2010-11 Survey Materials

Institutional Characteristics

date: 8/23/2010

Form: Institutional Characteristics for less than 2-year academic year tuition reporters

Part A - Mission Statement and System Office

1. Provide the institution's mission statement *or* a web address (URL) where the mission statement can be found. Typed statements are limited to 2,000 characters or less. The mission statement will be available to the public on College Navigator.

Mission Statement URL:

Please begin URL with "http://" or "https://"

Mission Statement

2. System, Governing Board or Corporate Structure (please see instructions for reporting System or Corporate data).
Note: Do NOT indicate a religious affiliation here. That information is collected separately and differs from system name.

If you need assistance or need to make changes, contact the Help Desk at 1-877-225-2568. You will not be able to lock your submission if this question is blank.

- ○ This institution is NOT a part of a system or corporate entity.
- ○ This institution is a part of a system or corporate entity.

Specify name of the system or corporate entity.

Part B - Admissions and Estimated Enrollment

1. Does your institution have an open admission policy for all or most entering first-time students?

If the only requirement for admission is a high school diploma or GED/other equivalent, your institution is still considered open admission. Institutions that require only an Ability to Benefit or similar test beyond the diploma/equivalent are also considered open admission.

If your institution does not have an open admission policy, you will be expected to answer additional questions (B2, B3, and B4) regarding your admissions procedures and admissions yield.

- ○ Yes
- ○ No

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 B - Admission Requirements and Services - Admission Considerations

2. Please select the option that best describes how your institution uses any of the following data in its selection process.

Admission Considerations	Required	Recommended	Neither Required nor Recommended	Don't Know
Secondary school GPA	○	○	○	○
Secondary school rank	○	○	○	○
Secondary school record	○	○	○	○
Completion of college-preparatory program	○	○	○	○
Recommendations	○	○	○	○
Formal demonstration of competencies (e.g., portfolios, certificates of mastery, assessment instruments)	○	○	○	○
Admission test scores				
SAT / ACT	○	○	○	○
Other Test (ABT, Wonderlic, WISC-III, etc.) Note: If this is the only requirement other than a diploma or equivalent, and few students are not admitted due to this test, please return to question 1 and indicate that your institution is open admission.	○	○	○	○
TOEFL (Test of English as a Foreign Language)	○	○	○	○

Part B - Admission Requirements and Services - Selection Process

3. Provide the number of first-time, degree/certificate-seeking students who applied, who were admitted, and who enrolled (either full- or part-time) at your institution for the most recent Fall period available. Include early decision, early action, and students who began studies during the summer prior to the selected fall reporting period.

Remember that this question is only applicable to first-time students, do not include other students in these totals.

Only report students at levels that you indicated were offered in the IC Header. If you made an error in the IC Header, please call the IPEDS Help Desk and correct your error.

Select reporting period:	○	**Fall 2009**	○	**Fall 2010**

	Men	**Women**	**Total**
Number of applicants			
Number of admissions			
Percent admitted			
Number (of admitted) that enrolled full-time			
Percent enrolled full-time			
Number (of admitted) that enrolled part-time			
Percent enrolled part-time			

4. If test scores are required for admission for first-time, degree/certificate-seeking students, provide the number and percentage of *enrolled* students submitting SAT and/or ACT scores, as well as the 25th and 75th percentile scores for each test. Provide writing test scores *only* if used for admission. Provide data for the most recent group of *enrolled* students for whom data are available. Include new students admitted the summer prior to the selected fall reporting period.

DO NOT convert test scores (e.g., do not convert an SAT score to an ACT scale, etc.). If you have numbers for both SAT and ACT scores, **provide the percentiles for both tests.**

Select reporting period	○	**Fall 2009**	○	**Fall 2010**	○	**Test scores NOT required**

Number of enrolled students that submitted SAT scores	
Percent of enrolled students that submitted SAT scores	
Number of enrolled students that submitted ACT scores	
Percent of enrolled students that submitted ACT scores	

	25th Percentile	**75th Percentile**
SAT Critical Reading		
SAT Math		
SAT Writing		

ACT Composite		
ACT English		
ACT Math		
ACT Writing		

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 B - Estimated Fall Enrollment

Estimated 2010 Fall Enrollment

Provide an early estimate of the institution's fall enrollment for all levels offered. Levels should match those indicated 'Yes' in the IC Header survey. If you made an error in the Header survey, please contact the Help Desk.

These data will NOT appear in College Navigator, but will be made available via the IPEDS Data Center.

Estimates should be based on the definitions used in the IPEDS Fall Enrollment component submitted during the spring collection (for academic institutions report an estimate of the students that are/will be enrolled as of October 15, 2010; for program reporter institutions report an estimate of students enrolled in your institution at any time between August 1 and October 31, 2010). Prior year (PY) Fall Enrollment counts are provided for reference.

	Full-time	FT PY Enroll-ment	Part-time	PT PY Enroll-ment	Total
Students in academic or occupational programs					
Number of students reported above who are first-time students					

Part C - Student Services - Special Learning Opportunities

1. Does your institution accept any of the following? [Check all that apply]

- ☐ Dual credit (college credit earned while in high school)
- ☐ Credit for life experiences
- ☐ Advanced placement (AP) credits
- ☐ None of the above

2. What types of special learning opportunities are offered by your institution? [Check all that apply]

- ☐ Distance learning opportunities (e-learning)
- ☐ ROTC
  - ☐ Army ☐ Navy ☐ Air Force
- ☐ Study abroad
- ☐ Weekend/evening college
- ☐ Teacher certification (below the postsecondary level)
  - ☐ Students can complete their preparation in certain areas of specialization
  - ☐ Students must complete their preparation at another institution for certain areas of specialization
  - ☐ This institution is approved by the state for the initial certification or licensure of teachers
- ☐ None of the above

Part C - Student Services - Services, Library, Tuition

4. Which of the following selected student services are offered by your institution? [Check all that apply]

- ☐ Remedial services
- ☐ Academic/career counseling services
- ☐ Employment services for current students
- ☐ Placement services for program completers
- ☐ On-campus day care for children of students
- ☐ None of the above

5. Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution?

