

Institutional Characteristics

Institutional characteristics include data related to an institution's boundary (defining the campus for purposes of reporting), its operational characteristics (the context in which it operates) and its demographics and academics (programs, students, staff and faculty). This information provides valuable context for understanding and interpreting STARS reports. Thus, all information documented in the sections below will be displayed with the institution's public STARS Report. Please note that institutional characteristics apply to current (most recently available) data, not previous submissions or reports.

Some of the values reported here are also required to pursue specific STARS credits. Such reporting fields may be populated in the online STARS Reporting Tool from the data provided in the Institutional Characteristics section; however users will also have the option to override this function if warranted.

A. Institutional Boundary

Each institution is expected to include its entire main campus when collecting data. Institutions may choose to include any other land holdings, facilities, farms, and satellite campuses, as long as the selected boundary is the same for each credit (with the exception of *EN 16: Hospital Network*, which applies to all institutions with affiliated hospitals, whether or not the hospitals are included in the institutional boundary). If an institution finds it necessary to exclude a particular unit from its submission, the reason for excluding it must be provided in the notes accompanying the submitted data.

Required Reporting Fields

- ❑ Institution type (Associate, Baccalaureate, Doctorate, Master, or Special Focus/Other)
- ❑ Institutional control (Public, Private for-profit, or Private non-profit)
- ❑ An indication of which campus features are present and included (and reason for exclusion, if applicable):
 - Agricultural school
 - Medical school
 - Pharmacy school
 - Public health school
 - Veterinary school
 - Satellite campus
 - Hospital
 - Farm (larger than 5 acres or 2 hectares)
 - Agricultural experiment station (larger than 5 acres or 2 hectares)

Optional Reporting Fields

- Narrative (additional details about the institutional boundary)

B. Operational Characteristics

Operational characteristics are variables that provide information about the context in which the institution operates. Report the most recent data available.

Required Reporting Fields

- Endowment size (US/Canadian dollars)
- Total campus area (acres/hectares)
- IECC climate region (Hot-Humid, Mixed-Humid, Hot-Dry, Mixed-Dry, Cold, Very Cold, Subarctic, or Marine)
- Locale (Large city, Urban fringe of large city, Mid-size city, Urban fringe of mid-size city, Large town, Small town, or Rural)
- Gross floor area of building space (gross square feet/metres)
- Floor area of laboratory space (square feet/metres)
- Floor area of healthcare space (square feet/metres)
- Floor area of other energy intensive space (square feet/metres)
- Floor area of residential space (square feet/metres)

Optional Reporting Fields

- Conditioned floor area (square feet/metres)
- Electricity use, by source (percentage of total, 0-100):
 - Biomass
 - Coal
 - Geothermal
 - Hydro
 - Natural gas
 - Nuclear
 - Solar photovoltaic
 - Wind
 - Other (please specify and explain)
- Energy used for heating buildings, by source (percentage of total, 0-100):
 - Biomass
 - Coal
 - Electricity

- Fuel oil
- Geothermal
- Natural gas
- Other (please specify and explain)

C. Academics and Demographics

This section includes variables that provide information about the institution's academic programs, students, faculty and staff. Report the most recent data available. Some population figures are used to calculate [Weighted Campus User](#), a measurement of an institution's population that is adjusted to accommodate how intensively certain community members use the campus, and should be [annualized](#) where indicated.

Required Reporting Fields

- Number of [academic divisions](#) (e.g. colleges, schools)
- Number of [academic departments](#) (or the equivalent)
- [Full-time equivalent](#) enrollment (annualized FTE)
- Full-time equivalent of employees (staff + faculty, annualized FTE)
- Full-time equivalent of [distance education](#) students (annualized FTE)
- Total number of [undergraduate students](#) (headcount)
- Total number of [graduate students](#) (headcount)
- Number of [degree-seeking students](#) (headcount)
- Number of [non-credit students](#) (headcount)
- Number of employees (staff + faculty, headcount)
- Number of [residential students](#) (annualized headcount)
- Number of residential employees (staff + faculty, annualized headcount)
- Number of in-patient hospital beds (if applicable)