**Baltimore City Community College**

**Race and Ethnicity Verification Survey**

**Frequently Asked Questions:**

**1. What are the federally-mandated race and ethnicity categories?**

* The categories are:  
    
  Do you consider yourself to be Hispanic/Latino?  
      \_ Yes    \_ No  
    
  In addition, select one or more of the following racial categories to describe yourself:  
      \_ American Indian or Alaska Native  
      \_ Asian  
      \_ Black or African American  
      \_ Native Hawaiian or Pacific Islander  
      \_ White  
    
  Definitions for the categories listed are on the survey form.[.](http://www.bccc.edu/88793119162326/definitions.pdf)

**2. Why isn't the Race & Ethnicity Verification form required for NEW students?**

* **Students:** If you answered a two-part question on your admissions application, available after August 10, 2009, you do not need to answer the question again. Therefore you will not receive the verification form. However if you ever wish to update your Race & Ethnicity information, you may do so in person at the Registration Office in room 8.

**3. Why am I being asked to identify my Race & Ethnicity again using the Race and   
        Ethnicity Verification Form.**

* The Federal government required all educational institutions to change how Race & Ethnicity data is collected & reported. For more details, please see FAQs #5 and #7. You may also select the "Government Link: <http://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf>

**4. How do I access the Race & Ethnicity Verification Form?**

* Click on the link below and complete the form.  You may fax the completed form to 410.462.8345 or submit it to the Registration Office -MNB 08, 2901 Liberty Height Avenue, Baltimore, MD 21215.   [Race and Ethnicity Verification Survey](http://www.bccc.edu/88793119162326/lib/88793119162326/Admissions_Race__Ethnicity_Verification_Form-8-9-2010.docx)

**5. Must Baltimore City Community College change its current race and ethnicity  collection and reporting categories?**

* Yes. The changes are mandated by the Federal government.

**6. What are the major changes?**

* The U.S. Department of Education (DOE) requires educational institutions to use a two-part question. The first question is whether the respondent is Hispanic/Latino. The second question asks the respondent to identify one or more races with which he or she identifies. Currently, the University collects information using a one-part question and does not give individuals the opportunity to identify with more than one race.
* The DOE's final guidance requires separating the category "Asian or Pacific Islander" into two separate categories, one for "Asian" and one for "Native Hawaiian or Other Pacific Islander" and broadens the definition for "Native American and Alaska Native" to include original peoples of North and South America (including Central America).

**7. How does BCCC plan to use the data internally?**

* BCCC plans on looking at the data closely and potentially enhancing the federally-mandated reporting to more accurately reflect the responses that we get from respondents. Once we have done that analysis and we know more clearly how in fact we are going to report internally we will update this FAQ.

**8. Is BCCC required to report this information for EEO purposes to the Department of Labor?**

* Yes, the Department of Labor requires BCCC to report this information for all employees and does not allow a value of "unknown". Therefore, when Federal requirements do not allow unknowns in a reporting category, we will use an appropriate methodology, which may include visual identification, to allocate the unknowns. However, we will not change the  demographic data - we will only change how we do that report.

**8. Will my name be included when reporting race & ethnicity data?**

* No. Names are never reported. Only aggregate data is reported.

**10. Why is Hispanic/Latino asked separately from the racial categories?**

* Race and Hispanic origin are considered to be two separate and distinct categories by the federal government. Hispanic origin data are to be collected separately from race because in the federal statistical system ethnic origin is considered to be a separate concept from race, requiring the two-question format for collecting race and ethnicity data.

**11. Are individuals required to participate in the two-part question?**

* No, the federal guidance strongly encourages "self-identification" of race and ethnicity for postsecondary education. However, the standards will continue to allow for observer identification for employers to fulfill federal compliance requirements.

**12. If a person selects more than one race on the collection instrument how are they reported?**

If they select the Hispanic or Latino ethnicity they will be reported as Hispanic or Latino regardless of the number of races they select. If they select not Hispanic or Latino and select two or more races they will be reported in the Two or More Races column. However, the Institution must keep all their individual responses.

**13. If a person responds "Yes" to "Hispanic/Latino" should he/she also answer the race question?**

* Yes, even though that person will be reported to IPEDS as Hispanic/Latino.

**14. If a respondent does not answer the Hispanic/Latino question but does answer the Race question, how is he/she reported?**

* The respondent is reported based on his/her response to the race question, which by default assumes a No response to the Hispanic or Latino question.

**15. What will happen to my record if I do not complete the survey asking for my race and ethnicity in the new categories?**

* The College will transition your current race and ethnic information  into the new categories using the following conversion table:

|  |  |
| --- | --- |
| **Old Value** | **New Value** |
| Hispanic | Hispanic or Latino |
| American Indian | American Indian or Alaskan Native |
| African American/Black | Black or African American |
| Asian/Pacific Islander | Asian |
| White, Non-Hispanic | White |
| Unknown | Unknown |

**16. Are persons from Spain considered to be of Hispanic ancestry?**

* It is up to the individual to self-identify, however, persons from Spain are to be categorized as Hispanic.

**17. Does BCCC plan to give current students and staff the opportunity to re-identify race and ethnicity?**

* Yes, the DOE encourages Institutions to allow current students and staff to re-identify their race and ethnicity. The University plans to begin the re-identification of current students and staff in early 2010.

**18. How long are educational institutions required to keep the original individual responses from students and staff?**

* Institutions are required to keep the individual responses for a minimum of three years for race and ethnic categories and subcategories.

**19. What is the implementation schedule?**

* During Summer, 2009, applications for admission were modified to include race and ethnicity questions in the new format. Modified applications for employment will be available starting November 1, 2009. In early 2010, all current students, faculty and staff will be emailed and invited to complete a survey to collect race and ethnicity in the new format. By Fall, 2010, the campus will begin reporting race and ethnicity in the new categories for some reports, with all reports converted to the new format by Fall, 2011.