- ○ Have our own library
- ○ Do not have our own library but contribute financial support to a shared library
- ○ Neither of the above

6. Indicate whether or not any of the following alternative tuition plans are offered by your institution.

- ○ No
- ○ Yes
  - ☐ Tuition guarantee
  - ☐ Prepaid tuition plan
  - ☐ Tuition payment plan
  - ☐ Other (specify in box below)

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 C - Disability Service

Please indicate the percentage of all undergraduates enrolled during fall 2009 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office). If your institution does not have an office of disability services, you are still required to collect and report this information through another office.

- ○ 3 percent or less
- ○ More than 3 percent: _____ %

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 D - Student Charges Questions

1. Are all full-time, first-time degree/certificate-seeking students required to live on campus or in institutionally-controlled housing?

*If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D11).*

*If you make numerous exceptions to this rule, and have many of these students living off-campus, please answer **No** so that this does not cause conflicts with the Student Financial Aid survey.*

○	No
○	Yes

2. Does your institution charge different tuition for in-district, in-state, or out-of-state students?

*If you answer **Yes** to this question, you will be expected to report tuition amounts for in-district, in-state, and out-of-state students.*

*Please only select **Yes** if you really charge different tuition rates, or you will be reporting the same numbers 3 times.*

○	No
○	Yes

3. Does your institution offer institutionally-controlled housing (either on or off campus)?

*If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D10).*

○	No
○	Yes
	Specify housing capacity for academic year 2010-11

4. Do you offer board or meal plans to your students?

*If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D10).*

○	No
○	Yes - Enter the number of meals per week in the maximum meal plan available
○	Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Undergraduate Student Charges

If the institution charges an application fee, indicate the amount.

	Amount	Prior year
Application fee		

5. Charges to full-time students for the full academic year 2010-11

Please be sure to report an average tuition that includes all students at all levels (freshman, sophomore, etc.).

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
All full-time students						
Average tuition						
Required fees						

6. Per credit hour charge for part-time students

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
Per credit hour charge						

Part D - Student Charges - Price of Attendance

11. Price of attendance for full-time, first-time students:

Please enter the amounts requested below. These data will be made available to the public on College Navigator. Data for prior years may be corrected. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information for the current year. Estimates of expenses for books and supplies, room and board, and other expenses are those from the ***Cost of Attendance report*** *used by the financial aid office in determining financial need. Please talk to your financial aid office to get these numbers, to ensure that you are reporting correct numbers.*

Leave items that do not apply blank and the system will fill in as "not applicable" or indicate that more information is needed. For example, if your institution was not open in 2007-08, leave those cells blank and call the Help Desk to override any errors. DO NOT attempt to overcome the errors by entering false data.

If the *2010-11* tuition and/or fees for *entering students* are covered by a tuition guarantee program, check the applicable box(es) under 'Tuition Guarantee'. Additionally, if the guarantee is not for a 0% increase, please indicate the maximum % increase guarantee.

Charges for full academic year	**2007-08**	**2008-09**	**2009-10**	**2010-11**		
Published tuition and required fees:					Tuition Guarantee *(check only if applicable to* ***entering students in 2010-11****)*	**Guaranteed increase %**
In-district						
Tuition					☐	
Required fees					☐	
Tuition + fees total						
PY tuition + fees total						
In-state						
Tuition					☐	
Required fees					☐	
Tuition + fees total						
PY tuition + fees total						
Out-of-state						
Tuition					☐	
Required fees					☐	
Tuition + fees total						
PY tuition + fees total						

Books and supplies						
On campus:						
Room and board						
Other expenses						
Room and board and other expenses						
Off campus (not with family):						
Room and board						
Other expenses						
Room and board and other expenses						
Off campus (with family):						
Other expenses						

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.

Institutional Characteristics

date: 8/23/2010

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Purpose of Survey

The primary purpose of the IPEDS Institutional Characteristics (IC) survey is to collect basic institutional information including mission, system affiliations, student services, and athletic association. IC also collects student charges data including tuition for different levels and pricing data for first-time, full-time students either for programs or for an academic year. This includes tuition and fee data as well as information on the estimated student budgets for students based on living situations (on-campus or off-campus). The pricing numbers are also used in the SFA survey during the Winter collection to calculate net price of attendance.

Changes in reporting

The following changes were implemented for the 2010-11 data collection period.

- Doctor's-Professional Practice tuition has been reinstated.
- Program reporting institutions with CIP codes for largest programs that have been changed in the 2010 CIP will need to replace the old CIP with an appropriate CIP. Visit the CIP website. This website includes a wizard to aid you in selecting new CIP codes.

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General instructions

Reporting period covered

Institutional Characteristics (IC) covers data for the current year with a few exceptions.

- Admissions data from the prior year may be entered in B3 and B4 if current year data are not available at the time of reporting.
- Four years of data are collected in price of attendance.

