

**2010-11 Survey Materials**

**Fall Enrollment 2010**

date: 12/9/2010

**Form: Fall Enrollment for 2-year degree granting**

Part B Selection

Completion of Part B (Enrollment of Students by Age) is optional this year.

Do you wish to complete Part B this year? If you select 'Yes', you will see Part B and be expected to complete the screens. If you select 'No', you will skip Part B.

- Yes, I will complete Part B
- No, I will not complete Part B

You may use the space below to provide context for the data you've reported above.

Part A - Fall Enrollment for Full-Time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

**Total Full-time Undergraduate Students**

**Full-time Undergraduate Students**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Students enrolled for credit	Degree/certificate-seeking			Total degree/certificate-seeking	Non-degree/non-certificate-seeking	Total, full-time undergraduate students
	First-time	Transfer-in	Continuing			
<b>Men</b>						
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
<b>Total men</b>						
Total men prior year						
<b>Women</b>						
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						

Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
<b>Total women</b>						
Total women prior year						
<b>Grand total (men+women)</b>						
Grand total (men+women) prior year						

Part A - Fall Enrollment for Part-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

**Total Part-time Undergraduate Students**

**Part-time Undergraduate Students**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Students enrolled for credit	Degree/certificate-seeking			Total degree/certificate-seeking	Non-degree/non-certificate-seeking	Total, part-time undergraduate students
	First-time	Transfer-in	Continuing			
<b>Men</b>						
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
<b>Total men</b>						
Total men prior year						
<b>Women</b>						
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						

Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
<b>Total women</b>						
Total women prior year						
<b>Grand total (men+women)</b>						
Grand total (men+women) prior year						

Part A - Fall Enrollment Summary

<b>Fall Enrollment Summary</b>			
Students enrolled for credit	Total full-time students	Total part-time students	Grand total, all students
<b>Men</b>			
<u>Nonresident alien</u>			
<u>Hispanic/Latino</u>			
<u>American Indian or Alaska Native</u>			
<u>Asian</u>			
<u>Black or African American</u>			
<u>Native Hawaiian or Other Pacific Islander</u>			
<u>White</u>			
<u>Two or more races</u>			
<u>Race and ethnicity unknown</u>			
<b>Total men</b>			
<b>Women</b>			
<u>Nonresident alien</u>			
<u>Hispanic/Latino</u>			
<u>American Indian or Alaska Native</u>			
<u>Asian</u>			
<u>Black or African American</u>			
<u>Native Hawaiian or Other Pacific Islander</u>			
<u>White</u>			
<u>Two or more races</u>			
<u>Race and ethnicity unknown</u>			
<b>Total women</b>			
<b>Grand Total (men+women)</b>			

Part B: Fall Enrollment by Age and Gender for Full-time Undergraduate Students

**NOTE: These data are optional this year.**

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.**

**Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.**

Age	Full-time Undergraduate Students	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total full-time undergraduate students (from part A)		

Part B - Fall Enrollment by Age and Gender for Part-time Undergraduate Students

**NOTE: These data are optional this year.**

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.**

**Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.**

Age	Part-time Undergraduate Students	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total part-time undergraduate students (from part A)		



Part C - High School Graduates

**Does your institution have any first-time, degree/certificate-seeking undergraduate students who graduated from high school or received their GED within the past 12 months?**

Yes, we have students who graduated high school or received their GED in the past 12 months.

No, we do not have any students who graduated high school or received their GED in the past 12 months.

**You may use the space below to provide context for the data you've reported above.**

Part C - Residence of First-time Undergraduate Students

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.**

**Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.**

State of residence when student was first admitted	FIPS Code	Total first-time, degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the past 12 months (2)
Alabama	01		
Alaska	02		
Arizona	04		
Arkansas	05		
California	06		
Colorado	08		
Connecticut	09		
Delaware	10		
District of Columbia	11		
Florida	12		
Georgia	13		
Hawaii	15		
Idaho	16		
Illinois	17		
Indiana	18		
Iowa	19		
Kansas	20		
Kentucky	21		
Louisiana	22		
Maine	23		

Part C - Residence of First-time Undergraduate Students

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.  
 Program reporters report students who were enrolled in the institution at any time between August 1 and  
 October 31, 2010.**

State of <u>residence</u> when student was first admitted	FIPS Code	Total first-time, degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the <b>past 12 months</b> (2)
Maryland	24		
Massachusetts	25		
Michigan	26		
Minnesota	27		
Mississippi	28		
Missouri	29		
Montana	30		
Nebraska	31		
Nevada	32		
New Hampshire	33		
New Jersey	34		
New Mexico	35		
New York	36		
North Carolina	37		
North Dakota	38		
Ohio	39		
Oklahoma	40		
Oregon	41		
Pennsylvania	42		
Rhode Island	44		

Part C - Residence of First-time Undergraduate Students

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.  
 Program reporters report students who were enrolled in the institution at any time between August 1 and  
 October 31, 2010.**

State of residence when student was first admitted	FIPS Code	Total first-time, degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the past 12 months (2)
South Carolina	45		
South Dakota	46		
Tennessee	47		
Texas	48		
Utah	49		
Vermont	50		
Virginia	51		
Washington	53		
West Virginia	54		
Wisconsin	55		
Wyoming	56		
<u>State Unknown</u>	57		
American Samoa	60		
Federated States of Micronesia	64		
Guam	66		
Marshall Islands	68		
Northern Marianas	69		
Palau	70		
Puerto Rico	72		
Virgin Islands	78		
Foreign Countries	90		
Residence unknown/unreported	98		

Total first-time,  
degree/certificate-seeking  
undergraduates  
(FT+PT from part A)

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This part is only required from academic reporters.

Part D - Total Undergraduate Entering Class

Total Undergraduate Entering Class, Fall 2010	
D1 Number of full-time, first-time degree/certificate-seeking <u>undergraduates</u> from Part A (your GRS <u>cohort</u> )	
D2 Total <u>first-time</u> degree/certificate-seeking undergraduates (full-time + part-time) from Part A	
D3 Total <u>transfer-in</u> degree/certificate-seeking undergraduates (full-time + part-time) from Part A	
D4 Total <u>non-degree/certificate-seeking</u> undergraduates (full-time + part-time) from Part A	
D5 Of the total non-degree/certificate-seeking undergraduates displayed on line 4, <b>the number that are new to the institution in Fall 2010</b> (entering students)	
D6 Total <u>entering students</u> at the undergraduate level <b>Note:</b> This is calculated as first-time students (line D2) + students transferring to the institution (line D3) + non-degree/certificate-seeking undergraduates entering in Fall 2010 (line D5).	
D7 Percentage of undergraduate entering class represented by your GRS <u>cohort</u> (line D1/line D6)	

Part E - First-Time Student Cohort Retention Rates

**Retention rates will be automatically calculated based on information provided by the institution.**

**Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters report retention data on students enrolled in the institution at any time between August 1 and October 31.**

**If there are no students to be reported in a cohort, please enter zero. Do not leave the field blank.**

**When reporting data below, remember to:**

- Include only **first-time** students in your full- and part-time cohorts. Do not include students who transferred into your institution.
- Determine student status (full- or part-time) using Fall 2009 status (e.g. if a student was part-time in Fall 2009, report them in the part-time cohort regardless of their Fall 2010 status).
- Report in the exclusions boxes the number of students from each cohort who left the institution for any of the following reasons: died or were totally and permanently disabled; to serve in the armed forces (including those called to active duty); to serve with a foreign aid service of the Federal Government (e.g. Peace Corps); or to serve on official church missions.

The system will subtract exclusions from the original cohorts and use adjusted cohorts for calculating retention rates.

**Retention rates will be calculated by the system after clicking 'Save.'**

	Preloaded cohort		Prior year data
<b>FULL-TIME, FIRST-TIME COHORT RETENTION:</b>			
Full-time, first-time Fall 2009 cohort		<input type="text"/>	
<u>Exclusions</u> from the cohort		<input type="text"/>	
<b>Adjusted cohort</b>			
Students from Fall 2009 cohort <b>still enrolled OR completed</b> as of Fall 2010		<input type="text"/>	
Full-time, first-time Fall 2009 cohort retention rate			% %
<b>PART-TIME, FIRST-TIME COHORT RETENTION:</b>			
Part-time, first-time Fall 2009 cohort		<input type="text"/>	
<u>Exclusions</u> from the cohort		<input type="text"/>	
<b>Adjusted cohort</b>			
Students from Fall 2009 cohort <b>still enrolled OR completed</b> as of Fall 2010		<input type="text"/>	
Part-time, first-time Fall 2009 cohort retention rate			% %

**You may use the space below to provide context for the data you've reported above.**

## Part F - Student-to-Faculty Ratio

Please provide your institution's student-to-faculty ratio (i.e., student-to-instructional staff) for Fall 2010. The student-to-faculty ratio and any accompanying context that is provided will be displayed on College Navigator.

**Note: Logic in this item is similar to item I-2 from the Common Data Set data collection.**

[Click here to use a worksheet to help you determine the student-to-faculty ratio](#)

Student-to-faculty ratio	<input type="text"/>	to 1
Student-to-faculty ratio prior year	<input type="text"/>	to 1

 You may use the space below to provide context for the data you've reported above.

**These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.**



Part F - Less Than Four-Year Institutions and Four Year-Institutions Without Graduate Programs Worksheet

This worksheet is designed to help you determine your institution's student-to-faculty ratio.

Data entered on this worksheet will NOT be collected or saved. Therefore, please PRINT this screen if you would like to refer to the ratio calculation for your institution at a later time.

Note: The logic used for this calculation is similar to item I-2 from the Common Data Set data collection.

Students, Fall 2010

F1	Total full-time students from Part A		
F2	Total part-time students from Part A		
F3	Full-time equivalent of part-time students (Line F2 * 1/3)		
F4	Total full-time equivalent students (Line F1 + F3)		
<b>Instructional Staff, Fall 2010</b>			
<b>FULL-TIME INSTRUCTIONAL STAFF:</b>			
F5	Number of full-time instructional staff (as reported on EAP on the HR survey component, full-time, Line 1 Total + Line 2 Total)	<input type="text"/>	
<b>Full-Time Instructional Staff Exclusion (Line F6):</b>			
F6	<b>Full-Time Instructional Staff Exclusion:</b> Of the number of full-time instructional staff reported in Line F5, the number teaching exclusively <b>non-credit</b> courses	<input type="text"/>	
F7	Total adjusted full-time instructional staff (Line F5 - F6)		
<b>PART-TIME INSTRUCTIONAL STAFF:</b>			
F8	Number of part-time instructional staff (as reported on EAP on the HR survey component, part-time, Line 1 Total + Line 2 Total)	<input type="text"/>	
<b>Part-Time Instructional Staff Exclusion (Line F9):</b>			
F9	Of the number of part-time instructional staff reported in Line F8, the number teaching exclusively <b>non-credit</b> courses	<input type="text"/>	
<b>Part-Time Instructional Staff Addition (Line F10):</b>			
F10	Number of administrators, or other staff not reported to IPEDS as instructors, that are teaching a credit course(s) in the academic year	<input type="text"/>	
F11	Total adjusted part-time instructional staff (Line F8 - F9 + F10)		
F12	Full-time equivalent of adjusted part-time instructional staff (Line F11 * 1/3)		
F13	Total full-time equivalent instructional staff (Line F7 + F12)		
F14	Student-to-faculty ratio (Line F4/F13)		to 1

**2010-11 Survey Materials****Fall Enrollment Full Instructions**

date: 12/9/2010

**Instruction****Purpose of Survey****Changes in Reporting****General Instructions**

Reporting Period Covered  
Context Boxes

**Coverage**

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IPEDS Help Desk  
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IPEDS Website Resources

**Where the Reported Data Will Appear**

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**Purpose of Survey**

The purpose of the Fall Enrollment component of IPEDS is to collect enrollment data for all students enrolled in credit-bearing courses/programs that could lead to awards ranging from postsecondary certificates of less than 1 year to doctoral degrees. Fall enrollment data are collected by level of student, enrollment status, gender and race/ethnicity. In addition, the Fall Enrollment component collects data on the institution's entering class, first-time student retention rates, and the student-to-faculty ratio. Every other year data on enrollment by nine selected fields of study are collected, as is residence and high school graduation status of first-time, first-year students. In opposite years, enrollment by student age is collected.

**Changes in Reporting**

- Institutions are now required to report using the new race/ethnicity categories. Using the new race/ethnicity categories was optional in the Spring 2009 and 2010 collections and is required in the current Spring 2011 collection.

## General Instructions

### Reporting Period Covered

For institutions operating on a traditional academic year calendar (semester, trimester, quarter, 4-1-4, or other academic year), fall enrollment should be reported as of the institution's official fall reporting date or October 15. For institutions operating on a calendar that differs by program or that enrolls students on a continuous basis (referred to as program reporters), fall enrollment is reported for students enrolled any time during the period August 1 and October 31.

### Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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## Coverage

### Who to Include

Student to **include** in this report:

- Students enrolled in courses **creditable** toward a diploma, certificate, degree, or other formal award, **including** those enrolled in off-campus centers
- High school students taking regular college courses for credit
- Full-time students taking remedial courses **IF** the student is considered degree-seeking for the purpose of student financial aid determination
- Students from overseas enrolled in U.S. courses for credit (e.g., online students)

### Who to Exclude

Students to **exclude** from this component:

- Students enrolled exclusively in courses **not creditable** toward a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes
- Any student studying abroad (e.g., at a foreign university) if their enrollment at the 'home' institution is **only** an administrative record and the fee is nominal
- Students in any branch campus located in a foreign country

## Where to Get Help

### IPEDS Data Collection Help Desk

Phone: 1-877-225-2568  
Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### AIR Website

You can also consult the [AIR website](#) that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

### IPEDS Resources Page

In addition, the [IPEDS Resources Page](#) contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

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## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Reporting Directions

### Screening Questions

Before entering any data, a screening question will need to be answered.

#### **Part B Selection.**

Part B (Enrollment by Age) is optional this year. Indicate whether or not you will complete Part B of the Fall Enrollment survey component this year.

## Reporting Persons by Racial/Ethnic Category

### Reporting Persons by Racial/Ethnic Category- New categories (1997 OMB)

This information is being collected in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Sec. 421(a)(1) of the Carl D. Perkins Vocational Education Act. These instructions correspond with the Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education, published in the Federal Register on October 19, 2007.

**Method of collection** - Institutions must collect race and ethnicity information using a 2-question format. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Institutions should allow students and staff to self-identify their race and ethnicity. For further details on the guidance for collecting data, please see the full Federal Register notice.

**Method of reporting aggregate data** - Institutions must report aggregate data to the U.S. Department of Education using the NINE categories below. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

- Hispanic or Latino, regardless of race

For Non-Hispanic/Latino individuals:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races

In addition, the following categories may be used:

- Nonresident alien
- Race and ethnicity unknown

**Racial/ethnic descriptions** - Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are:

- Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaska Native- A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American- A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### Other descriptive categories

- **Nonresident alien** - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- **Race and ethnicity unknown** - This category is used only if the person did not select EITHER a racial or ethnic designation.

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## Part A: Full-Time Undergraduate Students

Include all students enrolled for credit.

### Full-time, first-time degree/certificate-seeking students

In column 1, report those students who have never attended another college or other postsecondary institution prior to enrollment. **Do** include:

- Students enrolled in the fall term who attended college for the first time in the prior summer session
- Students who entered with advanced standing (any college credits earned before graduation from high school).

**Program Reporters** - Include students who entered your institution for the first time between August 1, 2010 and October 31, 2010 if they have never previously been enrolled in any other postsecondary institution. In order to be considered degree/certificate-seeking, students must be enrolled in courses for credit and be recognized by the institution as seeking a degree or other formal award. **Note:** All students eligible to receive federal student financial aid are to be considered degree/certificate-seeking.

**Academic Reporters** - Note that counts reported in column 1 define the initial cohort for reporting graduation rates to meet Student Right-to-Know purposes. Students reported in this group will appear as a cohort on the Graduation Rate Survey (GRS) in the reporting year appropriate for your institution. The number of students reported in column 1 will also appear in Part D to be used in determining the percentage of the entering class represented by the cohort.

### Transfer-in degree/certificate-seeking undergraduate students

In column 2, report the total number of full-time degree/certificate-seeking undergraduate students entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the undergraduate level. These students may or may not have transferred credit(s).

### Continuing full-time degree/certificate-seeking undergraduate students

In column 3, report the total number of continuing (i.e., not first-time and not transfer-in) full-time degree/certificate-seeking undergraduate students. **DO NOT** include students who are not considered degree/certificate-seeking by the institution, even though they may be enrolled for credit.

### Non-degree/certificate-seeking full-time undergraduates

In column 5, report the total number of full-time non-degree/certificate-seeking undergraduates. Examples of non-degree/certificate-seeking students would be high school students enrolled in creditable courses prior to high school graduation, or those enrolled in creditable courses who for some reason are not seeking a degree/certificate.

Once you save the data by clicking the 'Verify and Save' button, the 'Total full-time degree/certificate-seeking undergraduates' (column 4) and 'Total, full-time undergraduate students' (column 6) will be calculated by the system and numbers will appear on the screen.

## Part A: Part-time Undergraduate Students

Report part-time students using the same definitions and instructions provided for full-time undergraduate students.

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## Part B: Enrollment of Students By Age

**Part B is optional this year.** This part is required in odd-numbered years.

This distribution of students should include all students reported in Part A. All previously covered instructions regarding reporting period, students to include, and categorization of students by attendance status (full- or part-time) apply to this part.

### Age of students

Use institutional records to calculate age as of the institution's official fall reporting date (on or about October 15).

The totals by gender for each attendance status (full- or part-time) and student level (undergraduate or graduate) will be carried forward from the corresponding Part A (Summary) totals. When the Part B and Part A totals do not agree, the "Age unknown/unreported" is calculated.

**Note:** If the Part B student count total is larger than the total carried forward from Part A (resulting in a negative value), a fatal error results. You should reexamine both the age data and comparable portion of Part A to detect the problem and make appropriate corrections.

### Part C: Residence of First-time Degree/Certificate-Seeking Undergraduate Students

**Part C is mandatory this year.** This part is required in even-numbered years only.

This distribution of students should include all the **first-time, degree/certificate-seeking undergraduate students** reported in Part A. All previously covered instructions regarding reporting period and students to include apply to this part.

### High School Graduates Screening Question

Part C begins with a screening question to determine whether or not your institution has first-time degree/certificate-seeking undergraduate students that graduated from high school or received their GED within the past 12 months. If the answer is 'Yes', then 2 columns will be reported in Part C, one for all first-time degree/certificate-seeking undergraduates and one for those first-time degree/certificate-seeking undergraduates who graduated from high school or received their GED in the past 12 months. If the answer is 'No', then only one column for all first-time degree/certificate-seeking undergraduates will display in Part C.

### State of residence

Use the state identified by the student as his/her permanent address at the time of application to the institution. This may be the legal residence of a parent or guardian, or the state in which a student has a driver's license or is registered to vote. It is not necessarily the state in which the student's high school is located.

### Total first-time undergraduate students

Report all first-time, degree/certificate-seeking undergraduate students, both full-time and part-time, by state of residence. Include students that graduated high school in any year and students entering the institution with a GED or without a high school diploma. The system will sum the first-time, degree/certificate-seeking undergraduate students from Part A (full-time + part-time) and enter this number in the Part C total line, column (1). If the sum of the details reported in column (1), lines 1-90, do not agree with this total, the "Residence unknown/unreported" (line 98) will be calculated. Note: When the sum of students by residence is larger than the total brought from Part A (resulting in a negative value), a fatal error results. You should reexamine both the residence data and comparable portion of Part A to detect the problem and make appropriate corrections.

If your institution responded 'Yes' to the screening question, students from column (1) who graduated from high school or received a GED within the previous 12 months are to be reported again by their state of residence in column (2).

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### Part D: Total Undergraduate Entering Class

## Program reporters and non-degree-granting institutions are not required to complete Part D.

Total entering class data are included to address concerns some institutions have raised about the cohort that is defined by the IPEDS Graduation Rate survey (GRS). The GRS cohort includes only full-time, first-time degree/certificate-seeking undergraduate students. For institutions with substantial part-time, transfer-in, and non-degree/certificate-seeking enrollment, this may result in graduation rates that are not representative of their typical entering class.

The total entering class is comprised of all first-time undergraduates (full-time and part-time), all transfer-in undergraduates (full-time and part-time) and the subset of non-degree/certificate-seeking undergraduates who are new to the institution (entering the institution) in the Fall. To reach the total entering class total, Part D follows a line-by-line step process.

**Lines D1 - D4** are carried forward from Part A reporting.

**In Line D5**, report the subset of non-degree/certificate-seeking undergraduate students displayed on line D4, who are new to the institution (entering the institution) in Fall 2010.

**Line D6** will calculate the total entering students at the undergraduate level. This is calculated as all first-time students (line D2) + all transfer-in students (line D3) + non-degree/certificate-seeking undergraduate students entering the institution in Fall 2010.

After clicking 'Save', **Line D7** will display the percentage of the undergraduate entering class that is represented by the GRS cohort (the GRS cohort is carried forward from Part A and displayed in Line D1). This is calculated as line D1/D6.

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## Part E: Retention Rates

Retention rates examine the percentage of first-time degree/certificate seeking students enrolled in the fall of the prior year (including those enrolled for the first time the preceding summer session and those whose intent was not known upon entry to the institution) that have continued to the fall of the current year.

**Academic reporters** (institutions operating under a traditional academic year calendar such as a semester, trimester, or quarter system) report retention data as of the institution's official fall reporting date or as of October 15. **Program reporters** (institutions operating under a calendar that differs by program or that enroll students on a continuous basis) report retention data based on students who were enrolled in the institution at any time between August 1 and October 31.

Institutions must report the following information for **both full- and part-time** students:

- Full- and part-time, **first-time** degree/certificate-seeking Fall 2009 cohorts (Note: Do not include students who transferred into the institution. Student status (full- or part-time) should be based on the student's Fall 2009 status.)
- Exclusions from each of these cohorts (see below for allowable exclusions)
- Number of students from these cohorts who are **still enrolled or completed as of Fall 2010** (students still enrolled + students who have completed their program by Fall 2010). Program reporters should report students from the Fall 2009 cohorts who are still enrolled or completed as of August 1, 2010.

(Include students who were enrolled continuously from Fall 2009 through Fall 2010 and students that re-enrolled in the Fall 2010).

## Exclusions:

Institutions can report (as exclusions) the number of students who left the institution for any of the following reasons:

- Died or were totally and permanently disabled
- To serve in the armed forces (including those called to active duty)
- To serve with a foreign aid service of the Federal Government (e.g., Peace Corps)
- To serve on official church missions



The system will compute an **adjusted** cohort by subtracting the student exclusions from the cohort prior to calculating the retention rate. Retention rates (for both full- and part-time) will be computed by the system after clicking 'Save.' The retention rate is calculated as (Students from the Fall 2009 cohort still enrolled as of Fall 2010/Adjusted Fall 2009 cohort)\*100.

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## Part F: Student-to-Faculty Ratio

**Graduate only institutions are not required to complete Part F.**

Report the student-to-faculty ratio for undergraduate programs at your institution. A worksheet is available to help determine your institution's ratio. Click on the link from the Part F screen to access the worksheet.

### Worksheet for Less Than Four-Year Institutions and Four-Year Institutions without Graduate or Professional Programs

The worksheet is designed to help institutions determine their student-to-faculty ratio. Data entered on the worksheet will **NOT** be collected or saved. Make sure to **print** the screen in order to refer to the ratio calculation for your institution at a later time.

Please note: The logic used in this calculation is similar to that of item I-2 from the Common Data Set data collection.

#### FULL- AND PART-TIME STUDENT DATA:

All student data on the worksheet is either carried forward from Part A or a calculated field.

**Lines F1 and F2.** Total full-time and total part-time students.

The total number of full- and part-time students are carried forward from Part A.

**Line F3.** A full-time equivalent (FTE) of the part-time student count.

The FTE will be calculated as line F2 (total part-time student count) \* 1/3.

**Line F4.** Total FTE students.

This is calculated as the sum of lines F1 (total full-time students) and F3 (FTE of part-time students). Line F4 is used in the ratio calculation.

#### FULL-AND PART-TIME INSTRUCTIONAL STAFF DATA:

Lines F5 and F8 should be reported based on data your institution is reporting in the Winter collection in the Employees by Assigned Position (EAP), non-medical school, sections of the HR component. Please work together with the appropriate staff at your institution to ensure that the EAP data used on this worksheet and that reported in the HR component are the same.

**In line F5,** report the total number of full-time instructional staff as reported in Part A of the EAP, full-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).

**In line F8,** report the total number of part-time instructional staff as reported in Part B of the EAP, part-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).

#### Instructional Staff Exclusion for Non-Credit Instructors:

**In line F6,** report the number of full-time instructional staff reported in line F5 that are teaching exclusively non-credit courses.

**In line F9,** report the number of part-time instructional staff reported in line F8 that are teaching exclusively non-credit courses.

For institutions that have a large amount of non-credit activity, the above exclusions will better align the student data with the instructional staff data being used in the ratio.

#### Part-Time Instructional Staff Addition:

**In line F10**, report the number of administrators or other staff **NOT** reported to IPEDS as instructors (and therefore not included in the EAP count reported in line F8) that are teaching a credit course in the academic year.

For institutions that have administrators and other professionals on staff that are not reported to IPEDS as instructors (because it is not their "primary function") but they teach credit courses throughout the year, the above allowable addition will produce a more accurate ratio.

With the above instructional staff exclusions and part-time instructional staff addition information above, the system will compute the following on the worksheet:

**Line F7.** Total adjusted full-time instructional staff.

The adjusted full-time instructional staff is the total full-time instructional staff, excluding those teaching exclusively non-credit classes. The system will calculate line F7 as line F5 (total full-time instructional staff as reported on EAP) minus line F6 (total full-time instructional staff teaching exclusively non-credit courses).

**Line F11.** Total adjusted part-time instructional staff.

The adjusted part-time instructional staff is the total part-time instructional staff, excluding those teaching exclusively non-credit classes, and adding those administrators and other staff teaching credit courses. The system will calculate line F11 as line F8 (total part-time instructional staff as reported on EAP) minus line F9 (total part-time instructional staff teaching exclusively non-credit courses) + line F10 (administrators and other staff teaching credit courses).

**Line F12.** Total FTE of adjusted part-time instructional staff.

The FTE will be calculated as line F11 (total adjusted part-time instructional staff) \* 1/3.

**Line F13.** Total FTE of adjusted instructional staff.

This is calculated as the sum of lines F7 (total adjusted full-time instructional staff) and F12 (FTE of total adjusted part-time instructional staff). Line F13 is used in the ratio calculation.

**Line F14. Student-to-faculty ratio.**

The ratio will be calculated by the system as line F4 (total adjusted FTE students) divided by line F13 (total adjusted FTE instructional staff). The ratio will be displayed on the worksheet as xxx to 1.

**The calculated ratio can then be entered onto the Part F (Student-to-Faculty Ratio) screen.**

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Term	Definition
Adjusted cohort	The result of removing any allowable exclusions from a cohort (or subcohort). For the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; for the Fall Enrollment component, it is the cohort for calculating retention rate.
American Indian or Alaska Native (new definition)	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
Asian (new definition)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Audit/auditing (a class)	Term used when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other formal award.
Black or African American (new definition)	A person having origins in any of the black racial groups of Africa.
Cohort	A specific group of students established for tracking purposes.
Credit	Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
Credit course	A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.
Degree/certificate-seeking students	Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Dual credit	A program through which high school students are enrolled in Advanced Placement (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college credits .
Dual enrollment	A program through which high school students may enroll in college courses while still enrolled in high school. Students are not required to apply for admission to the college in order to participate.
Entering students (undergraduate)	Students at the undergraduate level, both full-time and part-time, coming into the institution for the first time in the fall term (or the prior summer term who returned again in the fall). This includes all first-time undergraduate students, students transferring into the institution at the undergraduate level for the first time, and non-degree/certificate seeking undergraduates entering in the fall.
Exclusions	Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates and Fall Enrollment retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.
First-time student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
Full-time student	Undergraduate—A student enrolled for 12 or more semester credits , or 12 or more quarter credits, or 24 or more contact hours a week each term. Graduate—A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution. Doctor's degree - Professional practice — As defined by the institution.
High school diploma or recognized equivalent	A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the GED or another state specified examination.
Hispanic or Latino (new definition)	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Native Hawaiian or Other Pacific Islander (new definition)	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Non-degree-seeking student	A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.
Noncredit course	A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.
Nonresident alien	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
Official fall reporting date	The date (in the fall) on which an institution must report fall enrollment data to either the state, its board of trustees or governing board, or some other external governing body.
Part-time student	Undergraduate—A student enrolled for either less than 12 semester or quarter credits, or less than 24 contact hours a week each term. Graduate—A student enrolled for less than 9 semester or quarter credits.

Race/ethnicity (new definition)	<p>Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. Individuals are asked to first designate ethnicity as:</p> <ul style="list-style-type: none"> <li>• Hispanic or Latino or</li> <li>• Not Hispanic or Latino</li> </ul> <p>Second, individuals are asked to indicate all races that apply among the following:</p> <ul style="list-style-type: none"> <li>• American Indian or Alaska Native</li> <li>• Asian</li> <li>• Black or African American</li> <li>• Native Hawaiian or Other Pacific Islander</li> <li>• White</li> </ul>
Race/ethnicity unknown	The category used to report students or employees whose race and ethnicity are not known.
Remedial courses	Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Residence	A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.
Retention rate	A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall.
State of residence	A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, state of residence may be the legal state of residence of a parent or guardian.
State unknown	Status used when the reporting institution is unable to determine from existing records the home state or residence of the student.
Student-to-faculty ratio	<p>The ratio of FTE students to FTE instructional staff, i.e., students divided by staff.</p> <p>Students enrolled in "stand-alone" graduate or professional programs and instructional staff teaching in these programs are <b>excluded</b> from both full-time and part-time counts.</p> <p>"Stand-alone" graduate or professional programs are those programs such as medicine, law, veterinary, dentistry, social work, or public health, in which faculty teach virtually only graduate-level students (also referred to as "independent" programs).</p> <p>Each FTE value is equal to the number of full-time students/staff plus 1/3 the number of part-time students/staff.</p>
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.
Summer session	A summer session is shorter than a regular session and is not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have two or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.
Transfer-in student	A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit.
Undergraduate	A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.
White (new definition)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**2010-11 Survey Materials****Fall Enrollment**

date: 12/9/2010

**FAQs**

Click one of the following questions to view the answer.

