

**THIS SURVEY HAS NO NEW CHANGES AND IS NOT SUBJECT TO CHANGE. THE FULL CONTENT OF THIS DOCUMENT HAS BEEN PREVIOUSLY APPROVED ON DEC 2013. THIS COLLECTION IS CURRENTLY OPEN.**

# Institutional Characteristics

Integrated Postsecondary Education Data System  
(IPEDS)

This IPEDS Institutional Characteristics data collection instrument is currently being used for the 2015-16 data collection.

## IC Header for public 2-year degree-granting institutions

### Overview

#### Institutional Characteristics Header Overview

Welcome to the Institutional Characteristics Header survey component (IC Header). This survey was introduced to collect data that are key to reporting throughout the IPEDS data collection, and must be completed and locked before any other survey can be started.

Some IC Header questions may require nothing more than a confirmation, if nothing has changed. Please make changes as necessary, and complete items that do need a response (enrollment questions).

Remember, it is the responsibility of the keyholder to provide NCES with accurate data about the institution. Please never hesitate to call the IPEDS Help Desk at 1-877-225-2568 and ask for help to make sure that you are reporting correctly!

#### Changes to This Year's IC Header Component:

- The multi-institution or multi-campus organization must now be selected from a list of organizations.
- The Open Admission screening question has been moved here from IC. The question has not changed.
- A new screening question concerning total Academic Libraries expenses has been added for degree-granting institutions only.

Because of the importance of the IC Header data in determining the screens you will receive in other surveys, be sure to report correctly, and to contact the IPEDS Help Desk if you have **ANY** questions about what you need to report.

The IC Header data affect other survey components in the following ways:

- The Educational Offerings question verifies your institution's inclusion in IPEDS.
- The Control and Levels page is key to all survey components, especially to Finance (F) and Graduation Rates (GR). Additionally, this is important information for students, impacts many federal reports, and is used in placing institutions in appropriate net price groupings.
- Calendar system selection impacts student charges data reported in Institutional Characteristics (IC), Fall Enrollment (EF) data, GR data, and Student Financial Aid (SFA) data related to the net price calculation.
- Enrollment levels impact student charges in IC and enrollment categories in the EF survey component.
- The Open Admission question determines whether the Admissions component will be required in the Winter.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

To download survey materials package for this component: [Survey Materials](#)

Part A - Educational Offerings

**1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]**

*If your institution does not offer occupational or academic programs, you are not expected to complete this or any other IPEDS survey.*

<input type="checkbox"/>	<u>Occupational</u> , may lead to a certificate, degree, or other formal award
<input type="checkbox"/>	<u>Academic</u> , leading to a certificate, degree, or diploma
<input type="checkbox"/>	Recreational or <u>avocational (leisure) programs</u>
<input type="checkbox"/>	<u>Adult basic</u> or remedial instruction or high school equivalency
<input type="checkbox"/>	Secondary (high school)

Part B - Organization - Control and Levels

**1. What is your institutional control or affiliation?**

*Be sure to select the correct control for your institution. Errors on this question have an impact throughout the IPEDS surveys, in federal reporting, in net price groupings, and on your institutions appearance to students. If you reported incorrectly in a previous year, please contact the Help Desk at 877.225.2568 to correct the error.*

Public - Select primary and or secondary controls below

Primary control      Secondary control (if applicable)

Private for-profit

Private not-for-profit independent (no religious affiliation)

Private not-for-profit religious affiliation - Select affiliation below

**2. What award levels are offered by your institution? [Check all that apply]**

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), **determine program length by the number of credit or contact hours**, NOT the academic year length in parentheses. The academic year length is meant only to provide context.

The 'Other' award level should not be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

**Award Level**

**BELOW THE BACCALAUREATE:**

1       Postsecondary award, certificate, or diploma of (less than one academic year)  
 - less than 900 contact or clock hours, or  
 - less than 30 semester or trimester credit hours, or  
 - less than 45 quarter credit hours

2       Postsecondary award, certificate, or diploma of (at least one but less than two academic years)  
 - at least 900 but less than 1800 contact or clock hours, or  
 - at least 30 but less than 60 semester or trimester credit hours, or  
 - at least 45 but less than 90 quarter credit hours

3       Associate's degree

4       Postsecondary award, certificate, or diploma of (at least two but less than four academic years)  
 - 1800 or more contact or clock hours, or  
 - 60 or more semester or trimester credit hours, or  
 - 90 or more quarter credit hours

**BACCALAUREATE AND ABOVE:**

5       Bachelor's degree or equivalent

6       Postbaccalaureate certificate

7       Master's degree

8       Post-master's certificate

17       Doctor's degree - research/scholarship

18       Doctor's degree - professional practice

19       Doctor's degree - other

12       Other (specify in box below)

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

Part B - Organization - Calendar System

**Your response to the next question determines how your institution reports Institutional Characteristics student charges data in the fall, Student Financial Aid data in the winter, and Graduation Rates data in the winter. It also impacts the net price calculation in the Student Financial Aid survey.**

If the calendar system differs from prior year or requires a change, please contact the Help Desk at 877.225.2568.

**3. What is the predominant calendar system at the institution? [Choose one]**

**Academic Year Reporting Method** (Standard academic terms)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FALL COHORT and student charges data for a full ACADEMIC YEAR.

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

**Program Reporting Method** (Other calendar system)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FULL-YEAR COHORT, and student charges data by PROGRAM.

- Differs by program
- Continuous basis (every 2 weeks, monthly, or other period)

**Hybrid/Mixed Reporting Method** (Standard academic terms, other academic calendar)

Selecting the hybrid calendar type determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FULL-YEAR COHORT, and student charges data for a full ACADEMIC YEAR.

- Hybrid (Other academic calendar)

Part B - Organization - Student Enrollment

**4. Does your institution enroll any of the following types of students?**

**Include all levels offered by your institution, even if there are no students currently enrolled at that level.**

Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking **Yes** for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report cost of attendance data (on the IC component) and Student Financial Aid data for these students.

	<u>Full-time</u>		<u>Part-time</u>	
<b>Undergraduate (academic or occupational programs)</b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b><u>First-time, degree/certificate-seeking undergraduate</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b>Graduate (not including doctor's-professional practice)</b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes

**6. For academic year 2012-13, did your institution enroll any full-time, first-time students?**

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2012-13 cohort in the winter collection. If you answer **No** to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested. If you reported any full-time, first-time degree/certificate-seeking students on the 2012-13 Fall Enrollment survey, the data will be preloaded below.

No

This institution did not enroll full-time, first-time degree/certificate-seeking students.

This institution was not in operation in 2012-13.

Yes

**Full-time, first-time degree/certificate-seeking students from 2012-13 Fall Enrollment survey (GR Cohort)**

Part B - Multi-institution or Multi-campus Organization

**7. Multi-institution or multi-campus organization**

**Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that information is collected separately.**

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

No, this institution **IS NOT** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

Yes, this institution **IS** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.


If yes, select the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution after clicking on 'Select System' below.

**Select System**

Part C - Other Survey Screening Questions - Open Admission


**2. 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, and only reject a very small number of students based on the test, are also considered open admission.

 If your institution does not have an open admission policy, you will be required to report Admissions component regarding your admissions procedures and admissions yield.

No

Yes

 **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 - Other Survey Screening Questions - Library Expenses

Were your annual total library expenses for Fiscal Year 2015 greater than zero?

No

Yes

Part C - Other Survey Screening Questions - Levels of Enrollment Offered

**Was your institution in operation during the academic year 2014-15?**

*If you answer **Yes** to this question, you will be able to specify the levels of enrollment offered at your institution during 2014-15 and to report 12-month enrollment during the fall collection.*

No

Yes. Please specify the levels of enrollment offered during 2014-15.

Undergraduate

Graduate (not including doctor's-professional practice)

**U.S. Department of Education**



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## [IC Header Full Instructions for public 2-yr degree-granting institutions](#)

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### [Purpose of Survey](#)

The primary purpose of the IPEDS Institutional Characteristics Header (IC-H) survey is to collect basic institutional data including control or affiliation, calendar system, and award levels. These data are key to accurate reporting as they are used to determine the reporting for other IPEDS surveys. Any errors in the IC-H survey can lead to further errors in the data reporting process, so please be very careful in reporting these data correctly, and contact the IPEDS Help Desk (877.225.2568) if you have any questions.

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### [Changes in reporting](#)

The following changes were implemented for the 2015-16 data collection period:

- Open admission policy question added to "Part C – Other screening questions".
- Library expenses question added to "Part C – Other screening questions".

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### [General instructions](#)

#### [Reporting period covered](#)

Institutional Characteristics Header (IC-H) covers data for the current year with two exceptions.

- Cohort data in B6 refer to a past cohort and are used to set the Graduation Rates component (GR).
- For new institutions, the question about prior year operation refers to the prior academic year and is used to determine the applicability of the 12-Month Enrollment (E12) component.

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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](#), however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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## Coverage

Carefully read each question in the Institutional Characteristics Header survey to ensure you are reporting data for the appropriate students. The student groups for which data are collected vary throughout the IC-H 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, **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

### B. Who NOT to include

- 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

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## 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 \(including the College Affordability and Transparency Center\)](#)
- [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](#)

## Reporting Directions

### Part A - Educational Offerings

Responses on this screen verify inclusion of the institution on the NCES/IPEDS list of institutions and agencies that provide all types of postsecondary education. Postsecondary education is defined as the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is occupational, academic, or continuing professional education but excludes avocational and adult basic education programs.

If you select only avocational and/or adult basic education programs, you will be contacted by IPEDS to confirm your exemption from IPEDS reporting.

### Part B – Organization

#### ***Institutional Control or Affiliation***

Indicate the appropriate control or affiliation under which the institution operates. If the institution has a religious affiliation, select the denomination from the list provided in the drop-down box. Public institutions must designate a primary control; identification of a secondary control is optional. If control of the institution differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresents your institution to the public on College Navigator and other search tools that use IPEDS data, and places your institution in incorrect groups in IPEDS publications and on the College Affordability and Transparency Lists. If you do not know the control or affiliation of your institution, please call the Help Desk.

#### ***Award Levels***

Check applicable award levels for all credit programs offered at the institution. Award levels are identified based on duration and/or awards.

- Report using the number of CONTACT or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
  - References to length of study are the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
    - One academic year equals 900 contact or clock hours of instruction, 30 semester credit hours or its equivalent, or 45 quarter credit hours.
- Award levels 1, 2, and 4 differ by length of programs and refer to completions below the baccalaureate degree. Use the IPEDS designations, not institutionally defined designations, to describe these levels.
- Award levels 3, 5, 7, 17, 18 and 19 indicate degree levels for which the institution is authorized to make formal awards.
- Award levels 6 and 8 indicate certificate levels.
- If you cannot classify an award within the award levels indicated on the screen, check award level 12 (Other) and specify or describe the award in the context box. Because there are few programs that fall under 'Other' please contact the Help Desk if you are considering selecting Level 12.

**NOTE:** Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

#### ***Calendar System***

Indicate the **predominant** calendar system under which the institution operates. If programs are offered on more than one calendar, select the system under which most programs are offered. If there is no predominant calendar system at your institution, select the option that best characterizes your institution.

If your calendar system differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

**Note:** Calendar system selection determines reporting in many other IPEDS components. Be sure to choose the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

- **Standard academic terms** (semesters, quarters, trimesters, 4-1-4)

- Use a **fall cohort** for Graduation Rates.
- Report tuition and fees and cost information based on a **full academic year**.
- Report Fall Enrollment using **students enrolled as of October 15, or the official fall reporting date used by the institution**. This fall enrollment cohort will be preloaded into the next year's Student Financial Aid component.
- For Student Financial Aid, report aid for an **academic year**.
- **Program-by-program or continuous enrollment basis**
  - Use a **full-year cohort** for Graduation Rates.
  - Report tuition and fees and books and supplies information by program for the **entire length of the program**. For living expenses, report costs for **4 weeks (1 month)**. Note: Living expenses are only applicable to institutions with full-time, first-time students and are reported with the largest program.
  - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
  - For Student Financial Aid, report aid for the **largest program for an academic year**.
- **Hybrid academic calendar** (If you are considering selecting the 'Other academic calendar' option, please contact the Help Desk at 877.225.2568 so they can confirm the appropriateness of this calendar system for your institution.)
  - Use a **full-year cohort** for Graduation Rates.
  - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
  - Report tuition and fees and cost information based on a **full academic year**.
  - For Student Financial Aid, report aid for an **academic year**.

### ***Student enrollment***

#### **Enrollment of full- and part-time students.**

Indicate whether your institution enrolls any full-time or part-time students at the levels listed. Include all levels offered, even if there are not any students currently enrolled at that level.

Responses to those categories will determine the screens generated for reporting academic year tuition charges in the Institutional Characteristics survey during the Fall collection and enrollment data in the Fall Enrollment survey during the Spring collection.

- Make sure to check Yes for full-time, first-time degree/certificate-seeking students if applicable, as this determines that your institution will report cost information on Institutional Characteristics screens in Part D and Student Financial Aid information during the Winter collection.

### **Doctor's - professional practice**

Indicate whether your institution offers any of the listed Doctor's - professional practice programs. If your institution offers Doctor's -professional practice programs but does not offer any of the listed programs, indicate no.

#### **GRS cohort question.**

- **4-year institutions.** Indicate if your institution had any full-time, first-time undergraduate students enrolled in programs at the baccalaureate level or below in the academic year indicated on the screen. If you indicate Yes, you must report Graduation Rates data in the Winter.
- **Less-than-4-year institutions.** Indicate if your institution had any full-time, first-time degree/certificate-seeking students enrolled in the academic year indicated on the screen. If you check Yes, you must report Graduation Rates data in the Winter.

### ***Multi-institution or Multi-campus Organization***

If applicable, select from the provided list the multi-institution or multi-campus organization that owns, governs, or controls the institution. If you do not see your multi-institution or multi-organization listed, please contact the Help Desk.

A multi-institution or multi-campus organization includes organizations with two or more institutions or campuses. Non-postsecondary education agencies that govern or control institutions include, but are not limited to, public school districts, art organizations, hospitals and other medical/health organizations.

Do not include:

- coordinating systems
- single institution owner
- single institution corporate name
- single institution governing board
- consortia
- associations
- religious affiliation (requested in control question)

## Part C - Other Survey Screening Questions

### ***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, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.

Note: IPEDS does not have a set percentage to determine open admission. Please review your institution's admission policy or talk to someone in the admissions office if you are not sure whether your institution is open admission, or contact the IPEDS Help Desk at 877.225.2568.

### ***Library Expenses***

Indicate whether the annual total library expenses at your institution were greater than zero for Fiscal Year 2015.

Fiscal Year 2015 is defined as the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2015. Expenses include funds expended by the library (regardless of when received) from its regular budget and from all other known sources; e.g., research grants, special projects, gifts and endowments, and fees for services. Those libraries in consortia or those that share all their resources with another institution, please report whether the total annual library expenses at YOUR institution were greater than zero in Fiscal Year 2015.

If the expenses are equal to 0, you will not be asked to complete the Academic Libraries (AL) component in the Spring.

### ***Level of Enrollment***

New institutions should indicate whether their institution was in operation during the prior academic year. If the response is 'Yes', they should also indicate the levels that were offered.