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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

Carefully read each question in the Institutional Characteristics survey to ensure you are reporting data for the appropriate students. The student groups for which data are collected vary throughout the IC survey (e.g., undergraduate and graduate). In general, for each group, ensure that the guidelines below are met.

A. Who to include

- Students enrolled in courses creditable toward a diploma, certificate, degree, or other formal award.
- Students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus centers.
- High school students taking regular college courses for credit under their classification as recorded by the institution.
- 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 (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.

B. Who NOT to include

- Students enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program.
- Students taking Continuing Education Units (CEUs) unless they are also enrolled in courses creditable toward a degree or other formal award.
- Students exclusively auditing classes.
- Residents or interns in Doctor's - professional practice fields, since they have already received their Doctor's degree.
- Any student studying abroad (e.g., at a foreign university) if their enrollment at this 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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Where to Get Help

IPEDS Data Collection Help Desk

Phone: 1-877-225-2568
Email: 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

Part A – Mission Statement and System Office

Mission Statement

Provide your institution's mission statement or a web address (please begin with http:// or https://) where the statement can be found. Typed statements are limited to 3,000 characters. The mission statement will be available to the public on College Navigator.

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System name

System, governing board, or corporate structure. A system is an organization of two or more postsecondary institutions with a common governing body. If your institution is not part of a system or larger corporate entity, check the first box. If your institution is part of a system or corporate entity, check the second box and provide the name of the system or corporate entity.

Please enter the system name in the same way across institutions.

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Part B – Admissions and Estimated Fall Enrollment

Open admission policy

Check **Yes** if your institution has an open admission policy.

If your institution requires only a high school diploma/equivalent and/or Ability to Benefit (or similar) test, your institution is considered open admission.

Admission considerations

Indicate which considerations are used as part of the selection process for entering first-time, degree/certificate-seeking students. For each consideration, indicate whether it is required, recommended, neither required nor recommended, or you do not know.

Selection process

Applicants/admitted/enrolled students

First, select the period for which you will report (fall 2009 or fall 2010), depending on available data. Indicate the number of *first-time, degree/certificate-seeking students* who applied, the number offered admission, and the number who enrolled (both full- and part- time) for the selected reporting period. Since the total may include students who did not provide gender data, the detail need not sum to the total.

You should not report admissions data for any level that you did not report as an offering on the Enrollment levels question in IC-Header.

Include early decision, early action, and students who began studies during the summer prior to the fall reporting period. Applicants should include only those students who fulfilled all requirements for consideration for admission and who have been notified of one of the following actions: admission, non-admission, placement on a wait list, or application withdrawn (by applicant or institution). Admitted applicants (admissions) should include wait-listed students who were subsequently offered admission.

Test scores

First, select the period for which you will report (2009 or fall 2010), depending on available data. If test scores are required for admission for students in your entering cohort (first-time, degree/certificate-seeking undergraduate-level students), provide the number and percentage of students submitting SAT/ACT scores and the 25th and 75th percentile scores for each test. *Include information for ALL enrolled, degree/certificate-seeking, first-time (freshman) students who submitted test scores* . Include new students admitted the summer prior to the fall for which you are reporting. Do not include partial test scores (e.g., mathematics scores but not verbal scores for a category of students) or combine other standardized test results (such as TOEFL) in this item. If students submitted TOEFL scores in addition to SAT/ACT scores, those scores should be included. ****Do not convert test scores; scores must be reported separately.****

Estimated Fall 2010 Fall Enrollment

Provide an early estimate of fall enrollment for all levels offered at the institution as indicated above for full- and part-time students. Estimates should be based on the definitions used in the IPEDS Fall Enrollment component submitted in the Spring collection (for academic institutions report an estimate of the students that are/will be enrolled as of October 15, 2010; for program reporter institutions report an estimate of students enrolled in your institution at any time between August 1 and October 31, 2010). These data will NOT appear in College Navigator but will be made available via IPEDS data dissemination.

Part C - Student Services

Special learning opportunities

Special credit

Indicate if your institution accepts credit earned prior to admission through any of the sources listed.

Special learning opportunities

Indicate if the listed special learning opportunities are offered by your institution. Teacher certification refers to pre-K through 12; if the institution only provides certification for some levels (e.g., elementary only and not secondary), be sure to indicate that only certain levels are offered.

Years of study required for entry

If the institution limits entrance to students who have completed certain academic requirements, select the years of study required for entry. For example, upper division only schools may require 2 years (60 credits) of study prior to admittance, and schools that offer only graduate programs may require bachelor's degrees or 4 years of study for entrance.

Student services

Student services

Indicate which of the listed services are offered by the institution.

Library

Indicate whether your institution has its own library, contributes financially to a shared library, or neither.

Alternative tuition plans

Indicate if your institution offers any alternative tuition plans. Us the context box on the bottom of the page to provide details about tuition plans for College Navigator. Please provide only factual information, context boxes are reviewed and inappropriate information (such as marketing information) will be removed.

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Disabilities

Please indicate the percentage of all undergraduates enrolled in fall 2009 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office). This may include students with physical or learning disabilities, as well as other types of disabilities. If greater than 3% of students are registered as having a disability, you will need to indicate a percentage.

If your institution does not have an office of disability services, you are still required to provide services to students with disabilities and should keep track of these students for reporting purposes.

Please use the context box on the page to provide information, such as the webpage for your disabilities services website. Excessively long or inappropriate entries will be shortened/deleted. An inappropriate context would include an explanation that your institution does not have an office of disability services, as this is not a reason for not tracking these students.