**General**

- [1\) Should I report students enrolled in non-credit courses as non-degree/certificate-seeking?](#)
- [2\) How do I determine whether students enrolled for credit, but that have not indicated intent, are degree/certificate-seeking?](#)
- [3\) My institution operates on a program basis; students enroll throughout the year. If I use October 15th as the date for counting fall enrollment, only a fraction of my actual students are reported. Is that OK?](#)
- [4\) My institution has begun allowing students to study abroad for a semester. Should these students be included in our IPEDS report?](#)
- [5\) Should I include graduate students enrolled in thesis credits in enrollment numbers, even if they are enrolled in a zero credit placeholder course?](#)
- [6\) In the past I reported first-professional students on this component. Why is there no screen for reporting first-professional students?](#)

**Fall Enrollment by race/ethnicity and gender (Part A)**

- [1\) Where do I report undergraduate students who enrolled at my institution for the first time this fall, but already have credits from another institution earned during the previous summer and while attending high school?](#)
- [2\) My institution does not have any degree programs; our programs are certificate only. Should all my undergraduate enrollment be considered non-degree/certificate-seeking?](#)
- [3\) Where should I report students in Part A if I do not know whether or not they are first-time?](#)
- [4\) Where, in Part A, do I report students who are seeking a second baccalaureate degree?](#)
- [5\) I have med-tech students enrolled in a level 6 \(postbaccalaureate\) program. My institution considers them to be undergraduate students. Where should I report them for IPEDS?](#)
- [6\) In years when enrollment is collected for selected fields, how do I report first/second year undergraduates who have not declared a major?](#)
- [7\) What do I do if my institution does not have any students in the program areas listed on the CIP selection screen?](#)
- [8\) How do I report students in program areas that do not appear on the CIP selection screen?](#)
- [9\) How do I report foreign students living outside the U.S. who are enrolled in my institution?](#)
- [10\) How do I report a student who earned college credit while in high school \(a dual enrolled student\) and has now graduated high school and enrolled in my institution in the Fall?](#)
- [11\) How do I report a high school student who is enrolled at my institution for credit \(a dual enrolled student\)?](#)

**Fall Enrollment by age and gender (Part B)**

- [1\) When reporting enrollment by age, how do I report students whose ages are unknown? I am not able to enter a number in the "Age unknown/unreported" box.](#)
- [2\) My institution uses age range categories that differ from the ones IPEDS uses in Part B. What should I do?](#)

**Residence of first-time students (Part C)**

- [1\) Some first-time undergraduates at my institution are children whose parents are in foreign countries \(e.g., military/diplomatic service\). When reporting residence and migration data, what location should I use?](#)

**Total entering class (Part D)**

- [1\) What is the difference between our full-time, first-time degree/certificate-seeking cohort \(GRS cohort\) and the entering students calculated in Part D?](#)

**Retention Rates (Part E)**

- [1\) How do I report students who changed attendance status \(part-time to full-time OR full-time to part-time\) between one fall to the next on the retention rate screen?](#)
- [2\) Can students on a leave of absence from the institution be considered retained?](#)

**Student-to-Faculty Ratio (Part F)**

- [1\) How do I calculate my institution's student-to-faculty ratio?](#)
- [2\) Can you provide an example of a stand-alone graduate or first-professional program \(a program such as medicine, law, veterinary, or dentistry in which faculty teach virtually only graduate-level students\)?](#)
- [3\) My institution has graduate and/or doctors-professional practice programs but does not have any "stand-alone" programs. What should I enter on the student and faculty exclusion line items related to these types of programs on the worksheet for Part F?](#)

**Answers:****General**

- 1) Should I report students enrolled in non-credit courses as non-degree/certificate-seeking?**

No. Only students enrolled *for credit* should be reported. Credit is defined as "recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award." Enrollment reported in non-degree/certificate-seeking refers to students who are enrolled in creditable programs but are not seeking the degree or other formal award. You should **not** report any of the following:

- Students enrolled exclusively in courses **not creditable** toward a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes
- Residents or interns in Doctor's - professional practice (previously first-professional), since they have already received their Doctor's degree
- Students studying abroad (i.e., at a foreign university) if their enrollment at the 'home' institution is **only** an administrative record and the fee is nominal
- Students in any branch campus located in a foreign country

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**2) How do I determine whether students enrolled for credit, but that have not indicated intent, are degree/certificate-seeking?**

If the student has not indicated any intent but is applying for Title IV financial assistance, the student would be assumed to be degree/certificate-seeking.

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**3) My institution operates on a program basis; students enroll throughout the year. If I use October 15th as the date for counting fall enrollment, only a fraction of my actual students are reported. Is that OK?**

Program reporters should use the period of August 1 to October 31 to measure fall enrollment. If a student enrolls or remains enrolled at any time during that period, the student is included in the fall enrollment counts.

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**4) My institution has begun allowing students to study abroad for a semester. Should these students be included in our IPEDS report?**

If the students enroll in your institution, pay tuition there, and attend classes in a foreign country for a short period of time, they should be included in your institution's enrollment report. If your institution serves only an administrative function and the fee the student pays to your institution is nominal, then do not include these students in your report.

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**5) Should I include graduate students enrolled in thesis credits in enrollment numbers, even if they are enrolled in a zero credit placeholder course?**

You should include these students in your enrollment counts, as they have not yet completed a program.

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**6) In the past I reported first-professional students on this component. Why is there no screen for reporting first-professional students?**

Institutions are now required to use the new postbaccalaureate degree categories (eliminating the first-professional category and reclassifying those programs). In parts A and B, all postbaccalaureate students are to be reported as graduate students (including students formerly reported as first-professional).

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## **Fall Enrollment by race/ethnicity and gender (Part A)**

**1) Where do I report undergraduate students who enrolled at my institution for the first time this fall, but already have credits from another institution earned during the previous summer and while attending high school?**

They should be included with the first-time undergraduates (either full- or part-time). The collection pages have been changed to clarify which students should be reported, and no longer includes the term "first-year."

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**2) My institution does not have any degree programs; our programs are certificate only. Should all my undergraduate enrollment be considered non-degree/certificate-seeking?**

No. Enrollment of **all** undergraduate students seeking *either* degrees *or* other certificates should be reported as either first-time, transfer-in, or other.

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**3) Where should I report students in Part A if I do not know whether or not they are first-time?**

If this is not indicated directly and the student does not enroll with prior credits or transcription from another institution, assume the student is first-time.

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**4) Where, in Part A, do I report students who are seeking a second baccalaureate degree?**



Report these students in the column labeled "Continuing" degree/certificate-seeking students (column 3). This column is intended to capture all degree/certificate-seeking undergraduate students who are not first-time and did not transfer-in to the institution in that Fall.

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**5) I have med-tech students enrolled in a level 6 (postbaccalaureate) program. My institution considers them to be undergraduate students. Where should I report them for IPEDS?**

If this program requires a student to have a bachelor's degree in order to enroll, the students should be reported as graduate students. Otherwise, they may be reported with the undergraduates.

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**6) In years when enrollment is collected for selected fields, how do I report first/second year undergraduates who have not declared a major?**

These students should only be reported on the "Summary Screens" (CIP 99.0000) of Part A, where all students enrolled for credit (regardless of field of study) are reported.

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**7) What do I do if my institution does not have any students in the program areas listed on the CIP selection screen?**

Select the "None of the above" and enter total fall enrollment in the "Summary" portion.

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**8) How do I report students in program areas that do not appear on the CIP selection screen?**

The program areas on the CIP selection screen are the only ones for which enrollment is collected. Include the students in other programs, along with students in the requested programs, in the "Summary" portion.

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**9) How do I report foreign students living outside the U.S. who are enrolled in my institution?**

There has been no change to how these students should be reported. Foreign students living outside the U.S., such as a foreign student living outside the U.S. who is enrolled in distance education at your institution, should be classified in the Race/Ethnicity Unknown category. Only U.S. citizens are to be categorized in the specific Race/Ethnicity categories. The non-resident alien category is reserved specifically for students that are in the U.S. under that specific legal status.

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**10) How do I report a student who earned college credit while in high school (a dual enrolled student) and has now graduated high school and enrolled in my institution in the Fall?**

If the college credit was earned prior to the student graduating high school, then this student would be considered a first-time student in the Fall. The definition of "first-time" allows for students to still be classified as first-time if the college credit they have previously earned was prior to their high school graduation.

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**11) How do I report a high school student who is enrolled at my institution for credit (a dual enrolled student)?**

This student would be reported as non-degree/certificate-seeking. Prior to graduating high school, a student is non-degree/certificate-seeking. Once the student graduates high school they can be classified as degree/certificate-seeking, if appropriate.

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## **Fall Enrollment by age and gender (Part B)**

**1) When reporting enrollment by age, how do I report students whose ages are unknown? I am not able to enter a number in the "Age unknown/unreported" box.**

The number of students for that category will be computed by the system, by taking the difference between the sum of students reported by age category and the corresponding total enrollment reported in Part A. If this number is negative, it will result in a fatal error and you will need to make appropriate edits.

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**2) My institution uses age range categories that differ from the ones IPEDS uses in Part B. What should I do?**

In order to have consistent data from all institutions, IPEDS must use the standard age categories. Use the students' dates of birth to report the enrollment by IPEDS age categories.

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## **Residence of first-time students (Part C)**

**1) Some first-time undergraduates at my institution are children whose parents are in foreign countries (e.g., military/diplomatic service). When reporting residence and migration data, what location should I use?**

The home state could be the student's or parent's official home state, the state where they are registered to vote or pay taxes, or the state issuing their driver's license. If no such information is available, they would be reported under "State unknown"(57).

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## **Total entering class (Part D)**

**1) What is the difference between our full-time, first-time degree/certificate-seeking cohort (GRS cohort) and the entering students calculated in Part D?**

In addition to all the students in your full-time, first-time degree/certificate-seeking cohort, the undergraduate entering student total includes part-time students of the same criteria as well as transfers-in and full- and part-time non-degree/certificate-seeking students that are new to your institution in the Fall (entering students).

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**Retention Rates (Part E)**

**1) How do I report students who changed attendance status (part-time to full-time OR full-time to part-time) between one fall to the next on the retention rate screen?**

Report students based on their attendance status in the fall the cohort was based on, even if that status changed in the following fall.

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**2) Can students on a leave of absence from the institution be considered retained?**

No. Students must be enrolled *for credit* at the institution in the Fall to be considered retained from the previous fall.

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**Student-to-Faculty Ratio (Part F)**

**1) How do I calculate my institution's student-to-faculty ratio?**

A worksheet has been provided to guide the process of calculating the student-to-faculty ratio for your institution. The worksheet can be accessed from the Part F screen in the Data Collection System.

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**2) Can you provide an example of a stand-alone graduate or first-professional program (a program such as medicine, law, veterinary, or dentistry in which faculty teach virtually only graduate-level students)?**

An example of a program that would fall into this category is a school of medicine that only awards degrees/certificates at the graduate and professional level and therefore its faculty exclusively (or in some cases almost exclusively) teach graduate and professional students. Programs that are "stand-alone" graduate programs may have some undergraduate students enrolled in their courses, however a "stand-alone" graduate program would only award degrees/certificates at the graduate level. An example of a graduate program that would not meet this criteria is a school of business that has an undergraduate and graduate program and therefore enrolls both types of students and awards degrees/certificates at both levels. Further, the faculty would teach a mix of undergraduate and graduate students. Excluding "stand-alone" graduate and/or professional programs is intended to make the student-to-faculty ratio closer to an undergraduate student-to-faculty ratio than it would be if these programs were included in the calculation, without overburdening institutions.

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**3) My institution has graduate and/or doctors-professional practice programs but does not have any "stand-alone" programs. What should I enter on the student and faculty exclusion line items related to these types of programs on the worksheet for Part F?**

If your institution does not have any "stand-alone" graduate or professional programs, then enter 0 for students and 0 for faculty in the lines for these types of programs. Most institutions do not have these types of graduate or professional programs, so entering 0 in those lines will be fairly common.

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**2010-11 Survey Materials**

date: 12/9/2010

**Narrative Edits for Fall Enrollment for 2-year institutions****Edit specifications for the 2010-11 IPEDS Web-Based Data Collection  
Fall Enrollment (EF) Component**

**Note:** The specifications in this document apply to the institutions listed above. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

*All screens must be completed in order to lock the survey.*

**Screening Question**

Part A: Enrollment of Students by Race/Ethnicity

Part B: Enrollment of Students by Age

Part C: Residence

Part D: Total Undergraduate Entering Class

Part E: Retention Rates

Part F: Student-to-Faculty Ratio

**Screening Question**

You must respond to the following screening question. The answer given here will determine which screens your institution is shown.

**Part B Selection**

Completion of **Part B: Enrollment of Students By Age** is optional for this reporting year. Before continuing, you must indicate the following:

- Do you wish to complete Part B this year?
  - If you respond **Yes** to the question above, you are required to complete all screens in **Part B**; if you respond **No**, then **Part B** will not be displayed.

[Top](#)**Part A: Fall Enrollment by Student Level, Race/Ethnicity and Gender****Full-Time Undergraduate Students**

**Applicable to institutions that reported full-time undergraduate student enrollment in the IC Header survey**

On this screen, you must report the number of **First-time**, **Transfer-in**, and **Continuing** full-time undergraduate degree/certificate-seeking students, as well as the number of full-time undergraduate **Non-degree/non-certificate-seeking** students, enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

Based on the data entered, the system will calculate the total number of undergraduate degree/certificate-seeking students, and the grand total number of full-time undergraduate students (degree/certificate-seeking + non-degree/non-certificate-seeking) enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for **Total full-time undergraduate students** must be greater than 0.
- If your institution reported that it enrolls full-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you must report students of this type here. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If your institution reported that it does not enroll full-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you are not expected to report this type of student here. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you reported **First-time** students on this screen, you are also expected to report **Transfer-in** and/or **Continuing** students.

**Note:**

**Academic Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time in the fall of the current year (or the summer immediately preceding).

**Program Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time between August 1 and October 31 of the current year.

- For each gender category, if the total number of **Transfer-in** students is greater than 0, then the number of **Continuing** students should also be greater than 0. If this is not the case, then you must *confirm* that the specified values are correct.
- **Applicable to public institutions only.** The calculated grand total (men + women) for **Transfer-in** students must be greater than 0.
- For each gender category, the total number of **First-time** students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time** students reported in the prior year is between 1 and 100.
- For each gender category, the total number of **First-time** students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time** students reported in the prior year is greater than 100.
- For each gender category, the total number of **degree/certificate-seeking** students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **degree/certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **degree/certificate-seeking** students reported in the prior year is between 1 and 100.
- For each gender category, the total number of **degree/certificate-seeking** students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **degree/certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **degree/certificate-seeking** students reported in the prior year is greater than 100.
- For each gender category, the total number of **full-time undergraduate students** is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **full-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **full-time undergraduate students** reported in the prior year is between 1 and 100.
- For each gender category, the total number of **full-time undergraduate students** is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **full-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **full-time undergraduate students** reported in the prior year is greater than 100.

### Part-Time Undergraduate Students

**Applicable to institutions that reported part-time undergraduate student enrollment in the IC Header survey**

On this screen, you must report the number of **First-time**, **Transfer-in**, and **Continuing** part-time undergraduate degree/certificate-seeking students, as well as the number of part-time undergraduate **Non-degree/non-certificate-seeking** students, enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

Based on the data entered, the system will calculate the total number of undergraduate degree/certificate-seeking students, and the grand total number of part-time undergraduate students (degree/certificate-seeking + non-degree/non-certificate-seeking) enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for Total part-time undergraduate students must be greater than 0.
- If your institution reported that it enrolls part-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you must report students of this type here. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If your institution reported that it does not enroll part-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you are not expected to report this type of student here. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you reported First-time students on this screen, you are also expected to report Transfer-in and/or Continuing students.

**Note:**

**Academic Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time in the fall of the current year (or the summer immediately preceding).

**Program Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time between August 1 and October 31 of the current year.

- For each gender category, if the total number of **Transfer-in** students is greater than 0, then the number of **Continuing** students should also be greater than 0. If this is not the case, you must *confirm* that the specified values are correct.
- For each gender category, the total number of **First-time** students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time** students reported in the prior year is between 1 and 100.
- For each gender category, the total number of **First-time** students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time** students reported in the prior year is greater than 100.
- For each gender category, the total number of **degree/certificate-seeking** students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **degree/certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **degree/certificate-seeking** students reported in the prior year is between 1 and 100.
- For each gender category, the total number of **degree/certificate-seeking** students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **degree/certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **degree/certificate-seeking** students reported in the prior year is greater than 100.
- For each gender category, the total number of **part-time undergraduate students** is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **part-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **part-time undergraduate students** reported in the prior year is between 1 and 100.
- For each gender category, the total number of **part-time undergraduate students** is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **part-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **part-time undergraduate students** reported in the prior year is greater than 100.

## Fall Enrollment Summary

This screen displays a summary of the data reported in **Part A** of this survey, including **Total full-time students**, **Total part-time students**, and **Grand total, all students** enrolled at the institution by race/ethnicity and gender.

The system will perform the following edits on the data entered:

- The calculated **Grand Total (men + women)** enrolled must be greater than 0.
- For each race/ethnicity category where the current and prior year values are greater than 0, the system will calculate the percentage of **Total men** (full-time + part-time) that are from that category in both the current and prior year. The current year derived percentage must be within 20% of the prior year derived percentage; otherwise, you must *confirm* that the current year value is correct.
- For each race/ethnicity category where the current and prior year values are greater than 0, the system will calculate the percentage of **Total women** (full-time + part-time) that are from that category in both the current and prior year. The current year derived percentage must be within 20% of the prior year derived percentage; otherwise, you must *confirm* that the current year value is correct.

## Part B: Fall Enrollment by Age and Gender

**Applicable to institutions that answered Yes to the Part B Selection screening question at the beginning of the survey**

In **Part B** you must report the number of students enrolled for credit at the institution by age distribution and gender for each of the following student types (as applicable based on enrollment reported in the IC Header survey):

- Full-time undergraduate
- Part-time undergraduate

For each applicable type of student, the system will calculate the total number of students reported in **Part B** by gender and subtract this value from the corresponding total from **Part A** to determine the number of students with **Age unknown/unreported**.

The system will perform the following edits on the data entered for each applicable student type:

- If the number of **Men** reported is greater than 0, then you are expected to report enrollment for the corresponding student type in **Part A**.
- If the number of **Women** reported is greater than 0, then you are expected to report enrollment for the corresponding student type in **Part A**.
- The number of full-time undergraduate students with **Age unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the sum of men and women from all age groups is greater than the number of students reported for the corresponding student type in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Age unknown/unreported** must be less than 20% of the number of students reported for the corresponding student type in **Part A**.

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## Part C: Residence

### Screening Question

You must answer **Yes** or **No** to the following screening question. The answer given here will determine which screens your institution is shown.

- Does your institution have any first-time, degree/certificate-seeking undergraduate students who graduated from high school or received their GED within the past 12 months?

The system will perform the following edit on the data entered:

- If your institution reported that you enroll full-time, first-time degree/certificate seeking undergraduate students in Part B of the IC Header survey, then you are expected to respond **Yes** to the screening question above.

### Freshman Residence (3 screens)

**Applicable to institutions that answered Yes to the Part C Screening Question**

On these screens you must report the number of first-time, degree/certificate-seeking undergraduate students enrolled in the institution (**column 1**), and the number of these students who graduated from high school OR received a GED in the past 12 months (**column 2**) by **State of residence when student was first admitted**. This includes all states and US territories, along with additional "State Unknown" and "Foreign Countries" categories, each with its own unique 2-digit **FIPS Code**.

On the final screen in **Part C**, the system will calculate the number of students with **Residence unknown/unreported** (FIPS Code 98) by subtracting the sum of all students entered in **column 1** from the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

The system will perform the following edits on the data entered:

- For each **FIPS Code**, the number of students reported in **column 1** must be greater than the number of students reported in **column 2**.
- The total number of students entered in **column 2** must be greater than 0.
- The total number of students entered in **column 2** must be greater than or equal to 20% of the total number of students entered in **column 1**.
- The number of students with **Residence unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the total number of students entered in **column 1** is greater than the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Residence unknown/unreported** must be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

**Note:** You must report state of residence for the maximum number of students possible. If you are unable to provide at least 20% of residences, you must enter an explanation.

- The number of students from **State Unknown** (FIPS Code 57) is expected to be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- **Applicable to public institutions only.** The total number of first-time, degree/certificate seeking undergraduate students in your institution's "home state" is expected to be greater than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- If you reported residence data for **First-time degree/certificate-seeking undergraduates** in **Part C**, you are also expected to report **First-time undergraduate students** (either full-time or part-time) in **Part A**.

### Freshman Residence (3 screens)

#### Applicable to institutions that answered No to the Part C Screening Question

On these screens you must report the number of first-time, degree/certificate-seeking undergraduate students enrolled in the institution (**column 1**) by **State of residence when student was first admitted**. This includes all states and US territories, along with additional "State Unknown" and "Foreign Countries" categories, each with its own unique 2-digit **FIPS Code**.

On the final screen in **Part C**, the system will determine the number of students with **Residence unknown/unreported** (FIPS Code 98) by subtracting the sum of all students entered in **column 1** from the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

The system will perform the following edits on the data entered:

- The number of students with **Residence unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the total number of students entered in **column 1** is greater than the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Residence unknown/unreported** must be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

**Note:** You must report state of residence for the maximum number of students possible. If you are unable to provide at least 20% of residences, you must enter an *explanation*.

- The number of students from **State Unknown** (FIPS Code 57) is expected to be less than 20% of the total number of first-time degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- **Applicable to public institutions only.** The total number of first-time, degree/certificate seeking undergraduate students in your institution's "home state" is expected to be greater than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- If you reported residence data for **First-time degree/certificate-seeking undergraduates** in **Part C**, you are also expected to report **First-time undergraduate students** (either full-time or part-time) in **Part A**.

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## Part D: Total Undergraduate Entering Class

On this screen, several data items from **Part A** of this survey are preloaded for your reference. This includes:

- **Line D1:** The number of full-time, first-time degree/certificate-seeking undergraduates reported (your GRS cohort).



- **Line D2:** The total number of first-time degree/certificate-seeking undergraduates (full-time + part-time) reported.
- **Line D3:** The total number of transfer-in degree/certificate-seeking undergraduates (full-time + part-time) reported.
- **Line D4:** The total number of non-degree/certificate-seeking undergraduates (full-time + part-time) reported.

You must report the following information for **line D5**:

- Of the total non-degree/certificate-seeking undergraduates displayed on line D4, the number that are new to the institution (entering the institution for the first time).

Based on this additional data, the system will calculate the total number of students entering at the undergraduate level (Line D2 + Line D3 + Line D5), as well as the percentage of those students who are represented by the GRS cohort (Line D1 / Line D6).

The system will perform the following edits on the data entered for **Line D5**:

- If none of your non-degree/certificate seeking students are new to the institution this Fall, then you must report zero students for **line D5**. This field cannot be left blank.
- The number of students entered for **line D5** is expected to be greater than 0. If this is not the case, then you must *confirm*.
- The number of students entered for **line D5** must be less than or equal to the number of students in **line D4**.
- The number of students entered for **line D5** should not be equal to those in **line D4** since this would indicate that the institution's entering class is 100% of the GRS cohort. If the institution's entering class is 100% of the GRS cohort, then you must *confirm*.

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## Part E: Retention Rates

On this screen, you must report the retention rates for the **Full-time, first-time cohort** and the **Part-time, first-time cohort**.

**Note:** Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters report retention data on students enrolled in the institution at any time between August 1 and October 31.

### Full-time, first-time cohort retention

For the **Full-time** portion of this screen, you must report the number of students in the **Full-time, first-time Fall 2009 cohort**, as well as any **Exclusions from the cohort**. Once the screen is saved, the system will display the difference between the two in the **Adjusted cohort** field.

In addition, the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** must be reported in order to determine the **Full-time, first-time Fall 2009 cohort retention rate** percentage.

The system will perform the following edits on the data entered for the **Full-time** portion of this screen:

- The **Full-time, first-time Fall 2009 cohort** is expected to be within a 20% range of the **Preloaded cohort**.
- If the **Full-time, first-time Fall 2009 cohort** is greater than 0, then the **Exclusions from the cohort** must be less than 50% of all students in the **Full-time, first-time Fall 2009 cohort**.
- If the **Adjusted cohort** is greater than 0, then the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is expected to be greater than 0.
- The number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** must be less than the **Adjusted cohort**.
- The number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is expected to be greater than or equal to 15% of the **Adjusted cohort**.
- If the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is equal to the **Adjusted cohort**, then you must confirm a retention rate of 100% for that cohort.
- If you reported enrollment for full-time, first-time students in last year's Fall Enrollment survey, then you are expected to report full-time, first-time students on this screen. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you did not report enrollment for full-time, first-time students in last year's Fall Enrollment survey, then you are not expected to report full-time, first-time students on this screen. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

## Part-time, first-time cohort retention

For the **Part-time** portion of this screen, you must report the number of students in the **Part-time, first-time Fall 2009 cohort**, as well as any **Exclusions from the cohort**. Once the screen is saved, the system will display the difference between the two in the **Adjusted cohort** field.

In addition, the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** must be reported in order to determine the **Part-time, first-time Fall 2009 cohort retention rate** percentage.

The system will perform the following edits on the data entered for the **Part-time** portion of this screen:

- The **Part-time, first-time Fall 2009 cohort** is expected to be within a 20% range of the **Preloaded cohort**.
- If the **Part-time, first-time Fall 2009 cohort** is greater than 0, then the **Exclusions from the cohort** must be less than 50% of all students in the **Part-time, first-time Fall 2009 cohort**.
- If the **Adjusted cohort** is greater than 0, then the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is expected to be greater than 0.
- The number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** must be less than the **Adjusted cohort**.
- If the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is equal to the **Adjusted cohort**, then you must *confirm* a retention rate of 100% for that cohort.
- If you reported enrollment for part-time, first-time students in last year's Fall Enrollment survey, then you are expected to report part-time, first-time students on this screen. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you did not report enrollment for part-time, first-time students in last year's Fall Enrollment survey, then you are not expected to report part-time, first-time students on this screen. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

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## Part F: Student-to-Faculty Ratio

On this screen, you must report your institution's **Student-to-faculty ratio** (e.g., student-to-instructional staff ratio) for Fall 2010 using the ratio format provided. Additional resources are available, including the prior year student-to-faculty ratio, and a worksheet for assistance in determining your institution's student-to-faculty ratio.

**Note:** The student-to-faculty ratio and any accompanying context provided on this screen will be displayed on College Navigator.

The system will perform the following edits on the data entered:

- The ratio entered here is expected to be greater than 0 to 1.
- If the ratio entered is between 51 to 1 and 100 to 1, an *explanation* is required.
- If the ratio entered is greater than 100 to 1, a *fatal* error will occur.

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**2010-11 Survey Materials**

**Fall Enrollment 2010**

date: 12/9/2010

**Form: Fall Enrollment for 4-year degree granting**

Part B Selection

Completion of Part B (Enrollment of Students by Age) is optional this year.

Do you wish to complete Part B this year? If you select 'Yes', you will see Part B and be expected to complete the screens. If you select 'No', you will skip Part B.

- Yes, I will complete Part B
- No, I will not complete Part B

You may use the space below to provide context for the data you've reported above.



## Fall Enrollment - CIPCODE Selection

**Indicate which of the following fields of study are offered by your institution. Students are to be reported by their major field of study for the categories listed below. Fields for which enrollment was reported for Fall 2008 have already been checked; please make sure all listed fields that are offered by your institution are checked.**

Undergraduate and graduate fields	
<input type="checkbox"/>	13.0000 -- Education
<input type="checkbox"/>	14.0000 -- Engineering
<input type="checkbox"/>	26.0000 -- Biological and Biomedical Sciences
<input type="checkbox"/>	27.0000 -- Mathematics
<input type="checkbox"/>	40.0000 -- Physical Sciences
<input type="checkbox"/>	52.0000 -- Business, Management, Marketing, and Related Support Services
Graduate-only fields	
<input type="checkbox"/>	22.0101 -- Law (LL.B., J.D.)
<input type="checkbox"/>	51.0401 -- Dentistry (D.D.S., D.M.D.)
<input type="checkbox"/>	51.1201 -- Medicine (M.D.)
<input type="checkbox"/>	None of the above

**You may use the space below to provide context for the data you've reported above.**

--

Part A - Fall Enrollment for Full-Time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

**Total Full-time Undergraduate Students**

**Full-time Undergraduate Students**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Students enrolled for credit	Degree/certificate-seeking			Total degree/certificate-seeking	Non-degree/non-certificate-seeking	Total, full-time undergraduate students
	First-time	Transfer-in	Continuing			
<b>Men</b>						
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
<b>Total men</b>						
Total men prior year						
<b>Women</b>						
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						

Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
<b>Total women</b>						
Total women prior year						
<b>Grand total (men+women)</b>						
Grand total (men+women) prior year						

Part A - Fall Enrollment for Part-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

**Total Part-time Undergraduate Students**

**Part-time Undergraduate Students**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Students enrolled for credit	Degree/certificate-seeking			Total degree/certificate-seeking	Non-degree/non-certificate-seeking	Total, part-time undergraduate students
	First-time	Transfer-in	Continuing			
<b>Men</b>						
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
<b>Total men</b>						
Total men prior year						
<b>Women</b>						
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						

Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
<b>Total women</b>						
Total women prior year						
<b>Grand total (men+women)</b>						
Grand total (men+women) prior year						

Part A - Fall Enrollment for Graduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

**Total Graduate Students**

When reporting graduate students, make sure to include counts for postbaccalaureate professional programs (formerly first-professional)

Graduate Students

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Students enrolled for <u>credit</u>	Total <u>full-time</u>	Total <u>part-time</u>	Total graduate students
<b>Men</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	
<b>Total men</b>			
Total men prior year			
<b>Women</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	

	<input type="text"/>	<input type="text"/>	
<b>Total women</b>			
Total women prior year			
<b>Grand total (men+women)</b>			
Grand total (men+women) prior year			

Part A - Fall Enrollment Summary

<b>Fall Enrollment Summary</b>			
Students enrolled for credit	Total full-time students	Total part-time students	Grand total, all students
<b>Men</b>			
<u>Nonresident alien</u>			
<u>Hispanic/Latino</u>			
<u>American Indian or Alaska Native</u>			
<u>Asian</u>			
<u>Black or African American</u>			
<u>Native Hawaiian or Other Pacific Islander</u>			
<u>White</u>			
<u>Two or more races</u>			
<u>Race and ethnicity unknown</u>			
<b>Total men</b>			
<b>Women</b>			
<u>Nonresident alien</u>			
<u>Hispanic/Latino</u>			
<u>American Indian or Alaska Native</u>			
<u>Asian</u>			
<u>Black or African American</u>			
<u>Native Hawaiian or Other Pacific Islander</u>			
<u>White</u>			
<u>Two or more races</u>			
<u>Race and ethnicity unknown</u>			
<b>Total women</b>			
<b>Grand Total (men+women)</b>			



Sample pages for 13.0000 Education (undergraduate and graduate) and 21.0101 Law (first-professional) follow. Please duplicate these pages as needed for any fields of study listed above that are offered by your institution.