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## Part D - Branch campus

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

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Term	Definition
4-1-4 (calendar system)	The 4-1-4 calendar usually consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional <u>summer session</u> .
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 calendar system.
Adult basic education	Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a <u>program</u> leading to a high school credential, nor are they part of any academic, occupational, or vocational program at the postsecondary level.
Associate's degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
Avocational programs	Instructional <u>programs</u> in personal interest and leisure categories whose expressed intent is not to produce postsecondary <u>credits</u> , nor to lead to a formal award or an academic <u>degree</u> , nor result in occupationally specific skills.
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 <u>cooperative (work-study) program</u> . 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.
Calendar system	The method by which an institution structures most of its courses for the <u>academic year</u> .
Certificate	A formal award certifying the satisfactory completion of a <u>postsecondary education program</u> .
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Continuing professional education	Programs and courses designed specifically for individuals who have completed a <u>degree</u> in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A <u>calendar system</u> classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
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 <u>credit hours</u> needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award.
Degree	An award conferred by a college, university, or other <u>postsecondary education</u> institution as official recognition for the successful completion of a <u>program</u> of studies.
Differs by program (calendar system)	A <u>calendar system</u> classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the <u>program</u> desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Doctor's degree-other	A doctor's degree that does not meet the definition of a <u>doctor's degree - research/scholarship</u> or a <u>doctor's degree - professional practice</u> .
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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.
Doctor's degree-research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.
Educational offerings	Educational <u>programs</u> offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as <u>postsecondary education</u> programs OR recreational or avocational, adult basic, remedial <u>instruction</u> , high school equivalency, or high school programs that are not deemed postsecondary.
Fall cohort	The group of students entering in the fall term established for tracking purposes. For the <u>Graduation Rates</u> component, this includes all students who enter an institution as full-time, first-time <u>degree</u> or <u>certificate-seeking undergraduate</u> students during the fall term of a given year. For the <u>Outcome Measures</u> component, all degree/certificate-seeking undergraduate students who enter an institution during the fall term of a given year must be placed in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
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 <u>undergraduate</u> level. This includes students enrolled in <u>academic</u> or <u>occupational</u> 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 <u>credits</u> earned before graduation from high school).
Full-time student	



	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
Full-year cohort	The group of students entering at any time during the <u>12-month period</u> September 1 through August 31 that is established for tracking and reporting <u>Graduation Rate (GR)</u> and <u>Outcome Measures (OM)</u> data for institutions that primarily offer <u>occupational programs</u> of varying lengths. Students must be <u>full-time</u> and <u>first-time</u> to be considered in the <u>cohort</u> . For OM component, undergraduate students must enter in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
Graduate student	A student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Institutional affiliation	A classification that indicates whether a <u>private not-for-profit institution</u> is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of <u>Employees by Assigned Position</u> , <u>Fall Staff</u> , and <u>Salaries</u> ; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
Less than 2-year institution	A postsecondary institution that offers <u>programs</u> of less than 2-years duration below the baccalaureate level. Includes occupational and vocational <u>schools</u> with programs that do not exceed 1800 <u>contact hours</u> .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Master's degree	An award that requires the successful completion of a <u>program</u> of study of at least the full-time equivalent of 1 but not more than 2 <u>academic years</u> of work beyond the <u>bachelor's degree</u> . Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as " <u>first-professional</u> ", may require more than two full-time equivalent academic years of work.
Occupational program	A <u>program</u> of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" <u>calendar systems</u> at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> a week each term. Graduate: A student enrolled for less than 9 <u>semester</u> or <u>quarter credits</u> .
Post-master's certificate	An award that requires completion of an organized <u>program</u> beyond the <u>master's degree</u> , but does not meet the requirements of academic <u>degrees</u> at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.  NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.
Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or designed for completion in at least 30 but less than 60 <u>semester</u> or <u>trimester credit hours</u> , or in at least 45 but less than 90 <u>quarter credit hours</u> , or in at least 900 but less than 1,800 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or designed for completion in at least 60 but less than 120 <u>semester</u> or <u>trimester credit hours</u> , or in at least 90 but less than 180 <u>quarter credit hours</u> , or in at least 1,800 but less than 3,600 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 30 <u>semester</u> or <u>trimester credit hours</u> , or in less than 45 <u>quarter credit hours</u> , or in less than 900 <u>contact</u> or <u>clock hours</u> .
Private for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives compensation other than wages, rent, or other <u>expenses</u> for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including <u>associate's degrees</u> and <u>programs</u> that can be completed in at least 1,800 but less than 3,600 <u>contact hours</u> to obtain a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award.

Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, <u>diploma</u> , or other formal award. Includes <u>programs</u> resulting in all <u>bachelor's degrees</u> and other baccalaureate level or equivalent degrees, as well as 5-year <u>cooperative</u> programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 <u>contact hours</u> to obtain a <u>degree, diploma, certificate</u> , or other formal award.
Public institution	An educational institution whose <u>programs</u> and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.
Quarter (calendar system)	A <u>calendar system</u> in which the <u>academic year</u> consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.
Semester (calendar system)	A <u>calendar system</u> that consists of two sessions called semesters during the <u>academic year</u> with about 15 weeks for each semester of <u>instruction</u> . There may be an additional <u>summer session</u> .
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Trimester (calendar system)	An <u>academic year</u> consisting of 3 terms of about 15 weeks each.
Undergraduate	A student enrolled in a 4- or 5-year <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.



## IC Header

Click one of the following questions to view the answer.

### General

- 1) [If my institution offers an award level but currently does not have any students enrolled at that level how should I report?](#)
- 2) [Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?](#)
- 3) [In what award level category should Teachers Preparation certificates be reported?](#)
- 4) [My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?](#)

Answers:

### General

- 1) **If my institution offers an award level but currently does not have any students enrolled at that level how should I report?**

You should indicate all levels of awards that your institution is authorized to grant.

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

It is important to report IC Header data correctly the first time, as changes to this component affect all of the other surveys. If you made an error that impacts your ability to respond appropriately to other components, call the Help Desk at 877-225-2568, and they will change the necessary data. For example, if you indicated that you do not enroll any full-time, first-time students (thus no GRS or SFA surveys are generated), you may correct your answer so that you can complete this survey.

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- 3) **In what award level category should Teachers Preparation certificates be reported?**

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.

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- 4) **My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?**

Any system or central office that employs 15 or more full-time staff OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics - Header survey. 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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## IC Header for 2-year institutions

### Edit specifications for the 2015-16 IPEDS Web-Based Data Collection

#### IC Header Component

#### Applicable to 2-year institutions

NOTE: The specifications in this document apply to the institutions listed above and related administrative offices. 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.*

#### Part A: Educational Offerings

#### Part B: Organization

#### Part C: Other Survey Screening Questions

#### Part D: Campus Award Levels

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## Part A: Educational Offerings

### Educational Offerings

On this screen, you must answer the following question. Responses to this question determine whether or not your institution is part of the IPEDS universe.

**Note:** For existing institutions, this information is preloaded by the system.

- Which of the following types of instruction/programs are offered by your institution? Check all that apply.
  - Occupational, may lead to a certificate, degree, or other formal award
  - Academic, leading to a certificate, degree, or diploma
  - Recreational or avocational (leisure) programs
  - Adult basic or remedial instruction or high school equivalency
  - Secondary (high school)

An institution is part of the IPEDS universe if it offers at least one of the following types of instruction:

- Occupational
- Academic

**Note:** If the institution is part of the IPEDS universe, and is eligible to participate in Title IV federal financial aid programs, then completion of this survey is mandatory.

An institution is NOT part of the IPEDS universe if it only offers the following types of instruction:

- Recreational or avocational
- Adult basic or remedial instruction or high school equivalency
- Secondary (high school)

**Note:** Institutions that only offer these types of instruction are not expected to complete this or any other IPEDS survey. If your institution falls into this category and further assistance is required, please contact the IPEDS Help Desk.

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## Part B: Organization

### Control and Levels

On this screen, you must provide information about your institution's control or affiliation and any award levels offered by your institution.

#### *Control or Affiliation*

First, you must indicate the appropriate control or affiliation under which your institution operates.

**Note:** For existing institutions, this information is preloaded by the system. If your institution's preloaded answer differs from the prior year or requires a change, then contact the IPEDS Help Desk for further assistance.

Choose one of the following options:

- Public (If this option is selected, then you must identify the **Primary control** from the drop-down menu provided. An optional **Secondary control** may also be selected.)
- Private for-profit
- Private not-for-profit: independent (no religious affiliation)
- Private not-for-profit (religious affiliation) (If this option is selected, then you must identify the **religious affiliation** from the drop-down menu provided.)

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

- If a **Secondary control** is specified for **Public**, then this control cannot be the same as the **Primary control**.

#### *Award Levels*

Second, you must select the award levels for all credit programs offered at your institution.

**Note:** For existing institutions, this information is preloaded by the system.

Available responses include multiple options at, below, and above the baccalaureate level. Check all that apply.

#### **Below the Baccalaureate:**

- Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours)
- Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours, or at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less than 90 quarter credit hours)
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years (1800 or more contact or clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)

#### **Baccalaureate and Above:**

- Bachelor's degree or equivalent

- Postbaccalaureate certificate
- Master's degree
- Post-master's certificate
- Doctor's degree - research/scholarship
- Doctor's degree - professional practice
- Doctor's degree - Other
- Other (If this option is selected, then you must specify the award level in the context box provided.)

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

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

- If you report **Other** as an award level offered by your institution, a *fatal* error will occur.
- If you report **Other** as an award level offered by your institution, you must enter a description in the context box provided.

## Calendar System

On this screen, you must report the predominant calendar system at your institution. Your response to this question will determine how your institution is expected to report data in the Institutional Characteristics, Graduation Rates, and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system. If your institution's preloaded answer differs from the prior year or requires a change, then contact the IPEDS Help Desk for further assistance.

Choose one of the following options:

### Academic Year Reporting Method (Standard academic terms)

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

**Note:** Selecting one of these options determines that your institution will be required to provide Graduation Rates data based on a FALL COHORT and student charges data for a FULL ACADEMIC YEAR.

### Program Reporting Method (Other calendar system)

- Differs by programs
- Continuous basis (every 2 weeks, monthly, or other period)

**Note:** Selecting one of these options determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data by PROGRAM.

### Hybrid/Mixed Reporting Method (Standard academic terms, Other calendar system)

- Hybrid (Other academic calendar)

**Note:** Selecting this option determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data for a FULL ACADEMIC YEAR.

## Student Enrollment

On this screen, you must provide information about enrollment at your institution.

## Enrollment Types

### Applicable to Public institutions

This section asks about the types of students enrolled at your institution. All levels of enrollment offered by your institution must be reported, even if there are no students currently enrolled at that level. Your responses here will determine which screens will be generated for reporting data in the Institutional Characteristics and Fall Enrollment components. Additionally, your response to the **Full-time First-time, degree/certificate-seeking undergraduate** students question determines how your institution is expected to report data in the Institutional Characteristics and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system.

You must indicate whether your institution offers each of the specified levels of enrollment.

- Undergraduate (academic or occupational programs)
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- First-time, degree/certificate-seeking undergraduate
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- Graduate (not including doctor's professional)
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**

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

- Either **No** or **Yes** must be selected for each student type.
- You must choose **Yes** for at least one of the available student types.
- For each level of student enrollment, if you reported students at that level on the prior year Fall Enrollment survey, then you are expected to indicate that your institution enrolls students at that level on this screen. For institutions with greater than 5 students reported at that level in the prior year Fall Enrollment survey, this error is *fatal*.
- For each level of student enrollment, if you did not report students at that level on the prior year Fall Enrollment survey, then you are not expected to indicate that your institution enrolls students at that level on this screen.
- Your institution is expected to enroll either full-time or part-time, first-time students.
- If you indicate that your institution has a **GR Cohort** of full-time, first-time students, then you must also report enrolling **Full-time, first-time degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time Undergraduate** students, then you must select at least one Award Level at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Full-time Undergraduate** students, then you should not select any Award levels at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution enrolls **Full-time, First-time degree/certificate-seeking undergraduate** students, then you must also report that your institution enrolls **Full-time Undergraduate** students.
- If you indicate that your institution enrolls **Part-time, First-time degree/certificate-seeking undergraduate** students, then you must also report that your institution enrolls **Part-time Undergraduate** students.
- If you indicate that your institution enrolls **Graduate** students, then you must select at least one Award Level above the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Graduate** students, then you should not select any Award Levels above the baccalaureate level on the **Control and Levels** screen.

## Enrollment Types

### Applicable to Private institutions

This section asks about the types of students enrolled at your institution. All levels of enrollment offered by your institution must be reported, even if there are no students currently enrolled at that level. Your responses here will determine which screens will be generated for reporting academic year tuition charges in the Institutional Characteristics component, and for reporting Fall Enrollment data during the spring collection. Additionally, your response to the **Full-time First-time students** question determines how your institution is expected to report data in the Institutional Characteristics and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system.

You must indicate whether your institution offers each of the specified levels of enrollment.

- Students in academic or occupational programs
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- First-time students
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**

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

- Either **No** or **Yes** must be selected for each student type.
- You must choose **Yes** for at least one of the available student types.
- For each level of student enrollment, if you reported students at that level on the prior year Fall Enrollment survey, then you are expected to indicate that your institution enrolls students at that level on this screen. For institutions with greater than 5 students reported at that level in the prior year Fall Enrollment survey, this error is *fatal*.
- For each level of student enrollment, if you did not report students at that level on the prior year Fall Enrollment survey, then you are not expected to indicate that your institution enrolls students at that level on this screen.
- Your institution is expected to enroll either full-time or part-time, first-time students.
- If you indicate that your institution has a **GR Cohort** of full-time, first-time students, then you must also report enrolling **Full-time, first-time degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time Students in academic or occupational programs**, then you must select at least one Award Level at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Full-time Students in academic or occupational programs**, then you should not select any Award levels at or below the baccalaureate level on the **Control and Levels** screen.
- Your institution is expected to enroll **Full-time and/or Part-time First-time, degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time First-time students**, then you must also report that your institution enrolls **Full-time Students in academic or occupational programs**.
- If you indicate that your institution enrolls **Part-time First-time students**, then you must also report that your institution enrolls **Part-time Students in academic or occupational programs**.

### **GR Cohort Question**

Additionally, you must answer the following question. The number of full-time, first-time degree/certificate-seeking undergraduates reported in the 2012-13 Fall Enrollment survey (**GR Cohort**) will be preloaded by the system for your reference.

For academic year 2012-13, did your institution have any full-time, first-time degree/certificate-seeking students enrolled in programs at the baccalaureate level or below?

- **No** (If this option is selected, then you must choose one of the following options.)
  - This institution did not enroll full-time, first-time (undergraduate) students.
  - This institution did not offer programs at or below the baccalaureate level.
  - This institution was not in operation in 2012-13.
- **Yes** (If this option is selected, then you will be required to provide Graduation Rates data for the 2012-13 cohort in the winter collection.)

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

- If you indicated that your institution enrolls **Full-time First-time, degree/certificate-seeking undergraduate** students in the 'Enrollment Types' question, then you must select **Yes** in response to this question.
- If you selected **Yes** in response to this question, then you are expected to indicate that you offer award levels at or below the baccalaureate level on the **Control and Levels** screen.
- If the preloaded **GR Cohort** from the Fall Enrollment survey is greater than 0, then you are expected to select **Yes** in response to this question.
- If the preloaded **GR Cohort** from the Fall Enrollment survey is 0 or blank, then you are expected to select **No** in response to this question.



## System

On this screen, you must indicate whether your institution is part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

**Note:** For existing institutions, this information is preloaded by the system.

Choose one of the following options:

- **No**, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.
- **Yes**, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution. (If this option is selected, then you must specify the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution using the search function provided.)