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Part D - Student Charges

Screening questions

If you responded to questions regarding full-time, first-time degree/certificate-seeking undergraduate students in the Institutional Characteristics Header survey, your institution will be required to answer all the questions.

On-campus or institutionally controlled off-campus housing requirement

Indicate if ALL full-time, first-time degree/certificate-seeking students are required to live on campus or in institutionally controlled off-campus housing. If you make ANY exceptions, you should not select this as a requirement, as this will cause inconsistencies in your reporting between this section and the Student Financial Aid survey calculation of net price.

Tuition based on residence

Indicate if the institution charges a different price for students from in-district, in-state, or out-of-state.

Institutionally controlled housing

Indicate if the institution provides institutionally controlled housing (either on- or off-campus) and if so, specify the housing capacity.

Meal plans

Indicate if the institution offers board or meal plans to students. If the institution offers fixed meal plans, provide the number of meals per week in the maximum plan available. Institutions will be asked to report the board charges or combined room and board charges on later screens.

Tuition and fees for undergraduate students (academic year reporters)

Undergraduate students include:

- Students who have not obtained a bachelor's degree;
- Students in bachelor's degree programs that require *at least 4 years but fewer than 6 years* of college work; or
- Students in occupational or general study programs requiring 1, 2, or 3 years of college work that are designed to prepare students for immediate employment or to provide general education rather than to serve as the first 1, 2, or 3 years of a bachelor's degree program.

Undergraduate application fee

If the institution charges an application fee, indicate the amount. An application fee is the amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.

Tuition and required fees for undergraduate students

This tuition value differs from price of attendance as it is the average tuition and fees for ALL undergraduate students and all levels (freshman, sophomore, junior, senior, etc.). It is possible that this number will be different from the price of attendance that you will report if you have first-time, full-time students.

Since tuition and required fees and room and board charges may be different for varying groups of **full-time undergraduate students** at an institution, adhere to the following rules regarding reporting:

- Report the average tuition and required fees for the full academic year charged to in-district, in-state, and out-of-state students. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.
- If the institution charges tuition on a per-credit-hour basis, estimate average tuition based on the average full-time credit-hour load for an entire academic year.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.
- If the institution has a single lump sum charge for tuition, required fees, and room and board, enter the amount as a comprehensive fee.

Per-credit-hour charges for part-time undergraduate students

Enter the average dollar amount your institution charges to part-time undergraduate students per credit hour of instruction. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.

Tuition and fees for graduate students

Graduate students include any student who holds a bachelor's degree or equivalent, and is taking courses at the post-baccalaureate level. These students may or may not be enrolled in graduate programs.

Graduate application fee

If the institution charges an application fee, indicate the amount. An application fee is the amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.

Tuition and required fees for graduate students

Since tuition and required fees may be different for varying groups of full-time graduate students at an institution, adhere to the following rules regarding reporting:

- **Do not include** doctor's-professional practice tuition. This will be collected separately.
- Report the average tuition and required fees for the full academic year most frequently charged to full -time graduate students.If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.

Per-credit-hour charges for part-time graduate students

Enter the dollar amount the institution most frequently charges to **part-time graduate students** per credit hour of instruction. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.

Doctor's - Professional Practice tuition and fees

Report the tuition and fees (if applicable, for both in- and out-of-state) for students in the selected Professional Practice programs. If you do not offer any of these programs, you will need to contact the IPEDS Help Desk at 877.225.2568.

Number of programs (program reporters only)

Provide the total number of occupational programs offered by your institution. A program is a combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution. Please do not count single courses as a program.

Room and Board

Institutions that offer institutionally controlled housing (either on- or off- campus) will be required to answer the questions in this section.

Report the typical room charge for the full academic year 2010-11 for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for 2009-10 to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

If your institution only offers room or board, but not both, you will only be asked about the applicable offering.

Academic year reporters price of attendance for full-time, first-time undergraduate students

Academic year reporters price of attendance for full-time, first-time undergraduate students Institutions with standard academic terms (semesters, quarters, trimesters, or 4-1-4 or other academic plans) should provide price information for in-district, in-state, and out-of-state students for the **FULL ACADEMIC YEAR** in the columns indicated. The numbers reported for tuition, fees, books and supplies, room and board, and other expenses *must match the amounts used by your financial aid office for determining eligibility for student financial assistance*. If your institution has a single lump sum charge for tuition, required fees, and room and board, enter the amount as a comprehensive fee. You will not be able to lock your submission without these data.

Report BOTH tuition and fees, separately. Please report accurately as these numbers are used in the calculation of net price during the Student Financial Aid survey. Net price appears to the public in College Navigator, and the public watch lists mandated in accordance with Sec. 111 of the Higher Education Opportunity Act of 2008 (HEOA).

For the **CURRENT YEAR (2010-11) TUITION ONLY**, indicate whether the tuition and/or fees reported are covered by a tuition guarantee plan. If they are, but it is not a flat rate, please provide the guaranteed maximum rate of increase.

Program reporters price of attendance

If the CIP code of any of your programs has changed due to the release of the new CIP 2010, you will need to select new CIP(s). For more information regarding these changes, please visit the CIP website. This website includes a wizard to aid you in selecting new CIP codes. You will also need to use new CIP codes in the Completions survey.

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data.

Reporting the largest program

This section asks questions about the largest program your institution has offered for entering students. Institutions that provided data for the largest program in the prior year will see pre-loaded data (when CIP code has changed, you will need to update the CIP with an appropriate CIP). These data can be modified and new data for the 2010-11 year can be entered. If the largest program has changed, check the box provided and indicate a different program. You will be required to enter data for all 4 years as indicated on the screen.

