Men or Women, Director of Student Services, foreign student services, veterans services, women's programs, and minority affairs.

#### **INSTITUTIONAL SUPPORT**

6A0	Executive Management	Includes executive level activities concerned with the overall management of, and long-range planning for, the entire university Examples : Board of Trustees, President, Provost, Vice Presidents, institutional research, budget planning, and academic and facilities planning committees.
6B0	Financial Management And Operations	Includes activities related to the day-to-day financial management and fiscal operations of the university. Examples: payroll operations, bursar, cashier, treasurer, comptroller, business officer, internal auditing, and endowment management.
6C0	General Admin And Logistics Service	Includes activities related to the general administrative operations and services of the university. Examples: Affirmative Action Officer, personnel administration, faculty records, labor relations, room scheduling, space allocation, facilities records, purchasing, receiving/shipping, inventory control, administrative data processing centers, warehousing, staff moving, and airports.
6D0	Faculty and Staff Auxiliary Service	Includes those support services that have been established primarily to serve the faculty and staff such as faculty lounges, faculty cafeterias, or faculty centers providing a variety of services.

6E0	Public Relations/Development	Includes institutional activities established to maintain relations with the local community, the university's alumni, governmental entities, and the public in general, as well as those activities carried out to support institution wide funding raising and development efforts.
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**OPERATION AND MAINTENANCE OF PHYSICAL PLANT**

7A0	Superintendence	Includes activities necessary to carry out the duties of management and administration for all areas under the physical plant division of the university.
7B0	Custodial Services	Includes activities related to custodial services in building interiors.
7C0	Repairs and Maintenance	Includes all activities and costs that are required to perform routine repair of buildings, related equipment, structures, etc. including normal recurring repairs, and preventive maintenance
7D0	Grounds Maintenance	Includes operation and maintenance of campus landscape and grounds.
7E1	Utility Production-University space	Includes the contractual costs for purchasing electricity, natural gas, water, and sewage treatment services for all university space
7E2	Utility Production-Rental Space	Includes the contractual costs for purchasing electricity, natural gas, water, and sewage treatment services for rental space
7F0	Utility Support	Includes activities which are related to the operation and maintenance of heating and air conditioning plants, utility distribution, and equipment necessary to support utility production, when separately charged.
7G0	Permanent Improvements	Includes those activities and costs, funded with operating funds, which improve property or replace an item that has surpassed its estimated useful life
7H0	Security	Includes police needed to secure the physical plant of the university, to enforce law and order on the university campus, and to control campus traffic
7I0	Fire Protection	Includes activities and costs that provide fire protection services for the university campus
7J0	Transportation	Includes activities related to the purchase, maintenance, and operation of motor vehicles specifically for the use of the physical plant department.
7K0	Rental of Space	Cost of all leased or rented space, including utilities and operation and maintenance costs when they are included in the rental price.
7L0	Other O/M Activities	Includes Operation and Maintenance of Physical Plant activities that do not fit any of the above-described categories

**INDEPENDENT OPERATIONS**

8A0	Housing Services	Includes activities related to providing residential facilities for students
8B0	Food Services	Includes activities related to provision of food and eating facilities for students including dining halls, dormitories, student unions, cafeterias, snack bars, and restaurants.
8C0	Retail Services And Concessions	Includes activities related to the sale of products or services to students including bookstores, school supply stores, art supply stores, movie houses, and vending machines.
8D0	Student Union And Center	Includes activities related to the operation and maintenance of student unions
8E0	Specialized Services	Includes functions of a very special nature such as child care centers operated for students, and parking facilities.  Includes activities that are solely owned and/or controlled by the university but are unrelated to or independent of the university serving its mission, e.g. Convocation Center.
8F0	Other Independent Operations	