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## Part C: Other Survey Screening Questions

### Library Expenses

#### Applicable to degree-granting institutions ONLY

On this screen, you must select **No** or **Yes** to indicate whether your library expenses for Fiscal Year 2015 were greater than 0. Fiscal year 2015 is defined as the most recent 12-month period that ends before October 1, 2015, that corresponds to the institution's fiscal year.

If **Yes** is selected, then the **Academic Libraries** survey will be required during the Spring collection.

#### Open Admission

On this screen, you must indicate whether your institution has an open admission policy for all or most entering first-time, degree/certificate-seeking undergraduate students.

**Note:** For existing institutions, this information is preloaded by the system.

Choose one of the following options:

- **No** (If this option is selected, then the **Admissions** survey will be required during the Winter collection.)
- **Yes**

### Operation

#### Applicable to new institutions ONLY

On this screen, you must indicate whether your institution was in operation during the academic year 2014-15.

- **No**
- **Yes** (If this option is selected, check all levels of enrollment offered during 2014-15.)
  - Undergraduate
  - Graduate (not including doctor's professional)

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## Part D: Campus Award Levels

### Applicable to institutions with perfect children in IC

For each of your institution's branch campuses (listed in the **Campus List**), you must select the award levels offered at that campus.

**Note:** For existing institutions, this information is preloaded by the system.

Available responses include multiple options at, below, and above the baccalaureate level. Check all that apply.

#### Below the Baccalaureate:

- Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours)
- Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours, or at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less than 90 quarter credit hours)
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years (1800 or more contact or clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)

#### Baccalaureate and Above:

- Bachelor's degree or equivalent
- Postbaccalaureate certificate
- Master's degree
- Post-master's certificate
- Doctor's degree - research/scholarship
- Doctor's degree - professional practice
- Doctor's degree - Other
- Other (If this option is selected, then you must specify the award level in the context box provided.)

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

Additionally, you must answer the following question for each of your institution's branch campuses. Your response to this question will determine whether your institution will be required to report cost data for this campus in the Institutional Characteristics component.

- Does your institution enroll full-time, first-time degree/certificate students?
  - **No**
  - **Yes**

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## IC Header for public 2-year non-degree-granting institutions

### Overview

#### Institutional Characteristics Header Overview

Welcome to the Institutional Characteristics Header survey component (IC Header). This survey was introduced to collect data that are key to reporting throughout the IPEDS data collection, and must be completed and locked before any other survey can be started.

Some IC Header questions may require nothing more than a confirmation, if nothing has changed. Please make changes as necessary, and complete items that do need a response (enrollment questions).

Remember, it is the responsibility of the keyholder to provide NCES with accurate data about the institution. Please never hesitate to call the IPEDS Help Desk at 1-877-225-2568 and ask for help to make sure that you are reporting correctly!

#### Changes to This Year's IC Header Component:

- The multi-institution or multi-campus organization must now be selected from a list of organizations.
- The Open Admission screening question has been moved here from IC. The question has not changed.
- A new screening question concerning total Academic Libraries expenses has been added for degree-granting institutions only.

Because of the importance of the IC Header data in determining the screens you will receive in other surveys, be sure to report correctly, and to contact the IPEDS Help Desk if you have **ANY** questions about what you need to report.

The IC Header data affect other survey components in the following ways:

- The Educational Offerings question verifies your institution's inclusion in IPEDS.
- The Control and Levels page is key to all survey components, especially to Finance (F) and Graduation Rates (GR). Additionally, this is important information for students, impacts many federal reports, and is used in placing institutions in appropriate net price groupings.
- Calendar system selection impacts student charges data reported in Institutional Characteristics (IC), Fall Enrollment (EF) data, GR data, and Student Financial Aid (SFA) data related to the net price calculation.
- Enrollment levels impact student charges in IC and enrollment categories in the EF survey component.
- The Open Admission question determines whether the Admissions component will be required in the Winter.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

To download survey materials package for this component: [Survey Materials](#)

Part A - Educational Offerings

**1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]**

*If your institution does not offer occupational or academic programs, you are not expected to complete this or any other IPEDS survey.*

<input type="checkbox"/>	<u>Occupational</u> , may lead to a certificate, degree, or other formal award
<input type="checkbox"/>	<u>Academic</u> , leading to a certificate, degree, or diploma
<input type="checkbox"/>	Recreational or <u>avocational (leisure) programs</u>
<input type="checkbox"/>	<u>Adult basic</u> or remedial instruction or high school equivalency
<input type="checkbox"/>	Secondary (high school)

Part B - Organization - Control and Levels

**1. What is your institutional control or affiliation?**

*Be sure to select the correct control for your institution. Errors on this question have an impact throughout the IPEDS surveys, in federal reporting, in net price groupings, and on your institutions appearance to students. If you reported incorrectly in a previous year, please contact the Help Desk at 877.225.2568 to correct the error.*

Public - Select primary and or secondary controls below

Primary control      Secondary control (if applicable)

Select One ▾

Select One ▾

Private for-profit

Private not-for-profit independent (no religious affiliation)

Private not-for-profit religious affiliation - Select affiliation below

Select One ▾

**2. What award levels are offered by your institution? [Check all that apply]**

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), **determine program length by the number of credit or contact hours**, NOT the academic year length in parentheses. The academic year length is meant only to provide context.

The 'Other' award level should not be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

**Award Level**

**BELOW THE BACCALAUREATE:**

1       Postsecondary award, certificate, or diploma of (less than one academic year)  
 - less than 900 contact or clock hours, or  
 - less than 30 semester or trimester credit hours, or  
 - less than 45 quarter credit hours

2       Postsecondary award, certificate, or diploma of (at least one but less than two academic years)  
 - at least 900 but less than 1800 contact or clock hours, or  
 - at least 30 but less than 60 semester or trimester credit hours, or  
 - at least 45 but less than 90 quarter credit hours

3       Associate's degree

4       Postsecondary award, certificate, or diploma of (at least two but less than four academic years)  
 - 1800 or more contact or clock hours, or  
 - 60 or more semester or trimester credit hours, or  
 - 90 or more quarter credit hours

**BACCALAUREATE AND ABOVE:**

5       Bachelor's degree or equivalent

6       Postbaccalaureate certificate

7       Master's degree

8       Post-master's certificate

17       Doctor's degree - research/scholarship

18       Doctor's degree - professional practice

19       Doctor's degree - other

12       Other (specify in box below)

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

Part B - Organization - Calendar System

**Your response to the next question determines how your institution reports Institutional Characteristics student charges data in the fall, Student Financial Aid data in the winter, and Graduation Rates data in the winter. It also impacts the net price calculation in the Student Financial Aid survey.**

If the calendar system differs from prior year or requires a change, please contact the Help Desk at 877.225.2568.

**3. What is the predominant calendar system at the institution? [Choose one]**

**Academic Year Reporting Method** (Standard academic terms)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FALL COHORT and student charges data for a full ACADEMIC YEAR.

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

**Program Reporting Method** (Other calendar system)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FULL-YEAR COHORT, and student charges data by PROGRAM.

- Differs by program
- Continuous basis (every 2 weeks, monthly, or other period)

**Hybrid/Mixed Reporting Method** (Standard academic terms, other academic calendar)

Selecting the hybrid calendar type determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FULL-YEAR COHORT, and student charges data for a full ACADEMIC YEAR.

- Hybrid (Other academic calendar)

Part B - Organization - Student Enrollment

**4. Does your institution enroll any of the following types of students?**

**Include all levels offered by your institution, even if there are no students currently enrolled at that level.**

Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking **Yes** for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report cost of attendance data (on the IC component) and Student Financial Aid data for these students.

	<u>Full-time</u>		<u>Part-time</u>	
<b>Undergraduate (academic or occupational programs)</b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b><u>First-time, degree/certificate-seeking undergraduate</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b>Graduate (not including doctor's-professional practice)</b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes

**6. For academic year 2012-13, did your institution enroll any full-time, first-time students?**

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2012-13 cohort in the winter collection. If you answer **No** to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested. If you reported any full-time, first-time degree/certificate-seeking students on the 2012-13 Fall Enrollment survey, the data will be preloaded below.

No

This institution did not enroll full-time, first-time degree/certificate-seeking students.

This institution was not in operation in 2012-13.

Yes

**Full-time, first-time degree/certificate-seeking students from 2012-13 Fall Enrollment survey (GR Cohort)**

Part B - Multi-institution or Multi-campus Organization

**7. Multi-institution or multi-campus organization**

**Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that information is collected separately.**

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

No, this institution **IS NOT** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

Yes, this institution **IS** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

If yes, select the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution after clicking on 'Select System' below.


**Select System**



Part C - Other Survey Screening Questions - Open Admission


**2. 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, and only reject a very small number of students based on the test, are also considered open admission.

 If your institution does not have an open admission policy, you will be required to report Admissions component regarding your admissions procedures and admissions yield.

No

Yes

 **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 - Other Survey Screening Questions - Levels of Enrollment Offered

**Was your institution in operation during the academic year 2014-15?**

*If you answer **Yes** to this question, you will be able to specify the levels of enrollment offered at your institution during 2014-15 and to report 12-month enrollment during the fall collection.*

No

Yes. Please specify the levels of enrollment offered during 2014-15.

Undergraduate

Graduate (not including doctor's-professional practice)

**U.S. Department of Education**



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## IC Header Full Instructions for public 2-yr nondegree-granting institutions

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### Purpose of Survey

The primary purpose of the IPEDS Institutional Characteristics Header (IC-H) survey is to collect basic institutional data including control or affiliation, calendar system, and award levels. These data are key to accurate reporting as they are used to determine the reporting for other IPEDS surveys. Any errors in the IC-H survey can lead to further errors in the data reporting process, so please be very careful in reporting these data correctly, and contact the IPEDS Help Desk (877.225.2568) if you have any questions.

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### Changes in reporting

The following changes were implemented for the 2015-16 data collection period:

- Open admission policy question added to "Part C – Other screening questions".

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### General instructions

#### Reporting period covered

Institutional Characteristics Header (IC-H) covers data for the current year with two exceptions.

- Cohort data in B6 refer to a past cohort and are used to set the Graduation Rates component (GR).
- For new institutions, the question about prior year operation refers to the prior academic year and is used to determine the applicability of the 12-Month Enrollment (E12) component.

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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](#), however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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## Coverage

Carefully read each question in the Institutional Characteristics Header survey to ensure you are reporting data for the appropriate students. The student groups for which data are collected vary throughout the IC-H 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, **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

### B. Who NOT to include

- 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

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## 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 \(including the College Affordability and Transparency Center\)](#)
- [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 - Educational Offerings

Responses on this screen verify inclusion of the institution on the NCES/IPEDS list of institutions and agencies that provide all types of postsecondary education. Postsecondary education is defined as the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is occupational, academic, or continuing professional education but excludes avocational and adult basic education programs.

If you select only avocational and/or adult basic education programs, you will be contacted by IPEDS to confirm your exemption from IPEDS reporting.

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## Part B – Organization

### ***Institutional Control or Affiliation***

Indicate the appropriate control or affiliation under which the institution operates. If the institution has a religious affiliation, select the denomination from the list provided in the drop-down box. Public institutions must designate a primary control; identification of a secondary control is optional. If control of the institution differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresents your institution to the public on College Navigator and other search tools that use IPEDS data, and places your institution in incorrect groups in IPEDS publications and on the College Affordability and Transparency Lists. If you do not know the control or affiliation of your institution, please call the Help Desk.

### ***Award Levels***

Check applicable award levels for all credit programs offered at the institution. Award levels are identified based on duration and/or awards.

- Report using the number of CONTACT or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
  - References to length of study are the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
    - One academic year equals 900 contact or clock hours of instruction, 30 semester credit hours or its equivalent, or 45 quarter credit hours.
- Award levels 1, 2, and 4 differ by length of programs and refer to completions below the baccalaureate degree. Use the IPEDS designations, not institutionally defined designations, to describe these levels.
- Award levels 3, 5, 7, 17, 18 and 19 indicate degree levels for which the institution is authorized to make formal awards.
- Award levels 6 and 8 indicate certificate levels.
- If you cannot classify an award within the award levels indicated on the screen, check award level 12 (Other) and specify or describe the award in the context box. Because there are few programs that fall under 'Other' please contact the Help Desk if you are considering selecting Level 12.

**NOTE:** Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

### ***Calendar System***

Indicate the **predominant** calendar system under which the institution operates. If programs are offered on more than one calendar, select the system under which most programs are offered. If there is no predominant calendar system at your institution, select the option that best characterizes your institution.

If your calendar system differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

**Note:** Calendar system selection determines reporting in many other IPEDS components. Be sure to choose the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

- **Standard academic terms** (semesters, quarters, trimesters, 4-1-4)
  - Use a **fall cohort** for Graduation Rates.
  - Report tuition and fees and cost information based on a **full academic year**.
  - Report Fall Enrollment using **students enrolled as of October 15, or the official fall reporting date used by the institution**. This fall enrollment cohort will be preloaded into the next year's Student Financial Aid component.
  - For Student Financial Aid, report aid for an **academic year**.
- **Program-by-program or continuous enrollment basis**

- Use a **full-year cohort** for Graduation Rates.
  - Report tuition and fees and books and supplies information by program for the **entire length of the program**. For living expenses, report costs for **4 weeks (1 month)**. Note: Living expenses are only applicable to institutions with full-time, first-time students and are reported with the largest program.
  - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
  - For Student Financial Aid, report aid for the **largest program for an academic year**.
- **Hybrid academic calendar** (If you are considering selecting the 'Other academic calendar' option, please contact the Help Desk at 877.225.2568 so they can confirm the appropriateness of this calendar system for your institution.)
    - Use a **full-year cohort** for Graduation Rates.
    - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
    - Report tuition and fees and cost information based on a **full academic year**.
    - For Student Financial Aid, report aid for an **academic year**.

### ***Student enrollment***

#### **Enrollment of full- and part-time students.**

Indicate whether your institution enrolls any full-time or part-time students at the levels listed. Include all levels offered, even if there are not any students currently enrolled at that level.

Responses to those categories will determine the screens generated for reporting academic year tuition charges in the Institutional Characteristics survey during the Fall collection and enrollment data in the Fall Enrollment survey during the Spring collection.

- Make sure to check Yes for full-time, first-time degree/certificate-seeking students if applicable, as this determines that your institution will report cost information on Institutional Characteristics screens in Part D and Student Financial Aid information during the Winter collection.

### **Doctor's - professional practice**

Indicate whether your institution offers any of the listed Doctor's - professional practice programs. If your institution offers Doctor's -professional practice programs but does not offer any of the listed programs, indicate no.

#### **GRS cohort question.**

- **4-year institutions.** Indicate if your institution had any full-time, first-time undergraduate students enrolled in programs at the baccalaureate level or below in the academic year indicated on the screen. If you indicate Yes, you must report Graduation Rates data in the Winter.
- **Less-than-4-year institutions.** Indicate if your institution had any full-time, first-time degree/certificate-seeking students enrolled in the academic year indicated on the screen. If you check Yes, you must report Graduation Rates data in the Winter.

### ***Multi-institution or Multi-campus Organization***

If applicable, select from the provided list the multi-institution or multi-campus organization that owns, governs, or controls the institution. If you do not see your multi-institution or multi-organization listed, please contact the Help Desk.

A multi-institution or multi-campus organization includes organizations with two or more institutions or campuses.