Part A - Fall Enrollment by race/ethnicity and gender

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.						
Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.						
CIPCODE: 13.0000 -- Education						
Full-time undergraduate students						
•Report Hispanic/Latino individuals of any race as Hispanic/Latino						
•Report race for non-Hispanic/Latino individuals only						
Students enrolled for credit	Degree/certificate-seeking			Total	Non-degree/non-certificate-seeking	Total, full-time undergraduate students
	First-time	Transfer-in	Continuing			
<b>Men</b>						
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
<b>Total men</b>						
<b>Women</b>						
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						

Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
<b>Total women</b>						
<b>Grand total (men+women)</b>						
Grand total (men+women) 2008-09						

Part A - Fall Enrollment by race/ethnicity and gender

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

CIPCODE: 13.0000 -- Education

Part-time undergraduate students

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Students enrolled for credit	Degree/certificate-seeking			Total	Non-degree/ non-certificate-seeking	Total, part-time undergraduate students
	First-time	Transfer-in	Continuing			
<b>Men</b>						
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race/ethnicity unknown						
<b>Total men</b>						
<b>Women</b>						
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						

White						
Two or more races						
Race/ethnicity unknown						
<b>Total women</b>						
<b>Grand total (men+women)</b>						
Grand total (men+women) 2008-09						

Part A - Fall Enrollment by race/ethnicity and gender

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

CIPCODE: 13.0000 -- Education

Graduate students

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Students enrolled for <u>credit</u>	Total <u>full-time</u>	Total <u>part-time</u>	Total graduate students
<b>Men</b>			
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total men</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Women</b>			
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total women</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Grand total (men+women)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grand total (men+women) 2008-09	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part A - Fall Enrollment by race/ethnicity and gender

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

CIPCODE: 22.0101 -- Law (LL.B., J.D.)

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Students enrolled for <u>credit</u>	Total <u>full-time</u>	Total <u>part-time</u>	Total
<b>Men</b>			
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total men</b>			
<b>Women</b>			
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total women</b>			
<b>Grand total (men+women)</b>			



Part B: Fall Enrollment by Age and Gender for Full-time Undergraduate Students

**NOTE: These data are optional this year.**

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.**

**Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.**

Age	Full-time Undergraduate Students	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total full-time undergraduate students (from part A)		



Part B - Fall Enrollment by Age and Gender for Part-time Undergraduate Students

**NOTE: These data are optional this year.**

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.**

**Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.**

Age	Part-time Undergraduate Students	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total part-time undergraduate students (from part A)		

Part B - Fall Enrollment by Age and Gender for Full-time Graduate Students

**NOTE: These data are optional this year.**

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.**

**Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.**

Age	Full-time Graduate Students	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total full-time graduate students (from part A)		

Part B - Fall Enrollment by Age and Gender for Part-time Graduate Students

**NOTE: These data are optional this year.**

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.**

**Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.**

Age	Part-time Graduate Students	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total part-time graduate students (from part A)		

Part C - High School Graduates

**Does your institution have any first-time, degree/certificate-seeking undergraduate students who graduated from high school or received their GED within the past 12 months?**

Yes, we have students who graduated high school or received their GED in the past 12 months.

No, we do not have any students who graduated high school or received their GED in the past 12 months.

**You may use the space below to provide context for the data you've reported above.**

Part C - Residence of First-time Undergraduate Students

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.  
 Program reporters report students who were enrolled in the institution at any time between August 1 and  
 October 31, 2010.**

State of residence when student was first admitted	FIPS Code	Total first-time, degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the past 12 months (2)
Alabama	01		
Alaska	02		
Arizona	04		
Arkansas	05		
California	06		
Colorado	08		
Connecticut	09		
Delaware	10		
District of Columbia	11		
Florida	12		
Georgia	13		
Hawaii	15		
Idaho	16		
Illinois	17		
Indiana	18		
Iowa	19		
Kansas	20		
Kentucky	21		
Louisiana	22		
Maine	23		

Part C - Residence of First-time Undergraduate Students

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.**  
**Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.**

State of <u>residence</u> when student was first admitted	FIPS Code	Total first-time, degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the <b>past 12 months</b> (2)
Maryland	24		
Massachusetts	25		
Michigan	26		
Minnesota	27		
Mississippi	28		
Missouri	29		
Montana	30		
Nebraska	31		
Nevada	32		
New Hampshire	33		
New Jersey	34		
New Mexico	35		
New York	36		
North Carolina	37		
North Dakota	38		
Ohio	39		
Oklahoma	40		
Oregon	41		
Pennsylvania	42		
Rhode Island	44		

Part C - Residence of First-time Undergraduate Students

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.  
 Program reporters report students who were enrolled in the institution at any time between August 1 and  
 October 31, 2010.**

State of residence when student was first admitted	FIPS Code	Total first-time, degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the past 12 months (2)
South Carolina	45		
South Dakota	46		
Tennessee	47		
Texas	48		
Utah	49		
Vermont	50		
Virginia	51		
Washington	53		
West Virginia	54		
Wisconsin	55		
Wyoming	56		
<u>State Unknown</u>	57		
American Samoa	60		
Federated States of Micronesia	64		
Guam	66		
Marshall Islands	68		
Northern Marianas	69		
Palau	70		
Puerto Rico	72		
Virgin Islands	78		
Foreign Countries	90		
Residence unknown/unreported	98		

Total first-time,  
degree/certificate-seeking  
undergraduates  
(FT+PT from part A)

--	--	--	--



This part is only required from academic reporters.

Part D - Total Undergraduate Entering Class

Total Undergraduate Entering Class, Fall 2010	
D1 Number of full-time, first-time degree/certificate-seeking <u>undergraduates</u> from Part A (your GRS <u>cohort</u> )	
D2 Total <u>first-time</u> degree/certificate-seeking undergraduates (full-time + part-time) from Part A	
D3 Total <u>transfer-in</u> degree/certificate-seeking undergraduates (full-time + part-time) from Part A	
D4 Total <u>non-degree/certificate-seeking</u> undergraduates (full-time + part-time) from Part A	
D5 Of the total non-degree/certificate-seeking undergraduates displayed on line 4, <b>the number that are new to the institution in Fall 2010</b> (entering students)	
D6 Total <u>entering students</u> at the undergraduate level <b>Note:</b> This is calculated as first-time students (line D2) + students transferring to the institution (line D3) + non-degree/certificate-seeking undergraduates entering in Fall 2010 (line D5).	
D7 Percentage of undergraduate entering class represented by your GRS <u>cohort</u> (line D1/line D6)	

Part E - First-time Bachelor's Cohort Retention Rates

**Retention rates will be calculated based on information provided below.**

**Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters report retention data on students enrolled in the institution at any time between August 1 and October 31.**

**If there are no students to be reported in a cohort, please enter zero. Do not leave the field blank.**

**When reporting data below, remember to:**

- Include only first-time **bachelor's** students in your full- and part-time cohorts. Do not include students who transferred into your institution.
- Determine student status (full- or part-time) using Fall 2009 status (e.g. if a student was part-time in Fall 2009, report them in the part-time cohort regardless of their Fall 2010 status).
- Report in the exclusions boxes the number of students from each cohort who left the institution for any of the following reasons: died or were totally and permanently disabled; to serve in the armed forces (including those called to active duty); to serve with a foreign aid service of the Federal Government (e.g. Peace Corps); or to serve on official church missions.

The system will subtract exclusions from the original cohorts and use adjusted cohorts for calculating retention rates. **Retention rates will be calculated by the system after clicking 'Save.'**

			Prior year data
<b>FULL-TIME, FIRST-TIME BACHELOR'S COHORT RETENTION:</b>			
Full-time, first-time Fall 2009 bachelor's cohort	<input type="text"/>		
&nbsp; <u>Exclusions</u> from the cohort	<input type="text"/>		
<b>Adjusted cohort</b>			
Students from Fall 2009 cohort <b>still enrolled as of Fall 2010</b>	<input type="text"/>		
Full-time, first-time Fall 2009 bachelor's cohort retention rate		%	%
<b>PART-TIME, FIRST-TIME BACHELOR'S COHORT RETENTION:</b>			
Part-time, first-time Fall 2009 bachelor's cohort	<input type="text"/>		
<u>Exclusions</u> from the cohort	<input type="text"/>		
<b>Adjusted cohort</b>			
Students from Fall 2009 cohort <b>still enrolled as of Fall 2010</b>	<input type="text"/>		
Part-time, first-time Fall 2009 bachelor's cohort retention rate		%	%

**You may use the space below to provide context for the data you've reported above.**

## Part F - Student-to-Faculty Ratio

Please provide your institution's student-to-faculty ratio (i.e., student-to-instructional staff) for Fall 2010. The student-to-faculty ratio and any accompanying context that is provided will be displayed on College Navigator.

**Note: Logic in this item is similar to item I-2 from the Common Data Set data collection.**

[Click here to use a worksheet to help you determine the student-to-faculty ratio](#)

Student-to-faculty ratio	<input type="text"/>	to 1
Student-to-faculty ratio prior year	<input type="text"/>	to 1

 You may use the space below to provide context for the data you've reported above.

**These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.**

Part F - Four-Year Institutions with Graduate Programs Student-to-Faculty Ratio Worksheet

This worksheet is designed to help you determine your institution's student-to-faculty ratio.

Data entered on this worksheet will NOT be collected or saved. Therefore, please PRINT this screen if you would like to refer to the ratio calculation for your institution at a later time.

The term "stand-alone graduate or professional program" used below is defined as a graduate or professional programs such as medicine, law, veterinary, dentistry, social work, or public health, in which faculty teach virtually only graduate-level students (often referred to as "independent" programs).

Note: The logic used for this calculation is similar to item I-2 from the Common Data Set data collection.

Students, Fall 2010

**FULL-TIME STUDENTS:**

F1 Total full-time students from Part A

**Full-time Student Exclusion (Line F2):**

F2 Of the full-time students reported in Line F1, the number enrolled in stand-alone graduate or professional programs

F3 Total adjusted full-time student count  
(Line F1 - F2)

**PART-TIME STUDENTS:**

F4 Total part-time students from Part A

**Part-time Student Exclusion (Line F5):**

F5 Of the part-time students reported in Line F4, the number enrolled in stand-alone graduate or professional programs

F6 Total adjusted part-time student count  
(Line F4 - F5)

F7 Full-time equivalent of adjusted part-time student count  
(Line F6 \* 1/3)

F8 Total adjusted full-time equivalent students  
(Line F3 + F7)

Instructional Staff, Fall 2010

**FULL-TIME INSTRUCTIONAL STAFF:**

F9 Number of full-time instructional staff (as reported on EAP on the HR survey component, full-time, non-medical, Line 1 Total + Line 2 Total)

**Full-time Instructional Staff Exclusions (Line F10A and 10B):**

(Note: an individual instructor meeting both exclusion criteria should only be reported in ONE exclusion line item.)

F10A Of the full-time instructional staff reported in Line F9, the number teaching exclusively in stand-alone graduate or professional programs

F10B Of the full-time instructional staff reported in Line F9, the number teaching exclusively non-credit courses

F11 Total adjusted full-time instructional staff  
(Line F9 - (F10A + F10B))

**PART-TIME INSTRUCTIONAL STAFF:**

F12

Number of part-time instructional staff (as reported on EAP on the HR survey component, part-time, non-medical, Line 1 Total + Line 2 Total [Note: this calculated Total does not include graduate assistants])	<input type="text"/>	
<b>Part-time Instructional Staff Exclusions (Line F13A and 13B):</b>		
(Note: an individual instructor meeting both exclusion criteria should only be reported in ONE exclusion line item.)		
F13A Of the part-time instructional staff reported in Line F12, the number teaching exclusively in stand-alone graduate or professional programs	<input type="text"/>	
F13B Of the part-time instructional staff reported in Line F12, the number teaching exclusively non-credit courses	<input type="text"/>	
<b>Part-time Instructional Staff Addition (Line F14):</b>		
F14 Number of administrators, or other staff not reported to IPEDS as instructors, that are teaching a credit course(s) in the academic year	<input type="text"/>	
F15 Total adjusted part-time instructional staff (Line F12 - (F13A + F13B) + F14)		
F16 Full-time equivalent of adjusted part-time instructional staff (Line F15 * 1/3)		
F17 Total full-time equivalent of adjusted instructional staff (Line F11 + F16)		
F18 Student-to-faculty ratio (Line F8/F17)		to 1

**2010-11 Survey Materials****Fall Enrollment Full Instructions**

date: 12/9/2010

**Instruction****Purpose of the Survey****Changes in Reporting****General Instructions**

Reporting Period Covered  
Context Boxes

**Coverage**

Who To Include  
Who To Exclude

**Where to Get Help for Reporting**

IPEDS Help Desk  
AIR Website  
IPEDS Website Resources

**Where the Reported Data Will Appear**

Institution Level  
Aggregate Level

**Reporting Directions**

Screening Questions  
Reporting Individuals by New Racial/Ethnic Categories  
Part A: Fall Enrollment by Student Level, Enrollment Status, Gender, and Race/Ethnicity (Total and by Selected Fields of Study)  
Part B: Enrollment of Students by Age  
Part C: Residence of First-Time Degree/Certificate-Seeking Undergraduates  
Part D: Total Undergraduate Entering Class  
Part E: Retention Rates  
Part F: Student-to-Faculty Ratio

**Purpose of Survey**

The purpose of the Fall Enrollment component of IPEDS is to collect enrollment data for all students enrolled in credit-bearing courses/programs that could lead to awards ranging from postsecondary certificates of less than 1 year to doctoral degrees. Fall enrollment data are collected by level of student, enrollment status, gender and race/ethnicity. In addition, the Fall Enrollment component collects data on the institution's entering class, first-time student retention rates, and the student-to-faculty ratio. Every other year data on enrollment by nine selected fields of study are collected, as is residence and high school graduation status of first-time, first-year students. In opposite years, enrollment by student age is collected.

**Changes in Reporting**

- Institutions are now required to report using the new race/ethnicity categories. Using the new race/ethnicity categories was optional in the Spring 2009 and 2010 collections and is required in the current Spring 2011 collection.

## General Instructions

### Reporting Period Covered

For institutions operating on a traditional academic year calendar (semester, trimester, quarter, 4-1-4, or other academic year), fall enrollment should be reported as of the institution's official fall reporting date or October 15. For institutions operating on a calendar that differs by program or that enrolls students on a continuous basis (referred to as program reporters), fall enrollment is reported for students enrolled any time during the period August 1 and October 31.

### Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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## Coverage

### Who to Include

Student to **include** in this report:

- Students enrolled in courses **creditable** toward a diploma, certificate, degree, or other formal award, **including** those enrolled in off-campus centers
- High school students taking regular college courses for credit
- Full-time students taking remedial courses **IF** the student is considered degree-seeking for the purpose of student financial aid determination
- Students from overseas enrolled in U.S. courses for credit (e.g., online students)
- Graduate students enrolled for thesis credits, even when zero credits are awarded, as these students are still enrolled and seeking their degree

### Who to Exclude

Students to **exclude** from this component:

- Students enrolled exclusively in courses **not creditable** toward a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes
- Residents or interns in Doctor's - professional practice (previously first-professional), since they have already received their Doctor's degree
- Any student studying abroad (e.g., at a foreign university) if their enrollment at the 'home' institution is **only** an administrative record and the fee is nominal

- Students in any branch campus located in a foreign country

## Where to Get Help

### IPEDS Data Collection Help Desk

Phone: 1-877-225-2568  
Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### AIR Website

You can also consult the [AIR website](#) that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

### IPEDS Resources Page

In addition, the [IPEDS Resources Page](#) contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

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## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Reporting Directions

### Screening Questions

Before entering any data, a screening question will need to be answered.

#### **Part B Selection.**

Part B (Enrollment by Age) is optional this year. Indicate whether or not you will complete Part B of the Fall Enrollment survey component this year.



### **CIPCODE Selection.**

Reporting enrollment by selected fields of study is mandatory this year. In Part A, enrollment in the selected fields will need to be reported in addition to the total enrollment data reported on the summary screens (CIP 99.0000).

Select the fields of study that are offered by your institution. Field names and corresponding CIP codes for the programs known to exist at your institution will already be checked. Please update this list, if necessary, by adding or removing checks in the associated boxes. Undergraduate and graduate fields:

- 13.0000 -- Education
- 14.0000 -- Engineering
- 26.0000 -- Biological and Biomedical Sciences
- 27.0000 -- Mathematics
- 40.0000 -- Physical Sciences
- 52.0000 -- Business, Management, Marketing, and Related Support Services

Graduate-only fields:

- 22.0101 -- Law (LL.B., J.D.)
- 51.0401 -- Dentistry (D.D.S., D.M.D.)
- 51.1201 -- Medicine (M.D.)

Once you have updated this CIPCODE Selection screen and saved the results, screens similar to the Part A Summary screens will be generated at the appropriate levels and fields of study.

## **Reporting Persons by Racial/Ethnic Category**

### **Reporting Persons by Racial/Ethnic Category- New categories (1997 OMB)**

This information is being collected in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Sec. 421(a)(1) of the Carl D. Perkins Vocational Education Act. These instructions correspond with the Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education, published in the Federal Register on October 19, 2007.

**Method of collection** - Institutions must collect race and ethnicity information using a 2-question format. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Institutions should allow students and staff to self-identify their race and ethnicity. For further details on the guidance for collecting data, please see the full Federal Register notice.

**Method of reporting aggregate data** - Institutions must report aggregate data to the U.S. Department of Education using the NINE categories below. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

- Hispanic or Latino, regardless of race

For Non-Hispanic/Latino individuals:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races

In addition, the following categories may be used:

- Nonresident alien
- Race and ethnicity unknown

**Racial/ethnic descriptions** - Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are:

- Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaska Native- A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American- A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

#### **Other descriptive categories**

- **Nonresident alien** - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- **Race and ethnicity unknown** - This category is used only if the person did not select EITHER a racial or ethnic designation.

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### **Part A: Full-Time Undergraduate Students**

Include all students enrolled for credit in 4 or 5-year bachelor's degree programs, associate's degree programs, or any certificate programs below the baccalaureate level. Students who have already earned a bachelor's degree but are taking undergraduate courses **for credit** should be included as undergraduates.

#### **Full-time, first-time degree/certificate-seeking students**

In column 1, report those students who have never attended another college or other postsecondary institution prior to enrollment. **Do** include:

- Students enrolled in the fall term who attended college for the first time in the prior summer session
- Students who entered with advanced standing (any college credits earned before graduation from high school).

**Program Reporters** - Include students who entered your institution for the first time between August 1, 2010 and October 31, 2010 if they have never previously been enrolled in any other postsecondary institution. In order to be considered degree/certificate-seeking, students must be enrolled in courses for credit and be recognized by the institution as seeking a degree or other formal award. **Note:** All students eligible to receive federal student financial aid are to be considered degree/certificate-seeking.

**Academic Reporters** - Note that counts reported in column 1 define the initial cohort for reporting graduation rates to meet Student Right-to-Know purposes. Students reported in this group will appear as a cohort on the Graduation Rate Survey (GRS) in the reporting year appropriate for your institution. The number of students reported in column 1 will also appear in Part D to be used in determining the percentage of the entering class represented by the cohort.

#### **Transfer-in degree/certificate-seeking undergraduate students**

In column 2, report the total number of full-time degree/certificate-seeking undergraduate students entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the undergraduate level. These students may or may not have transferred credit(s).

## Continuing full-time degree/certificate-seeking undergraduate students

In column 3, report the total number of continuing (i.e., not first-time and not transfer-in) full-time degree/certificate-seeking undergraduate students. DO NOT include students who are not considered degree/certificate-seeking by the institution, even though they may be enrolled for credit.

## Non-degree/certificate-seeking full-time undergraduates

In column 5, report the total number of full-time non-degree/certificate-seeking undergraduates. Examples of non-degree/certificate-seeking students would be high school students enrolled in creditable courses prior to high school graduation, or those enrolled in creditable courses who for some reason are not seeking a degree/certificate.

Once you save the data by clicking the 'Verify and Save' button, the 'Total full-time degree/certificate-seeking undergraduates' (column 4) and 'Total, full-time undergraduate students' (column 6) will be calculated by the system and numbers will appear on the screen.

## Part A: Part-time Undergraduate Students

Report part-time students using the same definitions and instructions provided for full-time undergraduate students.

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## Part A: Graduate Students

Report all students enrolled in graduate programs at your institution as either full-time (column 1) or part-time (column 2). Be sure to include graduate students enrolled for thesis credits, even when zero credits are awarded, as these students are still enrolled and seeking their degree.

**IMPORTANT REMINDER:** Be sure to use the new postbaccalaureate program classifications when reporting. Beginning with the Spring 2010 data collection and continuing with the current Spring 2011 collection, institutions are required to report using the new postbaccalaureate program classifications, therefore doctor's-professional practice students (formerly reported as first-professional students) should be reported as graduate students.

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## Part A: Enrollment by Selected Fields of Study

Report students in the selected fields using the same definitions and instructions provided for the Part A Summary Screens (CIPCODE 99.0000).

Students at your institution that have not declared a major field of study or their major field of study is not one of the selected fields should be reported on the Part A Summary Screens only (CIPCODE 99.0000). The enrollment reporting by the selected fields of study is most likely only a subset of the total students enrolled in your institution.

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## Part B: Enrollment of Students By Age

**Part B is optional this year.** This part is required in odd-numbered years.

This distribution of students should include all students reported in Part A. All previously covered instructions regarding reporting period, students to include, and categorization of students by attendance status (full- or part-time) apply to this part.

## Age of students

Use institutional records to calculate age as of the institution's official fall reporting date (on or about October 15).

The totals by gender for each attendance status (full- or part-time) and student level (undergraduate or graduate) will be carried forward from the corresponding Part A (Summary) totals. When the Part B and Part A totals do not agree, the "Age unknown/unreported" is calculated.

**Note:** If the Part B student count total is larger than the total carried forward from Part A (resulting in a negative value), a fatal error results. You should reexamine both the age data and comparable portion of Part A to detect the problem and make appropriate corrections.

## Part C: Residence of First-time Degree/Certificate-Seeking Undergraduate Students

**Part C is mandatory this year.** This part is required in even-numbered years only.

This distribution of students should include all the **first-time, degree/certificate-seeking undergraduate students** reported in Part A. All previously covered instructions regarding reporting period and students to include apply to this part.

### High School Graduates Screening Question

Part C begins with a screening question to determine whether or not your institution has first-time degree/certificate-seeking undergraduate students that graduated from high school or received their GED within the past 12 months. If the answer is 'Yes', then 2 columns will be reported in Part C, one for all first-time degree/certificate-seeking undergraduates and one for those first-time degree/certificate-seeking undergraduates who graduated from high school or received their GED in the past 12 months. If the answer is 'No', then only one column for all first-time degree/certificate-seeking undergraduates will display in Part C.

### State of residence

Use the state identified by the student as his/her permanent address at the time of application to the institution. This may be the legal residence of a parent or guardian, or the state in which a student has a driver's license or is registered to vote. It is not necessarily the state in which the student's high school is located.

### Total first-time undergraduate students

Report all first-time, degree/certificate-seeking undergraduate students, both full-time and part-time, by state of residence. Include students that graduated high school in any year and students entering the institution with a GED or without a high school diploma. The system will sum the first-time, degree/certificate-seeking undergraduate students from Part A (full-time + part-time) and enter this number in the Part C total line, column (1). If the sum of the details reported in column (1), lines 1-90, do not agree with this total, the "Residence unknown/unreported" (line 98) will be calculated. Note: When the sum of students by residence is larger than the total brought from Part A (resulting in a negative value), a fatal error results. You should reexamine both the residence data and comparable portion of Part A to detect the problem and make appropriate corrections.

If your institution responded 'Yes' to the screening question, students from column (1) who graduated from high school or received a GED within the previous 12 months are to be reported again by their state of residence in column (2).

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## Part D: Total Undergraduate Entering Class

**Program reporters and non-degree-granting institutions are not required to complete Part D.**

Total entering class data are included to address concerns some institutions have raised about the cohort that is defined by the IPEDS Graduation Rate survey (GRS). The GRS cohort includes only full-time, first-time degree/certificate-seeking undergraduate students. For institutions with substantial part-time, transfer-in, and non-degree/certificate-seeking enrollment, this may result in graduation rates that are not representative of their typical entering class.

The total entering class is comprised of all first-time undergraduates (full-time and part-time), all transfer-in undergraduates (full-time and part-time) and the subset of non-degree/certificate-seeking undergraduates who are new to the institution (entering the institution) in the Fall. To reach the total entering class total, Part D follows a line-by-line step process.

**Lines D1 - D4** are carried forward from Part A reporting.

**In Line D5**, report the subset of non-degree/certificate-seeking undergraduate students displayed on line D4, who are new to the institution (entering the institution) in Fall 2010.

**Line D6** will calculate the total entering students at the undergraduate level. This is calculated as all first-time students (line D2) + all transfer-in students (line D3) + non-degree/certificate-seeking undergraduate students entering the institution in Fall 2010.

After clicking 'Save', **Line D7** will display the percentage of the undergraduate entering class that is represented by the GRS cohort (the GRS cohort is carried forward from Part A and displayed in Line D1). This is calculated as line D1/D6.

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## Part E: Retention Rates

Retention rates examine the percentage of first-time bachelor's degree (or equivalent) seeking students enrolled in the fall of the prior year (including those enrolled for the first time the preceding summer term and those whose intent was not known upon entry to the institution) that have continued to the fall of the current year.

**Academic reporters** (institutions operating under a traditional academic year calendar such as a semester, trimester, or quarter system) report retention data as of the institution's official fall reporting date or as of October 15. **Program reporters** (institutions operating under a calendar that differs by program or that enroll students on a continuous basis) report retention data based on students who were enrolled in the institution at any time between August 1 and October 31.

Institutions must report the following information for **both full- and part-time** students:

- Full- and part-time, **first-time bachelor's** degree (or equivalent) seeking Fall 2009 cohorts (Note: Do not include students who transferred into the institution. Student status should be based on the student's Fall 2009 status.)
- Exclusions from each of these cohorts (see below for allowable exclusions)
- Number of students from these cohorts who are still enrolled in Fall 2010 (Include students who were enrolled continuously from Fall 2009 through Fall 2010 and students that re-enrolled in the Fall 2010). Program reporters should report students from the Fall 2009 cohorts who are still enrolled as of August 1, 2010.

### Exclusions:

Institutions can report (as exclusions) the number of students who left the institution for any of the following reasons:

- Died or were totally and permanently disabled
- To serve in the armed forces (including those called to active duty)
- To serve with a foreign aid service of the Federal Government (e.g., Peace Corps)
- To serve on official church missions

The system will compute an **adjusted** cohort number by subtracting the student exclusions from the cohort prior to calculating the retention rate.

Retention rates (for both full- and part-time) will be computed by the system after clicking 'Save.' The retention rate is calculated as (Students from the Fall 2009 cohort still enrolled as of Fall 2010/Adjusted Fall 2009 cohort)\*100.

## Part F: Student-to-Faculty Ratio

### Graduate only institutions are not required to complete Part F.

Report the student-to-faculty ratio for undergraduate programs at your institution. A worksheet is available to help determine your institution's ratio. Click on the link from the Part F screen to access the worksheet.

### Worksheet for Less Than Four-Year Institutions and Four-Year Institutions without Graduate or Professional Programs

The worksheet is designed to help institutions determine their student-to-faculty ratio. Data entered on the worksheet will **NOT** be collected or saved. Make sure to **print** the screen in order to refer to the ratio calculation for your institution at a later time.

Please note: The logic used in this calculation is similar to that of item I-2 from the Common Data Set data collection.

### FULL- AND PART-TIME STUDENT DATA:

All student data on the worksheet is either carried forward from Part A or a calculated field.

**Lines F1 and F2.** Total full-time and total part-time students.

The total number of full- and part-time students are carried forward from Part A.

**Line F3.** A full-time equivalent (FTE) of the part-time student count.

The FTE will be calculated as line F2 (total part-time student count) \* 1/3.

**Line F4.** Total FTE students.

This is calculated as the sum of lines F1 (total full-time students) and F3 (FTE of part-time students). Line F4 is used in the ratio calculation.

### FULL-AND PART-TIME INSTRUCTIONAL STAFF DATA:

Lines F5 and F8 should be reported based on data your institution is reporting in the Winter collection in the Employees by Assigned Position (EAP), non-medical school, sections of the HR component. Please work together with the appropriate staff at your institution to ensure that the EAP data used on this worksheet and that reported in the HR component are the same.

**In line F5,** report the total number of full-time instructional staff as reported in Part A of the EAP, full-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).

**In line F8,** report the total number of part-time instructional staff as reported in Part B of the EAP, part-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).