To enter or change the largest program

- Select the CIP category code from the first drop-down box and title from the second drop-down box. If you need to restore the pre-loaded information, click the reset button at bottom of the screen.
- Provide the total length of program in contact or credit hours.
- Provide the average number of months it takes a full-time student to complete the program.
- Enter an application fee (if applicable).
- Provide amounts for tuition and fees, books and supplies, room and board, and other expenses. These are the amounts used by your financial aid office for determining eligibility for student financial assistance.

If your institution has a single lump sum charge for tuition, required fees, and room and board, enter the amount as a comprehensive fee.

Note: Programs of English as a second language and GED courses are not to be included in IPEDS.

Reporting the next 5 largest programs

This section asks questions about the next 5 largest programs your institution offers for entering students (or, if you have no full-time, first-time students, the 6 largest programs).

- *Only* if reporting 6 largest programs because you do not have full-time, first-time students, enter an application fee (if applicable).
- Select the CIP category code from the first drop-down box and title from the second drop-down box. If you need to restore the pre-loaded information, click the reset button at bottom of the screen.
- Enter the tuition and required fees charged for the entire length of the program.
- Enter the cost of books and supplies for the program.
- Report the full length of the program and indicate whether the length of the entire program is measured in contact or credit hours.
- Report the number of months it takes a full-time student to complete the program.

Note: Programs of English as a second language and GED courses are not to be included in IPEDS.

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Part E - Athletic Association

Indicate if the institution is a member of a national athletic association.

For institutions belonging to NCAA or NAIA, select the conference (by sport) from the drop list provided.

Part F - Branch campus

For branch campuses, refer to the instructions on the appropriate screen.

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Term	Definition
25th percentile	The score at or below which 25 percent of students submitting test scores to an institution scored.
75th percentile	The score above which 25 percent of students submitting test scores to an institution scored.
Academic program	An instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.
Academic year	The period of time generally extending from September to June; usually equated to 2 semesters or trimesters, 3 quarters, or the period covered by a 4-1-4 calendar system.
ACT	ACT, previously known as the American College Testing program, measures educational development and readiness to pursue college-level coursework in English, mathematics, natural science, and social studies. Student performance does not reflect innate ability and is influenced by a student's educational preparedness.
Admissions (students admitted)	Applicants that have been granted an official offer to enroll in a postsecondary institution.
Admissions test scores	Scores on standardized admissions tests or special admissions tests.
Advanced placement (AP) courses	College-level courses taught in high school. Students may take an examination at the completion of the course; acceptable scores allow students to earn college credit toward a degree, certificate, or other formal award.
Applicant	An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, nonadmission, placement on waiting list, or application withdrawn by applicant or institution.
Application fee	That amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.
Board charges	Charges assessed students for an academic year for meals.
Board plan	The method for providing meals to students during an academic year. Plans may include a specific charge for a specified number of meals per week or a specified amount against which students may charge their meals.
Books and supplies	The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution.
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.
Clock hour	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour.
Comprehensive fee	A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies.
Contact hour	A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.
Counseling service	Activities designed to assist students in making plans and decisions related to their education, career, or personal development.
Credit for life experiences	Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio demonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). Credit may also be awarded through a credit by examination program.
Credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.
Day care service	A student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents can participate in postsecondary education programs .
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.
Disability services	Programs designed to provide reasonable academic accommodations and support services to empower students who have disabilities to competitively pursue postsecondary education. May also include assistance to campus departments in providing access to services and programs in the most integrated setting possible.
Distance learning	An option for earning course credit at off-campus locations via cable television, internet, satellite classes, videotapes, correspondence courses, or other means.

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 .
Early action	An admission plan that allows students to apply and be notified of an admission decision well in advance of the regular notification dates. If admitted, the candidate is not committed to enroll (unlike early decision). Students may reply to the offer under the college's regular reply policy.
Early admission	A policy under which students who have not completed high school are admitted to and enrolled full-time in college, usually after completion of their junior year.
Early decision	A plan that allows students to apply and be notified of an admission decision (and financial aid offer, if applicable) well in advance of the regular notification date. Applicants agree to accept an offer of admission and, if admitted, to withdraw their applications from other colleges. There are three possible decisions in response to such an application: admitted, denied, or not admitted but forwarded for consideration with the regular applicant pool, without prejudice.
Employment services for current students	Activities intended to assist students in obtaining part-time employment as a means of defraying part of the cost of their education.
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.
GED (General Educational Development)	This term normally refers to the tests of General Educational Development (GED), which provide an opportunity to earn a high school credential. The GED program, sponsored by the American Council on Education, enables individuals to demonstrate that they have acquired a level of learning comparable to that of high school graduates.
Governing board	An entity that ensures on behalf of the public the performance of an institution or a group of institutions. Responsibilities of the board may include appointing, supporting, and monitoring the president of the institution; reviewing educational and public service programs; insisting on strategic planning; and, ensuring good management and adequate resources.
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.
Housing capacity	The maximum number of students for which an institution can provide residential facilities, whether on or off campus.
In-district student	A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.
In-district tuition	The tuition charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than in-state tuition if offered by the institution.
In-state student	A student who is a legal resident of the state in which he/she attends school.
In-state tuition	The tuition charged by institutions to those students who meet the state's or institution's residency requirements.
Institutionally controlled housing	Any residence hall or housing facility located on- or off-campus that is owned or controlled by an institution and used by the institution in direct support of or in a manner related to, the institution’s educational purposes.
Library	An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.
Off-campus (not with family)	A living arrangement in which a student does not live with the student’s parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus (with family)	A living arrangement in which a student lives with the student’s parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus housing	Any housing facility that is occupied by students but is not owned or controlled by the educational institution.
On-campus housing	