Non-postsecondary education agencies that govern or control institutions include, but are not limited to, public school districts, art organizations, hospitals and other medical/health organizations.

Do not include:

- coordinating systems
- single institution owner
- single institution corporate name
- single institution governing board
- consortia
- associations
- religious affiliation (requested in control question)

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## **Part C - Other Survey Screening Questions**

### ***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, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.

Note: IPEDS does not have a set percentage to determine open admission. Please review your institution's admission policy or talk to someone in the admissions office if you are not sure whether your institution is open admission, or contact the IPEDS Help Desk at 877.225.2568.

### ***Level of Enrollment***

New institutions should indicate whether their institution was in operation during the prior academic year. If the response is 'Yes', they should also indicate the levels that were offered.

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### **Part D - Branch campus**

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

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Term	Definition
4-1-4 (calendar system)	The 4-1-4 calendar usually consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional <u>summer session</u> .
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 calendar system.
Adult basic education	Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a <u>program</u> leading to a high school credential, nor are they part of any academic, occupational, or vocational program at the postsecondary level.
Associate's degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
Avocational programs	Instructional <u>programs</u> in personal interest and leisure categories whose expressed intent is not to produce postsecondary <u>credits</u> , nor to lead to a formal award or an academic <u>degree</u> , nor result in occupationally specific skills.
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 <u>cooperative (work-study) program</u> . 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.
Calendar system	The method by which an institution structures most of its courses for the <u>academic year</u> .
Certificate	A formal award certifying the satisfactory completion of a <u>postsecondary education program</u> .
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Continuing professional education	Programs and courses designed specifically for individuals who have completed a <u>degree</u> in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A <u>calendar system</u> classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
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 <u>credit hours</u> needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award.
Degree	An award conferred by a college, university, or other <u>postsecondary education</u> institution as official recognition for the successful completion of a <u>program</u> of studies.
Differs by program (calendar system)	A <u>calendar system</u> classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the <u>program</u> desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Doctor's degree-other	A doctor's degree that does not meet the definition of a <u>doctor's degree - research/scholarship</u> or a <u>doctor's degree - professional practice</u> .
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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.
Doctor's degree-research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.
Educational offerings	Educational <u>programs</u> offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as <u>postsecondary education</u> programs OR recreational or avocational, adult basic, remedial <u>instruction</u> , high school equivalency, or high school programs that are not deemed postsecondary.
Fall cohort	The group of students entering in the fall term established for tracking purposes. For the <u>Graduation Rates</u> component, this includes all students who enter an institution as full-time, first-time <u>degree</u> or <u>certificate-seeking undergraduate</u> students during the fall term of a given year. For the <u>Outcome Measures</u> component, all <u>degree/certificate-seeking undergraduate</u> students who enter an institution during the fall term of a given year must be placed in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
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 <u>undergraduate</u> level. This includes students enrolled in <u>academic</u> or <u>occupational</u> 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 <u>credits</u> earned before graduation from high school).
Full-time student	



	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
Full-year cohort	The group of students entering at any time during the <u>12-month period</u> September 1 through August 31 that is established for tracking and reporting <u>Graduation Rate (GR)</u> and <u>Outcome Measures (OM)</u> data for institutions that primarily offer <u>occupational programs</u> of varying lengths. Students must be <u>full-time</u> and <u>first-time</u> to be considered in the <u>cohort</u> . For OM component, undergraduate students must enter in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
Graduate student	A student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Institutional affiliation	A classification that indicates whether a <u>private not-for-profit institution</u> is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of <u>Employees by Assigned Position</u> , <u>Fall Staff</u> , and <u>Salaries</u> ; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
Less than 2-year institution	A postsecondary institution that offers <u>programs</u> of less than 2-years duration below the baccalaureate level. Includes occupational and vocational <u>schools</u> with programs that do not exceed 1800 <u>contact hours</u> .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Master's degree	An award that requires the successful completion of a <u>program</u> of study of at least the full-time equivalent of 1 but not more than 2 <u>academic years</u> of work beyond the <u>bachelor's degree</u> . Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as " <u>first-professional</u> ", may require more than two full-time equivalent academic years of work.
Occupational program	A <u>program</u> of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" <u>calendar systems</u> at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> a week each term. Graduate: A student enrolled for less than 9 <u>semester</u> or <u>quarter credits</u> .
Post-master's certificate	An award that requires completion of an organized <u>program</u> beyond the <u>master's degree</u> , but does not meet the requirements of academic <u>degrees</u> at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.  NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.
Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or designed for completion in at least 30 but less than 60 <u>semester</u> or <u>trimester credit hours</u> , or in at least 45 but less than 90 <u>quarter credit hours</u> , or in at least 900 but less than 1,800 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or designed for completion in at least 60 but less than 120 <u>semester</u> or <u>trimester credit hours</u> , or in at least 90 but less than 180 <u>quarter credit hours</u> , or in at least 1,800 but less than 3,600 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 30 <u>semester</u> or <u>trimester credit hours</u> , or in less than 45 <u>quarter credit hours</u> , or in less than 900 <u>contact</u> or <u>clock hours</u> .
Private for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives compensation other than wages, rent, or other <u>expenses</u> for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including <u>associate's degrees</u> and <u>programs</u> that can be completed in at least 1,800 but less than 3,600 <u>contact hours</u> to obtain a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award.

Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, <u>diploma</u> , or other formal award. Includes <u>programs</u> resulting in all <u>bachelor's degrees</u> and other baccalaureate level or equivalent degrees, as well as 5-year <u>cooperative</u> programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 <u>contact hours</u> to obtain a <u>degree, diploma, certificate</u> , or other formal award.
Public institution	An educational institution whose <u>programs</u> and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.
Quarter (calendar system)	A <u>calendar system</u> in which the <u>academic year</u> consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.
Semester (calendar system)	A <u>calendar system</u> that consists of two sessions called semesters during the <u>academic year</u> with about 15 weeks for each semester of <u>instruction</u> . There may be an additional <u>summer session</u> .
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Trimester (calendar system)	An <u>academic year</u> consisting of 3 terms of about 15 weeks each.
Undergraduate	A student enrolled in a 4- or 5-year <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.



## IC Header

**Click one of the following questions to view the answer.**

### General

- 1) [If my institution offers an award level but currently does not have any students enrolled at that level how should I report?](#)
- 2) [Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?](#)
- 3) [In what award level category should Teachers Preparation certificates be reported?](#)
- 4) [My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?](#)

### Answers:

#### General

- 1) **If my institution offers an award level but currently does not have any students enrolled at that level how should I report?**

You should indicate all levels of awards that your institution is authorized to grant.

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

It is important to report IC Header data correctly the first time, as changes to this component affect all of the other surveys. If you made an error that impacts your ability to respond appropriately to other components, call the Help Desk at 877-225-2568, and they will change the necessary data. For example, if you indicated that you do not enroll any full-time, first-time students (thus no GRS or SFA surveys are generated), you may correct your answer so that you can complete this survey.

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- 3) **In what award level category should Teachers Preparation certificates be reported?**

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.

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- 4) **My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?**

Any system or central office that employs 15 or more full-time staff OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics - Header survey. 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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## IC Header for 2-year institutions

### Edit specifications for the 2015-16 IPEDS Web-Based Data Collection

#### IC Header Component

#### Applicable to 2-year institutions

NOTE: The specifications in this document apply to the institutions listed above and related administrative offices. 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.*

#### Part A: Educational Offerings

#### Part B: Organization

#### Part C: Other Survey Screening Questions

#### Part D: Campus Award Levels

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## Part A: Educational Offerings

### Educational Offerings

On this screen, you must answer the following question. Responses to this question determine whether or not your institution is part of the IPEDS universe.

**Note:** For existing institutions, this information is preloaded by the system.

- Which of the following types of instruction/programs are offered by your institution? Check all that apply.
  - Occupational, may lead to a certificate, degree, or other formal award
  - Academic, leading to a certificate, degree, or diploma
  - Recreational or avocational (leisure) programs
  - Adult basic or remedial instruction or high school equivalency
  - Secondary (high school)

An institution is part of the IPEDS universe if it offers at least one of the following types of instruction:

- Occupational
- Academic

**Note:** If the institution is part of the IPEDS universe, and is eligible to participate in Title IV federal financial aid programs, then completion of this survey is mandatory.

An institution is NOT part of the IPEDS universe if it only offers the following types of instruction:

- Recreational or avocational
- Adult basic or remedial instruction or high school equivalency
- Secondary (high school)

**Note:** Institutions that only offer these types of instruction are not expected to complete this or any other IPEDS survey. If your institution falls into this category and further assistance is required, please contact the IPEDS Help Desk.

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## Part B: Organization

### Control and Levels

On this screen, you must provide information about your institution's control or affiliation and any award levels offered by your institution.

#### *Control or Affiliation*

First, you must indicate the appropriate control or affiliation under which your institution operates.

**Note:** For existing institutions, this information is preloaded by the system. If your institution's preloaded answer differs from the prior year or requires a change, then contact the IPEDS Help Desk for further assistance.

Choose one of the following options:

- Public (If this option is selected, then you must identify the **Primary control** from the drop-down menu provided. An optional **Secondary control** may also be selected.)
- Private for-profit
- Private not-for-profit: independent (no religious affiliation)
- Private not-for-profit (religious affiliation) (If this option is selected, then you must identify the **religious affiliation** from the drop-down menu provided.)

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

- If a **Secondary control** is specified for **Public**, then this control cannot be the same as the **Primary control**.

#### *Award Levels*

Second, you must select the award levels for all credit programs offered at your institution.

**Note:** For existing institutions, this information is preloaded by the system.

Available responses include multiple options at, below, and above the baccalaureate level. Check all that apply.

#### **Below the Baccalaureate:**

- Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours)
- Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours, or at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less than 90 quarter credit hours)
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years (1800 or more contact or clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)

#### **Baccalaureate and Above:**

- Bachelor's degree or equivalent

- Postbaccalaureate certificate
- Master's degree
- Post-master's certificate
- Doctor's degree - research/scholarship
- Doctor's degree - professional practice
- Doctor's degree - Other
- Other (If this option is selected, then you must specify the award level in the context box provided.)

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

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

- If you report **Other** as an award level offered by your institution, a *fatal* error will occur.
- If you report **Other** as an award level offered by your institution, you must enter a description in the context box provided.

## Calendar System

On this screen, you must report the predominant calendar system at your institution. Your response to this question will determine how your institution is expected to report data in the Institutional Characteristics, Graduation Rates, and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system. If your institution's preloaded answer differs from the prior year or requires a change, then contact the IPEDS Help Desk for further assistance.

Choose one of the following options:

### Academic Year Reporting Method (Standard academic terms)

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

**Note:** Selecting one of these options determines that your institution will be required to provide Graduation Rates data based on a FALL COHORT and student charges data for a FULL ACADEMIC YEAR.

### Program Reporting Method (Other calendar system)

- Differs by programs
- Continuous basis (every 2 weeks, monthly, or other period)

**Note:** Selecting one of these options determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data by PROGRAM.

### Hybrid/Mixed Reporting Method (Standard academic terms, Other calendar system)

- Hybrid (Other academic calendar)

**Note:** Selecting this option determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data for a FULL ACADEMIC YEAR.

## Student Enrollment

On this screen, you must provide information about enrollment at your institution.

## Enrollment Types

### Applicable to Public institutions

This section asks about the types of students enrolled at your institution. All levels of enrollment offered by your institution must be reported, even if there are no students currently enrolled at that level. Your responses here will determine which screens will be generated for reporting data in the Institutional Characteristics and Fall Enrollment components. Additionally, your response to the **Full-time First-time, degree/certificate-seeking undergraduate** students question determines how your institution is expected to report data in the Institutional Characteristics and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system.

You must indicate whether your institution offers each of the specified levels of enrollment.

- Undergraduate (academic or occupational programs)
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- First-time, degree/certificate-seeking undergraduate
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- Graduate (not including doctor's professional)
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**

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

- Either **No** or **Yes** must be selected for each student type.
- You must choose **Yes** for at least one of the available student types.
- For each level of student enrollment, if you reported students at that level on the prior year Fall Enrollment survey, then you are expected to indicate that your institution enrolls students at that level on this screen. For institutions with greater than 5 students reported at that level in the prior year Fall Enrollment survey, this error is *fatal*.
- For each level of student enrollment, if you did not report students at that level on the prior year Fall Enrollment survey, then you are not expected to indicate that your institution enrolls students at that level on this screen.
- Your institution is expected to enroll either full-time or part-time, first-time students.
- If you indicate that your institution has a **GR Cohort** of full-time, first-time students, then you must also report enrolling **Full-time, first-time degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time Undergraduate** students, then you must select at least one Award Level at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Full-time Undergraduate** students, then you should not select any Award levels at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution enrolls **Full-time, First-time degree/certificate-seeking undergraduate** students, then you must also report that your institution enrolls **Full-time Undergraduate** students.
- If you indicate that your institution enrolls **Part-time, First-time degree/certificate-seeking undergraduate** students, then you must also report that your institution enrolls **Part-time Undergraduate** students.
- If you indicate that your institution enrolls **Graduate** students, then you must select at least one Award Level above the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Graduate** students, then you should not select any Award Levels above the baccalaureate level on the **Control and Levels** screen.

## Enrollment Types

### Applicable to Private institutions

This section asks about the types of students enrolled at your institution. All levels of enrollment offered by your institution must be reported, even if there are no students currently enrolled at that level. Your responses here will determine which screens will be generated for reporting academic year tuition charges in the Institutional Characteristics component, and for reporting Fall Enrollment data during the spring collection. Additionally, your response to the **Full-time First-time students** question determines how your institution is expected to report data in the Institutional Characteristics and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system.

You must indicate whether your institution offers each of the specified levels of enrollment.

- Students in academic or occupational programs
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- First-time students
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**

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

- Either **No** or **Yes** must be selected for each student type.
- You must choose **Yes** for at least one of the available student types.
- For each level of student enrollment, if you reported students at that level on the prior year Fall Enrollment survey, then you are expected to indicate that your institution enrolls students at that level on this screen. For institutions with greater than 5 students reported at that level in the prior year Fall Enrollment survey, this error is *fatal*.
- For each level of student enrollment, if you did not report students at that level on the prior year Fall Enrollment survey, then you are not expected to indicate that your institution enrolls students at that level on this screen.
- Your institution is expected to enroll either full-time or part-time, first-time students.
- If you indicate that your institution has a **GR Cohort** of full-time, first-time students, then you must also report enrolling **Full-time, first-time degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time Students in academic or occupational programs**, then you must select at least one Award Level at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Full-time Students in academic or occupational programs**, then you should not select any Award levels at or below the baccalaureate level on the **Control and Levels** screen.
- Your institution is expected to enroll **Full-time and/or Part-time First-time, degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time First-time students**, then you must also report that your institution enrolls **Full-time Students in academic or occupational programs**.
- If you indicate that your institution enrolls **Part-time First-time students**, then you must also report that your institution enrolls **Part-time Students in academic or occupational programs**.

### **GR Cohort Question**

Additionally, you must answer the following question. The number of full-time, first-time degree/certificate-seeking undergraduates reported in the 2012-13 Fall Enrollment survey (**GR Cohort**) will be preloaded by the system for your reference.

For academic year 2012-13, did your institution have any full-time, first-time degree/certificate-seeking students enrolled in programs at the baccalaureate level or below?