### Instructional Staff Exclusion for Non-Credit Instructors:

**In line F6,** report the number of full-time instructional staff reported in line F5 that are teaching exclusively non-credit courses.

**In line F9,** report the number of part-time instructional staff reported in line F8 that are teaching exclusively non-credit courses.

For institutions that have a large amount of non-credit activity, the above exclusions will better align the student data with the instructional staff data being used in the ratio.

### Part-Time Instructional Staff Addition:

**In line F10,** report the number of administrators or other staff **NOT** reported to IPEDS as instructors (and therefore not included in the EAP count reported in line F8) that are teaching a credit course in the academic year.

For institutions that have administrators and other professionals on staff that are not reported to IPEDS as instructors (because it is not their "primary function") but they teach credit courses throughout the year, the above allowable addition will produce a more accurate ratio.

With the above instructional staff exclusions and part-time instructional staff addition information above, the system will compute the following on the worksheet:

**Line F7.** Total adjusted full-time instructional staff.

The adjusted full-time instructional staff is the total full-time instructional staff, excluding those teaching exclusively non-credit classes. The system will calculate line F7 as line F5 (total full-time instructional staff as reported on EAP) minus line F6 (total full-time instructional staff teaching exclusively non-credit courses).

**Line F11.** Total adjusted part-time instructional staff.

The adjusted part-time instructional staff is the total part-time instructional staff, excluding those teaching exclusively non-credit classes, and adding those administrators and other staff teaching credit courses. The system will calculate line F11 as line F8 (total part-time instructional staff as reported on EAP) minus line F9 (total part-time instructional staff teaching exclusively non-credit courses) + line F10 (administrators and other staff teaching credit courses).

**Line F12.** Total FTE of adjusted part-time instructional staff.

The FTE will be calculated as line F11 (total adjusted part-time instructional staff) \* 1/3.

**Line F13.** Total FTE of adjusted instructional staff.

This is calculated as the sum of lines F7 (total adjusted full-time instructional staff) and F12 (FTE of total adjusted part-time instructional staff). Line F13 is used in the ratio calculation.

**Line F14. Student-to-faculty ratio.**

The ratio will be calculated by the system as line F4 (total adjusted FTE students) divided by line F13 (total adjusted FTE instructional staff). The ratio will be displayed on the worksheet as xxx to 1.

**The calculated ratio can then be entered onto the Part F (Student-to-Faculty Ratio) screen.**

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## Worksheet for Institutions with Graduate or Professional Programs

The worksheet is designed to help institutions determine their student-to-faculty ratio. Data entered on the worksheet will **NOT** be collected or saved. Make sure to **print** the screen in order to refer to the ratio calculation for your institution at a later time.

Please note: The logic used in this calculation is similar to that of item I-2 from the Common Data Set data collection.

The term "**stand-alone graduate or professional programs**" used on the worksheet is defined as graduate or professional programs such as medicine, law, veterinary, dentistry, social work, or public health, in which faculty teach virtually only graduate-level students (also referred to as "independent" programs). Student and instructional staff counts will be adjusted for stand-alone graduate or professional programs to allow the ratio to come closer to an undergraduate program student-to-faculty ratio without overburdening institutions with reporting detail on the level of instruction taught by each instructor.

**FULL- AND PART-TIME STUDENT DATA:**

The total number of full-time and part-time students (lines F1 and F4) are carried forward from Part A.

Institutions with stand-alone graduate or professional programs (see definition above) report the following Fall 2009 student exclusions:

- **In line F2**, report the total number of full-time students enrolled in stand-alone graduate or professional programs.
- **In line F5**, report the total number of part-time students enrolled in stand-alone graduate or professional programs.

With the above student exclusions, the system will then compute the following on the worksheet:



- **Lines F3 and F6.** Total adjusted full-time and total adjusted part-time student counts. These are the total full-time and part-time students reported in Part A, excluding those enrolled in stand-alone graduate or professional programs. The system will calculate line F3 as line F1 (total full-time students) minus line F2 (total full-time students enrolled in stand-alone graduate or professional programs) and calculate line F6 as line F4 (total part-time students) minus line F5 (total part-time students enrolled in stand-alone graduate or professional programs).
- **Line F7.** A full-time equivalent (FTE) of the adjusted part-time student count. The FTE will be calculated as line F6 (total adjusted part-time student count) \* 1/3.
- **Line F8.** Total adjusted FTE students. This is calculated as the sum of lines F3 (total adjusted full-time students) and F7 (FTE of total adjusted part-time students). Line F8 is used in the ratio calculation.

## **FULL-AND PART-TIME INSTRUCTIONAL STAFF DATA:**

Lines F9 and F12 should be reported based on data your institution is reporting in the Winter collection in the Employees by Assigned Position (EAP), non-medical school, sections of the HR component. Please work together with the appropriate staff at your institution to ensure that the EAP data used on this worksheet and that reported in the HR component are the same.

- **Line F9.** The total number of full-time instructional staff as reported in Part A of the EAP, full-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).
- **Line F12.** The total number of part-time instructional staff as reported in Part B of the EAP, part-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service). NOTE: Graduate assistants are not included.

### **Instructional Staff Exclusions for Stand-Alone Programs:**

Institutions with stand-alone graduate or professional programs (see definition above) report the following Fall 2009 instructional staff exclusions on the worksheet:

- **In line F10A,** report the number of full-time instructional staff teaching exclusively in stand-alone graduate or professional programs.  
*Please note that instructional staff reported on the medical school screens in EAP (medical school screens are seen only by institutions with M.D. and/or D.O. programs) are already excluded from the counts in line F9 and therefore should not be reported in line F10.*
- **In line F13A,** report the number of part-time instructional staff teaching exclusively in stand-alone graduate or professional programs.  
*Please note that instructional staff reported on the medical school screens in EAP (medical school screens are seen only by institutions with M.D. and/or D.O. programs) are already excluded from the counts in line F12 and therefore should not be reported in line F13.*

### **Instructional Staff Exclusion for Non-Credit Instructors:**

- **In line F10B,** report the number of full-time instructional staff teaching exclusively non-credit courses.
- **In line F13B,** report the number of part-time instructional staff teaching exclusively non-credit courses.

For institutions that have a large amount of non-credit activity (most often public two-year institutions), the above exclusions will better align the student data with the instructional staff data being used in the ratio.

### **Part-Time Instructional Staff Addition:**

- **In line F14,** report the number of administrators or other staff NOT reported to IPEDS as instructors (and therefore not included in the EAP count reported in line F12) that are teaching a credit course in the academic year.

For institutions that have administrators and other professionals on staff that are not reported to IPEDS as instructors (because it is not their "primary function") but they teach credit courses throughout the year, the above allowable addition will produce a more accurate ratio.

With the above instructional staff exclusions and part-time instructional staff addition information above, the system will compute the following on the worksheet:



- **Line F11.** Total adjusted full-time instructional staff.  
The adjusted full-time instructional staff is the total full-time instructional staff, excluding those teaching exclusively in stand-alone graduate or professional programs and those teaching exclusively non-credit classes. The system will calculate line F11 as line F9 (total full-time instructional staff as reported on EAP) minus the total exclusions [line F10A (total full-time instructional staff teaching exclusively in stand-alone graduate or professional programs) + line F10B (total full-time instructional staff teaching exclusively non-credit courses)].
- **Line F15.** Total adjusted part-time instructional staff.  
The adjusted part-time instructional staff is the total part-time instructional staff, excluding those teaching exclusively in stand-alone graduate or professional programs and those teaching exclusively non-credit classes, and adding those administrators and other staff teaching credit courses. The system will calculate line F15 as line F12 (total part-time instructional staff as reported on EAP) minus the total exclusions [line F13A (total part-time instructional staff teaching exclusively in stand-alone graduate or professional programs) + line F13B (total part-time instructional staff teaching exclusively non-credit courses)] + line F14 (administrators and other staff teaching credit courses).
- **Line F16.** Total FTE of adjusted part-time instructional staff.  
The FTE will be calculated as line F15 (total adjusted part-time instructional staff) \* 1/3.
- **Line F17.** Total FTE of adjusted instructional staff.  
This is calculated as the sum of lines F11 (total adjusted full-time instructional staff) and F16 (FTE of total adjusted part-time instructional staff). Line F17 is used in the ratio calculation.
- **Line F18. Student-to-faculty ratio.**  
The ratio will be calculated by the system as line F8 (total adjusted FTE students) divided by line F17 (total adjusted FTE instructional staff). The ratio will be displayed on the worksheet as xxx to 1.

**The calculated ratio can then be entered onto the Part F (Student-to-Faculty Ratio) screen.**

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Term	Definition
Adjusted cohort	The result of removing any allowable exclusions from a cohort (or subcohort). For the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; for the Fall Enrollment component, it is the cohort for calculating retention rate.
American Indian or Alaska Native (new definition)	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
Asian (new definition)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Audit/auditing (a class)	Term used when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other formal award.
Bachelor's degree	An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a 5-year cooperative (work-study) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.
Black or African American (new definition)	A person having origins in any of the black racial groups of Africa.
CIP code	A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.
Classification of Instructional Programs (CIP)	A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases.
Cohort	A specific group of students established for tracking purposes.
Credit	Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
Credit course	A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.
Degree/certificate-seeking students	Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Doctor's degree - professional practice	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional" and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
Dual credit	A program through which high school students are enrolled in Advanced Placement (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college credits .
Dual enrollment	A program through which high school students may enroll in college courses while still enrolled in high school. Students are not required to apply for admission to the college in order to participate.
Entering students (undergraduate)	Students at the undergraduate level, both full-time and part-time, coming into the institution for the first time in the fall term (or the prior summer term who returned again in the fall). This includes all first-time undergraduate students, students transferring into the institution at the undergraduate level for the first time, and non-degree/certificate seeking undergraduates entering in the fall.
Exclusions	Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates and Fall Enrollment retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.
First-time student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
Full-time student	Undergraduate—A student enrolled for 12 or more semester credits , or 12 or more quarter credits, or 24 or more contact hours a week each term. Graduate—A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution. Doctor's degree - Professional practice — As defined by the institution.

Graduate student	A student who holds a bachelor's or first-professional degree, or equivalent, and is taking courses at the post-baccalaureate level. These students may or may not be enrolled in graduate programs .
High school diploma or recognized equivalent	A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the GED or another state specified examination.
Hispanic or Latino (new definition)	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Native Hawaiian or Other Pacific Islander (new definition)	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Non-degree-seeking student	A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.
Noncredit course	A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.
Nonresident alien	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
Official fall reporting date	The date (in the fall) on which an institution must report fall enrollment data to either the state, its board of trustees or governing board, or some other external governing body.
Part-time student	Undergraduate—A student enrolled for either less than 12 semester or quarter credits, or less than 24 contact hours a week each term. Graduate—A student enrolled for less than 9 semester or quarter credits.
Postbaccalaureate student	A student with a bachelor's degree who is enrolled in graduate-level or first-professional courses.
Race/ethnicity (new definition)	<p>Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. Individuals are asked to first designate ethnicity as:</p> <ul style="list-style-type: none"> <li>• Hispanic or Latino or</li> <li>• Not Hispanic or Latino</li> </ul> <p>Second, individuals are asked to indicate all races that apply among the following:</p> <ul style="list-style-type: none"> <li>• American Indian or Alaska Native</li> <li>• Asian</li> <li>• Black or African American</li> <li>• Native Hawaiian or Other Pacific Islander</li> <li>• White</li> </ul>
Race/ethnicity unknown	The category used to report students or employees whose race and ethnicity are not known.
Remedial courses	Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Residence	A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.
Retention rate	A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions , this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall.
State of residence	A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, state of residence may be the legal state of residence of a parent or guardian.
State unknown	Status used when the reporting institution is unable to determine from existing records the home state or residence of the student.
Student-to-faculty ratio	<p>The ratio of FTE students to FTE instructional staff, i.e., students divided by staff.</p> <p>Students enrolled in "stand-alone" graduate or professional programs and instructional staff teaching in these programs are <b>excluded</b> from both full-time and part-time counts.</p> <p>"Stand-alone" graduate or professional programs are those programs such as medicine, law, veterinary, dentistry, social work, or public health, in which faculty teach virtually only graduate-level students (also referred to as "independent" programs).</p> <p>Each FTE value is equal to the number of full-time students/staff plus 1/3 the number of part-time students/staff.</p>
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.
Summer session	A summer session is shorter than a regular session and is not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have two or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.

Transfer-in student	A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit.
Undergraduate	A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.
White (new definition)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**2010-11 Survey Materials****Fall Enrollment**

date: 12/9/2010

**FAQs**

Click one of the following questions to view the answer.

**General**

- [1\) Should I report students enrolled in non-credit courses as non-degree/certificate-seeking?](#)
- [2\) How do I determine whether students enrolled for credit, but that have not indicated intent, are degree/certificate-seeking?](#)
- [3\) My institution operates on a program basis; students enroll throughout the year. If I use October 15th as the date for counting fall enrollment, only a fraction of my actual students are reported. Is that OK?](#)
- [4\) My institution has begun allowing students to study abroad for a semester. Should these students be included in our IPEDS report?](#)
- [5\) Should I include graduate students enrolled in thesis credits in enrollment numbers, even if they are enrolled in a zero credit placeholder course?](#)
- [6\) In the past I reported first-professional students on this component. Why is there no screen for reporting first-professional students?](#)

**Fall Enrollment by race/ethnicity and gender (Part A)**

- [1\) Where do I report undergraduate students who enrolled at my institution for the first time this fall, but already have credits from another institution earned during the previous summer and while attending high school?](#)
- [2\) My institution does not have any degree programs; our programs are certificate only. Should all my undergraduate enrollment be considered non-degree/certificate-seeking?](#)
- [3\) Where should I report students in Part A if I do not know whether or not they are first-time?](#)
- [4\) Where, in Part A, do I report students who are seeking a second baccalaureate degree?](#)
- [5\) I have med-tech students enrolled in a level 6 \(postbaccalaureate\) program. My institution considers them to be undergraduate students. Where should I report them for IPEDS?](#)
- [6\) In years when enrollment is collected for selected fields, how do I report first/second year undergraduates who have not declared a major?](#)
- [7\) What do I do if my institution does not have any students in the program areas listed on the CIP selection screen?](#)
- [8\) How do I report students in program areas that do not appear on the CIP selection screen?](#)
- [9\) How do I report foreign students living outside the U.S. who are enrolled in my institution?](#)
- [10\) How do I report a student who earned college credit while in high school \(a dual enrolled student\) and has now graduated high school and enrolled in my institution in the Fall?](#)
- [11\) How do I report a high school student who is enrolled at my institution for credit \(a dual enrolled student\)?](#)

**Fall Enrollment by age and gender (Part B)**

- [1\) When reporting enrollment by age, how do I report students whose ages are unknown? I am not able to enter a number in the "Age unknown/unreported" box.](#)
- [2\) My institution uses age range categories that differ from the ones IPEDS uses in Part B. What should I do?](#)

**Residence of first-time students (Part C)**

- [1\) Some first-time undergraduates at my institution are children whose parents are in foreign countries \(e.g., military/diplomatic service\). When reporting residence and migration data, what location should I use?](#)

**Total entering class (Part D)**

- [1\) What is the difference between our full-time, first-time degree/certificate-seeking cohort \(GRS cohort\) and the entering students calculated in Part D?](#)

**Retention Rates (Part E)**

- [1\) How do I report students who changed attendance status \(part-time to full-time OR full-time to part-time\) between one fall to the next on the retention rate screen?](#)
- [2\) Can students on a leave of absence from the institution be considered retained?](#)

**Student-to-Faculty Ratio (Part F)**

- [1\) How do I calculate my institution's student-to-faculty ratio?](#)
- [2\) Can you provide an example of a stand-alone graduate or first-professional program \(a program such as medicine, law, veterinary, or dentistry in which faculty teach virtually only graduate-level students\)?](#)
- [3\) My institution has graduate and/or doctors-professional practice programs but does not have any "stand-alone" programs. What should I enter on the student and faculty exclusion line items related to these types of programs on the worksheet for Part F?](#)

**Answers:****General**

- 1) Should I report students enrolled in non-credit courses as non-degree/certificate-seeking?**

No. Only students enrolled *for credit* should be reported. Credit is defined as "recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award." Enrollment reported in non-degree/certificate-seeking refers to students who are enrolled in creditable programs but are not seeking the degree or other formal award. You should **not** report any of the following:

- Students enrolled exclusively in courses **not creditable** toward a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes
- Residents or interns in Doctor's - professional practice (previously first-professional), since they have already received their Doctor's degree
- Students studying abroad (i.e., at a foreign university) if their enrollment at the 'home' institution is **only** an administrative record and the fee is nominal
- Students in any branch campus located in a foreign country

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**2) How do I determine whether students enrolled for credit, but that have not indicated intent, are degree/certificate-seeking?**

If the student has not indicated any intent but is applying for Title IV financial assistance, the student would be assumed to be degree/certificate-seeking.

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**3) My institution operates on a program basis; students enroll throughout the year. If I use October 15th as the date for counting fall enrollment, only a fraction of my actual students are reported. Is that OK?**

Program reporters should use the period of August 1 to October 31 to measure fall enrollment. If a student enrolls or remains enrolled at any time during that period, the student is included in the fall enrollment counts.

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**4) My institution has begun allowing students to study abroad for a semester. Should these students be included in our IPEDS report?**

If the students enroll in your institution, pay tuition there, and attend classes in a foreign country for a short period of time, they should be included in your institution's enrollment report. If your institution serves only an administrative function and the fee the student pays to your institution is nominal, then do not include these students in your report.

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**5) Should I include graduate students enrolled in thesis credits in enrollment numbers, even if they are enrolled in a zero credit placeholder course?**

You should include these students in your enrollment counts, as they have not yet completed a program.

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**6) In the past I reported first-professional students on this component. Why is there no screen for reporting first-professional students?**

Institutions are now required to use the new postbaccalaureate degree categories (eliminating the first-professional category and reclassifying those programs). In parts A and B, all postbaccalaureate students are to be reported as graduate students (including students formerly reported as first-professional).

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## **Fall Enrollment by race/ethnicity and gender (Part A)**

**1) Where do I report undergraduate students who enrolled at my institution for the first time this fall, but already have credits from another institution earned during the previous summer and while attending high school?**

They should be included with the first-time undergraduates (either full- or part-time). The collection pages have been changed to clarify which students should be reported, and no longer includes the term "first-year."

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**2) My institution does not have any degree programs; our programs are certificate only. Should all my undergraduate enrollment be considered non-degree/certificate-seeking?**

No. Enrollment of **all** undergraduate students seeking *either* degrees *or* other certificates should be reported as either first-time, transfer-in, or other.

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**3) Where should I report students in Part A if I do not know whether or not they are first-time?**

If this is not indicated directly and the student does not enroll with prior credits or transcription from another institution, assume the student is first-time.

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**4) Where, in Part A, do I report students who are seeking a second baccalaureate degree?**

Report these students in the column labeled "Continuing" degree/certificate-seeking students (column 3). This column is intended to capture all degree/certificate-seeking undergraduate students who are not first-time and did not transfer-in to the institution in that Fall.

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**5) I have med-tech students enrolled in a level 6 (postbaccalaureate) program. My institution considers them to be undergraduate students. Where should I report them for IPEDS?**

If this program requires a student to have a bachelor's degree in order to enroll, the students should be reported as graduate students. Otherwise, they may be reported with the undergraduates.

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**6) In years when enrollment is collected for selected fields, how do I report first/second year undergraduates who have not declared a major?**

These students should only be reported on the "Summary Screens" (CIP 99.0000) of Part A, where all students enrolled for credit (regardless of field of study) are reported.

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**7) What do I do if my institution does not have any students in the program areas listed on the CIP selection screen?**

Select the "None of the above" and enter total fall enrollment in the "Summary" portion.

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**8) How do I report students in program areas that do not appear on the CIP selection screen?**

The program areas on the CIP selection screen are the only ones for which enrollment is collected. Include the students in other programs, along with students in the requested programs, in the "Summary" portion.

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**9) How do I report foreign students living outside the U.S. who are enrolled in my institution?**

There has been no change to how these students should be reported. Foreign students living outside the U.S., such as a foreign student living outside the U.S. who is enrolled in distance education at your institution, should be classified in the Race/Ethnicity Unknown category. Only U.S. citizens are to be categorized in the specific Race/Ethnicity categories. The non-resident alien category is reserved specifically for students that are in the U.S. under that specific legal status.

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**10) How do I report a student who earned college credit while in high school (a dual enrolled student) and has now graduated high school and enrolled in my institution in the Fall?**

If the college credit was earned prior to the student graduating high school, then this student would be considered a first-time student in the Fall. The definition of "first-time" allows for students to still be classified as first-time if the college credit they have previously earned was prior to their high school graduation.

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**11) How do I report a high school student who is enrolled at my institution for credit (a dual enrolled student)?**

This student would be reported as non-degree/certificate-seeking. Prior to graduating high school, a student is non-degree/certificate-seeking. Once the student graduates high school they can be classified as degree/certificate-seeking, if appropriate.

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## **Fall Enrollment by age and gender (Part B)**

**1) When reporting enrollment by age, how do I report students whose ages are unknown? I am not able to enter a number in the "Age unknown/unreported" box.**

The number of students for that category will be computed by the system, by taking the difference between the sum of students reported by age category and the corresponding total enrollment reported in Part A. If this number is negative, it will result in a fatal error and you will need to make appropriate edits.

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**2) My institution uses age range categories that differ from the ones IPEDS uses in Part B. What should I do?**

In order to have consistent data from all institutions, IPEDS must use the standard age categories. Use the students' dates of birth to report the enrollment by IPEDS age categories.

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## **Residence of first-time students (Part C)**

**1) Some first-time undergraduates at my institution are children whose parents are in foreign countries (e.g., military/diplomatic service). When reporting residence and migration data, what location should I use?**

The home state could be the student's or parent's official home state, the state where they are registered to vote or pay taxes, or the state issuing their driver's license. If no such information is available, they would be reported under "State unknown"(57).

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## **Total entering class (Part D)**



**1) What is the difference between our full-time, first-time degree/certificate-seeking cohort (GRS cohort) and the entering students calculated in Part D?**

In addition to all the students in your full-time, first-time degree/certificate-seeking cohort, the undergraduate entering student total includes part-time students of the same criteria as well as transfers-in and full- and part-time non-degree/certificate-seeking students that are new to your institution in the Fall (entering students).

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## **Retention Rates (Part E)**

**1) How do I report students who changed attendance status (part-time to full-time OR full-time to part-time) between one fall to the next on the retention rate screen?**

Report students based on their attendance status in the fall the cohort was based on, even if that status changed in the following fall.

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**2) Can students on a leave of absence from the institution be considered retained?**

No. Students must be enrolled *for credit* at the institution in the Fall to be considered retained from the previous fall.

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## **Student-to-Faculty Ratio (Part F)**

**1) How do I calculate my institution's student-to-faculty ratio?**

A worksheet has been provided to guide the process of calculating the student-to-faculty ratio for your institution. The worksheet can be accessed from the Part F screen in the Data Collection System.

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**2) Can you provide an example of a stand-alone graduate or first-professional program (a program such as medicine, law, veterinary, or dentistry in which faculty teach virtually only graduate-level students)?**

An example of a program that would fall into this category is a school of medicine that only awards degrees/certificates at the graduate and professional level and therefore its faculty exclusively (or in some cases almost exclusively) teach graduate and professional students. Programs that are "stand-alone" graduate programs may have some undergraduate students enrolled in their courses, however a "stand-alone" graduate program would only award degrees/certificates at the graduate level. An example of a graduate program that would not meet this criteria is a school of business that has an undergraduate and graduate program and therefore enrolls both types of students and awards degrees/certificates at both levels. Further, the faculty would teach a mix of undergraduate and graduate students. Excluding "stand-alone" graduate and/or professional programs is intended to make the student-to-faculty ratio closer to an undergraduate student-to-faculty ratio than it would be if these programs were included in the calculation, without overburdening institutions.

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**3) My institution has graduate and/or doctors-professional practice programs but does not have any "stand-alone" programs. What should I enter on the student and faculty exclusion line items related to these types of programs on the worksheet for Part F?**

If your institution does not have any "stand-alone" graduate or professional programs, then enter 0 for students and 0 for faculty in the lines for these types of programs. Most institutions do not have these types of graduate or professional programs, so entering 0 in those lines will be fairly common.

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**2010-11 Survey Materials****Enrollment**

date: 12/9/2010

**Narrative Edits for Fall Enrollment for 4-year institutions****Edit specifications for the 2010-11 IPEDS Web-Based Data Collection  
Fall Enrollment (EF) Component**

**Note:** The specifications in this document apply to the institutions listed above. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

*All screens must be completed in order to lock the survey.*

Screening QuestionCIP Code SelectionPart A: Enrollment of Students by Race/EthnicityPart B: Enrollment of Students by AgePart C: ResidencePart D: Total Undergraduate Entering ClassPart E: Retention RatesPart F: Student-to-Faculty Ratio**Screening Question**

You must respond to the following screening question. The answer given here will determine which screens your institution is shown.

**Part B Selection**

Completion of **Part B: Enrollment of Students By Age** is optional for this reporting year. Before continuing, you must indicate the following:

- Do you wish to complete Part B this year?
  - If you respond **Yes** to the question above, you are required to complete all screens in **Part B**; if you respond **No**, then **Part B** will not be displayed.

[Top](#)**CIP Code Selection**

On this screen, you must indicate which fields of study are offered by your institution.

**Note:** For existing IPEDS users, this information is preloaded by the system based on prior year Fall Enrollment data.

Select all applicable fields of study from the following options:

**Undergraduate and Graduate fields (if applicable):**

- 13.0000 – Education
- 14.0000 – Engineering
- 26.0000 – Biological and Biomedical Sciences
- 27.0000 – Mathematics
- 40.0000 – Physical Sciences
- 52.0000 – Business, Management, Marketing, and Related Support Services

- None of the above

### Graduate-only fields (if applicable):

- 22.0101 – Law (LL.B., J.D.)
- 51.0401 – Dentistry (D.D.S., D.M.D.)
- 51.1201 – Medicine (M.D.)
- None of the above

You will be required to report student enrollment for each of the selected fields of study in **Part A** of this survey.

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## Part A: Fall Enrollment by Student Level, Race/Ethnicity and Gender

### Full-Time Undergraduate Students

**Applicable to institutions that reported full-time undergraduate student enrollment in the IC Header survey**

On this screen, you must report the number of **First-time**, **Transfer-in**, and **Continuing** full-time undergraduate degree/certificate-seeking students, as well as the number of full-time undergraduate **Non-degree/non-certificate-seeking** students, enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

Based on the data entered, the system will calculate the total number of undergraduate degree/certificate-seeking students, and the grand total number of full-time undergraduate students (degree/certificate-seeking + non-degree/non-certificate-seeking) enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for **Total full-time undergraduate students** must be greater than 0.
- If your institution reported that it enrolls full-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you must report students of this type here. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If your institution reported that it does not enroll full-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you are not expected to report this type of student here. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you reported **First-time** students on this screen, you are also expected to report **Transfer-in** and/or **Continuing** students.

#### Note:

**Academic Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time in the fall of the current year (or the summer immediately preceding).

**Program Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time between August 1 and October 31 of the current year.

- For each gender category, if the total number of **Transfer-in** students is greater than 0, then the number of **Continuing** students should also be greater than 0. If this is not the case, then you must *confirm* that the specified values are correct.
- **Applicable to public institutions only.** The calculated grand total (men + women) for **Transfer-in** students must be greater than 0.
- For each gender category, the total number of **First-time** students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time** students reported in the prior year is between 1 and 100.
- For each gender category, the total number of **First-time** students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time** students reported in the prior year is greater than 100.
- For each gender category, the total number of **degree/certificate-seeking** students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **degree/certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **degree/certificate-seeking** students reported in the prior year is between 1 and 100.

- For each gender category, the total number of **degree/certificate-seeking** students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **degree/certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **degree/certificate-seeking** students reported in the prior year is greater than 100.
- For each gender category, the total number of **full-time undergraduate students** is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **full-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **full-time undergraduate students** reported in the prior year is between 1 and 100.
- For each gender category, the total number of **full-time undergraduate students** is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **full-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **full-time undergraduate students** reported in the prior year is greater than 100.

### Full-time Undergraduate Students by CIP Code

**Applicable to institutions that reported full-time undergraduate student enrollment in the IC Header survey**

Data on full-time, undergraduate enrollment must be reported for each CIP Code selected on the **CIP Code Selection** screen.

You must report the number of **First-time**, **Transfer-in**, and **Other** full-time undergraduate degree/certificate-seeking students, as well as the number of full-time undergraduate **Non-degree/non-certificate-seeking** students, enrolled in creditable courses in each selected field of study for each applicable race/ethnicity and gender category.

Based on the data entered, the system will calculate the total number of undergraduate degree/certificate-seeking students, and the grand total number of full-time undergraduate students (degree/certificate-seeking + non-degree/non-certificate-seeking) enrolled for credit in the selected fields of study by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit in the selected programs by student type.

The system will perform the following edits on the data entered for each **CIP Code** screen:

- If you reported **Men** that are **Transfer-in** degree/certificate-seeking students, then you are expected to report **Men** that are **Other degree/certificate-seeking** students.
- If you reported **Women** that are **Transfer-in** degree/certificate-seeking students, then you are expected to report **Women** that are **Other degree/certificate-seeking** students.

### Part-Time Undergraduate Students

**Applicable to institutions that reported part-time undergraduate student enrollment in the IC Header survey**

On this screen, you must report the number of **First-time**, **Transfer-in**, and **Continuing** part-time undergraduate degree/certificate-seeking students, as well as the number of part-time undergraduate **Non-degree/non-certificate-seeking** students, enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

Based on the data entered, the system will calculate the total number of undergraduate degree/certificate-seeking students, and the grand total number of part-time undergraduate students (degree/certificate-seeking + non-degree/non-certificate-seeking) enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for Total part-time undergraduate students must be greater than 0.
- If your institution reported that it enrolls part-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you must report students of this type here. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If your institution reported that it does not enroll part-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you are not expected to report this type of student here. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

- If you reported First-time students on this screen, you are also expected to report Transfer-in and/or Continuing students.