	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.
Open admission	Admission policy whereby the school will accept any student who applies.
Other expenses	The amount of money (estimated by the financial aid office) needed by a student to cover expenses such as laundry, transportation, and entertainment.
Out-of-state student	A student who is not a legal resident of the state in which he/she attends school.
Out-of-state tuition	The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements.
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.
Placement services for program completers	Assistance for students in evaluating their career alternatives and in obtaining full-time employment upon leaving the institution.
Postsecondary education institution	An institution which has as its sole purpose or one of its primary missions, the provision of postsecondary education.
Prepaid tuition plan	A program that allows students or their families to purchase college tuition or tuition credits for future years, at current prices.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Remedial services	Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Required fees	Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does not pay the charge is an exception.
Room charges	The charges for an academic year for rooming accommodations for a typical student sharing a room with one other student.
SAT	Previously known as the Scholastic Aptitude Test, this is an examination administered by the Educational Testing Service (ETS) and used to predict the facility with which an individual will progress in learning college-level academic subjects.
Shared library	A facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor.
Standardized admissions tests	Tests prepared and administered by an agency that is independent of any postsecondary education institution. Tests provide information about prospective students and their academic qualifications relative to a national sample. Examples are the SAT and the ACT.
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.
System	An organization of two or more institutions of higher education under the control or supervision of a common administrative governing body. Governing bodies generally have the power to act in their own name, to hire and fire personnel, enter into contracts, etc. A coordinating body without these powers or a section of a state agency usually would not be considered a system office.
Teacher certification program	A program designed to prepare students to meet the requirements for certification as teachers in elementary, middle/junior high, and secondary schools.
Test of English as a Foreign Language (TOEFL)	The standardized test designed to determine an applicant's ability to benefit from instruction in English.
Transcript	An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
Tuition and fees (published charges)	The amount of tuition and required fees covering a full academic year most frequently charged to students. These values represent what a typical student would be charged and may not be the same for all students at an institution. If tuition is charged on a per-credit-hour basis, the average full-time credit hour load for an entire academic year is used to estimate average tuition. Required fees include all fixed sum charges that are required of such a large proportion of all students that the student who does not pay the charges is an exception.
Tuition guarantee	A program where the institution guarantees, to entering first-time students, that tuition will not increase for the years they are enrolled. These guarantees are generally time-bound for four or five years.
Tuition payment plan	A program that allows tuition to be paid in installments spread out over an agreed upon period of time, sometimes without interest or finance charges.
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.
Weekend/evening college	A program that allows students to take a complete course of study and attend classes only on weekends or only in the evenings.

2010-11 Survey Materials

Institutional Characteristics

date: 8/23/2010

FAQs

Click one of the following questions to view the answer.

General

1) What is the purpose of the Institutional Characteristics survey?
2) What institutions are included in IPEDS?
3) My institution has a system office. Does the system office need to complete an Institutional Characteristics survey?
4) Can I change my prior year Institutional Characteristics data?
5) Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?
6) Can I include another institutions' data on my Institutional Characteristics report?
7) Where can I find my accrediting agency information since it is no longer collected in IPEDS?
8) What is an open admission policy?
9) When reporting admitted students, do I include early admits?
10) What students are included in the count for full-time, first-time degree/certificate-seeking undergraduates?
11) Our students take both the SAT and ACT. Which scores should we report?
12) If a student submits two sets of scores for a single test, how should we be reporting these?

Student Charges

1) When determining the dormitory capacity, should we include off campus housing reserved for graduate and/or married students?
2) Our institution offers several meal plans. Which plan should I report?
3) For academic year tuition reporters, what is the difference between the undergraduate tuition and fees charges in Part D question 5, and the tuition and fees charges in Part D question 11?
4) How do I calculate or determine "average tuition"?

Price of Attendance

1) How do I know what amounts to report for room and board and other expenses for institutionally-controlled housing both on and off campus?
2) How do I know what amounts to report for room and board and other expenses for off campus?
3) Do I have to report off campus living expenses?
4) What are "other expenses"?
5) What data are included on the College Navigator website?
6) Why do I need to report 4 years of pricing data, when I used to only report 3? Also, why am I now required to report tuition and required fees separately?

Answers:

General

1) What is the purpose of the Institutional Characteristics survey?

The primary purpose of the IPEDS Institutional Characteristics (IC) survey is to collect basic institutional information including mission, system affiliations, student services, and athletic association. IC also collects student charges data including tuition for different levels and pricing data for first-time, full-time students either for programs or for an academic year. This includes tuition and fee data as well as information on the estimated student budgets for students based on living situations (on-campus or off-campus). The pricing numbers are also used in the SFA survey during the spring collection to calculate net price of attendance.

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2) What institutions are included in IPEDS?

IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid.

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3) My institution has a system office. Does the system office need to complete an Institutional Characteristics survey?

Any system or central office that employs 15 or more full-time staff (and therefore must report IPEDS Fall Staff data) OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics survey. Central and system offices are asked to complete Parts A and B only. The administrative office **must** indicate all types and levels of instruction and programs offered at all of the institutions in its system. This will ensure that each institution in the system is represented.

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4) Can I change my prior year Institutional Characteristics data?