- **No** (If this option is selected, then you must choose one of the following options.)
  - This institution did not enroll full-time, first-time (undergraduate) students.
  - This institution did not offer programs at or below the baccalaureate level.
  - This institution was not in operation in 2012-13.
- **Yes** (If this option is selected, then you will be required to provide Graduation Rates data for the 2012-13 cohort in the winter collection.)

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

- If you indicated that your institution enrolls **Full-time First-time, degree/certificate-seeking undergraduate** students in the 'Enrollment Types' question, then you must select **Yes** in response to this question.
- If you selected **Yes** in response to this question, then you are expected to indicate that you offer award levels at or below the baccalaureate level on the **Control and Levels** screen.
- If the preloaded **GR Cohort** from the Fall Enrollment survey is greater than 0, then you are expected to select **Yes** in response to this question.
- If the preloaded **GR Cohort** from the Fall Enrollment survey is 0 or blank, then you are expected to select **No** in response to this question.



## System

On this screen, you must indicate whether your institution is part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

**Note:** For existing institutions, this information is preloaded by the system.

Choose one of the following options:

- **No**, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.
- **Yes**, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution. (If this option is selected, then you must specify the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution using the search function provided.)

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## Part C: Other Survey Screening Questions

### Library Expenses

#### Applicable to degree-granting institutions ONLY

On this screen, you must select **No** or **Yes** to indicate whether your library expenses for Fiscal Year 2015 were greater than 0. Fiscal year 2015 is defined as the most recent 12-month period that ends before October 1, 2015, that corresponds to the institution's fiscal year.

If **Yes** is selected, then the **Academic Libraries** survey will be required during the Spring collection.

#### Open Admission

On this screen, you must indicate whether your institution has an open admission policy for all or most entering first-time, degree/certificate-seeking undergraduate students.

**Note:** For existing institutions, this information is preloaded by the system.

Choose one of the following options:

- **No** (If this option is selected, then the **Admissions** survey will be required during the Winter collection.)
- **Yes**

### Operation

#### Applicable to new institutions ONLY

On this screen, you must indicate whether your institution was in operation during the academic year 2014-15.

- **No**
- **Yes** (If this option is selected, check all levels of enrollment offered during 2014-15.)
  - Undergraduate
  - Graduate (not including doctor's professional)

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## Part D: Campus Award Levels

### Applicable to institutions with perfect children in IC

For each of your institution's branch campuses (listed in the **Campus List**), you must select the award levels offered at that campus.

**Note:** For existing institutions, this information is preloaded by the system.

Available responses include multiple options at, below, and above the baccalaureate level. Check all that apply.

#### Below the Baccalaureate:

- Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours)
- Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours, or at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less than 90 quarter credit hours)
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years (1800 or more contact or clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)

#### Baccalaureate and Above:

- Bachelor's degree or equivalent
- Postbaccalaureate certificate
- Master's degree
- Post-master's certificate
- Doctor's degree - research/scholarship
- Doctor's degree - professional practice
- Doctor's degree - Other
- Other (If this option is selected, then you must specify the award level in the context box provided.)

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

Additionally, you must answer the following question for each of your institution's branch campuses. Your response to this question will determine whether your institution will be required to report cost data for this campus in the Institutional Characteristics component.

- Does your institution enroll full-time, first-time degree/certificate students?
  - **No**
  - **Yes**

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## IC Header for private 2-year degree-granting institutions

### Overview

#### Institutional Characteristics Header Overview

Welcome to the Institutional Characteristics Header survey component (IC Header). This survey was introduced to collect data that are key to reporting throughout the IPEDS data collection, and must be completed and locked before any other survey can be started.

Some IC Header questions may require nothing more than a confirmation, if nothing has changed. Please make changes as necessary, and complete items that do need a response (enrollment questions).

Remember, it is the responsibility of the keyholder to provide NCES with accurate data about the institution. Please never hesitate to call the IPEDS Help Desk at 1-877-225-2568 and ask for help to make sure that you are reporting correctly!

#### Changes to This Year's IC Header Component:

- The multi-institution or multi-campus organization must now be selected from a list of organizations.
- The Open Admission screening question has been moved here from IC. The question has not changed.
- A new screening question concerning total Academic Libraries expenses has been added for degree-granting institutions only.

Because of the importance of the IC Header data in determining the screens you will receive in other surveys, be sure to report correctly, and to contact the IPEDS Help Desk if you have **ANY** questions about what you need to report.

The IC Header data affect other survey components in the following ways:

- The Educational Offerings question verifies your institution's inclusion in IPEDS.
- The Control and Levels page is key to all survey components, especially to Finance (F) and Graduation Rates (GR). Additionally, this is important information for students, impacts many federal reports, and is used in placing institutions in appropriate net price groupings.
- Calendar system selection impacts student charges data reported in Institutional Characteristics (IC), Fall Enrollment (EF) data, GR data, and Student Financial Aid (SFA) data related to the net price calculation.
- Enrollment levels impact student charges in IC and enrollment categories in the EF survey component.
- The Open Admission question determines whether the Admissions component will be required in the Winter.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

To download survey materials package for this component: [Survey Materials](#)

Part A - Educational Offerings

**1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]**

*If your institution does not offer occupational or academic programs, you are not expected to complete this or any other IPEDS survey.*

<input type="checkbox"/>	<u>Occupational</u> , may lead to a certificate, degree, or other formal award
<input type="checkbox"/>	<u>Academic</u> , leading to a certificate, degree, or diploma
<input type="checkbox"/>	Recreational or <u>avocational (leisure)</u> programs
<input type="checkbox"/>	<u>Adult basic</u> or remedial instruction or high school equivalency
<input type="checkbox"/>	Secondary (high school)

Part B - Organization - Control and Levels

**1. What is your institutional control or affiliation?**

*Be sure to select the correct control for your institution. Errors on this question have an impact throughout the IPEDS surveys, in federal reporting, in net price groupings, and on your institutions appearance to students. If you reported incorrectly in a previous year, please contact the Help Desk at 877.225.2568 to correct the error.*

Public - Select primary and or secondary controls below

Primary control      Secondary control (if applicable)

Private for-profit

Private not-for-profit independent (no religious affiliation)

Private not-for-profit religious affiliation - Select affiliation below

**2. What award levels are offered by your institution? [Check all that apply]**

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), **determine program length by the number of credit or contact hours**, NOT the academic year length in parentheses. The academic year length is meant only to provide context.

The 'Other' award level should not be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

**Award Level**

**BELOW THE BACCALAUREATE:**

1       Postsecondary award, certificate, or diploma of (less than one academic year)  
 - less than 900 contact or clock hours, or  
 - less than 30 semester or trimester credit hours, or  
 - less than 45 quarter credit hours

2       Postsecondary award, certificate, or diploma of (at least one but less than two academic years)  
 - at least 900 but less than 1800 contact or clock hours, or  
 - at least 30 but less than 60 semester or trimester credit hours, or  
 - at least 45 but less than 90 quarter credit hours

3       Associate's degree

4       Postsecondary award, certificate, or diploma of (at least two but less than four academic years)  
 - 1800 or more contact or clock hours, or  
 - 60 or more semester or trimester credit hours, or  
 - 90 or more quarter credit hours

**BACCALAUREATE AND ABOVE:**

5       Bachelor's degree or equivalent

6       Postbaccalaureate certificate

7       Master's degree

8       Post-master's certificate

17       Doctor's degree - research/scholarship

18       Doctor's degree - professional practice

19       Doctor's degree - other

12       Other (specify in box below)

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

Part B - Organization - Calendar System

**Your response to the next question determines how your institution reports Institutional Characteristics student charges data in the fall, Student Financial Aid data in the winter, and Graduation Rates data in the winter. It also impacts the net price calculation in the Student Financial Aid survey.**

If the calendar system differs from prior year or requires a change, please contact the Help Desk at 877.225.2568.

**3. What is the predominant calendar system at the institution? [Choose one]**

**Academic Year Reporting Method** (Standard academic terms)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FALL COHORT and student charges data for a full ACADEMIC YEAR.

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

**Program Reporting Method** (Other calendar system)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FULL-YEAR COHORT, and student charges data by PROGRAM.

- Differs by program
- Continuous basis (every 2 weeks, monthly, or other period)

**Hybrid/Mixed Reporting Method** (Standard academic terms, other academic calendar)

Selecting the hybrid calendar type determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FULL-YEAR COHORT, and student charges data for a full ACADEMIC YEAR.

- Hybrid (Other academic calendar)

Part B - Organization - Student Enrollment

**4. Does your institution enroll any of the following types of students?**

**Include all levels offered by your institution, even if there are no students currently enrolled at that level.**

Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking **Yes** for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report cost of attendance data (on the IC component) and Student Financial Aid data for these students.

	<u>Full-time</u>		<u>Part-time</u>	
<b>Students in academic or occupational programs</b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b><u>First-time students</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes

**6. For academic year 2012-13, did your institution enroll any full-time, first-time students?**

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2012-13 cohort in the winter collection. If you answer **No** to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested. If you reported any full-time, first-time degree/certificate-seeking students on the 2012-13 Fall Enrollment survey, the data will be preloaded below.

<input type="radio"/> No	<input type="checkbox"/> This institution did not enroll full-time, first-time degree/certificate-seeking students.
	<input type="checkbox"/> This institution was not in operation in 2012-13.
<input type="radio"/> Yes	

**Full-time, first-time degree/certificate-seeking students from 2012-13 Fall Enrollment survey (GR Cohort)**

Part B - Multi-institution or Multi-campus Organization

**7. Multi-institution or multi-campus organization**

**Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that information is collected separately.**

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

No, this institution **IS NOT** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

Yes, this institution **IS** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

If yes, select the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution after clicking on 'Select System' below.


**Select System**



Part C - Other Survey Screening Questions - Open Admission


**2. 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, and only reject a very small number of students based on the test, are also considered open admission.

 If your institution does not have an open admission policy, you will be required to report Admissions component regarding your admissions procedures and admissions yield.

No

Yes

 **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 - Other Survey Screening Questions - Library Expenses

**Were your annual total library expenses for Fiscal Year 2015 greater than zero?**

No

Yes

Part C - Other Survey Screening Questions - Levels of Enrollment Offered

**Was your institution in operation during the academic year 2014-15?**

*If you answer **Yes** to this question, you will be able to specify the levels of enrollment offered at your institution during 2014-15 and to report 12-month enrollment during the fall collection.*

No

Yes. Please specify the levels of enrollment offered during 2014-15.

Undergraduate

Graduate (not including doctor's-professional practice)

**U.S. Department of Education**



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### [Purpose of Survey](#)

The primary purpose of the IPEDS Institutional Characteristics Header (IC-H) survey is to collect basic institutional data including control or affiliation, calendar system, and award levels. These data are key to accurate reporting as they are used to determine the reporting for other IPEDS surveys. Any errors in the IC-H survey can lead to further errors in the data reporting process, so please be very careful in reporting these data correctly, and contact the IPEDS Help Desk (877.225.2568) if you have any questions.

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### [Changes in reporting](#)

The following changes were implemented for the 2015-16 data collection period:

- Open admission policy question added to "Part C – Other screening questions".
- Library expenses question added to "Part C – Other screening questions".

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### [General instructions](#)

#### [Reporting period covered](#)

Institutional Characteristics Header (IC-H) covers data for the current year with two exceptions.

- Cohort data in B6 refer to a past cohort and are used to set the Graduation Rates component (GR).
- For new institutions, the question about prior year operation refers to the prior academic year and is used to determine the applicability of the 12-Month Enrollment (E12) component.

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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](#), however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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## Coverage

Carefully read each question in the Institutional Characteristics Header survey to ensure you are reporting data for the appropriate students. The student groups for which data are collected vary throughout the IC-H 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, **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

### B. Who NOT to include

- 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

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## 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 \(including the College Affordability and Transparency Center\)](#)
- [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 - Educational Offerings

Responses on this screen verify inclusion of the institution on the NCES/IPEDS list of institutions and agencies that provide all types of postsecondary education. Postsecondary education is defined as the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is occupational, academic, or continuing professional education but excludes avocational and adult basic education programs.

If you select only avocational and/or adult basic education programs, you will be contacted by IPEDS to confirm your exemption from IPEDS reporting.

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## Part B - Organization

### ***Institutional Control or Affiliation***

Indicate the appropriate control or affiliation under which the institution operates. If the institution has a religious affiliation, select the denomination from the list provided in the drop-down box. Public institutions must designate a primary control; identification of a secondary control is optional. If control of the institution differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresents your institution to the public on College Navigator and other search tools that use IPEDS data, and places your institution in incorrect groups in IPEDS publications and on the College Affordability and Transparency Lists. If you do not know the control or affiliation of your institution, please call the Help Desk.

### ***Award Levels***

Check applicable award levels for all credit programs offered at the institution. Award levels are identified based on duration and/or awards.

- Report using the number of CONTACT or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
  - References to length of study are the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
    - One academic year equals 900 contact or clock hours of instruction, 30 semester credit hours or its equivalent, or 45 quarter credit hours.
- Award levels 1, 2, and 4 differ by length of programs and refer to completions below the baccalaureate degree. Use the IPEDS designations, not institutionally defined designations, to describe these levels.
- Award levels 3, 5, 7, 17, 18 and 19 indicate degree levels for which the institution is authorized to make formal awards.
- Award levels 6 and 8 indicate certificate levels.
- If you cannot classify an award within the award levels indicated on the screen, check award level 12 (Other) and specify or describe the award in the context box. Because there are few programs that fall under 'Other' please contact the Help Desk if you are considering selecting Level 12.

**NOTE:** Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

### ***Calendar System***

Indicate the **predominant** calendar system under which the institution operates. If programs are offered on more than one calendar, select the system under which most programs are offered. If there is no predominant calendar system at your institution, select the option that best characterizes your institution.

If your calendar system differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

**Note:** Calendar system selection determines reporting in many other IPEDS components. Be sure to choose the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

- **Standard academic terms** (semesters, quarters, trimesters, 4-1-4)
  - Use a **fall cohort** for Graduation Rates.
  - Report tuition and fees and cost information based on a **full academic year**.
  - Report Fall Enrollment using **students enrolled as of October 15, or the official fall reporting date used by the institution**. This fall enrollment cohort will be preloaded into the next year's Student Financial Aid component.
    - For Student Financial Aid, report aid for an **academic year**.
- **Program-by-program or continuous enrollment basis**

- Use a **full-year cohort** for Graduation Rates.
  - Report tuition and fees and books and supplies information by program for the **entire length of the program**. For living expenses, report costs for **4 weeks (1 month)**. Note: Living expenses are only applicable to institutions with full-time, first-time students and are reported with the largest program.
  - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
  - For Student Financial Aid, report aid for the **largest program for an academic year**.
- **Hybrid academic calendar** (If you are considering selecting the 'Other academic calendar' option, please contact the Help Desk at 877.225.2568 so they can confirm the appropriateness of this calendar system for your institution.)
    - Use a **full-year cohort** for Graduation Rates.
    - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
    - Report tuition and fees and cost information based on a **full academic year**.
    - For Student Financial Aid, report aid for an **academic year**.

### ***Student enrollment***

#### **Enrollment of full- and part-time students.**

Indicate whether your institution enrolls any full-time or part-time students at the levels listed. Include all levels offered, even if there are not any students currently enrolled at that level.

Responses to those categories will determine the screens generated for reporting academic year tuition charges in the Institutional Characteristics survey during the Fall collection and enrollment data in the Fall Enrollment survey during the Spring collection.

- Make sure to check Yes for full-time, first-time degree/certificate-seeking students if applicable, as this determines that your institution will report cost information on Institutional Characteristics screens in Part D and Student Financial Aid information during the Winter collection.