**Note:**

**Academic Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time in the fall of the current year (or the summer immediately preceding).

**Program Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time between August 1 and October 31 of the current year.

- For each gender category, if the total number of **Transfer-in** students is greater than 0, then the number of **Continuing** students should also be greater than 0. If this is not the case, you must *confirm* that the specified values are correct.
- For each gender category, the total number of **First-time** students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time** students reported in the prior year is between 1 and 100.
- For each gender category, the total number of **First-time** students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time** students reported in the prior year is greater than 100.
- For each gender category, the total number of **degree/certificate-seeking** students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **degree/certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **degree/certificate-seeking** students reported in the prior year is between 1 and 100.
- For each gender category, the total number of **degree/certificate-seeking** students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **degree/certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **degree/certificate-seeking** students reported in the prior year is greater than 100.
- For each gender category, the total number of **part-time undergraduate students** is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **part-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **part-time undergraduate students** reported in the prior year is between 1 and 100.
- For each gender category, the total number of **part-time undergraduate students** is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **part-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **part-time undergraduate students** reported in the prior year is greater than 100.

### Part-time Undergraduate Students by CIP Code

**Applicable to institutions that reported part-time undergraduate student enrollment in the IC Header survey**

Data on part-time, undergraduate enrollment must be reported for each CIP Code selected on the **CIP Code Selection** screen.

You must report the number of **First-time**, **Transfer-in**, and **Other degree/certificate-seeking** part-time undergraduate degree/certificate-seeking students, as well as the number of part-time undergraduate **Non-degree/non-certificate-seeking** students, enrolled in creditable courses in each of the selected fields of study at the institution for each applicable race/ethnicity and gender category.

Based on the data entered, the system will calculate the total number of undergraduate degree/certificate-seeking students, and the grand total number of part-time undergraduate students (degree/certificate-seeking + non-degree/non-certificate-seeking) enrolled for credit in the selected fields by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit in the selected programs by student type.

The system will perform the following edits on the data entered for each **CIP Code** screen:

- If you reported **Men** that are **Transfer-in** degree/certificate-seeking students, then you are expected to report **Men** that are **Other degree/certificate-seeking** students.
- If you reported **Women** that are **Transfer-in** degree/certificate-seeking students, then you are expected to report **Women** that are **Other degree/certificate-seeking** students.

### Graduate Students

## Applicable to institutions that reported graduate student enrollment in the IC Header survey

On this screen, you must report the number of **full-time** and **part-time** graduate students enrolled in creditable graduate courses at the institution for each applicable race/ethnicity and gender category.

Based on the data entered, the system will calculate the total number of graduate students (full-time + part-time) enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for **Total graduate students** must be greater than 0.
- For each gender category, the total number of full-time students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **full-time** students reported in the current OR prior year is greater than 30; and
  - the total number of **full-time** students reported in the prior year is between 1 and 100.
- For each gender category, the total number of part-time students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **part-time** students reported in the current OR prior year is greater than 30; and
  - the total number of **part-time** students reported in the prior year is greater than 100.

### Graduate Students by CIP Code

#### Applicable to institutions that reported graduate student enrollment in the IC Header survey

Data on graduate enrollment must be reported for each CIP Code selected on the **CIP Code Selection** screen.

You must report the number of **full-time** and **part-time** graduate students enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

Based on the data entered, the system will calculate the total number of graduate students enrolled for credit in the selected fields of study by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit in the selected programs by student type.

The system will perform the following edit on the data entered for each **CIP Code** screen:

- The calculated grand total (men + women) for **Total graduate students** must be greater than 0.

### Fall Enrollment Summary

This screen displays a summary of the data reported in **Part A** of this survey, including **Total full-time students**, **Total part-time students**, and **Grand total, all students** enrolled at the institution by race/ethnicity and gender. Additional summary screens will be generated for each CIP Code selected on the **CIP Code Selection** screen.

The system will perform the following edits on the data entered:

- The calculated **Grand Total (men + women)** enrolled must be greater than 0.
- For each race/ethnicity category where the current and prior year values are greater than 0, the system will calculate the percentage of **Total men** (full-time + part-time) that are from that category in both the current and prior year. The current year derived percentage must be within 20% of the prior year derived percentage; otherwise, you must *confirm* that the current year value is correct.
- For each race/ethnicity category where the current and prior year values are greater than 0, the system will calculate the percentage of **Total women** (full-time + part-time) that are from that category in both the current and prior year. The current year derived percentage must be within 20% of the prior year derived percentage; otherwise, you must *confirm* that the current year value is correct.

## Part B: Fall Enrollment by Age and Gender

**Applicable to institutions that answered Yes to the Part B Selection screening question at the beginning of the survey**

In **Part B** you must report the number of students enrolled for credit at the institution by age distribution and gender for each of the following student types (as applicable based on enrollment reported in the IC Header survey):

- Full-time undergraduate
- Part-time undergraduate
- Full-time graduate
- Part-time graduate

For each applicable type of student, the system will calculate the total number of students reported in **Part B** by gender and subtract this value from the corresponding total from **Part A** to determine the number of students with **Age unknown/unreported**.

The system will perform the following edits on the data entered for each applicable student type:

- If the number of **Men** reported is greater than 0, then you are expected to report enrollment for the corresponding student type in **Part A**.
- If the number of **Women** reported is greater than 0, then you are expected to report enrollment for the corresponding student type in **Part A**.
- The number of full-time undergraduate students with **Age unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the sum of men and women from all age groups is greater than the number of students reported for the corresponding student type in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Age unknown/unreported** must be less than 20% of the number of students reported for the corresponding student type in **Part A**.

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## Part C: Residence

### Screening Question

You must answer **Yes** or **No** to the following screening question. The answer given here will determine which screens your institution is shown.

- Does your institution have any first-time, degree/certificate-seeking undergraduate students who graduated from high school or received their GED within the past 12 months?

The system will perform the following edit on the data entered:

- If your institution reported that you enroll full-time, first-time degree/certificate seeking undergraduate students in Part B of the IC Header survey, then you are expected to respond **Yes** to the screening question above.

### Freshman Residence (3 screens)

**Applicable to institutions that answered Yes to the Part C Screening Question**

On these screens you must report the number of first-time, degree/certificate-seeking undergraduate students enrolled in the institution (**column 1**), and the number of these students who graduated from high school OR received a GED in the past 12 months (**column 2**) by **State of residence when student was first admitted**. This includes all states and US territories, along with additional "State Unknown" and "Foreign Countries" categories, each with its own unique 2-digit **FIPS Code**.

On the final screen in **Part C**, the system will calculate the number of students with **Residence unknown/unreported** (FIPS Code 98) by subtracting the sum of all students entered in **column 1** from the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

The system will perform the following edits on the data entered:



- For each **FIPS Code**, the number of students reported in **column 1** must be greater than the number of students reported in **column 2**.
- The total number of students entered in **column 2** must be greater than 0.
- The total number of students entered in **column 2** must be greater than or equal to 20% of the total number of students entered in **column 1**.
- The number of students with **Residence unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the total number of students entered in **column 1** is greater than the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Residence unknown/unreported** must be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

**Note:** You must report state of residence for the maximum number of students possible. If you are unable to provide at least 20% of residences, you must enter an explanation.

- The number of students from **State Unknown** (FIPS Code 57) is expected to be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- **Applicable to public institutions only.** The total number of first-time, degree/certificate seeking undergraduate students in your institution's "home state" is expected to be greater than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- If you reported residence data for **First-time degree/certificate-seeking undergraduates** in **Part C**, you are also expected to report **First-time undergraduate students** (either full-time or part-time) in **Part A**.

### Freshman Residence (3 screens)

#### Applicable to institutions that answered No to the Part C Screening Question

On these screens you must report the number of first-time, degree/certificate-seeking undergraduate students enrolled in the institution (**column 1**) by **State of residence when student was first admitted**. This includes all states and US territories, along with additional "State Unknown" and "Foreign Countries" categories, each with its own unique 2-digit **FIPS Code**.

On the final screen in **Part C**, the system will determine the number of students with **Residence unknown/unreported** (FIPS Code 98) by subtracting the sum of all students entered in **column 1** from the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

The system will perform the following edits on the data entered:

- The number of students with **Residence unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the total number of students entered in **column 1** is greater than the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Residence unknown/unreported** must be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

**Note:** You must report state of residence for the maximum number of students possible. If you are unable to provide at least 20% of residences, you must enter an *explanation*.

- The number of students from **State Unknown** (FIPS Code 57) is expected to be less than 20% of the total number of first-time degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- **Applicable to public institutions only.** The total number of first-time, degree/certificate seeking undergraduate students in your institution's "home state" is expected to be greater than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- If you reported residence data for **First-time degree/certificate-seeking undergraduates** in **Part C**, you are also expected to report **First-time undergraduate students** (either full-time or part-time) in **Part A**.

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## Part D: Total Undergraduate Entering Class

On this screen, several data items from **Part A** of this survey are preloaded for your reference. This includes:

- **Line D1:** The number of full-time, first-time degree/certificate-seeking undergraduates reported (your GRS cohort).
- **Line D2:** The total number of first-time degree/certificate-seeking undergraduates (full-time + part-time) reported.
- **Line D3:** The total number of transfer-in degree/certificate-seeking undergraduates (full-time + part-time) reported.
- **Line D4:** The total number of non-degree/certificate-seeking undergraduates (full-time + part-time) reported.

You must report the following information for **line D5**:

- Of the total non-degree/certificate-seeking undergraduates displayed on line D4, the number that are new to the institution (entering the institution for the first time).

Based on this additional data, the system will determine the value of Line D6 by calculating the total number of students entering at the undergraduate level (Line D2 + Line D3 + Line D5), as well as the percentage of those students who are represented by the GRS cohort (Line D1 / Line D6).

The system will perform the following edits on the data entered for **Line D5**:

- If none of your non-degree/certificate seeking students are new to the institution this Fall, then you must report zero students for **line D5**. This field cannot be left blank.
- The number of students entered for **line D5** is expected to be greater than 0. If this is not the case, then you must *confirm* that the data entered are correct.
- The number of students entered for **line D5** must be less than or equal to the number of students in **line D4**.
- The number of students entered for **line D5** should not be equal to those in **line D4** since this would indicate that the institution's entering class is 100% of the GRS cohort. If the institution's entering class is 100% of the GRS cohort, then you must *confirm* that this is correct.

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## Part E: Retention Rates

On this screen, you must report the retention rates for the **Full-time, first-time bachelor's cohort** and the **Part-time, first-time bachelor's cohort**.

**Note:** Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters report retention data on students enrolled in the institution at any time between August 1 and October 31.

### Full-time, first-time bachelor's cohort retention

For the **Full-time** portion of this screen, you must report the number of students in the **Full-time, first-time Fall 2009 bachelor's cohort**, as well as any **Exclusions from the cohort**. Once the screen is saved, the system will display the difference between the two in the **Adjusted cohort** field.

In addition, the number of **Students from Fall 2009 still enrolled as of Fall 2010** must be reported in order to determine the **Full-time, first-time Fall 2009 bachelor's cohort retention rate** percentage.

The system will perform the following edits on the data entered for the **Full-time** portion of this screen:

- The **Full-time, first-time Fall 2009 bachelor's cohort** is expected to be within a 20% range of the **Preloaded cohort**.
- If the **Full-time, first-time Fall 2009 bachelor's cohort** is greater than 0, then the **Exclusions from the cohort** must be less than 50% of this value.
- If the **Adjusted cohort** is greater than 0, then the number of **Students from Fall 2009 cohort still enrolled as of Fall 2010** is expected to be greater than 0.
- The number of **Students from Fall 2009 cohort still enrolled as of Fall 2010** must be less than the **Adjusted cohort**.
- The number of Students from Fall 2009 cohort still enrolled as of Fall 2010 is expected to be greater than or equal to 15% of the Adjusted cohort.
- If the number of Students from Fall 2009 cohort still enrolled as of Fall 2010 is equal to the Adjusted cohort, then you must confirm a retention rate of 100% for that cohort.



- If you reported enrollment for full-time, first-time students in last year's Fall Enrollment survey, then you are expected to report full-time, first-time students on this screen. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you did not report enrollment for full-time, first-time students in last year's Fall Enrollment survey, then you are not expected to report full-time, first-time students on this screen. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

### Part-time, first-time bachelor's cohort retention

For the **Part-time** portion of this screen, you must report the number of students in the **Part-time, first-time Fall 2009 bachelor's cohort**, as well as any **Exclusions from the cohort**. Once the screen is saved, the system will display the difference between the two in the **Adjusted cohort** field.

In addition, the number of **Students from Fall 2009 still enrolled as of Fall 2010** must be reported in order to determine the **Part-time, first-time Fall 2009 bachelor's cohort retention rate** percentage.

The system will perform the following edits on the data entered for the **Part-time** portion of this screen:

- The **Part-time, first-time Fall 2009 bachelor's cohort** is expected to be within a 20% range of the **Preloaded cohort**.
- If the **Part-time, first-time Fall 2009 bachelor's cohort** is greater than 0, then the **Exclusions from the cohort** must be less than 50% of this value.
- If the **Adjusted cohort** is greater than 0, then the number of **Students from Fall 2009 cohort still enrolled as of Fall 2010** is expected to be greater than 0.
- The number of **Students from Fall 2009 cohort still enrolled as of Fall 2010** must be less than the **Adjusted cohort**.
- If the number of **Students from Fall 2009 cohort still enrolled as of Fall 2010** is equal to the **Adjusted cohort**, then you must *confirm* a retention rate of 100% for that cohort.
- If you reported enrollment for part-time, first-time students in last year's Fall Enrollment survey, then you are expected to report part-time, first-time students on this screen. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you did not report enrollment for part-time, first-time students in last year's Fall Enrollment survey, then you are not expected to report part-time, first-time students on this screen. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

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### Part F: Student-to-Faculty Ratio

On this screen, you must report your institution's **Student-to-faculty ratio** (e.g., student-to-instructional staff ratio) for Fall 2010 using the ratio format provided. Additional resources are available, including the prior year student-to-faculty ratio, and a worksheet for assistance in determining your institution's student-to-faculty ratio.

**Note:** The student-to-faculty ratio and any accompanying context provided on this screen will be displayed on College Navigator.

The system will perform the following edits on the data entered:

- The ratio entered here is expected to be greater than 0 to 1.
- If the ratio entered is between 51 to 1 and 100 to 1, an *explanation* is required.
- If the ratio entered is greater than 100 to 1, a *fatal* error will occur.

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**2010-11 Survey Materials****Fall Enrollment 2010**

date: 12/9/2010

**Form: Fall Enrollment for private 2-year and less than 2-year nondegree-granting institutions**

## Part B Selection

Completion of Part B (Enrollment of Students by Age) is optional this year.

Do you wish to complete Part B this year? If you select 'Yes', you will see Part B and be expected to complete the screens. If you select 'No', you will skip Part B.

- Yes, I will complete Part B
- No, I will not complete Part B

You may use the space below to provide context for the data you've reported above.

Part A - Fall Enrollment for Full-Time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

**Full-time Undergraduate Students**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Students enrolled for <u>credit</u>	<u>First-time, certificate-seeking</u>	All Other	Total, full-time undergraduate students
<b>Men</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	
<b>Total men</b>			
Total men prior year			
<b>Women</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	
<b>Total women</b>			
Total women prior year			
<b>Grand total (men+women)</b>			
Grand total (men+women) prior year			

Part A - Fall Enrollment for Part-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

**Part-time Undergraduate Students**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Students enrolled for <u>credit</u>	<u>First-time, certificate-seeking</u>	All Other	Total, part-time undergraduate students
<b>Men</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	
<b>Total men</b>			
Total men prior year			
<b>Women</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	
<b>Total women</b>			
Total women prior year			
<b>Grand total (men+women)</b>			
Grand total (men+women) prior year			

Part A - Fall Enrollment Summary

Fall Enrollment Summary			
Students enrolled for credit	Total full-time students	Total part-time students	Grand total, all students
<b>Men</b>			
<u>Nonresident alien</u>			
<u>Hispanic/Latino</u>			
<u>American Indian or Alaska Native</u>			
<u>Asian</u>			
<u>Black or African American</u>			
<u>Native Hawaiian or Other Pacific Islander</u>			
<u>White</u>			
<u>Two or more races</u>			
<u>Race and ethnicity unknown</u>			
<b>Total men</b>			
<b>Women</b>			
<u>Nonresident alien</u>			
<u>Hispanic/Latino</u>			
<u>American Indian or Alaska Native</u>			
<u>Asian</u>			
<u>Black or African American</u>			
<u>Native Hawaiian or Other Pacific Islander</u>			
<u>White</u>			
<u>Two or more races</u>			
<u>Race and ethnicity unknown</u>			
<b>Total women</b>			
<b>Grand Total (men+women)</b>			

Part B: Fall Enrollment by Age and Gender for Full-time Undergraduate Students

**NOTE: These data are optional this year.**

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.**

**Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.**

Age	Full-time Undergraduate Students	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total full-time undergraduate students (from part A)		

Part B - Fall Enrollment by Age and Gender for Part-time Undergraduate Students

**NOTE: These data are optional this year.**

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.**

**Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.**

Age	Part-time Undergraduate Students	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total part-time undergraduate students (from part A)		

Part C - High School Graduates

**Does your institution have any first-time, degree/certificate-seeking undergraduate students who graduated from high school or received their GED within the past 12 months?**

Yes, we have students who graduated high school or received their GED in the past 12 months.

No, we do not have any students who graduated high school or received their GED in the past 12 months.

**You may use the space below to provide context for the data you've reported above.**



Part C - Residence of First-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

State of residence when student was first admitted	FIPS Code	Total first-time, degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the past 12 months (2)
Alabama	01		
Alaska	02		
Arizona	04		
Arkansas	05		
California	06		
Colorado	08		
Connecticut	09		
Delaware	10		
District of Columbia	11		
Florida	12		
Georgia	13		
Hawaii	15		
Idaho	16		
Illinois	17		
Indiana	18		
Iowa	19		
Kansas	20		
Kentucky	21		
Louisiana	22		
Maine	23		

Part C - Residence of First-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

State of <u>residence</u> when student was first admitted	FIPS Code	Total first-time, degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the <b>past 12 months</b> (2)
Maryland	24	<input type="text"/>	<input type="text"/>
Massachusetts	25	<input type="text"/>	<input type="text"/>
Michigan	26	<input type="text"/>	<input type="text"/>
Minnesota	27	<input type="text"/>	<input type="text"/>
Mississippi	28	<input type="text"/>	<input type="text"/>
Missouri	29	<input type="text"/>	<input type="text"/>
Montana	30	<input type="text"/>	<input type="text"/>
Nebraska	31	<input type="text"/>	<input type="text"/>
Nevada	32	<input type="text"/>	<input type="text"/>
New Hampshire	33	<input type="text"/>	<input type="text"/>
New Jersey	34	<input type="text"/>	<input type="text"/>
New Mexico	35	<input type="text"/>	<input type="text"/>
New York	36	<input type="text"/>	<input type="text"/>
North Carolina	37	<input type="text"/>	<input type="text"/>
North Dakota	38	<input type="text"/>	<input type="text"/>
Ohio	39	<input type="text"/>	<input type="text"/>
Oklahoma	40	<input type="text"/>	<input type="text"/>
Oregon	41	<input type="text"/>	<input type="text"/>
Pennsylvania	42	<input type="text"/>	<input type="text"/>
Rhode Island	44	<input type="text"/>	<input type="text"/>

Part C - Residence of First-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and

October 31, 2010.

State of residence when student was first admitted	FIPS Code	Total first-time, degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the past 12 months (2)
South Carolina	45		
South Dakota	46		
Tennessee	47		
Texas	48		
Utah	49		
Vermont	50		
Virginia	51		
Washington	53		
West Virginia	54		
Wisconsin	55		
Wyoming	56		
<u>State Unknown</u>	57		
American Samoa	60		
Federated States of Micronesia	64		
Guam	66		
Marshall Islands	68		
Northern Marianas	69		
Palau	70		
Puerto Rico	72		
Virgin Islands	78		
Foreign Countries	90		
Residence unknown/ unreported	98		
Total first-time, degree/certificate-seeking undergraduates (FT+PT from part A)			

Part E - First-Time Student Cohort Retention Rates

**Retention rates will be automatically calculated based on information provided by the institution.**

**Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters report retention data on students enrolled in the institution at any time between August 1 and October 31.**

**If there are no students to be reported in a cohort, please enter zero. Do not leave the field blank.**

**When reporting data below, remember to:**

- Include only **first-time** students in your full- and part-time cohorts. Do not include students who transferred into your institution.
- Determine student status (full- or part-time) using Fall 2009 status (e.g. if a student was part-time in Fall 2009, report them in the part-time cohort regardless of their Fall 2010 status).
- Report in the exclusions boxes the number of students from each cohort who left the institution for any of the following reasons: died or were totally and permanently disabled; to serve in the armed forces (including those called to active duty); to serve with a foreign aid service of the Federal Government (e.g. Peace Corps); or to serve on official church missions.

The system will subtract exclusions from the original cohorts and use adjusted cohorts for calculating retention rates.

**Retention rates will be calculated by the system after clicking 'Save.'**

	Preloaded cohort		Prior year data
<b>FULL-TIME, FIRST-TIME COHORT RETENTION:</b>			
Full-time, first-time Fall 2009 cohort		<input type="text"/>	
<u>Exclusions</u> from the cohort		<input type="text"/>	
<b>Adjusted</b> cohort			
Students from Fall 2009 cohort <b>still enrolled OR completed</b> as of Fall 2010		<input type="text"/>	
Full-time, first-time Fall 2009 cohort retention rate			% %
<b>PART-TIME, FIRST-TIME COHORT RETENTION:</b>			
Part-time, first-time Fall 2009 cohort		<input type="text"/>	
<u>Exclusions</u> from the cohort		<input type="text"/>	
<b>Adjusted</b> cohort			
Students from Fall 2009 cohort <b>still enrolled OR completed</b> as of Fall 2010		<input type="text"/>	
Part-time, first-time Fall 2009 cohort retention rate			% %

**You may use the space below to provide context for the data you've reported above.**

Part F - Student-to-Faculty Ratio

Please provide your institution's student-to-faculty ratio (i.e., student-to-instructional staff) for Fall 2010. The student-to-faculty ratio and any accompanying context that is provided will be displayed on College Navigator.

Note: Logic in this item is similar to item I-2 from the Common Data Set data collection.

[Click here to use a worksheet to help you determine the student-to-faculty ratio](#)

Student-to-faculty ratio	<input type="text"/>	to 1
Student-to-faculty ratio prior year	<input type="text"/>	to 1

 You may use the space below to provide context for the data you've reported above.

These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part F - Less Than Four-Year Institutions and Four Year-Institutions Without Graduate Programs Worksheet

This worksheet is designed to help you determine your institution's student-to-faculty ratio.

Data entered on this worksheet will NOT be collected or saved. Therefore, please PRINT this screen if you would like to refer to the ratio calculation for your institution at a later time.

Note: The logic used for this calculation is similar to item I-2 from the Common Data Set data collection.

Students, Fall 2010

F1	Total full-time students from Part A		
F2	Total part-time students from Part A		
F3	Full-time equivalent of part-time students (Line F2 * 1/3)		
F4	Total full-time equivalent students (Line F1 + F3)		

Instructional Staff, Fall 2010

**FULL-TIME INSTRUCTIONAL STAFF:**

F5	Number of full-time instructional staff (as reported on EAP on the HR survey component, full-time, Line 1 Total + Line 2 Total)	<input type="text"/>	
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**Full-Time Instructional Staff Exclusion (Line F6):**

F6	<b>Full-Time Instructional Staff Exclusion:</b> Of the number of full-time instructional staff reported in Line F5, the number teaching exclusively <b>non-credit</b> courses	<input type="text"/>	
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F7	Total adjusted full-time instructional staff (Line F5 - F6)		
----	--	--	--

**PART-TIME INSTRUCTIONAL STAFF:**

F8	Number of part-time instructional staff (as reported on EAP on the HR survey component, part-time, Line 1 Total + Line 2 Total)	<input type="text"/>	
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**Part-Time Instructional Staff Exclusion (Line F9):**

F9	Of the number of part-time instructional staff reported in Line F8, the number teaching exclusively <b>non-credit</b> courses	<input type="text"/>	
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**Part-Time Instructional Staff Addition (Line F10):**

F10	Number of administrators, or other staff not reported to IPEDS as instructors, that are teaching a credit course(s) in the academic year	<input type="text"/>	
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F11	Total adjusted part-time instructional staff (Line F8 - F9 + F10)		
-----	--	--	--

F12	Full-time equivalent of adjusted part-time instructional staff (Line F11 * 1/3)		
-----	--	--	--

F13	Total full-time equivalent instructional staff (Line F7 + F12)		
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F14	Student-to-faculty ratio (Line F4/F13)		to 1
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**2010-11 Survey Materials****Fall Enrollment Full Instructions**

date: 12/9/2010

**Instruction****Purpose of Survey****Changes in Reporting****General Instructions**

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**Purpose of Survey**

The purpose of the Fall Enrollment component of IPEDS is to collect enrollment data for all students enrolled in credit-bearing courses/programs that could lead to awards ranging from postsecondary certificates of less than 1 year to doctoral degrees. Fall enrollment data are collected by level of student, enrollment status, gender and race/ethnicity. In addition, the Fall Enrollment component collects data on the institution's entering class, first-time student retention rates, and the student-to-faculty ratio. Every other year data on enrollment by nine selected fields of study are collected, as is residence and high school graduation status of first-time, first-year students. In opposite years, enrollment by student age is collected.

**Changes in Reporting**

- Institutions are now required to report using the new race/ethnicity categories. Using the new race/ethnicity categories was optional in the Spring 2009 and 2010 collections and is required in the current Spring 2011 collection.

## Reporting Period Covered

For institutions operating on a traditional academic year calendar (semester, trimester, quarter, 4-1-4, or other academic year), fall enrollment should be reported as of the institution's official fall reporting date or October 15. For institutions operating on a calendar that differs by program or that enrolls students on a continuous basis (referred to as program reporters), fall enrollment is reported for students enrolled any time during the period August 1 and October 31.

## Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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## Who to Include

Student to **include** in this report:

- Students enrolled in courses **creditable** toward a diploma, certificate, degree, or other formal award, **including** those enrolled in off-campus centers
- High school students taking regular college courses for credit
- Full-time students taking remedial courses **IF** the student is considered degree-seeking for the purpose of student financial aid determination
- Students from overseas enrolled in U.S. courses for credit (e.g., online students)

## Who to Exclude

Students to **exclude** from this component:

- Students enrolled exclusively in courses **not creditable** toward a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes
- Any student studying abroad (e.g., at a foreign university) if their enrollment at the 'home' institution is **only** an administrative record and the fee is nominal
- Students in any branch campus located in a foreign country

## Where to Get Help

### IPEDS Data Collection Help Desk

Phone: 1-877-225-2568  
Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)



## AIR Website

You can also consult the [AIR website](#) that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

## IPEDS Resources Page

In addition, the [IPEDS Resources Page](#) contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

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## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Reporting Directions

### Screening Questions

Before entering any data, a screening question will need to be answered.

#### **Part B Selection.**

Part B (Enrollment by Age) is optional this year. Indicate whether or not you will complete Part B of the Fall Enrollment survey component this year.

### Reporting Persons by Racial/Ethnic Category

### Reporting Persons by Racial/Ethnic Category- New categories (1997 OMB)

This information is being collected in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Sec. 421(a)(1) of the Carl D. Perkins Vocational Education Act. These instructions correspond with the Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education, published in the Federal Register on October 19, 2007.

**Method of collection** - Institutions must collect race and ethnicity information using a 2-question format. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Institutions should allow students and staff to self-identify their race and ethnicity. For further details on the guidance for collecting data, please see the full Federal Register notice.

**Method of reporting aggregate data** - Institutions must report aggregate data to the U.S. Department of Education using the NINE categories below. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

- Hispanic or Latino, regardless of race

For Non-Hispanic/Latino individuals:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races

In addition, the following categories may be used:

- Nonresident alien
- Race and ethnicity unknown

**Racial/ethnic descriptions** - Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are:

- Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaska Native- A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American- A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander- A person having origins in any of the original peoples of Hawaii, Guan, Samoa, or other Pacific Islands.
- White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### **Other descriptive categories**

- **Nonresident alien** - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- **Race and ethnicity unknown** - This category is used only if the person did not select EITHER a racial or ethnic designation.

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## **Part A - Full-Time Undergraduate Students**

Include all students enrolled in courses creditable toward a certificate or other formal award.

## Full-time, first-time certificate-seeking students

In column 1, report those students who have never attended another college or other postsecondary institution prior to enrollment. **Do** include:

- Students enrolled in the fall term who attended college for the first time in the prior summer session
- Students who entered with advanced standing (any college credits earned before graduation from high school).

**Program Reporters** - Include students who entered your institution for the first time between August 1, 2010 and October 31, 2010 if they have never previously been enrolled in any other postsecondary institution before. In order to be considered degree/certificate-seeking, students must be enrolled in courses for credit and be recognized by the institution as seeking a degree or other formal award. **Note:** All students eligible to receive federal student financial aid are to be considered degree/certificate-seeking.

**Academic Reporters** - Note that counts reported in column 1 define the initial cohort for reporting graduation rates to meet Student Right-to-Know purposes. Students reported in this group will appear as a cohort on the Graduation Rate Survey (GRS) in the reporting year appropriate for your institution. The number of students reported in column 1 will also appear in Part D to be used in determining the percentage of the entering class represented by the cohort.

## All other full-time undergraduate students

In column 2, report the total number of all other (i.e. not first-time) full-time undergraduate students. This includes transfers-in, continuing certificate-seeking students, and non-certificate-seeking students.

Once you save the data by clicking the 'Verify and Save' button, the 'Total full-time undergraduates' (column 3) will be calculated by the system and numbers will appear on the screen.

## Part A: Part-time Undergraduate Students

Report part-time students using the same definitions and instructions provided for full-time undergraduate students.

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## Part B: Enrollment of Students By Age

**Part B is optional this year.** This part is required in odd-numbered years.

This distribution of students should include all students reported in Part A. All previously covered instructions regarding reporting period, students to include, and categorization of students by attendance status (full- or part-time) apply to this part.