You can change admissions data in the prior year revisions system, and the pricing information that is included in College Navigator may be updated/corrected during the current year's collection (since we include 4 years of data in this area).

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5) Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?

No, you cannot change your IC data in the winter or fall, except in rare circumstances. Due to processing and the size of the database, it is difficult to make changes once a survey is closed. It is the responsibility of the institution's keyholder to report these data correctly in the fall, as they do impact other surveys (e.g., Student Financial Aid).

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6) Can I include another institutions' data on my Institutional Characteristics report?

No, all institutions must report separately. For institutions that have already contacted the IPEDS Help Desk, separate reporting screens have been included for reporting data on additional campuses. If you need to add a campus, please contact the IPEDS Help Desk at 1-877-225-2568

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7) Where can I find my accrediting agency information since it is no longer collected in IPEDS?

The Office of Postsecondary Education(OPE) website: OPE Accreditation database at http://www.ope.ed.gov/accreditation/.

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8) What is an open admission policy?

This is a policy by which virtually all secondary school graduates or students with GED equivalency diplomas are admitted without regard to academic record, test scores, or other qualifications. They may take an Ability to Benefit or similar test, but few students are not admitted based on those test scores.

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9) When reporting admitted students, do I include early admits?

Yes, include all students who were offered admission to your institution. This would include **early decision** students who were notified of an admission decision prior to the regular notification date and who agreed to accept; **early action** students who were notified of an admission decision prior to the regular notification date with no commitment to accept; and the admitted students who began studies during the summer prior to the fall reporting period.

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10) What students are included in the count for full-time, first-time degree/certificate-seeking undergraduates?

Include students attending any institution for the first time at the undergraduate level, including students enrolled in the fall term who attended college for the first time in the prior summer term. Also include students who entered with advanced standing (college credits earned before graduation from high school). This number should match the Fall Enrollment reported in the spring or winter collection cycle. This is also the cohort for the Graduation Rates survey that is reported in the spring collection.

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11) Our students take both the SAT and ACT. Which scores should we report?

You should provide both scores, if test scores are required for admission for your enrolled first-time, degree/certificate-seeking undergraduate students.

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12) If a student submits two sets of scores for a single test, how should we be reporting these?

You should report this information according to how you use the data. For example, if a student submits two sets of scores and you consider the highest scores from either submission, then use the highest combination of scores (e.g., verbal from one submission, math from the other).

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Student Charges

1) When determining the dormitory capacity, should we include off campus housing reserved for graduate and/or married students?

Yes, if the institution is providing the housing and the students pay "rent" or "board" to the institution.

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2) Our institution offers several meal plans. Which plan should I report?

You should report the meal plan that offers the maximum number of meals per week.

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3) For academic year tuition reporters, what is the difference between the undergraduate tuition and fees charges in Part D question 5, and the tuition and fees charges in Part D question 11?

The tuition and fees reported in question 5 are the typical amounts charged to **all** full-time undergraduate students; the tuition and fees in question 11 represent the typical amounts charged to **full-time, first-time** undergraduate students. The data in question 13 should be provided by your financial aid office as these are the amounts used to determine financial need.

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4) How do I calculate or determine "average tuition"?

If your institution charges tuition on a per-credit-hour basis, then you should estimate average tuition based on the average full-time credit hour load for an entire academic year. If you have different charges for different programs at the undergraduate or graduate levels, calculate the "average" tuition using the amount that a typical student would expect to pay. BE SURE TO REPORT TUITION FOR THE ENTIRE ACADEMIC YEAR!

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Price of Attendance

1) How do I know what amounts to report for room and board and other expenses for institutionally-controlled housing both on and off campus?

Report the room and board amounts used by your financial aid office for determining eligibility for student financial assistance. The other expenses are the amount of money estimated by the financial aid office needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings. **Do not include the tuition and required fees with other expenses.**

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2) How do I know what amounts to report for room and board and other expenses for off campus?

You should enter the amount for a typical full-time student living off campus with family or not with family used by the financial aid office to determine the eligibility of a student to receive financial assistance.

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3) Do I have to report off campus living expenses?

Yes, if your institution does not require all of full-time, first-time students to live on campus or if your institution makes numerous exceptions to this requirement.

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4) What are "other expenses"?

This is the amount of money, estimated by the financial aid office, that is needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings. (For the purpose of the IC survey, room and board and tuition and fees are not included.)

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5) What data are included on the College Navigator website?

The Institutional Characteristics information that is made available on College Navigator includes special learning opportunities, student services, admissions, admission considerations, test scores, tuition and required fees, room and board charges, books and supplies, other expenses and the institution's mission statement. The best way to see what information is available about your institution is to look up your institution on College Navigator.

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6) Why do I need to report 4 years of pricing data, when I used to only report 3? Also, why am I now required to report tuition and required fees separately?

New data are being collected to support the requirements of the Higher Education Opportunities Act (HEOA), passed in 2008.

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Institutional Characteristics

date: 8/23/2010

Narrative Edits for Institutional Characteristics

IPEDS Web-Based Data Collection, Fall 2009 Edit Specifications for Institutional Characteristics

System
Admission Requirements
Student Charges
AthleticAssociation

System, Governing Board, or Corporate Structure

Respondent must indicate if the institution is part of a system or corporate entity, and if so, must provide the name of the system or corporate entity.

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Admission Requirements

If an institution has an open admission policy, they will not be required to provide admission data.

All other institutions will report the applicability of different admissions considerations. Each admission consideration should have one of the following responses: *Required, Recommended, Neither Required nor Recommended,*or *Don't Know*.