### **Doctor's - professional practice**

Indicate whether your institution offers any of the listed Doctor's - professional practice programs. If your institution offers Doctor's -professional practice programs but does not offer any of the listed programs, indicate no.

#### **GRS cohort question.**

- **4-year institutions.** Indicate if your institution had any full-time, first-time undergraduate students enrolled in programs at the baccalaureate level or below in the academic year indicated on the screen. If you indicate Yes, you must report Graduation Rates data in the Winter.
- **Less-than-4-year institutions.** Indicate if your institution had any full-time, first-time degree/certificate-seeking students enrolled in the academic year indicated on the screen. If you check Yes, you must report Graduation Rates data in the Winter.

### ***Multi-institution or Multi-campus Organization***

If applicable, select from the provided list the multi-institution or multi-campus organization that owns, governs, or controls the institution. If you do not see your multi-institution or multi-organization listed, please contact the Help Desk.

A multi-institution or multi-campus organization includes organizations with two or more institutions or campuses.

Non-postsecondary education agencies that govern or control institutions include, but are not limited to, public school districts, art organizations, hospitals and other medical/health organizations.

Do not include:

- coordinating systems
- single institution owner
- single institution corporate name
- single institution governing board
- consortia
- associations
- religious affiliation (requested in control question)

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## **Part C - Other Survey Screening Questions**

### ***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, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.

Note: IPEDS does not have a set percentage to determine open admission. Please review your institution's admission policy or talk to someone in the admissions office if you are not sure whether your institution is open admission, or contact the IPEDS Help Desk at 877.225.2568.

### ***Library Expenses***

Indicate whether the annual total library expenses at your institution were greater than zero for Fiscal Year 2015. Fiscal Year 2015 is defined as the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2015. Expenses include funds expended by the library (regardless of when received) from its regular budget and from all other known sources; e.g., research grants, special projects, gifts and endowments, and fees for services. Those libraries in consortia or those that share all their resources with another institution, please report whether the total annual library expenses at YOUR institution were greater than zero in Fiscal Year 2015.

If the expenses are equal to 0, you will not be asked to complete the Academic Libraries (AL) component in the Spring.

### ***Level of Enrollment***

New institutions should indicate whether their institution was in operation during the prior academic year. If the response is 'Yes', they should also indicate the levels that were offered.

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### **Part D - Branch campus**

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

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Term	Definition
4-1-4 (calendar system)	The 4-1-4 calendar usually consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional <u>summer session</u> .
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 calendar system.
Adult basic education	Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a <u>program</u> leading to a high school credential, nor are they part of any academic, occupational, or vocational program at the postsecondary level.
Associate's degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
Avocational programs	Instructional <u>programs</u> in personal interest and leisure categories whose expressed intent is not to produce postsecondary <u>credits</u> , nor to lead to a formal award or an academic <u>degree</u> , nor result in occupationally specific skills.
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 <u>cooperative (work-study) program</u> . 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.
Calendar system	The method by which an institution structures most of its courses for the <u>academic year</u> .
Certificate	A formal award certifying the satisfactory completion of a <u>postsecondary education program</u> .
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Continuing professional education	Programs and courses designed specifically for individuals who have completed a <u>degree</u> in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A <u>calendar system</u> classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
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 <u>credit hours</u> needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award.
Degree	An award conferred by a college, university, or other <u>postsecondary education</u> institution as official recognition for the successful completion of a <u>program</u> of studies.
Differs by program (calendar system)	A <u>calendar system</u> classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the <u>program</u> desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Doctor's degree-other	A doctor's degree that does not meet the definition of a <u>doctor's degree - research/scholarship</u> or a <u>doctor's degree - professional practice</u> .
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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.
Doctor's degree-research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.
Educational offerings	Educational <u>programs</u> offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as <u>postsecondary education</u> programs OR recreational or avocational, adult basic, remedial <u>instruction</u> , high school equivalency, or high school programs that are not deemed postsecondary.
Fall cohort	The group of students entering in the fall term established for tracking purposes. For the <u>Graduation Rates</u> component, this includes all students who enter an institution as full-time, first-time <u>degree</u> or <u>certificate-seeking undergraduate</u> students during the fall term of a given year. For the <u>Outcome Measures</u> component, all degree/certificate-seeking undergraduate students who enter an institution during the fall term of a given year must be placed in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
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 <u>undergraduate</u> level. This includes students enrolled in <u>academic</u> or <u>occupational</u> 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 <u>credits</u> earned before graduation from high school).
Full-time student	

	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
Full-year cohort	The group of students entering at any time during the <u>12-month period</u> September 1 through August 31 that is established for tracking and reporting <u>Graduation Rate (GR)</u> and <u>Outcome Measures (OM)</u> data for institutions that primarily offer <u>occupational programs</u> of varying lengths. Students must be <u>full-time</u> and <u>first-time</u> to be considered in the <u>cohort</u> . For OM component, undergraduate students must enter in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
Graduate student	A student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Institutional affiliation	A classification that indicates whether a <u>private not-for-profit institution</u> is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of <u>Employees by Assigned Position, Fall Staff, and Salaries</u> ; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
Less than 2-year institution	A postsecondary institution that offers <u>programs</u> of less than 2-years duration below the baccalaureate level. Includes occupational and vocational <u>schools</u> with programs that do not exceed 1800 <u>contact hours</u> .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Master's degree	An award that requires the successful completion of a <u>program</u> of study of at least the full-time equivalent of 1 but not more than 2 <u>academic years</u> of work beyond the <u>bachelor's degree</u> . Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as " <u>first-professional</u> ", may require more than two full-time equivalent academic years of work.
Occupational program	A <u>program</u> of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" <u>calendar systems</u> at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> a week each term. Graduate: A student enrolled for less than 9 <u>semester</u> or <u>quarter credits</u> .
Post-master's certificate	An award that requires completion of an organized <u>program</u> beyond the <u>master's degree</u> , but does not meet the requirements of <u>academic degrees</u> at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.  NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.
Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or designed for completion in at least 30 but less than 60 <u>semester</u> or <u>trimester credit hours</u> , or in at least 45 but less than 90 <u>quarter credit hours</u> , or in at least 900 but less than 1,800 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or designed for completion in at least 60 but less than 120 <u>semester</u> or <u>trimester credit hours</u> , or in at least 90 but less than 180 <u>quarter credit hours</u> , or in at least 1,800 but less than 3,600 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 30 <u>semester</u> or <u>trimester credit hours</u> , or in less than 45 <u>quarter credit hours</u> , or in less than 900 <u>contact</u> or <u>clock hours</u> .
Private for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives compensation other than wages, rent, or other <u>expenses</u> for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including <u>associate's degrees</u> and <u>programs</u> that can be completed in at least 1,800 but less than 3,600 <u>contact hours</u> to obtain a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award.

Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, <u>diploma</u> , or other formal award. Includes <u>programs</u> resulting in all <u>bachelor's degrees</u> and other baccalaureate level or equivalent degrees, as well as 5-year <u>cooperative</u> programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 <u>contact hours</u> to obtain a <u>degree, diploma, certificate</u> , or other formal award.
Public institution	An educational institution whose <u>programs</u> and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.
Quarter (calendar system)	A <u>calendar system</u> in which the <u>academic year</u> consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.
Semester (calendar system)	A <u>calendar system</u> that consists of two sessions called semesters during the <u>academic year</u> with about 15 weeks for each semester of <u>instruction</u> . There may be an additional <u>summer session</u> .
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Trimester (calendar system)	An <u>academic year</u> consisting of 3 terms of about 15 weeks each.
Undergraduate	A student enrolled in a 4- or 5-year <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.



## IC Header

Click one of the following questions to view the answer.

### General

- 1) [If my institution offers an award level but currently does not have any students enrolled at that level how should I report?](#)
- 2) [Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?](#)
- 3) [In what award level category should Teachers Preparation certificates be reported?](#)
- 4) [My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?](#)

### Answers:

#### General

- 1) **If my institution offers an award level but currently does not have any students enrolled at that level how should I report?**

You should indicate all levels of awards that your institution is authorized to grant.

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

It is important to report IC Header data correctly the first time, as changes to this component affect all of the other surveys. If you made an error that impacts your ability to respond appropriately to other components, call the Help Desk at 877-225-2568, and they will change the necessary data. For example, if you indicated that you do not enroll any full-time, first-time students (thus no GRS or SFA surveys are generated), you may correct your answer so that you can complete this survey.

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- 3) **In what award level category should Teachers Preparation certificates be reported?**

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.

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- 4) **My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?**

Any system or central office that employs 15 or more full-time staff OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics - Header survey. 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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## IC Header for 2-year institutions

### Edit specifications for the 2015-16 IPEDS Web-Based Data Collection

#### IC Header Component

#### Applicable to 2-year institutions

NOTE: The specifications in this document apply to the institutions listed above and related administrative offices. 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.*

#### Part A: Educational Offerings

#### Part B: Organization

#### Part C: Other Survey Screening Questions

#### Part D: Campus Award Levels

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## Part A: Educational Offerings

### Educational Offerings

On this screen, you must answer the following question. Responses to this question determine whether or not your institution is part of the IPEDS universe.

**Note:** For existing institutions, this information is preloaded by the system.

- Which of the following types of instruction/programs are offered by your institution? Check all that apply.
  - Occupational, may lead to a certificate, degree, or other formal award
  - Academic, leading to a certificate, degree, or diploma
  - Recreational or avocational (leisure) programs
  - Adult basic or remedial instruction or high school equivalency
  - Secondary (high school)

An institution is part of the IPEDS universe if it offers at least one of the following types of instruction:

- Occupational
- Academic

**Note:** If the institution is part of the IPEDS universe, and is eligible to participate in Title IV federal financial aid programs, then completion of this survey is mandatory.

An institution is NOT part of the IPEDS universe if it only offers the following types of instruction:

- Recreational or avocational
- Adult basic or remedial instruction or high school equivalency
- Secondary (high school)

**Note:** Institutions that only offer these types of instruction are not expected to complete this or any other IPEDS survey. If your institution falls into this category and further assistance is required, please contact the IPEDS Help Desk.

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## Part B: Organization

### Control and Levels

On this screen, you must provide information about your institution's control or affiliation and any award levels offered by your institution.

#### *Control or Affiliation*

First, you must indicate the appropriate control or affiliation under which your institution operates.

**Note:** For existing institutions, this information is preloaded by the system. If your institution's preloaded answer differs from the prior year or requires a change, then contact the IPEDS Help Desk for further assistance.

Choose one of the following options:

- Public (If this option is selected, then you must identify the **Primary control** from the drop-down menu provided. An optional **Secondary control** may also be selected.)
- Private for-profit
- Private not-for-profit: independent (no religious affiliation)
- Private not-for-profit (religious affiliation) (If this option is selected, then you must identify the **religious affiliation** from the drop-down menu provided.)

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

- If a **Secondary control** is specified for **Public**, then this control cannot be the same as the **Primary control**.

#### *Award Levels*

Second, you must select the award levels for all credit programs offered at your institution.

**Note:** For existing institutions, this information is preloaded by the system.

Available responses include multiple options at, below, and above the baccalaureate level. Check all that apply.

#### **Below the Baccalaureate:**

- Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours)
- Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours, or at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less than 90 quarter credit hours)
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years (1800 or more contact or clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)

#### **Baccalaureate and Above:**

- Bachelor's degree or equivalent

- Postbaccalaureate certificate
- Master's degree
- Post-master's certificate
- Doctor's degree - research/scholarship
- Doctor's degree - professional practice
- Doctor's degree - Other
- Other (If this option is selected, then you must specify the award level in the context box provided.)

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

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

- If you report **Other** as an award level offered by your institution, a *fatal* error will occur.
- If you report **Other** as an award level offered by your institution, you must enter a description in the context box provided.

## Calendar System

On this screen, you must report the predominant calendar system at your institution. Your response to this question will determine how your institution is expected to report data in the Institutional Characteristics, Graduation Rates, and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system. If your institution's preloaded answer differs from the prior year or requires a change, then contact the IPEDS Help Desk for further assistance.

Choose one of the following options:

### Academic Year Reporting Method (Standard academic terms)

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

**Note:** Selecting one of these options determines that your institution will be required to provide Graduation Rates data based on a FALL COHORT and student charges data for a FULL ACADEMIC YEAR.

### Program Reporting Method (Other calendar system)

- Differs by programs
- Continuous basis (every 2 weeks, monthly, or other period)

**Note:** Selecting one of these options determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data by PROGRAM.

### Hybrid/Mixed Reporting Method (Standard academic terms, Other calendar system)

- Hybrid (Other academic calendar)

**Note:** Selecting this option determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data for a FULL ACADEMIC YEAR.

## Student Enrollment

On this screen, you must provide information about enrollment at your institution.

## Enrollment Types

### Applicable to Public institutions

This section asks about the types of students enrolled at your institution. All levels of enrollment offered by your institution must be reported, even if there are no students currently enrolled at that level. Your responses here will determine which screens will be generated for reporting data in the Institutional Characteristics and Fall Enrollment components. Additionally, your response to the **Full-time First-time, degree/certificate-seeking undergraduate** students question determines how your institution is expected to report data in the Institutional Characteristics and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system.

You must indicate whether your institution offers each of the specified levels of enrollment.

- Undergraduate (academic or occupational programs)
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- First-time, degree/certificate-seeking undergraduate
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- Graduate (not including doctor's professional)
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**

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

- Either **No** or **Yes** must be selected for each student type.
- You must choose **Yes** for at least one of the available student types.
- For each level of student enrollment, if you reported students at that level on the prior year Fall Enrollment survey, then you are expected to indicate that your institution enrolls students at that level on this screen. For institutions with greater than 5 students reported at that level in the prior year Fall Enrollment survey, this error is *fatal*.
- For each level of student enrollment, if you did not report students at that level on the prior year Fall Enrollment survey, then you are not expected to indicate that your institution enrolls students at that level on this screen.
- Your institution is expected to enroll either full-time or part-time, first-time students.
- If you indicate that your institution has a **GR Cohort** of full-time, first-time students, then you must also report enrolling **Full-time, first-time degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time Undergraduate** students, then you must select at least one Award Level at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Full-time Undergraduate** students, then you should not select any Award levels at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution enrolls **Full-time, First-time degree/certificate-seeking undergraduate** students, then you must also report that your institution enrolls **Full-time Undergraduate** students.
- If you indicate that your institution enrolls **Part-time, First-time degree/certificate-seeking undergraduate** students, then you must also report that your institution enrolls **Part-time Undergraduate** students.
- If you indicate that your institution enrolls **Graduate** students, then you must select at least one Award Level above the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Graduate** students, then you should not select any Award Levels above the baccalaureate level on the **Control and Levels** screen.

## Enrollment Types

### Applicable to Private institutions

This section asks about the types of students enrolled at your institution. All levels of enrollment offered by your institution must be reported, even if there are no students currently enrolled at that level. Your responses here will determine which screens will be generated for reporting academic year tuition charges in the Institutional Characteristics component, and for reporting Fall Enrollment data during the spring collection. Additionally, your response to the **Full-time First-time students** question determines how your institution is expected to report data in the Institutional Characteristics and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system.



You must indicate whether your institution offers each of the specified levels of enrollment.

