

Common CAS Purpose Code Definitions

- 101 Regular Term Instruction:** This purpose includes instruction and departmental research offered for credit or non-credit through a regular academic department during a regular session. It includes academic department heads, departmental chairmen, all budgeted teaching positions, and support personnel subject to supervision and direction by person filling the aforementioned positions.
- 102 Summer Term Instruction:** This purpose includes instruction and departmental research offered for credit or non-credit through a regular academic department during a summer session, except for Health Affairs budget code 16021 which is included in purpose code 101.
- 110 Organized Research:** This activity includes research efforts of a specified scope which are conducted for the primary purpose of producing research outcomes, whether commissioned by an external agency or separately budgeted within an institution. It includes research project personnel and excludes research administrators and their support personnel.
- 142 Community Services:** This purpose includes those public services, whose primary function is not instruction and departmental research or organized research, directed to members of the community, i.e., persons external to the University, and not classified elsewhere. It includes community counseling and consulting, advisory and reference services, and community projects. It includes organizational divisions which provide varying combinations and types of services, and excludes divisions which are exclusively instructional in their operation. It includes The Institute of Government, continuing education centers, the Community Service and Continuing Education Program (Title I), direct patient care and health care supportive services, and other organized institutes, centers, and services. (It includes public service agreements which cannot more specifically be classified as research agreements or educational services
- 151 Libraries:** This purpose includes the collection, cataloging, classification, displaying, maintenance, restoration, and distribution of published, recorded, duplicated, discovered, and created materials and objects. It also includes the various forms of aid and assistance provided to facility users.
- 152 General Academic Support** This purpose includes the non-library services which provide support to, and are an internal part of, one or more of the three primary activities, i.e., instruction, research, and public service, of an institution. It includes academic administration (e.g., college deans), academic computing services (e.g., instructional computing and research computing), ancillary support (e.g., demonstration schools, glass blowing shops, laboratory schools, nuclear reactors, and planetariums), audio-visual services (e.g., closed circuit television, learning resources center, and record, film and video center), and museums and galleries (e.g., arboretums, botanical and zoological gardens and traveling displays).
- 160 Student Services:** This activity includes the actions which contribute to the students' emotional and physical well-being and to their intellectual, cultural, and social development. It includes student services administration (e.g., Dean of Students), student admissions and records (e.g., recruitment, evaluation, registration, catalogs, and identification of students), student counseling and career guidance (e.g., placement and testing), student financial aid administration (e.g., administration of student loans, grants, and work-study programs, and financial counseling), minority affairs, and student religious and political organizations, aural broadcasting services, and symphony orchestras.
- 170 Institutional Support:** This activity includes the actions which provide daily operational support, excluding maintenance and operation of the physical plant, to an institution. It includes all central, executive-level management of and long-range planning for an entire institution, all areas of executive direction, (e.g., the governing board, the chief executive office, and the senior executive officers), fiscal operations (e.g., accounting, payroll, contracts and grants), facility management, employee personnel and records, central purchasing, central transportation, (e.g., campus traffic, campus buses, receiving and shipping) central mail service, central telephone service, campus safety and security (e.g., environmental health and safety, campus security and watchmen), alumni and community relations (e.g., alumni records and publications, public information, news service, and commencement), and fund raising and development

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- 180 Physical Plant Operations:** This activity includes the services of repairing and maintaining existing grounds and facilities and providing utility services. It includes custodial services, property insurance and controls, fire protection, and campus architectural services related to such projects, which are to be classified in activity number 300.architects. Such costs associated with auxiliary enterprises should be allocated thereto.
- 207 Recreational Services:** This purpose includes the management and operations of recreational, cultural, and social programs for students. It includes student organizations, art exhibitions, dances, festivals, receptions, banquets, intramural and intercollegiate athletics, concerts, guest lectures, and visiting artist/concert series.
- 219 Other Auxiliary Operation:** This purpose includes the management and operation of any institutional auxiliary services not otherwise more specifically identified.
- 230 Student Financial Aid:** This activity includes the monies presented as scholarships, fellowships, traineeships, grant-in-aid, prizes and awards to individuals enrolled in formal institutional coursework, The individuals are not required to render services as consideration for the monies thus presented and are not required to repay the amount received. Also, this activity includes the state's contribution or matching's for work-study, in auxiliary enterprises or elsewhere in an institution, and student loan programs. It does not include the ultimate disbursements of work-study and student loan monies to student-beneficiaries. This disbursement of work-study monies to student-employees is classified according to the activity or purpose in which the service is being rendered. The disbursement of student loan monies is classified within the loan fund group as a creation of a loan receivable. The mandatory transfer of state matching's for student loan programs from the current fund group to the loan fund group is an element of this activity. It includes the awards to students from the supplemental educational opportunity grants program, but excludes the awards from the basis educational opportunity grants program. The receipts and disbursements of basic educational opportunity grants program monies are classified with the