Institutions without open admission policies will also report the number of applications, admissions, and enrollees. The total full - and part-time enrollment must be less than or equal to the total number of applications. If enrollment is larger the respondent will be prompted to correct. The most recent year of data available should be indicated.

If an institution requires or recommends test scores, they will need to report the number of students submitting test scores and the 25th and 75th percentile scores. If SAT and ACT percentile scores are not within the appropriate range, an error message will be generated. The most recent year of data available should be indicated.

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Student Charges

All student charges items must be supplied.

Academic year reporters will be required to supply data for all levels indicated in the IC Header (e.g., full-time and part-time, undergraduate and graduate).

Program reporters will be required to supply data for their largest 6 programs, with greater detail provided for the largest program.

Application fees

Application fees are compared to the prior year for large variances. For both undergraduate and graduate application fees: If (|PY - CY| / PY) * 100 > 50, then an error message will be generated, and the respondent must either fix the current year amounts or enter an explanation.

For any application fee > $100, the respondent must either fix the amount or enter an explanation.

Full-time students

If institution indicates that it has no full-time, first-time undergraduate students, but there were full-time undergraduate students reported on the Fall 2009 Fall Enrollment survey, an error message will be displayed and the respondent must enter an explanation. This edit is repeated for part-time, first-time, degree/certificate seeking undergraduates, graduate students, and first-professional students.

If the institution indicates that it has no full-time, first-time, degree/certificate-seeking undergraduate students, but indicated they offer undergraduate level programs (LEVELS 1- 5) the following warning message will be displayed:

WARNING!! You have indicated that you have no full-time, first-time students enrolled. This means you will not be asked to report price information for the College Navigator website.

The respondent must confirm or fix.

Tuition and fees

There are two methods of reporting student charges:
If an institution's calendar system is semester, quarter, trimester, 4-1-4 or similar plan, or other academic calendar, the institution must report student charges based on a *full academic year*.

If an institution's calendar system differs by program or the institution enrolls on a continuous basis, the institution must report student charges by *program*.

If an institution indicates that it charges different tuition for in-district, in-state or out-of-state students, in-district tuition must be <= in-state tuition, and in-state tuition must be <= out-of-state tuition.

Institutions with part-time students must enter a per credit hour charge.

Tuition charges are also compared to the prior year for large variances.

For undergraduate and graduate tuition a warning message will be generated, and the respondent must either fix the current year amounts or enter an explanation if:

PY > 0 and CY = 0 or blank, or (|PY - CY| / PY) * 100 > 30

If CY = 0, an error message will be generated, and the respondent will be asked to confirm the zero amount.

Room and board charges

If an institution indicates that on-campus housing is provided, the respondent must enter the dorm capacity, room charge, combined room and board charge, or comprehensive fees.

If an institution indicates that meals are provided, the respondent must enter the maximum number of meals per week, combined room and board charge, or comprehensive fee.

Room and board charges are compared to the prior year for presence and for large variances. For both room and board separately or if an institution combines room and board a warning message will be generated, and the respondent must either fix the current year amounts or enter an explanation if:

PY > 0 and CY = 0 or blank, or (|PY - CY| / PY) * 100 > 40

If an institution reports a combined room and board charge in the current year, but did not in the prior year, the room and board charges from the prior year are summed, and the same edit is performed.

Comprehensive fees

For institutions that charge a comprehensive fee, that is, combined tuition, fees, room, and board charges an error message will be generated, and the respondent must either fix the current year amounts or enter an explanation if:

PY > 0 and CY = 0 or blank, or (|PY - CY| / PY) * 100 > 50

Price of attendance for full-time, first-time, degree/certificate seeking undergraduate students

If an institution indicates it offers institutionally controlled housing on- or off- campus, then the campus current year amounts must be provided, or an explanation provided.

If off campus price information is not provided the respondent will be required to enter an explanation.

In-district tuition must be <= in-state tuition, and in-state tuition must be <= out-of-state tuition.

Price of attendance data will be compared with prior year data for large variances. If the current year data exceed these variations, a warning message will be generated prompting the respondent to either adjust the current year data or provide an explanation to confirm the variation. Also, off-campus housing and expenses are compared to institutionally controlled housing and expenses for large variations. Below is a list of differences that will lead to errors.
Tuition: (|PY-CY|/PY) * 100 > 20
Books and Supplies: (|PY-CY|/PY) * 100 > 25
Room and Board: (|PY-CY|/PY) * 100 > 25
Room and Board: (Off-campus without family/On Campus) * 100 > 30 Other Expenses: (|PY-CY|/PY) * 100 > 25
Other Expenses: (Off campus without family/On Campus) * 100 > 40
Other Expenses: (Off campus with family/On Campus) * 100 > 40
Books and Supplies: (|PY-CY|/PY) * 100 > 25
Tuition (by program)

If tuition is charged by program, the Price of attendance information is requested for the institution's **largest program**. The following information is requested for the **next 5 largest programs**: length of program (in contact or credit hours), tuition and fees for the entire program, and cost of books and supplies. All data are edited as described in the Price of attendance section immediately above, where applicable.

The amount reported for books and supplies should be less than the tuition and fees for each specific instructional program, although there are a few exceptions (i.e. practical nurse, auto mechanic, etc.)

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Athletic Association

If an institution is a member of a national athletic association then at least one association must be checked.

If an institution is a member of the NCAA or NAIA, the conference for each sport must be specified.

If an institution is not a member of a national athletic association (E1) or institution is not a member of the NCAA or NAIA (E2), then for each sport, "No", must be selected.

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