- Students in academic or occupational programs
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- First-time students
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**

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

- Either **No** or **Yes** must be selected for each student type.
- You must choose **Yes** for at least one of the available student types.
- For each level of student enrollment, if you reported students at that level on the prior year Fall Enrollment survey, then you are expected to indicate that your institution enrolls students at that level on this screen. For institutions with greater than 5 students reported at that level in the prior year Fall Enrollment survey, this error is *fatal*.
- For each level of student enrollment, if you did not report students at that level on the prior year Fall Enrollment survey, then you are not expected to indicate that your institution enrolls students at that level on this screen.
- Your institution is expected to enroll either full-time or part-time, first-time students.
- If you indicate that your institution has a **GR Cohort** of full-time, first-time students, then you must also report enrolling **Full-time, first-time degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time Students in academic or occupational programs**, then you must select at least one Award Level at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Full-time Students in academic or occupational programs**, then you should not select any Award levels at or below the baccalaureate level on the **Control and Levels** screen.
- Your institution is expected to enroll **Full-time and/or Part-time First-time, degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time First-time students**, then you must also report that your institution enrolls **Full-time Students in academic or occupational programs**.
- If you indicate that your institution enrolls **Part-time First-time students**, then you must also report that your institution enrolls **Part-time Students in academic or occupational programs**.

### **GR Cohort Question**

Additionally, you must answer the following question. The number of full-time, first-time degree/certificate-seeking undergraduates reported in the 2012-13 Fall Enrollment survey (**GR Cohort**) will be preloaded by the system for your reference.

For academic year 2012-13, did your institution have any full-time, first-time degree/certificate-seeking students enrolled in programs at the baccalaureate level or below?

- **No** (If this option is selected, then you must choose one of the following options.)
  - This institution did not enroll full-time, first-time (undergraduate) students.
  - This institution did not offer programs at or below the baccalaureate level.
  - This institution was not in operation in 2012-13.
- **Yes** (If this option is selected, then you will be required to provide Graduation Rates data for the 2012-13 cohort in the winter collection.)

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

- If you indicated that your institution enrolls **Full-time First-time, degree/certificate-seeking undergraduate** students in the 'Enrollment Types' question, then you must select **Yes** in response to this question.
- If you selected **Yes** in response to this question, then you are expected to indicate that you offer award levels at or below the baccalaureate level on the **Control and Levels** screen.
- If the preloaded **GR Cohort** from the Fall Enrollment survey is greater than 0, then you are expected to select **Yes** in response to this question.
- If the preloaded **GR Cohort** from the Fall Enrollment survey is 0 or blank, then you are expected to select **No** in response to this question.

## System

On this screen, you must indicate whether your institution is part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

**Note:** For existing institutions, this information is preloaded by the system.

Choose one of the following options:

- **No**, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.
- **Yes**, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution. (If this option is selected, then you must specify the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution using the search function provided.)

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## Part C: Other Survey Screening Questions

### Library Expenses

#### Applicable to degree-granting institutions ONLY

On this screen, you must select **No** or **Yes** to indicate whether your library expenses for Fiscal Year 2015 were greater than 0. Fiscal year 2015 is defined as the most recent 12-month period that ends before October 1, 2015, that corresponds to the institution's fiscal year.

If **Yes** is selected, then the **Academic Libraries** survey will be required during the Spring collection.

#### Open Admission

On this screen, you must indicate whether your institution has an open admission policy for all or most entering first-time, degree/certificate-seeking undergraduate students.

**Note:** For existing institutions, this information is preloaded by the system.

Choose one of the following options:

- **No** (If this option is selected, then the **Admissions** survey will be required during the Winter collection.)
- **Yes**

### Operation

#### Applicable to new institutions ONLY

On this screen, you must indicate whether your institution was in operation during the academic year 2014-15.

- **No**
- **Yes** (If this option is selected, check all levels of enrollment offered during 2014-15.)
  - Undergraduate
  - Graduate (not including doctor's professional)

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## Part D: Campus Award Levels

### Applicable to institutions with perfect children in IC

For each of your institution's branch campuses (listed in the **Campus List**), you must select the award levels offered at that campus.

**Note:** For existing institutions, this information is preloaded by the system.

Available responses include multiple options at, below, and above the baccalaureate level. Check all that apply.

#### Below the Baccalaureate:

- Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours)
- Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours, or at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less than 90 quarter credit hours)
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years (1800 or more contact or clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)

#### Baccalaureate and Above:

- Bachelor's degree or equivalent
- Postbaccalaureate certificate
- Master's degree
- Post-master's certificate
- Doctor's degree - research/scholarship
- Doctor's degree - professional practice
- Doctor's degree - Other
- Other (If this option is selected, then you must specify the award level in the context box provided.)

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

Additionally, you must answer the following question for each of your institution's branch campuses. Your response to this question will determine whether your institution will be required to report cost data for this campus in the Institutional Characteristics component.

- Does your institution enroll full-time, first-time degree/certificate students?
  - **No**
  - **Yes**

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## IC Header for 4-year degree-granting institutions

### Overview

#### Institutional Characteristics Header Overview

Welcome to the Institutional Characteristics Header survey component (IC Header). This survey was introduced to collect data that are key to reporting throughout the IPEDS data collection, and must be completed and locked before any other survey can be started.

Some IC Header questions may require nothing more than a confirmation, if nothing has changed. Please make changes as necessary, and complete items that do need a response (enrollment questions).

Remember, it is the responsibility of the keyholder to provide NCES with accurate data about the institution. Please never hesitate to call the IPEDS Help Desk at 1-877-225-2568 and ask for help to make sure that you are reporting correctly!

#### Changes to This Year's IC Header Component:

- The multi-institution or multi-campus organization must now be selected from a list of organizations.
- The Open Admission screening question has been moved here from IC. The question has not changed.
- A new screening question concerning total Academic Libraries expenses has been added for degree-granting institutions only.

Because of the importance of the IC Header data in determining the screens you will receive in other surveys, be sure to report correctly, and to contact the IPEDS Help Desk if you have **ANY** questions about what you need to report.

The IC Header data affect other survey components in the following ways:

- The Educational Offerings question verifies your institution's inclusion in IPEDS.
- The Control and Levels page is key to all survey components, especially to Finance (F) and Graduation Rates (GR). Additionally, this is important information for students, impacts many federal reports, and is used in placing institutions in appropriate net price groupings.
- Calendar system selection impacts student charges data reported in Institutional Characteristics (IC), Fall Enrollment (EF) data, GR data, and Student Financial Aid (SFA) data related to the net price calculation.
- Enrollment levels impact student charges in IC and enrollment categories in the EF survey component.
- The Open Admission question determines whether the Admissions component will be required in the Winter.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

To download survey materials package for this component: [Survey Materials](#)

Part A - Educational Offerings

**1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]**

*If your institution does not offer occupational, academic or continuing professional programs, you are not expected to complete this or any other IPEDS survey.*

<input type="checkbox"/>	<u>Occupational, may lead to a certificate, degree, or other formal award</u>
<input type="checkbox"/>	<u>Academic, leading to a certificate, degree, or diploma</u>
<input type="checkbox"/>	<u>Continuing professional (postbaccalaureate only)</u>
<input type="checkbox"/>	<u>Recreational or avocational (leisure) programs</u>
<input type="checkbox"/>	<u>Adult basic or remedial instruction or high school equivalency</u>
<input type="checkbox"/>	<u>Secondary (high school)</u>

Part B - Organization - Control and Levels

**1. What is your institutional control or affiliation?**

*Be sure to select the correct control for your institution. Errors on this question have an impact throughout the IPEDS surveys, in federal reporting, in net price groupings, and on your institutions appearance to students. If you reported incorrectly in a previous year, please contact the Help Desk at 877.225.2568 to correct the error.*

Public - Select primary and or secondary controls below

Primary control      Secondary control (if applicable)

Private for-profit

Private not-for-profit independent (no religious affiliation)

Private not-for-profit religious affiliation - Select affiliation below

**2. What award levels are offered by your institution? [Check all that apply]**

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), **determine program length by the number of credit or contact hours**, NOT the academic year length in parentheses. The academic year length is meant only to provide context.

The 'Other' award level should not be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

**Award Level**

**BELOW THE BACCALAUREATE:**

1       Postsecondary award, certificate, or diploma of (less than one academic year)  
 - less than 900 contact or clock hours, or  
 - less than 30 semester or trimester credit hours, or  
 - less than 45 quarter credit hours

2       Postsecondary award, certificate, or diploma of (at least one but less than two academic years)  
 - at least 900 but less than 1800 contact or clock hours, or  
 - at least 30 but less than 60 semester or trimester credit hours, or  
 - at least 45 but less than 90 quarter credit hours

3       Associate's degree

4       Postsecondary award, certificate, or diploma of (at least two but less than four academic years)  
 - 1800 or more contact or clock hours, or  
 - 60 or more semester or trimester credit hours, or  
 - 90 or more quarter credit hours

**BACCALAUREATE AND ABOVE:**

5       Bachelor's degree or equivalent

6       Postbaccalaureate certificate

7       Master's degree

8       Post-master's certificate

17       Doctor's degree - research/scholarship

18       Doctor's degree - professional practice

19       Doctor's degree - other

12       Other (specify in box below)

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

Part B - Organization - Calendar System

**Your response to the next question determines how your institution reports Institutional Characteristics student charges data in the fall, Student Financial Aid data in the winter, and Graduation Rates data in the winter. It also impacts the net price calculation in the Student Financial Aid survey.**

If the calendar system differs from prior year or requires a change, please contact the Help Desk at 877.225.2568.

**3. What is the predominant calendar system at the institution? [Choose one]**

**Academic Year Reporting Method** (Standard academic terms)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FALL COHORT and student charges data for a full ACADEMIC YEAR.

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

**Program Reporting Method** (Other calendar system)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FULL-YEAR COHORT, and student charges data by PROGRAM.

- Differs by program
- Continuous basis (every 2 weeks, monthly, or other period)

**Hybrid/Mixed Reporting Method** (Standard academic terms, other academic calendar)

Selecting the hybrid calendar type determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FULL-YEAR COHORT, and student charges data for a full ACADEMIC YEAR.

- Hybrid (Other academic calendar)

Part B - Organization - Student Enrollment

**4. Does your institution enroll any of the following types of students?**

**Include all levels offered by your institution, even if there are no students currently enrolled at that level.**

Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking **Yes** for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report cost of attendance data (on the IC component) and Student Financial Aid data for these students.

	Full-time		Part-time	
<b>Undergraduate (academic or occupational programs)</b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b>    <u>First-time, degree/certificate-seeking undergraduate</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b>Graduate (not including doctor's-professional practice)</b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes

**5. Does your institution enroll students in doctor's degree - professional practice programs?**

Checking **Yes** for this question will allow your institution to report graduate level students in Fall Enrollment. If you select **Yes** to enrolling students in one of the listed programs, you will also report tuition for the appropriate program(s).

No

Yes

Do you enroll students in one of the following?

*Chiropractic (D.C. or D.C.M.), Dentistry (D.D.S. or D.M.D.), Medicine (M.D.), Optometry (O.D.), Osteopathic Medicine (D.O.), Pharmacy (Pharm.D.), Podiatry (Pod.D., D.P., or D.P.M.), Veterinary Medicine (D.V.M.), Law (J.D.)*

No

Yes

**6. For Fall 2009, did your institution have any full-time, first-time degree/certificate-seeking students enrolled in programs at the baccalaureate level or below?**

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2009-10 cohort in the winter collection. If you answer **No** to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested.

If you reported any full-time, first-time degree/certificate-seeking undergraduates on the 2009-10 Enrollment survey, the data will be preloaded below.

No

This institution did not enroll full-time, first-time (undergraduate) students.

This institution did not offer programs at or below the baccalaureate level.

This institution was not in operation in 2009-10.

Yes

**Full-time, first-time degree/certificate-seeking students from 2009-10 Enrollment survey (GR Cohort)**



Part B - Multi-institution or Multi-campus Organization

**7. Multi-institution or multi-campus organization**

**Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that information is collected separately.**

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

No, this institution **IS NOT** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

Yes, this institution **IS** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.


If yes, select the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution after clicking on 'Select System' below.

**Select System**

Part C - Other Survey Screening Questions - Open Admission


**2. Does your institution have an open admission policy for all or most entering first-time degree/certificate-seeking undergraduate-level 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, and only reject a very small number of students based on the test, are also considered open admission.

 If your institution does not have an open admission policy, you will be required to report Admissions component regarding your admissions procedures and admissions yield.

No

Yes

 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 - Other Survey Screening Questions - Library Expenses

Were your annual total library expenses for Fiscal Year 2015 greater than zero?

No

Yes

Part C - Other Survey Screening Questions - Levels of Enrollment Offered

**Was your institution in operation during the academic year 2014-15?**

If you answer **Yes** to this question, you will be able to specify the levels of enrollment offered at your institution during 2014-15 and to report 12-month enrollment during the fall collection.

<input type="radio"/>	No
<input type="radio"/>	Yes. Please specify the levels of enrollment offered during 2014-15.
	<input type="checkbox"/> Undergraduate
	<input type="checkbox"/> Graduate (not including doctor's-professional practice)
	<input type="checkbox"/> Doctor's-professional practice



## [IC Header Full Instructions for 4-yr degree-granting institutions](#)

### [Purpose of Institutional Characteristics Header Survey](#)

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#### [Level of Enrollment](#)

#### [Part D - Branch Campus](#)

### [Purpose of Survey](#)

The primary purpose of the IPEDS Institutional Characteristics Header (IC-H) survey is to collect basic institutional data including control or affiliation, calendar system, and award levels. These data are key to accurate reporting as they are used to determine the reporting for other IPEDS surveys. Any errors in the IC-H survey can lead to further errors in the data reporting process, so please be very careful in reporting these data correctly, and contact the IPEDS Help Desk (877.225.2568) if you have any questions.

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### [Changes in reporting](#)

The following changes were implemented for the 2015-16 data collection period:

- Open admission policy question added to "Part C – Other screening questions".
- Library expenses question added to "Part C – Other screening questions".

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### [General instructions](#)

#### [Reporting period covered](#)

Institutional Characteristics Header (IC-H) covers data for the current year with two exceptions.

- Cohort data in B6 refer to a past cohort and are used to set the Graduation Rates component (GR).
- For new institutions, the question about prior year operation refers to the prior academic year and is used to determine the applicability of the 12-Month Enrollment (E12) component.

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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](#), however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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## Coverage

Carefully read each question in the Institutional Characteristics Header survey to ensure you are reporting data for the appropriate students. The student groups for which data are collected vary throughout the IC-H 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, **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

### B. Who NOT to include

- 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

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## 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 \(including the College Affordability and Transparency Center\)](#)
- [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 - Educational Offerings

Responses on this screen verify inclusion of the institution on the NCES/IPEDS list of institutions and agencies that provide all types of postsecondary education. Postsecondary education is defined as the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is occupational, academic, or continuing professional education but excludes avocational and adult basic education programs.

If you select only avocational and/or adult basic education programs, you will be contacted by IPEDS to confirm your exemption from IPEDS reporting.

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## Part B – Organization

### ***Institutional Control or Affiliation***

Indicate the appropriate control or affiliation under which the institution operates. If the institution has a religious affiliation, select the denomination from the list provided in the drop-down box. Public institutions must designate a primary control; identification of a secondary control is optional. If control of the institution differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresents your institution to the public on College Navigator and other search tools that use IPEDS data, and places your institution in incorrect groups in IPEDS publications and on the College Affordability and Transparency Lists. If you do not know the control or affiliation of your institution, please call the Help Desk.

### ***Award Levels***

Check applicable award levels for all credit programs offered at the institution. Award levels are identified based on duration and/or awards.