## Age of students

Use institutional records to calculate age as of the institution's official fall reporting date (on or about October 15).

The totals by gender for each attendance status (full- or part-time) and student level (undergraduate or graduate) will be carried forward from the corresponding Part A (Summary) totals. When the Part B and Part A totals do not agree, the "Age unknown/unreported" is calculated.

**Note:** If the Part B student count total is larger than the total carried forward from Part A (resulting in a negative value), a fatal error results. You should reexamine both the age data and comparable portion of Part A to detect the problem and make appropriate corrections.

## Part C: Residence of First-time Certificate-Seeking Undergraduate Students

**Part C is mandatory this year.** This part is required in even-numbered years only.

This distribution of students should include all the **first-time, certificate-seeking undergraduate students** reported in Part A. All previously covered instructions regarding reporting period and students to include apply to this part.

### High School Graduates Screening Question

Part C begins with a screening question to determine whether or not your institution has first-time certificate-seeking undergraduate students that graduated from high school or received their GED within the past 12 months. If the answer is 'Yes', then 2 columns will be reported in Part C, one for all first-time certificate-seeking undergraduates and one for those first-time certificate-seeking undergraduates who graduated from high school or received their GED in the past 12 months. If the answer is 'No', then only one column for all first-time certificate-seeking undergraduates will display in Part C.

### State of residence

Use the state identified by the student as his/her permanent address at the time of application to the institution. This may be the legal residence of a parent or guardian, or the state in which a student has a driver's license or is registered to vote. It is not necessarily the state in which the student's high school is located.

### Total first-time undergraduate students

Report all first-time certificate-seeking undergraduate students, both full-time and part-time, by state of residence. Include students that graduated high school in any year and students entering the institution with a GED or without a high school diploma. The system will sum the first-time, certificate-seeking undergraduate students from Part A (full-time + part-time) and enter this number in the Part C total line, column (1). If the sum of the details reported in column (1), lines 1-90, do not agree with this total, the "Residence unknown/unreported" (line 98) will be calculated. Note: When the sum of students by residence is larger than the total brought from Part A (resulting in a negative value), a fatal error results. You should reexamine both the residence data and comparable portion of Part A to detect the problem and make appropriate corrections.

If your institution responded 'Yes' to the screening question, students from column (1) who graduated from high school or received a GED within the previous 12 months are to be reported again by their state of residence in column (2).

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## Part E: Retention Rates

Retention rates examine the percentage of first-time degree/certificate seeking students enrolled in the fall of the prior year (including those enrolled for the first time the preceding summer session and those whose intent was not known upon entry to the institution) that have continued to the fall of the current year.

**Academic reporters** (institutions operating under a traditional academic year calendar such as a semester, trimester, or quarter system) report retention data as of the institution's official fall reporting date or as of October 15. **Program reporters** (institutions operating under a calendar that differs by program or that enroll students on a continuous basis) report retention data based on students who were enrolled in the institution at any time between August 1 and October 31.

Institutions must report the following information for **both full- and part-time** students:

- Full- and part-time, **first-time** degree/certificate-seeking Fall 2009 cohorts (Note: Do not include students who transferred into the institution. Student status (full- or part-time) should be based on the student's Fall 2009 status.)
- Exclusions from each of these cohorts (see below for allowable exclusions)

- Number of students from these cohorts who are **still enrolled or completed as of Fall 2010** (students still enrolled + students who have completed their program by Fall 2010). Program reporters should report students from the Fall 2009 cohorts who are still enrolled or completed as of August 1, 2010.

(Include students who were enrolled continuously from Fall 2009 through Fall 2010 and students that re-enrolled in the Fall 2010).

### Exclusions:

Institutions can report (as exclusions) the number of students who left the institution for any of the following reasons:

- Died or were totally and permanently disabled
- To serve in the armed forces (including those called to active duty)
- To serve with a foreign aid service of the Federal Government (e.g., Peace Corps)
- To serve on official church missions

The system will compute an **adjusted** cohort by subtracting the student exclusions from the cohort prior to calculating the retention rate. Retention rates (for both full- and part-time) will be computed by the system after clicking 'Save.' The retention rate is calculated as (Students from the Fall 2009 cohort still enrolled as of Fall 2010/Adjusted Fall 2009 cohort)\*100.

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### Worksheet for Less Than Four-Year Institutions and Four-Year Institutions without Graduate or Professional Programs

The worksheet is designed to help institutions determine their student-to-faculty ratio. Data entered on the worksheet will **NOT** be collected or saved. Make sure to **print** the screen in order to refer to the ratio calculation for your institution at a later time.

Please note: The logic used in this calculation is similar to that of item I-2 from the Common Data Set data collection.

#### FULL- AND PART-TIME STUDENT DATA:

All student data on the worksheet is either carried forward from Part A or a calculated field.

**Lines F1 and F2.** Total full-time and total part-time students.

The total number of full- and part-time students are carried forward from Part A.

**Line F3.** A full-time equivalent (FTE) of the part-time student count.

The FTE will be calculated as line F2 (total part-time student count) \* 1/3.

**Line F4.** Total FTE students.

This is calculated as the sum of lines F1 (total full-time students) and F3 (FTE of part-time students). Line F4 is used in the ratio calculation.

#### FULL-AND PART-TIME INSTRUCTIONAL STAFF DATA:

Lines F5 and F8 should be reported based on data your institution is reporting in the Winter collection in the Employees by Assigned Position (EAP), non-medical school, sections of the HR component. Please work together with the appropriate staff at your institution to ensure that the EAP data used on this worksheet and that reported in the HR component are the same.

**In line F5,** report the total number of full-time instructional staff as reported in Part A of the EAP, full-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).

**In line F8,** report the total number of part-time instructional staff as reported in Part B of the EAP, part-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).

#### Instructional Staff Exclusion for Non-Credit Instructors:

**In line F6,** report the number of full-time instructional staff reported in line F5 that are teaching exclusively non-credit courses.

**In line F9**, report the number of part-time instructional staff reported in line F8 that are teaching exclusively non-credit courses.

For institutions that have a large amount of non-credit activity, the above exclusions will better align the student data with the instructional staff data being used in the ratio.

#### **Part-Time Instructional Staff Addition:**

**In line F10**, report the number of administrators or other staff **NOT** reported to IPEDS as instructors (and therefore not included in the EAP count reported in line F8) that are teaching a credit course in the academic year.

For institutions that have administrators and other professionals on staff that are not reported to IPEDS as instructors (because it is not their "primary function") but they teach credit courses throughout the year, the above allowable addition will produce a more accurate ratio.

With the above instructional staff exclusions and part-time instructional staff addition information above, the system will compute the following on the worksheet:

**Line F7.** Total adjusted full-time instructional staff.

The adjusted full-time instructional staff is the total full-time instructional staff, excluding those teaching exclusively non-credit classes. The system will calculate line F7 as line F5 (total full-time instructional staff as reported on EAP) minus line F6 (total full-time instructional staff teaching exclusively non-credit courses).

**Line F11.** Total adjusted part-time instructional staff.

The adjusted part-time instructional staff is the total part-time instructional staff, excluding those teaching exclusively non-credit classes, and adding those administrators and other staff teaching credit courses. The system will calculate line F11 as line F8 (total part-time instructional staff as reported on EAP) minus line F9 (total part-time instructional staff teaching exclusively non-credit courses) + line F10 (administrators and other staff teaching credit courses).

**Line F12.** Total FTE of adjusted part-time instructional staff.

The FTE will be calculated as line F11 (total adjusted part-time instructional staff) \* 1/3.

**Line F13.** Total FTE of adjusted instructional staff.

This is calculated as the sum of lines F7 (total adjusted full-time instructional staff) and F12 (FTE of total adjusted part-time instructional staff). Line F13 is used in the ratio calculation.

**Line F14. Student-to-faculty ratio.**

The ratio will be calculated by the system as line F4 (total adjusted FTE students) divided by line F13 (total adjusted FTE instructional staff). The ratio will be displayed on the worksheet as xxx to 1.

**The calculated ratio can then be entered onto the Part F (Student-to-Faculty Ratio) screen.**

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Term	Definition
Adjusted cohort	The result of removing any allowable exclusions from a cohort (or subcohort). For the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; for the Fall Enrollment component, it is the cohort for calculating retention rate.
American Indian or Alaska Native (new definition)	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
Asian (new definition)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Audit/auditing (a class)	Term used when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other formal award.
Black or African American (new definition)	A person having origins in any of the black racial groups of Africa.
Cohort	A specific group of students established for tracking purposes.
Credit	Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
Credit course	A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.
Degree/certificate-seeking students	Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Dual credit	A program through which high school students are enrolled in Advanced Placement (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college credits .
Dual enrollment	A program through which high school students may enroll in college courses while still enrolled in high school. Students are not required to apply for admission to the college in order to participate.
Exclusions	Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates and Fall Enrollment retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.
First-time student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
Full-time student	Undergraduate—A student enrolled for 12 or more semester credits , or 12 or more quarter credits, or 24 or more contact hours a week each term. Graduate—A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution. Doctor's degree - Professional practice — As defined by the institution.
Native Hawaiian or Other Pacific Islander (new definition)	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Non-degree-seeking student	A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.
Noncredit course	A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.
Official fall reporting date	The date (in the fall) on which an institution must report fall enrollment data to either the state, its board of trustees or governing board, or some other external governing body.
Part-time student	Undergraduate—A student enrolled for either less than 12 semester or quarter credits, or less than 24 contact hours a week each term. Graduate—A student enrolled for less than 9 semester or quarter credits.
Race/ethnicity (new definition)	<p>Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. Individuals are asked to first designate ethnicity as:</p> <ul style="list-style-type: none"> <li>• Hispanic or Latino or</li> <li>• Not Hispanic or Latino</li> </ul> <p>Second, individuals are asked to indicate all races that apply among the following:</p> <ul style="list-style-type: none"> <li>• American Indian or Alaska Native</li> <li>• Asian</li> <li>• Black or African American</li> <li>• Native Hawaiian or Other Pacific Islander</li> <li>• White</li> </ul>

Race/ethnicity unknown	The category used to report students or employees whose race and ethnicity are not known.
Remedial courses	Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Residence	A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.
Retention rate	A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall.
State of residence	A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, state of residence may be the legal state of residence of a parent or guardian.
State unknown	Status used when the reporting institution is unable to determine from existing records the home state or residence of the student.
Student-to-faculty ratio	<p>The ratio of FTE students to FTE instructional staff, i.e., students divided by staff.</p> <p>Students enrolled in "stand-alone" graduate or professional programs and instructional staff teaching in these programs are <b>excluded</b> from both full-time and part-time counts.</p> <p>"Stand-alone" graduate or professional programs are those programs such as medicine, law, veterinary, dentistry, social work, or public health, in which faculty teach virtually only graduate-level students (also referred to as "independent" programs).</p> <p>Each FTE value is equal to the number of full-time students/staff plus 1/3 the number of part-time students/staff.</p>
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.
Summer session	A summer session is shorter than a regular session and is not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have two or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.
Undergraduate	A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.
White (new definition)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.



**2010-11 Survey Materials****Fall Enrollment**

date: 12/9/2010

**FAQs**

Click one of the following questions to view the answer.

**General**

- [1\) Should I report students enrolled in non-credit courses as non-degree/certificate-seeking?](#)
- [2\) How do I determine whether students enrolled for credit, but that have not indicated intent, are degree/certificate-seeking?](#)
- [3\) My institution operates on a program basis; students enroll throughout the year. If I use October 15th as the date for counting fall enrollment, only a fraction of my actual students are reported. Is that OK?](#)
- [4\) My institution has begun allowing students to study abroad for a semester. Should these students be included in our IPEDS report?](#)
- [5\) Should I include graduate students enrolled in thesis credits in enrollment numbers, even if they are enrolled in a zero credit placeholder course?](#)
- [6\) In the past I reported first-professional students on this component. Why is there no screen for reporting first-professional students?](#)

**Fall Enrollment by race/ethnicity and gender (Part A)**

- [1\) Where do I report undergraduate students who enrolled at my institution for the first time this fall, but already have credits from another institution earned during the previous summer and while attending high school?](#)
- [2\) My institution does not have any degree programs; our programs are certificate only. Should all my undergraduate enrollment be considered non-degree/certificate-seeking?](#)
- [3\) Where should I report students in Part A if I do not know whether or not they are first-time?](#)
- [4\) Where, in Part A, do I report students who are seeking a second baccalaureate degree?](#)
- [5\) I have med-tech students enrolled in a level 6 \(postbaccalaureate\) program. My institution considers them to be undergraduate students. Where should I report them for IPEDS?](#)
- [6\) In years when enrollment is collected for selected fields, how do I report first/second year undergraduates who have not declared a major?](#)
- [7\) What do I do if my institution does not have any students in the program areas listed on the CIP selection screen?](#)
- [8\) How do I report students in program areas that do not appear on the CIP selection screen?](#)
- [9\) How do I report foreign students living outside the U.S. who are enrolled in my institution?](#)
- [10\) How do I report a student who earned college credit while in high school \(a dual enrolled student\) and has now graduated high school and enrolled in my institution in the Fall?](#)
- [11\) How do I report a high school student who is enrolled at my institution for credit \(a dual enrolled student\)?](#)

**Fall Enrollment by age and gender (Part B)**

- [1\) When reporting enrollment by age, how do I report students whose ages are unknown? I am not able to enter a number in the "Age unknown/unreported" box.](#)
- [2\) My institution uses age range categories that differ from the ones IPEDS uses in Part B. What should I do?](#)

**Residence of first-time students (Part C)**

- [1\) Some first-time undergraduates at my institution are children whose parents are in foreign countries \(e.g., military/diplomatic service\). When reporting residence and migration data, what location should I use?](#)

**Total entering class (Part D)**

- [1\) What is the difference between our full-time, first-time degree/certificate-seeking cohort \(GRS cohort\) and the entering students calculated in Part D?](#)

**Retention Rates (Part E)**

- [1\) How do I report students who changed attendance status \(part-time to full-time OR full-time to part-time\) between one fall to the next on the retention rate screen?](#)
- [2\) Can students on a leave of absence from the institution be considered retained?](#)

**Student-to-Faculty Ratio (Part F)**

- [1\) How do I calculate my institution's student-to-faculty ratio?](#)
- [2\) Can you provide an example of a stand-alone graduate or first-professional program \(a program such as medicine, law, veterinary, or dentistry in which faculty teach virtually only graduate-level students\)?](#)
- [3\) My institution has graduate and/or doctors-professional practice programs but does not have any "stand-alone" programs. What should I enter on the student and faculty exclusion line items related to these types of programs on the worksheet for Part F?](#)

**Answers:****General**

- 1) Should I report students enrolled in non-credit courses as non-degree/certificate-seeking?**

No. Only students enrolled *for credit* should be reported. Credit is defined as "recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award." Enrollment reported in non-degree/certificate-seeking refers to students who are enrolled in creditable programs but are not seeking the degree or other formal award. You should **not** report any of the following:

- Students enrolled exclusively in courses **not creditable** toward a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes
- Residents or interns in Doctor's - professional practice (previously first-professional), since they have already received their Doctor's degree
- Students studying abroad (i.e., at a foreign university) if their enrollment at the 'home' institution is **only** an administrative record and the fee is nominal
- Students in any branch campus located in a foreign country

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**2) How do I determine whether students enrolled for credit, but that have not indicated intent, are degree/certificate-seeking?**

If the student has not indicated any intent but is applying for Title IV financial assistance, the student would be assumed to be degree/certificate-seeking.

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**3) My institution operates on a program basis; students enroll throughout the year. If I use October 15th as the date for counting fall enrollment, only a fraction of my actual students are reported. Is that OK?**

Program reporters should use the period of August 1 to October 31 to measure fall enrollment. If a student enrolls or remains enrolled at any time during that period, the student is included in the fall enrollment counts.

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**4) My institution has begun allowing students to study abroad for a semester. Should these students be included in our IPEDS report?**

If the students enroll in your institution, pay tuition there, and attend classes in a foreign country for a short period of time, they should be included in your institution's enrollment report. If your institution serves only an administrative function and the fee the student pays to your institution is nominal, then do not include these students in your report.

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**5) Should I include graduate students enrolled in thesis credits in enrollment numbers, even if they are enrolled in a zero credit placeholder course?**

You should include these students in your enrollment counts, as they have not yet completed a program.

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**6) In the past I reported first-professional students on this component. Why is there no screen for reporting first-professional students?**

Institutions are now required to use the new postbaccalaureate degree categories (eliminating the first-professional category and reclassifying those programs). In parts A and B, all postbaccalaureate students are to be reported as graduate students (including students formerly reported as first-professional).

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## **Fall Enrollment by race/ethnicity and gender (Part A)**

**1) Where do I report undergraduate students who enrolled at my institution for the first time this fall, but already have credits from another institution earned during the previous summer and while attending high school?**

They should be included with the first-time undergraduates (either full- or part-time). The collection pages have been changed to clarify which students should be reported, and no longer includes the term "first-year."

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**2) My institution does not have any degree programs; our programs are certificate only. Should all my undergraduate enrollment be considered non-degree/certificate-seeking?**

No. Enrollment of **all** undergraduate students seeking *either* degrees *or* other certificates should be reported as either first-time, transfer-in, or other.

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**3) Where should I report students in Part A if I do not know whether or not they are first-time?**

If this is not indicated directly and the student does not enroll with prior credits or transcription from another institution, assume the student is first-time.

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**4) Where, in Part A, do I report students who are seeking a second baccalaureate degree?**

Report these students in the column labeled "Continuing" degree/certificate-seeking students (column 3). This column is intended to capture all degree/certificate-seeking undergraduate students who are not first-time and did not transfer-in to the institution in that Fall.

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**5) I have med-tech students enrolled in a level 6 (postbaccalaureate) program. My institution considers them to be undergraduate students. Where should I report them for IPEDS?**

If this program requires a student to have a bachelor's degree in order to enroll, the students should be reported as graduate students. Otherwise, they may be reported with the undergraduates.

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**6) In years when enrollment is collected for selected fields, how do I report first/second year undergraduates who have not declared a major?**

These students should only be reported on the "Summary Screens" (CIP 99.0000) of Part A, where all students enrolled for credit (regardless of field of study) are reported.

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**7) What do I do if my institution does not have any students in the program areas listed on the CIP selection screen?**

Select the "None of the above" and enter total fall enrollment in the "Summary" portion.

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**8) How do I report students in program areas that do not appear on the CIP selection screen?**

The program areas on the CIP selection screen are the only ones for which enrollment is collected. Include the students in other programs, along with students in the requested programs, in the "Summary" portion.

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**9) How do I report foreign students living outside the U.S. who are enrolled in my institution?**

There has been no change to how these students should be reported. Foreign students living outside the U.S., such as a foreign student living outside the U.S. who is enrolled in distance education at your institution, should be classified in the Race/Ethnicity Unknown category. Only U.S. citizens are to be categorized in the specific Race/Ethnicity categories. The non-resident alien category is reserved specifically for students that are in the U.S. under that specific legal status.

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**10) How do I report a student who earned college credit while in high school (a dual enrolled student) and has now graduated high school and enrolled in my institution in the Fall?**

If the college credit was earned prior to the student graduating high school, then this student would be considered a first-time student in the Fall. The definition of "first-time" allows for students to still be classified as first-time if the college credit they have previously earned was prior to their high school graduation.

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**11) How do I report a high school student who is enrolled at my institution for credit (a dual enrolled student)?**

This student would be reported as non-degree/certificate-seeking. Prior to graduating high school, a student is non-degree/certificate-seeking. Once the student graduates high school they can be classified as degree/certificate-seeking, if appropriate.

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## **Fall Enrollment by age and gender (Part B)**

**1) When reporting enrollment by age, how do I report students whose ages are unknown? I am not able to enter a number in the "Age unknown/unreported" box.**

The number of students for that category will be computed by the system, by taking the difference between the sum of students reported by age category and the corresponding total enrollment reported in Part A. If this number is negative, it will result in a fatal error and you will need to make appropriate edits.

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**2) My institution uses age range categories that differ from the ones IPEDS uses in Part B. What should I do?**

In order to have consistent data from all institutions, IPEDS must use the standard age categories. Use the students' dates of birth to report the enrollment by IPEDS age categories.

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## **Residence of first-time students (Part C)**

**1) Some first-time undergraduates at my institution are children whose parents are in foreign countries (e.g., military/diplomatic service). When reporting residence and migration data, what location should I use?**

The home state could be the student's or parent's official home state, the state where they are registered to vote or pay taxes, or the state issuing their driver's license. If no such information is available, they would be reported under "State unknown"(57).

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## **Total entering class (Part D)**

**1) What is the difference between our full-time, first-time degree/certificate-seeking cohort (GRS cohort) and the entering students calculated in Part D?**

In addition to all the students in your full-time, first-time degree/certificate-seeking cohort, the undergraduate entering student total includes part-time students of the same criteria as well as transfers-in and full- and part-time non-degree/certificate-seeking students that are new to your institution in the Fall (entering students).

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## **Retention Rates (Part E)**

**1) How do I report students who changed attendance status (part-time to full-time OR full-time to part-time) between one fall to the next on the retention rate screen?**

Report students based on their attendance status in the fall the cohort was based on, even if that status changed in the following fall.

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**2) Can students on a leave of absence from the institution be considered retained?**

No. Students must be enrolled *for credit* at the institution in the Fall to be considered retained from the previous fall.

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## **Student-to-Faculty Ratio (Part F)**

**1) How do I calculate my institution's student-to-faculty ratio?**

A worksheet has been provided to guide the process of calculating the student-to-faculty ratio for your institution. The worksheet can be accessed from the Part F screen in the Data Collection System.

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**2) Can you provide an example of a stand-alone graduate or first-professional program (a program such as medicine, law, veterinary, or dentistry in which faculty teach virtually only graduate-level students)?**

An example of a program that would fall into this category is a school of medicine that only awards degrees/certificates at the graduate and professional level and therefore its faculty exclusively (or in some cases almost exclusively) teach graduate and professional students. Programs that are "stand-alone" graduate programs may have some undergraduate students enrolled in their courses, however a "stand-alone" graduate program would only award degrees/certificates at the graduate level. An example of a graduate program that would not meet this criteria is a school of business that has an undergraduate and graduate program and therefore enrolls both types of students and awards degrees/certificates at both levels. Further, the faculty would teach a mix of undergraduate and graduate students. Excluding "stand-alone" graduate and/or professional programs is intended to make the student-to-faculty ratio closer to an undergraduate student-to-faculty ratio than it would be if these programs were included in the calculation, without overburdening institutions.

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**3) My institution has graduate and/or doctors-professional practice programs but does not have any "stand-alone" programs. What should I enter on the student and faculty exclusion line items related to these types of programs on the worksheet for Part F?**

If your institution does not have any "stand-alone" graduate or professional programs, then enter 0 for students and 0 for faculty in the lines for these types of programs. Most institutions do not have these types of graduate or professional programs, so entering 0 in those lines will be fairly common.

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**2010-11 Survey Materials**

date: 12/9/2010

**Narrative Edits for Fall Enrollment for non-degree-granting institutions****Edit specifications for the 2010-11 IPEDS Web-Based Data Collection  
Fall Enrollment (EF) Component**

**Note:** The specifications in this document apply to the institutions listed above. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

*All screens must be completed in order to lock the survey.*

Screening QuestionPart A: Enrollment of Students by Race/EthnicityPart B: Enrollment of Students by AgePart C: ResidencePart E: Retention RatesPart F: Student-to-Faculty Ratio**Screening Question**

You must respond to the following screening question. The answer given here will determine which screens your institution is shown.

**Part B Selection**

Completion of **Part B: Enrollment of Students By Age** is optional for this reporting year. Before continuing, you must indicate the following:

- Do you wish to complete Part B this year?
  - If you respond **Yes** to the question above, you are required to complete all screens in **Part B**; if you respond **No**, then **Part B** will not be displayed.

[Top](#)**Part A: Fall Enrollment by Student Level, Race/Ethnicity and Gender****Full-Time Undergraduate Students**

**Applicable to institutions that reported full-time undergraduate student enrollment in the IC Header survey**

On this screen, you must report the number of full-time undergraduate students from the following categories that are enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

**Private institutions:**

- First-time, certificate seeking
- All Other

**Private institutions:**

- First-time, certificate seeking

- Other certificate-seeking
- Non-certificate-seeking

Based on the data entered, the system will calculate the total number of full-time undergraduate students enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for **Total full-time undergraduate students** must be greater than 0.
- If your institution reported that it enrolls full-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you must report students of this type here. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

**Note:**

**Academic Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time in the fall of the current year (or the summer immediately preceding).

**Program Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time between August 1 and October 31 of the current year.

- If your institution reported that it does not enroll full-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you are not expected to report this type of student here. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

**Note: See the reporting specifications above.**

- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time certificate-seeking** students reported in the prior year is between 1 and 100.
- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time certificate-seeking** students reported in the prior year is greater than 100.
- For each gender category, the total number of **full-time undergraduate students** is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **full-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **full-time undergraduate students** reported in the prior year is between 1 and 100.
- For each gender category, the total number of **full-time undergraduate students** is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **full-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **full-time undergraduate students** reported in the prior year is greater than 100.

**Part-Time Undergraduate Students**

**Applicable to institutions that reported part-time undergraduate student enrollment in the IC Header survey**

On this screen, you must report the number of part-time undergraduate students from the following categories who are enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

**Private institutions:**

- First-time, certificate seeking
- All Other

**Private institutions:**

- First-time, certificate seeking
- Other certificate-seeking
- Non-certificate-seeking



Based on the data entered, the system will calculate the total number of part-time undergraduate students enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for **Total part-time undergraduate students must be greater than 0.**
- If your institution reported that it enrolls part-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you must report students of this type here. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.  
**Note:**
  - **Academic Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time in the fall of the current year (or the summer immediately preceding).
  - **Program Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time between August 1 and October 31 of the current year.
- If your institution reported that it does not enroll part-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you are not expected to report this type of student here. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.  
**Note: See the reporting specifications given above.**
- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time certificate-seeking** students reported in the prior year is between 1 and 100.
- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time certificate-seeking** students reported in the prior year is greater than 100.
- For each gender category, the total number of **part-time undergraduate students** is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **part-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **part-time undergraduate students** reported in the prior year is between 1 and 100.
- For each gender category, the total number of **part-time undergraduate students** is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **part-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **part-time undergraduate students** reported in the prior year is greater than 100.

## Fall Enrollment Summary

This screen displays a summary of the data reported in **Part A** of this survey, including **Total full-time students**, **Total part-time students**, and **Grand total, all students** enrolled at the institution by race/ethnicity and gender.

The system will perform the following edits on the data entered:

- The calculated **Grand Total (men + women)** enrolled must be greater than 0.
- For each race/ethnicity category where the current and prior year values are greater than 0, the system will calculate the percentage of **Total men** (full-time + part-time) that are from that category in both the current and prior year. The current year derived percentage must be within 20% of the prior year derived percentage; otherwise, you must *confirm* that the current year value is correct.
- For each race/ethnicity category where the current and prior year values are greater than 0, the system will calculate the percentage of **Total women** (full-time + part-time) that are from that category in both the current and prior year. The current year derived percentage must be within 20% of the prior year derived percentage; otherwise, you must *confirm* that the current year value is correct.

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## Part B: Fall Enrollment by Age and Gender

## Applicable to institutions that answered Yes to the Part B Selection screening question at the beginning of the survey

In **Part B** you must report the number of students enrolled for credit at the institution by age distribution and gender for each of the following student types (as applicable based on enrollment reported in the IC Header survey):

- Full-time undergraduate
- Part-time undergraduate

For each applicable type of student, the system will calculate the total number of students reported in **Part B** by gender and subtract this value from the corresponding total from **Part A** to determine the number of students with **Age unknown/unreported**.

The system will perform the following edits on the data entered for each applicable student type:

- If the number of **Men** reported is greater than 0, then you are expected to report enrollment for the corresponding student type in **Part A**.
- If the number of **Women** reported is greater than 0, then you are expected to report enrollment for the corresponding student type in **Part A**.
- The number of full-time undergraduate students with **Age unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the sum of men and women from all age groups is greater than the number of students reported for the corresponding student type in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Age unknown/unreported** must be less than 20% of the number of students reported for the corresponding student type in **Part A**.

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## Part C: Residence

### Screening Question

You must answer **Yes** or **No** to the following screening question. The answer given here will determine which screens your institution is shown.

- Does your institution have any first-time, degree/certificate-seeking undergraduate students who graduated from high school or received their GED within the past 12 months?

The system will perform the following edit on the data entered:

- If your institution reported that you enroll full-time, first-time degree/certificate seeking undergraduate students in Part B of the IC Header survey, then you are expected to respond **Yes** to the screening question above.

### Freshman Residence (3 screens)

#### Applicable to institutions that answered Yes to the Part C Screening Question

On these screens you must report the number of first-time, degree/certificate-seeking undergraduate students enrolled in the institution (**column 1**), and the number of these students who graduated from high school OR received a GED in the past 12 months (**column 2**) by **State of residence when student was first admitted**. This includes all states and US territories, along with additional "State Unknown" and "Foreign Countries" categories, each with its own unique 2-digit **FIPS Code**.

On the final screen in **Part C**, the system will calculate the number of students with **Residence unknown/unreported** (FIPS Code 98) by subtracting the sum of all students entered in **column 1** from the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

The system will perform the following edits on the data entered:

- For each **FIPS Code**, the number of students reported in **column 1** must be greater than the number of students reported in **column 2**.



- The total number of students entered in **column 2** must be greater than 0.
- The total number of students entered in **column 2** must be greater than or equal to 20% of the total number of students entered in **column 1**.
- The number of students with **Residence unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the total number of students entered in **column 1** is greater than the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Residence unknown/unreported** must be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

**Note:** You must report state of residence for the maximum number of students possible. If you are unable to provide at least 20% of residences, you must enter an explanation.

- The number of students from **State Unknown** (FIPS Code 57) is expected to be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- **Applicable to public institutions only.** The total number of first-time, degree/certificate seeking undergraduate students in your institution's "home state" is expected to be greater than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- If you reported residence data for **First-time degree/certificate-seeking undergraduates** in **Part C**, you are also expected to report **First-time undergraduate students** (either full-time or part-time) in **Part A**.

### Freshman Residence (3 screens)

#### Applicable to institutions that answered No to the Part C Screening Question

On these screens you must report the number of first-time, degree/certificate-seeking undergraduate students enrolled in the institution (**column 1**) by **State of residence when student was first admitted**. This includes all states and US territories, along with additional "State Unknown" and "Foreign Countries" categories, each with its own unique 2-digit **FIPS Code**.

On the final screen in **Part C**, the system will determine the number of students with **Residence unknown/unreported** (FIPS Code 98) by subtracting the sum of all students entered in **column 1** from the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

The system will perform the following edits on the data entered:

- The number of students with **Residence unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the total number of students entered in **column 1** is greater than the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Residence unknown/unreported** must be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

**Note:** You must report state of residence for the maximum number of students possible. If you are unable to provide at least 20% of residences, you must enter an *explanation*.

- The number of students from **State Unknown** (FIPS Code 57) is expected to be less than 20% of the total number of first-time degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- **Applicable to public institutions only.** The total number of first-time, degree/certificate seeking undergraduate students in your institution's "home state" is expected to be greater than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- If you reported residence data for **First-time degree/certificate-seeking undergraduates** in **Part C**, you are also expected to report **First-time undergraduate students** (either full-time or part-time) in **Part A**.

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## Part E: Retention Rates

On this screen, you must report the retention rates for the **Full-time, first-time cohort** and the **Part-time, first-time cohort**.

**Note:** Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters report retention data on students enrolled in the institution at any time between August 1 and October 31.

### Full-time, first-time cohort retention

For the **Full-time** portion of this screen, you must report the number of students in the **Full-time, first-time Fall 2009 cohort**, as well as any **Exclusions from the cohort**. Once the screen is saved, the system will display the difference between the two in the **Adjusted cohort** field.

In addition, the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** must be reported in order to determine the **Full-time, first-time Fall 2009 cohort retention rate** percentage.

The system will perform the following edits on the data entered for the **Full-time** portion of this screen:

- The **Full-time, first-time Fall 2009 cohort** is expected to be within a 20% range of the **Preloaded cohort**.
- If the **Full-time, first-time Fall 2009 cohort** is greater than 0, then the **Exclusions from the cohort** must be less than 50% of all students in the **Full-time, first-time Fall 2009 cohort**.
- If the **Adjusted cohort** is greater than 0, then the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is expected to be greater than 0.
- The number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** must be less than the **Adjusted cohort**.
- The number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is expected to be greater than or equal to 15% of the **Adjusted cohort**.
- If the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is equal to the **Adjusted cohort**, then you must confirm a retention rate of 100% for that cohort.
- If you reported enrollment for full-time, first-time students in last year's Fall Enrollment survey, then you are expected to report full-time, first-time students on this screen. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you did not report enrollment for full-time, first-time students in last year's Fall Enrollment survey, then you are not expected to report full-time, first-time students on this screen. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

### Part-time, first-time cohort retention

For the **Part-time** portion of this screen, you must report the number of students in the **Part-time, first-time Fall 2009 cohort**, as well as any **Exclusions from the cohort**. Once the screen is saved, the system will display the difference between the two in the **Adjusted cohort** field.

In addition, the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** must be reported in order to determine the **Part-time, first-time Fall 2009 cohort retention rate** percentage.

The system will perform the following edits on the data entered for the **Part-time** portion of this screen:

- The **Part-time, first-time Fall 2009 cohort** is expected to be within a 20% range of the **Preloaded cohort**.
- If the **Part-time, first-time Fall 2009 cohort** is greater than 0, then the **Exclusions from the cohort** must be less than 50% of all students in the **Part-time, first-time Fall 2009 cohort**.
- If the **Adjusted cohort** is greater than 0, then the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is expected to be greater than 0.
- The number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** must be less than the **Adjusted cohort**.
- If the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is equal to the **Adjusted cohort**, then you must *confirm* a retention rate of 100% for that cohort.
- If you reported enrollment for part-time, first-time students in last year's Fall Enrollment survey, then you are expected to report part-time, first-time students on this screen. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you did not report enrollment for part-time, first-time students in last year's Fall Enrollment survey, then you are not expected to report part-time, first-time students on this screen. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

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## Part F: Student-to-Faculty Ratio

On this screen, you must report your institution's **Student-to-faculty ratio** (e.g., student-to-instructional staff ratio) for Fall 2010 using the ratio format provided. Additional resources are available, including the prior year student-to-faculty ratio, and a worksheet for assistance in determining your institution's student-to-faculty ratio.

**Note:** The student-to-faculty ratio and any accompanying context provided on this screen will be displayed on College Navigator.

The system will perform the following edits on the data entered:

- The ratio entered here is expected to be greater than 0 to 1.
- If the ratio entered is between 51 to 1 and 100 to 1, an *explanation* is required.
- If the ratio entered is greater than 100 to 1, a *fatal* error will occur.

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**2010-11 Survey Materials****Fall Enrollment 2010**

date: 12/9/2010

**Form: Fall Enrollment for public 2-year and less than 2-year nondegree-granting institutions**

## Part B Selection

Completion of Part B (Enrollment of Students by Age) is optional this year.

Do you wish to complete Part B this year? If you select 'Yes', you will see Part B and be expected to complete the screens. If you select 'No', you will skip Part B.

- Yes, I will complete Part B
- No, I will not complete Part B

You may use the space below to provide context for the data you've reported above.

Part A - Fall Enrollment for Full-Time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

**Full-time Undergraduate Students**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Students enrolled for credit	First-time, certificate-seeking	Other certificate-seeking	Non-certificate-seeking	Total, full-time undergraduate students
<b>Men</b>				
Nonresident alien				
Hispanic/Latino				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White				
Two or more races				
Race and ethnicity unknown				
<b>Total men</b>				
Total men prior year				
<b>Women</b>				
Nonresident alien				
Hispanic/Latino				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White				
Two or more races				
Race and ethnicity unknown				
<b>Total women</b>				
Total women prior year				
<b>Grand total (men+women)</b>				
Grand total (men+women) prior year				

Part A - Fall Enrollment for Part-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

**Part-time Undergraduate Students**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Students enrolled for <u>credit</u>	<u>First-time, certificate-seeking</u>	Other certificate-seeking	Non-certificate-seeking	Total, part-time undergraduate students
<b>Men</b>				
<u>Nonresident alien</u>				
<u>Hispanic/Latino</u>				
<u>American Indian or Alaska Native</u>				
<u>Asian</u>				
<u>Black or African American</u>				
<u>Native Hawaiian or Other Pacific Islander</u>				
<u>White</u>				
Two or more races				
<u>Race and ethnicity unknown</u>				
<b>Total men</b>				
Total men prior year				
<b>Women</b>				
<u>Nonresident alien</u>				
<u>Hispanic/Latino</u>				
<u>American Indian or Alaska Native</u>				
<u>Asian</u>				
<u>Black or African American</u>				
<u>Native Hawaiian or Other Pacific Islander</u>				
<u>White</u>				
Two or more races				
<u>Race and ethnicity unknown</u>				
<b>Total women</b>				
Total women prior year				
<b>Grand total (men+women)</b>				
Grand total (men+women) prior year				

Part A - Fall Enrollment Summary

Fall Enrollment Summary			
Students enrolled for credit	Total full-time students	Total part-time students	Grand total, all students
<b>Men</b>			
<u>Nonresident alien</u>			
<u>Hispanic/Latino</u>			
<u>American Indian or Alaska Native</u>			
<u>Asian</u>			
<u>Black or African American</u>			
<u>Native Hawaiian or Other Pacific Islander</u>			
<u>White</u>			
<u>Two or more races</u>			
<u>Race and ethnicity unknown</u>			
<b>Total men</b>			
<b>Women</b>			
<u>Nonresident alien</u>			
<u>Hispanic/Latino</u>			
<u>American Indian or Alaska Native</u>			
<u>Asian</u>			
<u>Black or African American</u>			
<u>Native Hawaiian or Other Pacific Islander</u>			
<u>White</u>			
<u>Two or more races</u>			
<u>Race and ethnicity unknown</u>			
<b>Total women</b>			
<b>Grand Total (men+women)</b>			

Part B: Fall Enrollment by Age and Gender for Full-time Undergraduate Students

**NOTE: These data are optional this year.**

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.**

**Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.**

Age	Full-time Undergraduate Students	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total full-time undergraduate students (from part A)		



Part B - Fall Enrollment by Age and Gender for Part-time Undergraduate Students

**NOTE: These data are optional this year.**

**Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.**

**Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.**

Age	Part-time Undergraduate Students	
	Men	Women
Under 18	<input type="text"/>	<input type="text"/>
18-19	<input type="text"/>	<input type="text"/>
20-21	<input type="text"/>	<input type="text"/>
22-24	<input type="text"/>	<input type="text"/>
25-29	<input type="text"/>	<input type="text"/>
30-34	<input type="text"/>	<input type="text"/>
35-39	<input type="text"/>	<input type="text"/>
40-49	<input type="text"/>	<input type="text"/>
50-64	<input type="text"/>	<input type="text"/>
65 and over	<input type="text"/>	<input type="text"/>
Age unknown/unreported		
Total part-time undergraduate students (from part A)		

Part C - High School Graduates

**Does your institution have any first-time, degree/certificate-seeking undergraduate students who graduated from high school or received their GED within the past 12 months?**

Yes, we have students who graduated high school or received their GED in the past 12 months.

No, we do not have any students who graduated high school or received their GED in the past 12 months.

**You may use the space below to provide context for the data you've reported above.**

--

Part C - Residence of First-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

State of residence when student was first admitted	FIPS Code	Total first-time, degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the past 12 months (2)
Alabama	01		
Alaska	02		
Arizona	04		
Arkansas	05		
California	06		
Colorado	08		
Connecticut	09		
Delaware	10		
District of Columbia	11		
Florida	12		
Georgia	13		
Hawaii	15		
Idaho	16		
Illinois	17		
Indiana	18		
Iowa	19		
Kansas	20		
Kentucky	21		
Louisiana	22		
Maine	23		

Part C - Residence of First-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and October 31, 2010.

State of <u>residence</u> when student was first admitted	FIPS Code	Total first-time, degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the <b>past 12 months</b> (2)
Maryland	24	<input type="text"/>	<input type="text"/>
Massachusetts	25	<input type="text"/>	<input type="text"/>
Michigan	26	<input type="text"/>	<input type="text"/>
Minnesota	27	<input type="text"/>	<input type="text"/>
Mississippi	28	<input type="text"/>	<input type="text"/>
Missouri	29	<input type="text"/>	<input type="text"/>
Montana	30	<input type="text"/>	<input type="text"/>
Nebraska	31	<input type="text"/>	<input type="text"/>
Nevada	32	<input type="text"/>	<input type="text"/>
New Hampshire	33	<input type="text"/>	<input type="text"/>
New Jersey	34	<input type="text"/>	<input type="text"/>
New Mexico	35	<input type="text"/>	<input type="text"/>
New York	36	<input type="text"/>	<input type="text"/>
North Carolina	37	<input type="text"/>	<input type="text"/>
North Dakota	38	<input type="text"/>	<input type="text"/>
Ohio	39	<input type="text"/>	<input type="text"/>
Oklahoma	40	<input type="text"/>	<input type="text"/>
Oregon	41	<input type="text"/>	<input type="text"/>
Pennsylvania	42	<input type="text"/>	<input type="text"/>
Rhode Island	44	<input type="text"/>	<input type="text"/>

Part C - Residence of First-time Undergraduate Students

Academic reporters report enrollment as of the institution's official fall reporting date or as of October 15, 2010.

Program reporters report students who were enrolled in the institution at any time between August 1 and

October 31, 2010.

State of residence when student was first admitted	FIPS Code	Total first-time, degree/certificate-seeking undergraduates (1)	Of students in column 1, those who graduated from high school OR received a GED in the past 12 months (2)
South Carolina	45		
South Dakota	46		
Tennessee	47		
Texas	48		
Utah	49		
Vermont	50		
Virginia	51		
Washington	53		
West Virginia	54		
Wisconsin	55		
Wyoming	56		
<u>State Unknown</u>	57		
American Samoa	60		
Federated States of Micronesia	64		
Guam	66		
Marshall Islands	68		
Northern Marianas	69		
Palau	70		
Puerto Rico	72		
Virgin Islands	78		
Foreign Countries	90		
Residence unknown/ unreported	98		
Total first-time, degree/certificate-seeking undergraduates (FT+PT from part A)			

Part E - First-Time Student Cohort Retention Rates

**Retention rates will be automatically calculated based on information provided by the institution.**

**Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters report retention data on students enrolled in the institution at any time between August 1 and October 31.**

**If there are no students to be reported in a cohort, please enter zero. Do not leave the field blank.**

**When reporting data below, remember to:**

- Include only **first-time** students in your full- and part-time cohorts. Do not include students who transferred into your institution.
- Determine student status (full- or part-time) using Fall 2009 status (e.g. if a student was part-time in Fall 2009, report them in the part-time cohort regardless of their Fall 2010 status).
- Report in the exclusions boxes the number of students from each cohort who left the institution for any of the following reasons: died or were totally and permanently disabled; to serve in the armed forces (including those called to active duty); to serve with a foreign aid service of the Federal Government (e.g. Peace Corps); or to serve on official church missions.

The system will subtract exclusions from the original cohorts and use adjusted cohorts for calculating retention rates.

**Retention rates will be calculated by the system after clicking 'Save.'**

	Preloaded cohort		Prior year data
<b>FULL-TIME, FIRST-TIME COHORT RETENTION:</b>			
Full-time, first-time Fall 2009 cohort		<input type="text"/>	
<u>Exclusions</u> from the cohort		<input type="text"/>	
<b>Adjusted</b> cohort			
Students from Fall 2009 cohort <b>still enrolled OR completed</b> as of Fall 2010		<input type="text"/>	
Full-time, first-time Fall 2009 cohort retention rate			% %
<b>PART-TIME, FIRST-TIME COHORT RETENTION:</b>			
Part-time, first-time Fall 2009 cohort		<input type="text"/>	
<u>Exclusions</u> from the cohort		<input type="text"/>	
<b>Adjusted</b> cohort			
Students from Fall 2009 cohort <b>still enrolled OR completed</b> as of Fall 2010		<input type="text"/>	
Part-time, first-time Fall 2009 cohort retention rate			% %

**You may use the space below to provide context for the data you've reported above.**


## Part F - Student-to-Faculty Ratio

Please provide your institution's student-to-faculty ratio (i.e., student-to-instructional staff) for Fall 2010. The student-to-faculty ratio and any accompanying context that is provided will be displayed on College Navigator.

Note: Logic in this item is similar to item I-2 from the Common Data Set data collection.

[Click here to use a worksheet to help you determine the student-to-faculty ratio](#)

Student-to-faculty ratio	<input type="text"/>	to 1
Student-to-faculty ratio prior year	<input type="text"/>	to 1

 You may use the space below to provide context for the data you've reported above.

These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part F - Less Than Four-Year Institutions and Four Year-Institutions Without Graduate Programs Worksheet

This worksheet is designed to help you determine your institution's student-to-faculty ratio.

Data entered on this worksheet will NOT be collected or saved. Therefore, please PRINT this screen if you would like to refer to the ratio calculation for your institution at a later time.

Note: The logic used for this calculation is similar to item I-2 from the Common Data Set data collection.

Students, Fall 2010

F1	Total full-time students from Part A		
F2	Total part-time students from Part A		
F3	Full-time equivalent of part-time students (Line F2 * 1/3)		
F4	Total full-time equivalent students (Line F1 + F3)		

Instructional Staff, Fall 2010

**FULL-TIME INSTRUCTIONAL STAFF:**

F5	Number of full-time instructional staff (as reported on EAP on the HR survey component, full-time, Line 1 Total + Line 2 Total)	<input type="text"/>	
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**Full-Time Instructional Staff Exclusion (Line F6):**

F6	<b>Full-Time Instructional Staff Exclusion:</b> Of the number of full-time instructional staff reported in Line F5, the number teaching exclusively <b>non-credit</b> courses	<input type="text"/>	
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F7	Total adjusted full-time instructional staff (Line F5 - F6)		
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**PART-TIME INSTRUCTIONAL STAFF:**

F8	Number of part-time instructional staff (as reported on EAP on the HR survey component, part-time, Line 1 Total + Line 2 Total)	<input type="text"/>	
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**Part-Time Instructional Staff Exclusion (Line F9):**

F9	Of the number of part-time instructional staff reported in Line F8, the number teaching exclusively <b>non-credit</b> courses	<input type="text"/>	
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**Part-Time Instructional Staff Addition (Line F10):**

F10	Number of administrators, or other staff not reported to IPEDS as instructors, that are teaching a credit course(s) in the academic year	<input type="text"/>	
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F11	Total adjusted part-time instructional staff (Line F8 - F9 + F10)		
-----	--	--	--

F12	Full-time equivalent of adjusted part-time instructional staff (Line F11 * 1/3)		
-----	--	--	--

F13	Total full-time equivalent instructional staff (Line F7 + F12)		
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F14	Student-to-faculty ratio (Line F4/F13)		to 1
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**2010-11 Survey Materials****Fall Enrollment Full Instructions**

date: 12/9/2010

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**Purpose of Survey**

The purpose of the Fall Enrollment component of IPEDS is to collect enrollment data for all students enrolled in credit-bearing courses/programs that could lead to awards ranging from postsecondary certificates of less than 1 year to doctoral degrees. Fall enrollment data are collected by level of student, enrollment status, gender and race/ethnicity. In addition, the Fall Enrollment component collects data on the institution's entering class, first-time student retention rates, and the student-to-faculty ratio. Every other year data on enrollment by nine selected fields of study are collected, as is residence and high school graduation status of first-time, first-year students. In opposite years, enrollment by student age is collected.

**Changes in Reporting**

- Institutions are now required to report using the new race/ethnicity categories. Using the new race/ethnicity categories was optional in the Spring 2009 and 2010 collections and is required in the current Spring 2011 collection.

- A column has been added back to Part A (Fall Enrollment by Attendance Status, Gender and Race/Ethnicity) so public, non-degree granting institutions will report first-time certificate-seeking students; all other certificate-seeking students; and non-certificate-seeking students separately.

In an effort to simplify Part A for non-degree granting institutions, only two columns were required (first time certificate-seeking; and all other students) in Part A of the Spring 2010 collection. It was then determined that combining certificate-seeking and non-certificate-seeking students together in the "all other students" column resulted in the loss of an important distinction to the public sector of non-degree granting institutions, who often serve many non-certificate-seeking students (including dually enrolled high school students). As a result, a column was added back to Part A this year to once again allow for the distinction between certificate-seeking and non-certificate-seeking students.

## General Instructions

### Reporting Period Covered

For institutions operating on a traditional academic year calendar (semester, trimester, quarter, 4-1-4, or other academic year), fall enrollment should be reported as of the institution's official fall reporting date or October 15. For institutions operating on a calendar that differs by program or that enrolls students on a continuous basis (referred to as program reporters), fall enrollment is reported for students enrolled any time during the period August 1 and October 31.

### Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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## Coverage

### Who to Include

Student to **include** in this report:

- Students enrolled in courses **creditable** toward a diploma, certificate, degree, or other formal award, **including** those enrolled in off-campus centers
- High school students taking regular college courses for credit
- Full-time students taking remedial courses **IF** the student is considered degree-seeking for the purpose of student financial aid determination
- Students from overseas enrolled in U.S. courses for credit (e.g., online students)

### Who to Exclude

Students to **exclude** from this component:

- Students enrolled exclusively in courses **not creditable** toward a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes
- Any student studying abroad (e.g., at a foreign university) if their enrollment at the 'home' institution is **only** an administrative record and the fee is nominal
- Students in any branch campus located in a foreign country

## Where to Get Help

### IPEDS Data Collection Help Desk

Phone: 1-877-225-2568  
Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### AIR Website

You can also consult the [AIR website](#) that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

### IPEDS Resources Page

In addition, the [IPEDS Resources Page](#) contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

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## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Reporting Directions

## Screening Questions

Before entering any data, a screening question will need to be answered.

### Part B Selection.

Part B (Enrollment by Age) is optional this year. Indicate whether or not you will complete Part B of the Fall Enrollment survey component this year.

## Reporting Persons by Racial/Ethnic Category

### Reporting Persons by Racial/Ethnic Category- New categories (1997 OMB)

This information is being collected in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Sec. 421(a)(1) of the Carl D. Perkins Vocational Education Act. These instructions correspond with the Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education, published in the Federal Register on October 19, 2007.

**Method of collection** - Institutions must collect race and ethnicity information using a 2-question format. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Institutions should allow students and staff to self-identify their race and ethnicity. For further details on the guidance for collecting data, please see the full Federal Register notice.

**Method of reporting aggregate data** - Institutions must report aggregate data to the U.S. Department of Education using the NINE categories below. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

- Hispanic or Latino, regardless of race

For Non-Hispanic/Latino individuals:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races

In addition, the following categories may be used:

- Nonresident alien
- Race and ethnicity unknown

**Racial/ethnic descriptions** - Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are:

- Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaska Native- A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American- A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

## Other descriptive categories

- **Nonresident alien** - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- **Race and ethnicity unknown** - This category is used only if the person did not select EITHER a racial or ethnic designation.

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## Part A - Full-Time Undergraduate Students

**Include all students enrolled in courses creditable toward a certificate or other formal award.**

### Full-time, first-time certificate-seeking students

In column 1, report those students who have never attended another college or other postsecondary institution prior to enrollment. **Do** include:

- Students enrolled in the fall term who attended college for the first time in the prior summer session
- Students who entered with advanced standing (any college credits earned before graduation from high school).

**Program Reporters** - Include students who entered your institution for the first time between August 1, 2010 and October 31, 2010 if they have never previously been enrolled in any other postsecondary institution before. In order to be considered degree/certificate-seeking, students must be enrolled in courses for credit and be recognized by the institution as seeking a degree or other formal award. **Note:** All students eligible to receive federal student financial aid are to be considered degree/certificate-seeking.

**Academic Reporters** - Note that counts reported in column 1 define the initial cohort for reporting graduation rates to meet Student Right-to-Know purposes. Students reported in this group will appear as a cohort on the Graduation Rate Survey (GRS) in the reporting year appropriate for your institution. The number of students reported in column 1 will also appear in Part D to be used in determining the percentage of the entering class represented by the cohort.

### All other full-time undergraduate students

In column 2, report the total number of all other (i.e. not first-time) full-time certificate-seeking undergraduate students. This includes any transfers-in and continuing certificate-seeking students. **DO NOT** include students who are not considered certificate-seeking by the institution, even though they may be enrolled for credit.

### Non-certificate-seeking full-time undergraduates

In column 3, report the total number of full-time non-certificate-seeking undergraduates. Examples of non-certificate-seeking students would be high school students enrolled in creditable courses prior to high school graduation, or those enrolled in creditable courses who for some reason are not seeking a certificate.

Once you save the data by clicking the 'Verify and Save' button, the 'Total full-time undergraduates' (column 4) will be calculated by the system and numbers will appear on the screen.

## Part A: Part-time Undergraduate Students

Report part-time students using the same definitions and instructions provided for full-time undergraduate students.

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## Part B: Enrollment of Students By Age

**Part B is optional this year.** This part is required in odd-numbered years.

This distribution of students should include all students reported in Part A. All previously covered instructions regarding reporting period, students to include, and categorization of students by attendance status (full- or part-time) apply to this part.

### Age of students

Use institutional records to calculate age as of the institution's official fall reporting date (on or about October 15).

The totals by gender for each attendance status (full- or part-time) and student level (undergraduate or graduate) will be carried forward from the corresponding Part A (Summary) totals. When the Part B and Part A totals do not agree, the "Age unknown/unreported" is calculated.

**Note:** If the Part B student count total is larger than the total carried forward from Part A (resulting in a negative value), a fatal error results. You should reexamine both the age data and comparable portion of Part A to detect the problem and make appropriate corrections.

## Part C: Residence of First-time Certificate-Seeking Undergraduate Students

**Part C is mandatory this year.** This part is required in even-numbered years only.

This distribution of students should include all the **first-time, certificate-seeking undergraduate students** reported in Part A. All previously covered instructions regarding reporting period and students to include apply to this part.

### High School Graduates Screening Question

Part C begins with a screening question to determine whether or not your institution has first-time certificate-seeking undergraduate students that graduated from high school or received their GED within the past 12 months. If the answer is 'Yes', then 2 columns will be reported in Part C, one for all first-time certificate-seeking undergraduates and one for those first-time certificate-seeking undergraduates who graduated from high school or received their GED in the past 12 months. If the answer is 'No', then only one column for all first-time certificate-seeking undergraduates will display in Part C.

### State of residence

Use the state identified by the student as his/her permanent address at the time of application to the institution. This may be the legal residence of a parent or guardian, or the state in which a student has a driver's license or is registered to vote. It is not necessarily the state in which the student's high school is located.

### Total first-time undergraduate students

Report all first-time certificate-seeking undergraduate students, both full-time and part-time, by state of residence. Include students that graduated high school in any year and students entering the institution with a GED or without a high school diploma. The system will sum the first-time, certificate-seeking undergraduate students from Part A (full-time + part-time) and enter this number in the Part C total line, column (1). If the sum of the details reported in column (1), lines 1-90, do not agree with this total, the "Residence unknown/unreported" (line 98) will be calculated. Note: When the sum of students by residence is larger than the total brought from Part A (resulting in a negative value), a fatal error results. You should reexamine both the residence data and comparable portion of Part A to detect the problem and make appropriate corrections.

If your institution responded 'Yes' to the screening question, students from column (1) who graduated from high school or received a GED within the previous 12 months are to be reported again by their state of residence in column (2).

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## Part E: Retention Rates

Retention rates examine the percentage of first-time degree/certificate seeking students enrolled in the fall of the prior year (including those enrolled for the first time the preceding summer session and those whose intent was not known upon entry to the institution) that have continued to the fall of the current year.

**Academic reporters** (institutions operating under a traditional academic year calendar such as a semester, trimester, or quarter system) report retention data as of the institution's official fall reporting date or as of October 15. **Program reporters** (institutions operating under a calendar that differs by program or that enroll students on a continuous basis) report retention data based on students who were enrolled in the institution at any time between August 1 and October 31.

Institutions must report the following information for **both full- and part-time** students:

- Full- and part-time, **first-time** degree/certificate-seeking Fall 2009 cohorts (Note: Do not include students who transferred into the institution. Student status (full- or part-time) should be based on the student's Fall 2009 status.)
- Exclusions from each of these cohorts (see below for allowable exclusions)
- Number of students from these cohorts who are **still enrolled or completed as of Fall 2010** (students still enrolled + students who have completed their program by Fall 2010). Program reporters should report students from the Fall 2009 cohorts who are still enrolled or completed as of August 1, 2010.

(Include students who were enrolled continuously from Fall 2009 through Fall 2010 and students that re-enrolled in the Fall 2010).

### Exclusions:

Institutions can report (as exclusions) the number of students who left the institution for any of the following reasons:

- Died or were totally and permanently disabled
- To serve in the armed forces (including those called to active duty)
- To serve with a foreign aid service of the Federal Government (e.g., Peace Corps)
- To serve on official church missions

The system will compute an **adjusted** cohort by subtracting the student exclusions from the cohort prior to calculating the retention rate. Retention rates (for both full- and part-time) will be computed by the system after clicking 'Save.' The retention rate is calculated as (Students from the Fall 2009 cohort still enrolled as of Fall 2010/Adjusted Fall 2009 cohort)\*100.

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## Part F: Student-to-Faculty Ratio

**Graduate only institutions are not required to complete Part F.**

Report the student-to-faculty ratio for undergraduate programs at your institution. A worksheet is available to help determine your institution's ratio. Click on the link from the Part F screen to access the worksheet.

## Worksheet for Less Than Four-Year Institutions and Four-Year Institutions without Graduate or Professional Programs

The worksheet is designed to help institutions determine their student-to-faculty ratio. Data entered on the worksheet will **NOT** be collected or saved. Make sure to **print** the screen in order to refer to the ratio calculation for your institution at a later time.

Please note: The logic used in this calculation is similar to that of item I-2 from the Common Data Set data collection.

### FULL- AND PART-TIME STUDENT DATA:

All student data on the worksheet is either carried forward from Part A or a calculated field.

**Lines F1 and F2.** Total full-time and total part-time students.

The total number of full- and part-time students are carried forward from Part A.

**Line F3.** A full-time equivalent (FTE) of the part-time student count.

The FTE will be calculated as line F2 (total part-time student count) \* 1/3.

**Line F4.** Total FTE students.

This is calculated as the sum of lines F1 (total full-time students) and F3 (FTE of part-time students). Line F4 is used in the ratio calculation.

### FULL-AND PART-TIME INSTRUCTIONAL STAFF DATA:

Lines F5 and F8 should be reported based on data your institution is reporting in the Winter collection in the Employees by Assigned Position (EAP), non-medical school, sections of the HR component. Please work together with the appropriate staff at your institution to ensure that the EAP data used on this worksheet and that reported in the HR component are the same.

**In line F5,** report the total number of full-time instructional staff as reported in Part A of the EAP, full-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).

**In line F8,** report the total number of part-time instructional staff as reported in Part B of the EAP, part-time non-medical school, section, line 1 (Primarily instruction) plus line 2 (Instruction/research/public service).

### Instructional Staff Exclusion for Non-Credit Instructors:

**In line F6,** report the number of full-time instructional staff reported in line F5 that are teaching exclusively non-credit courses.

**In line F9,** report the number of part-time instructional staff reported in line F8 that are teaching exclusively non-credit courses.

For institutions that have a large amount of non-credit activity, the above exclusions will better align the student data with the instructional staff data being used in the ratio.

### Part-Time Instructional Staff Addition:

**In line F10,** report the number of administrators or other staff **NOT** reported to IPEDS as instructors (and therefore not included in the EAP count reported in line F8) that are teaching a credit course in the academic year.

For institutions that have administrators and other professionals on staff that are not reported to IPEDS as instructors (because it is not their "primary function") but they teach credit courses throughout the year, the above allowable addition will produce a more accurate ratio.

With the above instructional staff exclusions and part-time instructional staff addition information above, the system will compute the following on the worksheet:

**Line F7.** Total adjusted full-time instructional staff.



The adjusted full-time instructional staff is the total full-time instructional staff, excluding those teaching exclusively non-credit classes. The system will calculate line F7 as line F5 (total full-time instructional staff as reported on EAP) minus line F6 (total full-time instructional staff teaching exclusively non-credit courses).

**Line F11.** Total adjusted part-time instructional staff.

The adjusted part-time instructional staff is the total part-time instructional staff, excluding those teaching exclusively non-credit classes, and adding those administrators and other staff teaching credit courses. The system will calculate line F11 as line F8 (total part-time instructional staff as reported on EAP) minus line F9 (total part-time instructional staff teaching exclusively non-credit courses) + line F10 (administrators and other staff teaching credit courses).

**Line F12.** Total FTE of adjusted part-time instructional staff.

The FTE will be calculated as line F11 (total adjusted part-time instructional staff) \* 1/3.

**Line F13.** Total FTE of adjusted instructional staff.

This is calculated as the sum of lines F7 (total adjusted full-time instructional staff) and F12 (FTE of total adjusted part-time instructional staff). Line F13 is used in the ratio calculation.

**Line F14. Student-to-faculty ratio.**

The ratio will be calculated by the system as line F4 (total adjusted FTE students) divided by line F13 (total adjusted FTE instructional staff). The ratio will be displayed on the worksheet as xxx to 1.

**The calculated ratio can then be entered onto the Part F (Student-to-Faculty Ratio) screen.**

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Term	Definition
Adjusted cohort	The result of removing any allowable exclusions from a cohort (or subcohort). For the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; for the Fall Enrollment component, it is the cohort for calculating retention rate.
American Indian or Alaska Native (new definition)	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
Asian (new definition)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Audit/auditing (a class)	Term used when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other formal award.
Black or African American (new definition)	A person having origins in any of the black racial groups of Africa.
Cohort	A specific group of students established for tracking purposes.
Credit	Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
Credit course	A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.
Degree/certificate-seeking students	Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Dual credit	A program through which high school students are enrolled in Advanced Placement (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college credits .
Dual enrollment	A program through which high school students may enroll in college courses while still enrolled in high school. Students are not required to apply for admission to the college in order to participate.
Exclusions	Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates and Fall Enrollment retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.
First-time student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
Full-time student	Undergraduate—A student enrolled for 12 or more semester credits , or 12 or more quarter credits, or 24 or more contact hours a week each term. Graduate—A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution. Doctor's degree - Professional practice — As defined by the institution.
High school diploma or recognized equivalent	A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the GED or another state specified examination.
Hispanic or Latino (new definition)	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Native Hawaiian or Other Pacific Islander (new definition)	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Non-degree-seeking student	A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.
Noncredit course	A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.
Nonresident alien	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
Official fall reporting date	The date (in the fall) on which an institution must report fall enrollment data to either the state, its board of trustees or governing board, or some other external governing body.
Part-time student	Undergraduate—A student enrolled for either less than 12 semester or quarter credits, or less than 24 contact hours a week each term. Graduate—A student enrolled for less than 9 semester or quarter credits.
Race/ethnicity (new definition)	<p>Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. Individuals are asked to first designate ethnicity as:</p> <ul style="list-style-type: none"> <li>• Hispanic or Latino or</li> </ul>

	<ul style="list-style-type: none"> <li>• Not Hispanic or Latino</li> </ul> <p>Second, individuals are asked to indicate all races that apply among the following:</p> <ul style="list-style-type: none"> <li>• American Indian or Alaska Native</li> <li>• Asian</li> <li>• Black or African American</li> <li>• Native Hawaiian or Other Pacific Islander</li> <li>• White</li> </ul>
Race/ethnicity unknown	The category used to report students or employees whose race and ethnicity are not known.
Remedial courses	Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Residence	A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.
Retention rate	A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall.
State of residence	A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, state of residence may be the legal state of residence of a parent or guardian.
State unknown	Status used when the reporting institution is unable to determine from existing records the home state or residence of the student.
Student-to-faculty ratio	<p>The ratio of FTE students to FTE instructional staff, i.e., students divided by staff.</p> <p>Students enrolled in "stand-alone" graduate or professional programs and instructional staff teaching in these programs are <b>excluded</b> from both full-time and part-time counts.</p> <p>"Stand-alone" graduate or professional programs are those programs such as medicine, law, veterinary, dentistry, social work, or public health, in which faculty teach virtually only graduate-level students (also referred to as "independent" programs).</p> <p>Each FTE value is equal to the number of full-time students/staff plus 1/3 the number of part-time students/staff.</p>
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.
Summer session	A summer session is shorter than a regular session and is not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have two or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.
Undergraduate	A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.
White (new definition)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**2010-11 Survey Materials****Fall Enrollment**

date: 12/9/2010

**FAQs**

Click one of the following questions to view the answer.

**General**

- [1\) Should I report students enrolled in non-credit courses as non-degree/certificate-seeking?](#)
- [2\) How do I determine whether students enrolled for credit, but that have not indicated intent, are degree/certificate-seeking?](#)
- [3\) My institution operates on a program basis; students enroll throughout the year. If I use October 15th as the date for counting fall enrollment, only a fraction of my actual students are reported. Is that OK?](#)
- [4\) My institution has begun allowing students to study abroad for a semester. Should these students be included in our IPEDS report?](#)
- [5\) Should I include graduate students enrolled in thesis credits in enrollment numbers, even if they are enrolled in a zero credit placeholder course?](#)
- [6\) In the past I reported first-professional students on this component. Why is there no screen for reporting first-professional students?](#)

**Fall Enrollment by race/ethnicity and gender (Part A)**

- [1\) Where do I report undergraduate students who enrolled at my institution for the first time this fall, but already have credits from another institution earned during the previous summer and while attending high school?](#)
- [2\) My institution does not have any degree programs; our programs are certificate only. Should all my undergraduate enrollment be considered non-degree/certificate-seeking?](#)
- [3\) Where should I report students in Part A if I do not know whether or not they are first-time?](#)
- [4\) Where, in Part A, do I report students who are seeking a second baccalaureate degree?](#)
- [5\) I have med-tech students enrolled in a level 6 \(postbaccalaureate\) program. My institution considers them to be undergraduate students. Where should I report them for IPEDS?](#)
- [6\) In years when enrollment is collected for selected fields, how do I report first/second year undergraduates who have not declared a major?](#)
- [7\) What do I do if my institution does not have any students in the program areas listed on the CIP selection screen?](#)
- [8\) How do I report students in program areas that do not appear on the CIP selection screen?](#)
- [9\) How do I report foreign students living outside the U.S. who are enrolled in my institution?](#)
- [10\) How do I report a student who earned college credit while in high school \(a dual enrolled student\) and has now graduated high school and enrolled in my institution in the Fall?](#)
- [11\) How do I report a high school student who is enrolled at my institution for credit \(a dual enrolled student\)?](#)

**Fall Enrollment by age and gender (Part B)**

- [1\) When reporting enrollment by age, how do I report students whose ages are unknown? I am not able to enter a number in the "Age unknown/unreported" box.](#)
- [2\) My institution uses age range categories that differ from the ones IPEDS uses in Part B. What should I do?](#)

**Residence of first-time students (Part C)**

- [1\) Some first-time undergraduates at my institution are children whose parents are in foreign countries \(e.g., military/diplomatic service\). When reporting residence and migration data, what location should I use?](#)

**Total entering class (Part D)**

- [1\) What is the difference between our full-time, first-time degree/certificate-seeking cohort \(GRS cohort\) and the entering students calculated in Part D?](#)

**Retention Rates (Part E)**

- [1\) How do I report students who changed attendance status \(part-time to full-time OR full-time to part-time\) between one fall to the next on the retention rate screen?](#)
- [2\) Can students on a leave of absence from the institution be considered retained?](#)

**Student-to-Faculty Ratio (Part F)**

- [1\) How do I calculate my institution's student-to-faculty ratio?](#)
- [2\) Can you provide an example of a stand-alone graduate or first-professional program \(a program such as medicine, law, veterinary, or dentistry in which faculty teach virtually only graduate-level students\)?](#)
- [3\) My institution has graduate and/or doctors-professional practice programs but does not have any "stand-alone" programs. What should I enter on the student and faculty exclusion line items related to these types of programs on the worksheet for Part F?](#)

**Answers:****General**

- 1) Should I report students enrolled in non-credit courses as non-degree/certificate-seeking?**

No. Only students enrolled *for credit* should be reported. Credit is defined as "recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award." Enrollment reported in non-degree/certificate-seeking refers to students who are enrolled in creditable programs but are not seeking the degree or other formal award. You should **not** report any of the following:

- Students enrolled exclusively in courses **not creditable** toward a formal award
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes
- Residents or interns in Doctor's - professional practice (previously first-professional), since they have already received their Doctor's degree
- Students studying abroad (i.e., at a foreign university) if their enrollment at the 'home' institution is **only** an administrative record and the fee is nominal
- Students in any branch campus located in a foreign country

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**2) How do I determine whether students enrolled for credit, but that have not indicated intent, are degree/certificate-seeking?**

If the student has not indicated any intent but is applying for Title IV financial assistance, the student would be assumed to be degree/certificate-seeking.

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**3) My institution operates on a program basis; students enroll throughout the year. If I use October 15th as the date for counting fall enrollment, only a fraction of my actual students are reported. Is that OK?**

Program reporters should use the period of August 1 to October 31 to measure fall enrollment. If a student enrolls or remains enrolled at any time during that period, the student is included in the fall enrollment counts.

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**4) My institution has begun allowing students to study abroad for a semester. Should these students be included in our IPEDS report?**

If the students enroll in your institution, pay tuition there, and attend classes in a foreign country for a short period of time, they should be included in your institution's enrollment report. If your institution serves only an administrative function and the fee the student pays to your institution is nominal, then do not include these students in your report.

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**5) Should I include graduate students enrolled in thesis credits in enrollment numbers, even if they are enrolled in a zero credit placeholder course?**

You should include these students in your enrollment counts, as they have not yet completed a program.

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**6) In the past I reported first-professional students on this component. Why is there no screen for reporting first-professional students?**

Institutions are now required to use the new postbaccalaureate degree categories (eliminating the first-professional category and reclassifying those programs). In parts A and B, all postbaccalaureate students are to be reported as graduate students (including students formerly reported as first-professional).

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## **Fall Enrollment by race/ethnicity and gender (Part A)**

**1) Where do I report undergraduate students who enrolled at my institution for the first time this fall, but already have credits from another institution earned during the previous summer and while attending high school?**

They should be included with the first-time undergraduates (either full- or part-time). The collection pages have been changed to clarify which students should be reported, and no longer includes the term "first-year."

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**2) My institution does not have any degree programs; our programs are certificate only. Should all my undergraduate enrollment be considered non-degree/certificate-seeking?**

No. Enrollment of **all** undergraduate students seeking *either* degrees *or* other certificates should be reported as either first-time, transfer-in, or other.

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**3) Where should I report students in Part A if I do not know whether or not they are first-time?**

If this is not indicated directly and the student does not enroll with prior credits or transcription from another institution, assume the student is first-time.

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**4) Where, in Part A, do I report students who are seeking a second baccalaureate degree?**

Report these students in the column labeled "Continuing" degree/certificate-seeking students (column 3). This column is intended to capture all degree/certificate-seeking undergraduate students who are not first-time and did not transfer-in to the institution in that Fall.

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**5) I have med-tech students enrolled in a level 6 (postbaccalaureate) program. My institution considers them to be undergraduate students. Where should I report them for IPEDS?**

If this program requires a student to have a bachelor's degree in order to enroll, the students should be reported as graduate students. Otherwise, they may be reported with the undergraduates.

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**6) In years when enrollment is collected for selected fields, how do I report first/second year undergraduates who have not declared a major?**

These students should only be reported on the "Summary Screens" (CIP 99.0000) of Part A, where all students enrolled for credit (regardless of field of study) are reported.

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**7) What do I do if my institution does not have any students in the program areas listed on the CIP selection screen?**

Select the "None of the above" and enter total fall enrollment in the "Summary" portion.

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**8) How do I report students in program areas that do not appear on the CIP selection screen?**

The program areas on the CIP selection screen are the only ones for which enrollment is collected. Include the students in other programs, along with students in the requested programs, in the "Summary" portion.

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**9) How do I report foreign students living outside the U.S. who are enrolled in my institution?**

There has been no change to how these students should be reported. Foreign students living outside the U.S., such as a foreign student living outside the U.S. who is enrolled in distance education at your institution, should be classified in the Race/Ethnicity Unknown category. Only U.S. citizens are to be categorized in the specific Race/Ethnicity categories. The non-resident alien category is reserved specifically for students that are in the U.S. under that specific legal status.

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**10) How do I report a student who earned college credit while in high school (a dual enrolled student) and has now graduated high school and enrolled in my institution in the Fall?**

If the college credit was earned prior to the student graduating high school, then this student would be considered a first-time student in the Fall. The definition of "first-time" allows for students to still be classified as first-time if the college credit they have previously earned was prior to their high school graduation.

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**11) How do I report a high school student who is enrolled at my institution for credit (a dual enrolled student)?**

This student would be reported as non-degree/certificate-seeking. Prior to graduating high school, a student is non-degree/certificate-seeking. Once the student graduates high school they can be classified as degree/certificate-seeking, if appropriate.

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## **Fall Enrollment by age and gender (Part B)**

**1) When reporting enrollment by age, how do I report students whose ages are unknown? I am not able to enter a number in the "Age unknown/unreported" box.**

The number of students for that category will be computed by the system, by taking the difference between the sum of students reported by age category and the corresponding total enrollment reported in Part A. If this number is negative, it will result in a fatal error and you will need to make appropriate edits.

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**2) My institution uses age range categories that differ from the ones IPEDS uses in Part B. What should I do?**

In order to have consistent data from all institutions, IPEDS must use the standard age categories. Use the students' dates of birth to report the enrollment by IPEDS age categories.

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## **Residence of first-time students (Part C)**

**1) Some first-time undergraduates at my institution are children whose parents are in foreign countries (e.g., military/diplomatic service). When reporting residence and migration data, what location should I use?**

The home state could be the student's or parent's official home state, the state where they are registered to vote or pay taxes, or the state issuing their driver's license. If no such information is available, they would be reported under "State unknown"(57).

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## **Total entering class (Part D)**

**1) What is the difference between our full-time, first-time degree/certificate-seeking cohort (GRS cohort) and the entering students calculated in Part D?**

In addition to all the students in your full-time, first-time degree/certificate-seeking cohort, the undergraduate entering student total includes part-time students of the same criteria as well as transfers-in and full- and part-time non-degree/certificate-seeking students that are new to your institution in the Fall (entering students).

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## **Retention Rates (Part E)**

**1) How do I report students who changed attendance status (part-time to full-time OR full-time to part-time) between one fall to the next on the retention rate screen?**

Report students based on their attendance status in the fall the cohort was based on, even if that status changed in the following fall.

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**2) Can students on a leave of absence from the institution be considered retained?**

No. Students must be enrolled *for credit* at the institution in the Fall to be considered retained from the previous fall.

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## **Student-to-Faculty Ratio (Part F)**

**1) How do I calculate my institution's student-to-faculty ratio?**

A worksheet has been provided to guide the process of calculating the student-to-faculty ratio for your institution. The worksheet can be accessed from the Part F screen in the Data Collection System.

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**2) Can you provide an example of a stand-alone graduate or first-professional program (a program such as medicine, law, veterinary, or dentistry in which faculty teach virtually only graduate-level students)?**

An example of a program that would fall into this category is a school of medicine that only awards degrees/certificates at the graduate and professional level and therefore its faculty exclusively (or in some cases almost exclusively) teach graduate and professional students. Programs that are "stand-alone" graduate programs may have some undergraduate students enrolled in their courses, however a "stand-alone" graduate program would only award degrees/certificates at the graduate level. An example of a graduate program that would not meet this criteria is a school of business that has an undergraduate and graduate program and therefore enrolls both types of students and awards degrees/certificates at both levels. Further, the faculty would teach a mix of undergraduate and graduate students. Excluding "stand-alone" graduate and/or professional programs is intended to make the student-to-faculty ratio closer to an undergraduate student-to-faculty ratio than it would be if these programs were included in the calculation, without overburdening institutions.

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**3) My institution has graduate and/or doctors-professional practice programs but does not have any "stand-alone" programs. What should I enter on the student and faculty exclusion line items related to these types of programs on the worksheet for Part F?**

If your institution does not have any "stand-alone" graduate or professional programs, then enter 0 for students and 0 for faculty in the lines for these types of programs. Most institutions do not have these types of graduate or professional programs, so entering 0 in those lines will be fairly common.

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**2010-11 Survey Materials**

date: 12/9/2010

**Narrative Edits for Fall Enrollment for non-degree-granting institutions****Edit specifications for the 2010-11 IPEDS Web-Based Data Collection  
Fall Enrollment (EF) Component**

**Note:** The specifications in this document apply to the institutions listed above. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

*All screens must be completed in order to lock the survey.*

Screening QuestionPart A: Enrollment of Students by Race/EthnicityPart B: Enrollment of Students by AgePart C: ResidencePart E: Retention RatesPart F: Student-to-Faculty Ratio**Screening Question**

You must respond to the following screening question. The answer given here will determine which screens your institution is shown.

**Part B Selection**

Completion of **Part B: Enrollment of Students By Age** is optional for this reporting year. Before continuing, you must indicate the following:

- Do you wish to complete Part B this year?
  - If you respond **Yes** to the question above, you are required to complete all screens in **Part B**; if you respond **No**, then **Part B** will not be displayed.

[Top](#)**Part A: Fall Enrollment by Student Level, Race/Ethnicity and Gender****Full-Time Undergraduate Students**

**Applicable to institutions that reported full-time undergraduate student enrollment in the IC Header survey**

On this screen, you must report the number of full-time undergraduate students from the following categories that are enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

**Private institutions:**

- First-time, certificate seeking
- All Other

**Private institutions:**

- First-time, certificate seeking



- Other certificate-seeking
- Non-certificate-seeking

Based on the data entered, the system will calculate the total number of full-time undergraduate students enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for **Total full-time undergraduate students** must be greater than 0.
- If your institution reported that it enrolls full-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you must report students of this type here. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.  
**Note:**  
  - **Academic Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time in the fall of the current year (or the summer immediately preceding).
  - **Program Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time between August 1 and October 31 of the current year.
- If your institution reported that it does not enroll full-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you are not expected to report this type of student here. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.  
**Note: See the reporting specifications above.**
- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time certificate-seeking** students reported in the prior year is between 1 and 100.
- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time certificate-seeking** students reported in the prior year is greater than 100.
- For each gender category, the total number of **full-time undergraduate students** is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **full-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **full-time undergraduate students** reported in the prior year is between 1 and 100.
- For each gender category, the total number of **full-time undergraduate students** is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **full-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **full-time undergraduate students** reported in the prior year is greater than 100.

### Part-Time Undergraduate Students

**Applicable to institutions that reported part-time undergraduate student enrollment in the IC Header survey**

On this screen, you must report the number of part-time undergraduate students from the following categories who are enrolled in creditable courses at the institution for each applicable race/ethnicity and gender category.

#### Private institutions:

- First-time, certificate seeking
- All Other

#### Private institutions:

- First-time, certificate seeking
- Other certificate-seeking
- Non-certificate-seeking

Based on the data entered, the system will calculate the total number of part-time undergraduate students enrolled for credit by race/ethnicity and gender.

In addition, for each column of data, the system will calculate the total number of men, total number of women, and grand total (men + women) enrolled for credit by student type.

The system will perform the following edits on the data entered:

- The calculated grand total (men + women) for **Total part-time undergraduate students must be greater than 0.**
- If your institution reported that it enrolls part-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you must report students of this type here. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.  
**Note:**
  - **Academic Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time in the fall of the current year (or the summer immediately preceding).
  - **Program Reporters** Students should ONLY be considered **First-time** if they enrolled in the institution for the first time between August 1 and October 31 of the current year.
- If your institution reported that it does not enroll part-time, first-time degree/certificate-seeking undergraduates in Part B of the IC Header survey, you are not expected to report this type of student here. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.  
**Note: See the reporting specifications given above.**
- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time certificate-seeking** students reported in the prior year is between 1 and 100.
- For each gender category, the total number of **First-time certificate-seeking** students is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **First-time certificate-seeking** students reported in the current OR prior year is greater than 30; and
  - the total number of **First-time certificate-seeking** students reported in the prior year is greater than 100.
- For each gender category, the total number of **part-time undergraduate students** is expected to be within a 50% range of the **prior year** value, if the following statements are true:
  - the total number of **part-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **part-time undergraduate students** reported in the prior year is between 1 and 100.
- For each gender category, the total number of **part-time undergraduate students** is expected to be within a 20% range of the **prior year** value, if the following statements are true:
  - the total number of **part-time undergraduate students** reported in the current OR prior year is greater than 30; and
  - the total number of **part-time undergraduate students** reported in the prior year is greater than 100.

## Fall Enrollment Summary

This screen displays a summary of the data reported in **Part A** of this survey, including **Total full-time students**, **Total part-time students**, and **Grand total, all students** enrolled at the institution by race/ethnicity and gender.

The system will perform the following edits on the data entered:

- The calculated **Grand Total (men + women)** enrolled must be greater than 0.
- For each race/ethnicity category where the current and prior year values are greater than 0, the system will calculate the percentage of **Total men** (full-time + part-time) that are from that category in both the current and prior year. The current year derived percentage must be within 20% of the prior year derived percentage; otherwise, you must *confirm* that the current year value is correct.
- For each race/ethnicity category where the current and prior year values are greater than 0, the system will calculate the percentage of **Total women** (full-time + part-time) that are from that category in both the current and prior year. The current year derived percentage must be within 20% of the prior year derived percentage; otherwise, you must *confirm* that the current year value is correct.

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## Part B: Fall Enrollment by Age and Gender

## Applicable to institutions that answered Yes to the Part B Selection screening question at the beginning of the survey

In **Part B** you must report the number of students enrolled for credit at the institution by age distribution and gender for each of the following student types (as applicable based on enrollment reported in the IC Header survey):

- Full-time undergraduate
- Part-time undergraduate

For each applicable type of student, the system will calculate the total number of students reported in **Part B** by gender and subtract this value from the corresponding total from **Part A** to determine the number of students with **Age unknown/unreported**.

The system will perform the following edits on the data entered for each applicable student type:

- If the number of **Men** reported is greater than 0, then you are expected to report enrollment for the corresponding student type in **Part A**.
- If the number of **Women** reported is greater than 0, then you are expected to report enrollment for the corresponding student type in **Part A**.
- The number of full-time undergraduate students with **Age unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the sum of men and women from all age groups is greater than the number of students reported for the corresponding student type in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Age unknown/unreported** must be less than 20% of the number of students reported for the corresponding student type in **Part A**.

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## Part C: Residence

### Screening Question

You must answer **Yes** or **No** to the following screening question. The answer given here will determine which screens your institution is shown.

- Does your institution have any first-time, degree/certificate-seeking undergraduate students who graduated from high school or received their GED within the past 12 months?

The system will perform the following edit on the data entered:

- If your institution reported that you enroll full-time, first-time degree/certificate seeking undergraduate students in Part B of the IC Header survey, then you are expected to respond **Yes** to the screening question above.

### Freshman Residence (3 screens)

#### Applicable to institutions that answered Yes to the Part C Screening Question

On these screens you must report the number of first-time, degree/certificate-seeking undergraduate students enrolled in the institution (**column 1**), and the number of these students who graduated from high school OR received a GED in the past 12 months (**column 2**) by **State of residence when student was first admitted**. This includes all states and US territories, along with additional "State Unknown" and "Foreign Countries" categories, each with its own unique 2-digit **FIPS Code**.

On the final screen in **Part C**, the system will calculate the number of students with **Residence unknown/unreported** (FIPS Code 98) by subtracting the sum of all students entered in **column 1** from the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

The system will perform the following edits on the data entered:

- For each **FIPS Code**, the number of students reported in **column 1** must be greater than the number of students reported in **column 2**.

- The total number of students entered in **column 2** must be greater than 0.
- The total number of students entered in **column 2** must be greater than or equal to 20% of the total number of students entered in **column 1**.
- The number of students with **Residence unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the total number of students entered in **column 1** is greater than the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Residence unknown/unreported** must be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

**Note:** You must report state of residence for the maximum number of students possible. If you are unable to provide at least 20% of residences, you must enter an explanation.

- The number of students from **State Unknown** (FIPS Code 57) is expected to be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- **Applicable to public institutions only.** The total number of first-time, degree/certificate seeking undergraduate students in your institution's "home state" is expected to be greater than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- If you reported residence data for **First-time degree/certificate-seeking undergraduates** in **Part C**, you are also expected to report **First-time undergraduate students** (either full-time or part-time) in **Part A**.

### Freshman Residence (3 screens)

#### Applicable to institutions that answered No to the Part C Screening Question

On these screens you must report the number of first-time, degree/certificate-seeking undergraduate students enrolled in the institution (**column 1**) by **State of residence when student was first admitted**. This includes all states and US territories, along with additional "State Unknown" and "Foreign Countries" categories, each with its own unique 2-digit **FIPS Code**.

On the final screen in **Part C**, the system will determine the number of students with **Residence unknown/unreported** (FIPS Code 98) by subtracting the sum of all students entered in **column 1** from the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

The system will perform the following edits on the data entered:

- The number of students with **Residence unknown/unreported** must be greater than or equal to 0.

**Note:** If this number is less than 0, it is because the total number of students entered in **column 1** is greater than the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**. Corrections must be made to the data in one or both parts to resolve the *fatal* error that will occur.

- The number of students with **Residence unknown/unreported** must be less than 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.

**Note:** You must report state of residence for the maximum number of students possible. If you are unable to provide at least 20% of residences, you must enter an *explanation*.

- The number of students from **State Unknown** (FIPS Code 57) is expected to be less than 20% of the total number of first-time degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- **Applicable to public institutions only.** The total number of first-time, degree/certificate seeking undergraduate students in your institution's "home state" is expected to be greater than or equal to 20% of the total number of first-time, degree/certificate-seeking undergraduate students (full-time and part-time) reported in **Part A**.
- If you reported residence data for **First-time degree/certificate-seeking undergraduates** in **Part C**, you are also expected to report **First-time undergraduate students** (either full-time or part-time) in **Part A**.

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## Part E: Retention Rates

On this screen, you must report the retention rates for the **Full-time, first-time cohort** and the **Part-time, first-time cohort**.

**Note:** Academic reporters report retention data as of the institution's official fall reporting date or as of October 15. Program reporters report retention data on students enrolled in the institution at any time between August 1 and October 31.

### Full-time, first-time cohort retention

For the **Full-time** portion of this screen, you must report the number of students in the **Full-time, first-time Fall 2009 cohort**, as well as any **Exclusions from the cohort**. Once the screen is saved, the system will display the difference between the two in the **Adjusted cohort** field.

In addition, the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** must be reported in order to determine the **Full-time, first-time Fall 2009 cohort retention rate** percentage.

The system will perform the following edits on the data entered for the **Full-time** portion of this screen:

- The **Full-time, first-time Fall 2009 cohort** is expected to be within a 20% range of the **Preloaded cohort**.
- If the **Full-time, first-time Fall 2009 cohort** is greater than 0, then the **Exclusions from the cohort** must be less than 50% of all students in the **Full-time, first-time Fall 2009 cohort**.
- If the **Adjusted cohort** is greater than 0, then the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is expected to be greater than 0.
- The number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** must be less than the **Adjusted cohort**.
- The number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is expected to be greater than or equal to 15% of the **Adjusted cohort**.
- If the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is equal to the **Adjusted cohort**, then you must confirm a retention rate of 100% for that cohort.
- If you reported enrollment for full-time, first-time students in last year's Fall Enrollment survey, then you are expected to report full-time, first-time students on this screen. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you did not report enrollment for full-time, first-time students in last year's Fall Enrollment survey, then you are not expected to report full-time, first-time students on this screen. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

### Part-time, first-time cohort retention

For the **Part-time** portion of this screen, you must report the number of students in the **Part-time, first-time Fall 2009 cohort**, as well as any **Exclusions from the cohort**. Once the screen is saved, the system will display the difference between the two in the **Adjusted cohort** field.

In addition, the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** must be reported in order to determine the **Part-time, first-time Fall 2009 cohort retention rate** percentage.

The system will perform the following edits on the data entered for the **Part-time** portion of this screen:

- The **Part-time, first-time Fall 2009 cohort** is expected to be within a 20% range of the **Preloaded cohort**.
- If the **Part-time, first-time Fall 2009 cohort** is greater than 0, then the **Exclusions from the cohort** must be less than 50% of all students in the **Part-time, first-time Fall 2009 cohort**.
- If the **Adjusted cohort** is greater than 0, then the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is expected to be greater than 0.
- The number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** must be less than the **Adjusted cohort**.
- If the number of **Students from Fall 2009 cohort still enrolled OR completed as of Fall 2010** is equal to the **Adjusted cohort**, then you must *confirm* a retention rate of 100% for that cohort.
- If you reported enrollment for part-time, first-time students in last year's Fall Enrollment survey, then you are expected to report part-time, first-time students on this screen. If this type of student is not enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.
- If you did not report enrollment for part-time, first-time students in last year's Fall Enrollment survey, then you are not expected to report part-time, first-time students on this screen. If this type of student is enrolled and you are receiving this message in error, you may contact the IPEDS Help Desk for assistance.

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## Part F: Student-to-Faculty Ratio

On this screen, you must report your institution's **Student-to-faculty ratio** (e.g., student-to-instructional staff ratio) for Fall 2010 using the ratio format provided. Additional resources are available, including the prior year student-to-faculty ratio, and a worksheet for assistance in determining your institution's student-to-faculty ratio.

**Note:** The student-to-faculty ratio and any accompanying context provided on this screen will be displayed on College Navigator.

The system will perform the following edits on the data entered:

- The ratio entered here is expected to be greater than 0 to 1.
- If the ratio entered is between 51 to 1 and 100 to 1, an *explanation* is required.
- If the ratio entered is greater than 100 to 1, a *fatal* error will occur.

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