- Report using the number of CONTACT or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
  - References to length of study are the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
    - One academic year equals 900 contact or clock hours of instruction, 30 semester credit hours or its equivalent, or 45 quarter credit hours.
- Award levels 1, 2, and 4 differ by length of programs and refer to completions below the baccalaureate degree. Use the IPEDS designations, not institutionally defined designations, to describe these levels.
- Award levels 3, 5, 7, 17, 18 and 19 indicate degree levels for which the institution is authorized to make formal awards.
- Award levels 6 and 8 indicate certificate levels.
- If you cannot classify an award within the award levels indicated on the screen, check award level 12 (Other) and specify or describe the award in the context box. Because there are few programs that fall under 'Other' please contact the Help Desk if you are considering selecting Level 12.

**NOTE:** Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

### ***Calendar System***

Indicate the **predominant** calendar system under which the institution operates. If programs are offered on more than one calendar, select the system under which most programs are offered. If there is no predominant calendar system at your institution, select the option that best characterizes your institution.

If your calendar system differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

**Note:** Calendar system selection determines reporting in many other IPEDS components. Be sure to choose the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

- **Standard academic terms** (semesters, quarters, trimesters, 4-1-4)
  - Use a **fall cohort** for Graduation Rates.
  - Report tuition and fees and cost information based on a **full academic year**.
  - Report Fall Enrollment using **students enrolled as of October 15, or the official fall reporting date used by the institution**. This fall enrollment cohort will be preloaded into the next year's Student Financial Aid component.
    - For Student Financial Aid, report aid for an **academic year**.
- **Program-by-program or continuous enrollment basis**

- Use a **full-year cohort** for Graduation Rates.
  - Report tuition and fees and books and supplies information by program for the **entire length of the program**. For living expenses, report costs for **4 weeks (1 month)**. Note: Living expenses are only applicable to institutions with full-time, first-time students and are reported with the largest program.
  - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
  - For Student Financial Aid, report aid for the **largest program for an academic year**.
- **Hybrid academic calendar** (If you are considering selecting the 'Other academic calendar' option, please contact the Help Desk at 877.225.2568 so they can confirm the appropriateness of this calendar system for your institution.)
    - Use a **full-year cohort** for Graduation Rates.
    - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
    - Report tuition and fees and cost information based on a **full academic year**.
    - For Student Financial Aid, report aid for an **academic year**.

### ***Student enrollment***

#### **Enrollment of full- and part-time students.**

Indicate whether your institution enrolls any full-time or part-time students at the levels listed. Include all levels offered, even if there are not any students currently enrolled at that level.

Responses to those categories will determine the screens generated for reporting academic year tuition charges in the Institutional Characteristics survey during the Fall collection and enrollment data in the Fall Enrollment survey during the Spring collection.

- Make sure to check Yes for full-time, first-time degree/certificate-seeking students if applicable, as this determines that your institution will report cost information on Institutional Characteristics screens in Part D and Student Financial Aid information during the Winter collection.

### **Doctor's - professional practice**

Indicate whether your institution offers any of the listed Doctor's - professional practice programs. If your institution offers Doctor's -professional practice programs but does not offer any of the listed programs, indicate no.

#### **GRS cohort question.**

- **4-year institutions.** Indicate if your institution had any full-time, first-time undergraduate students enrolled in programs at the baccalaureate level or below in the academic year indicated on the screen. If you indicate Yes, you must report Graduation Rates data in the Winter.
- **Less-than-4-year institutions.** Indicate if your institution had any full-time, first-time degree/certificate-seeking students enrolled in the academic year indicated on the screen. If you check Yes, you must report Graduation Rates data in the Winter.

### ***Multi-institution or Multi-campus Organization***

If applicable, select from the provided list the multi-institution or multi-campus organization that owns, governs, or controls the institution. If you do not see your multi-institution or multi-organization listed, please contact the Help Desk.

A multi-institution or multi-campus organization includes organizations with two or more institutions or campuses. Non-postsecondary education agencies that govern or control institutions include, but are not limited to, public school districts, art organizations, hospitals and other medical/health organizations.

Do not include:

- coordinating systems
- single institution owner
- single institution corporate name
- single institution governing board
- consortia
- associations
- religious affiliation (requested in control question)

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## **Part C - Other Survey Screening Questions**

### ***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, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.

Note: IPEDS does not have a set percentage to determine open admission. Please review your institution's admission policy or talk to someone in the admissions office if you are not sure whether your institution is open admission, or contact the IPEDS Help Desk at 877.225.2568.

### ***Library Expenses***

Indicate whether the annual total library expenses at your institution were greater than zero for Fiscal Year 2015. Fiscal Year 2015 is defined as the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2015. Expenses include funds expended by the library (regardless of when received) from its regular budget and from all other known sources; e.g., research grants, special projects, gifts and endowments, and fees for services. Those libraries in consortia or those that share all their resources with another institution, please report whether the total annual library expenses at YOUR institution were greater than zero in Fiscal Year 2015.

If the expenses are equal to 0, you will not be asked to complete the Academic Libraries (AL) component in the Spring.

### ***Level of Enrollment***

New institutions should indicate whether their institution was in operation during the prior academic year. If the response is 'Yes', they should also indicate the levels that were offered.

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### **Part D - Branch campus**

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

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Term	Definition
4-1-4 (calendar system)	The 4-1-4 calendar usually consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional <u>summer session</u> .
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 calendar system.
Adult basic education	Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a <u>program</u> leading to a high school credential, nor are they part of any academic, occupational, or vocational program at the postsecondary level.
Associate's degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
Avocational programs	Instructional <u>programs</u> in personal interest and leisure categories whose expressed intent is not to produce postsecondary <u>credits</u> , nor to lead to a formal award or an academic <u>degree</u> , nor result in occupationally specific skills.
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 <u>cooperative (work-study) program</u> . 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.
Calendar system	The method by which an institution structures most of its courses for the <u>academic year</u> .
Certificate	A formal award certifying the satisfactory completion of a <u>postsecondary education program</u> .
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Continuing professional education	Programs and courses designed specifically for individuals who have completed a <u>degree</u> in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A <u>calendar system</u> classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
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 <u>credit hours</u> needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award.
Degree	An award conferred by a college, university, or other <u>postsecondary education</u> institution as official recognition for the successful completion of a <u>program</u> of studies.
Differs by program (calendar system)	A <u>calendar system</u> classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the <u>program</u> desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Doctor's degree-other	A doctor's degree that does not meet the definition of a <u>doctor's degree - research/scholarship</u> or a <u>doctor's degree - professional practice</u> .
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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.
Doctor's degree-research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.
Educational offerings	Educational <u>programs</u> offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as <u>postsecondary education</u> programs OR recreational or avocational, adult basic, remedial <u>instruction</u> , high school equivalency, or high school programs that are not deemed postsecondary.
Fall cohort	The group of students entering in the fall term established for tracking purposes. For the <u>Graduation Rates</u> component, this includes all students who enter an institution as full-time, first-time <u>degree</u> or <u>certificate-seeking undergraduate</u> students during the fall term of a given year. For the <u>Outcome Measures</u> component, all degree/certificate-seeking undergraduate students who enter an institution during the fall term of a given year must be placed in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
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 <u>undergraduate</u> level. This includes students enrolled in <u>academic</u> or <u>occupational</u> 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 <u>credits</u> earned before graduation from high school).
Full-time student	

	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
Full-year cohort	The group of students entering at any time during the <u>12-month period</u> September 1 through August 31 that is established for tracking and reporting <u>Graduation Rate (GR)</u> and <u>Outcome Measures (OM)</u> data for institutions that primarily offer <u>occupational programs</u> of varying lengths. Students must be <u>full-time</u> and <u>first-time</u> to be considered in the <u>cohort</u> . For OM component, undergraduate students must enter in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
Graduate student	A student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Institutional affiliation	A classification that indicates whether a <u>private not-for-profit institution</u> is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of <u>Employees by Assigned Position, Fall Staff, and Salaries</u> ; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
Less than 2-year institution	A postsecondary institution that offers <u>programs</u> of less than 2-years duration below the baccalaureate level. Includes occupational and vocational <u>schools</u> with programs that do not exceed 1800 <u>contact hours</u> .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Master's degree	An award that requires the successful completion of a <u>program</u> of study of at least the full-time equivalent of 1 but not more than 2 <u>academic years</u> of work beyond the <u>bachelor's degree</u> . Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as " <u>first-professional</u> ", may require more than two full-time equivalent academic years of work.
Occupational program	A <u>program</u> of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" <u>calendar systems</u> at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> a week each term. Graduate: A student enrolled for less than 9 <u>semester</u> or <u>quarter credits</u> .
Post-master's certificate	An award that requires completion of an organized <u>program</u> beyond the <u>master's degree</u> , but does not meet the requirements of academic <u>degrees</u> at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.  NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.
Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or designed for completion in at least 30 but less than 60 <u>semester</u> or <u>trimester credit hours</u> , or in at least 45 but less than 90 <u>quarter credit hours</u> , or in at least 900 but less than 1,800 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or designed for completion in at least 60 but less than 120 <u>semester</u> or <u>trimester credit hours</u> , or in at least 90 but less than 180 <u>quarter credit hours</u> , or in at least 1,800 but less than 3,600 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 30 <u>semester</u> or <u>trimester credit hours</u> , or in less than 45 <u>quarter credit hours</u> , or in less than 900 <u>contact</u> or <u>clock hours</u> .
Private for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives compensation other than wages, rent, or other <u>expenses</u> for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including <u>associate's degrees</u> and <u>programs</u> that can be completed in at least 1,800 but less than 3,600 <u>contact hours</u> to obtain a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award.

Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, <u>diploma</u> , or other formal award. Includes <u>programs</u> resulting in all <u>bachelor's degrees</u> and other baccalaureate level or equivalent degrees, as well as 5-year <u>cooperative</u> programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 <u>contact hours</u> to obtain a <u>degree, diploma, certificate</u> , or other formal award.
Public institution	An educational institution whose <u>programs</u> and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.
Quarter (calendar system)	A <u>calendar system</u> in which the <u>academic year</u> consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.
Semester (calendar system)	A <u>calendar system</u> that consists of two sessions called semesters during the <u>academic year</u> with about 15 weeks for each semester of <u>instruction</u> . There may be an additional <u>summer session</u> .
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Trimester (calendar system)	An <u>academic year</u> consisting of 3 terms of about 15 weeks each.
Undergraduate	A student enrolled in a 4- or 5-year <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.



## IC Header

**Click one of the following questions to view the answer.**

### General

- 1) [If my institution offers an award level but currently does not have any students enrolled at that level how should I report?](#)
- 2) [Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?](#)
- 3) [In what award level category should Teachers Preparation certificates be reported?](#)
- 4) [My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?](#)

### Answers:

#### General

- 1) **If my institution offers an award level but currently does not have any students enrolled at that level how should I report?**

You should indicate all levels of awards that your institution is authorized to grant.

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

It is important to report IC Header data correctly the first time, as changes to this component affect all of the other surveys. If you made an error that impacts your ability to respond appropriately to other components, call the Help Desk at 877-225-2568, and they will change the necessary data. For example, if you indicated that you do not enroll any full-time, first-time students (thus no GRS or SFA surveys are generated), you may correct your answer so that you can complete this survey.

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- 3) **In what award level category should Teachers Preparation certificates be reported?**

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.

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- 4) **My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?**

Any system or central office that employs 15 or more full-time staff OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics - Header survey. 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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**IC Header for 4-year institutions****Edit specifications for the 2015-16 IPEDS Web-Based Data Collection****IC Header Component****Applicable to 4-year institutions**

NOTE: The specifications in this document apply to the institutions listed above and related administrative offices. 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.*

**Part A: Educational Offerings****Part B: Organization****Part C: Other Survey Screening Questions****Part D: Campus Award Levels**

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**Part A: Educational Offerings****Educational Offerings**

On this screen, you must answer the following question. Responses to this question determine whether or not your institution is part of the IPEDS universe.

**Note:** For existing institutions, this information is preloaded by the system.

- Which of the following types of instruction/programs are offered by your institution? Check all that apply.
  - Occupational, may lead to a certificate, degree, or other formal award
  - Academic, leading to a certificate, degree, or diploma
  - Continuing professional (postbaccalaureate only)
  - Recreational or avocational (leisure) programs
  - Adult basic or remedial instruction or high school equivalency
  - Secondary (high school)

An institution is part of the IPEDS universe if it offers at least one of the following types of instruction:

- Occupational
- Academic
- Continuing professional

**Note:** If the institution is part of the IPEDS universe, and is eligible to participate in Title IV federal financial aid programs, then completion of this survey is mandatory.

An institution is NOT part of the IPEDS universe if it only offers the following types of instruction:

- Recreational or avocational
- Adult basic or remedial instruction or high school equivalency
- Secondary (high school)

**Note:** Institutions that only offer these types of instruction are not expected to complete this or any other IPEDS survey. If your institution falls into this category and further assistance is required, please contact the IPEDS Help Desk.

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## Part B: Organization

### Control and Levels

On this screen, you must provide information about your institution's control or affiliation and any award levels offered by your institution.

#### *Control or Affiliation*

First, you must indicate the appropriate control or affiliation under which your institution operates.

**Note:** For existing institutions, this information is preloaded by the system. If your institution's preloaded answer differs from the prior year or requires a change, then contact the IPEDS Help Desk for further assistance.

Choose one of the following options:

- Public (If this option is selected, then you must identify the **Primary control** from the drop-down menu provided. An optional **Secondary control** may also be selected.)
- Private for-profit
- Private not-for-profit: independent (no religious affiliation)
- Private not-for-profit (religious affiliation) (If this option is selected, then you must identify the **religious affiliation** from the drop-down menu provided.)

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

- If a **Secondary control** is specified for **Public**, then this control cannot be the same as the **Primary control**.

#### **Award Levels**

Second, you must select the award levels for all credit programs offered at your institution.

**Note:** For existing institutions, this information is preloaded by the system.

Available responses include multiple options at, below, and above the baccalaureate level. Check all that apply.

#### **Below the Baccalaureate:**

- Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours)
- Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours, or at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less than 90 quarter credit hours)
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years (1800 or more contact or clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)

#### **Baccalaureate and Above:**

- Bachelor's degree or equivalent
- Postbaccalaureate certificate
- Master's degree
- Post-master's certificate
- Doctor's degree - research/scholarship
- Doctor's degree - professional practice
- Doctor's degree - Other
- Other (If this option is selected, then you must specify the award level in the context box provided.)

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

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

- If you report **Other** as an award level offered by your institution, a *fatal* error will occur.
- If you report **Other** as an award level offered by your institution, you must enter a description in the context box provided.

## Calendar System

On this screen, you must report the predominant calendar system at your institution. Your response to this question will determine how your institution is expected to report data in the Institutional Characteristics, Graduation Rates, and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system. If your institution's preloaded answer differs from the prior year or requires a change, then contact the IPEDS Help Desk for further assistance.

Choose one of the following options:

### Academic Year Reporting Method (Standard academic terms)

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

**Note:** Selecting one of these options determines that your institution will be required to provide Graduation Rates data based on a FALL COHORT and student charges data for a FULL ACADEMIC YEAR.

### Program Reporting Method (Other calendar system)

- Differs by programs
- Continuous basis (every 2 weeks, monthly, or other period)

**Note:** Selecting one of these options determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data by PROGRAM.

### Hybrid/Mixed Reporting Method (Standard academic terms, Other calendar system)

- Hybrid (Other academic calendar)

**Note:** Selecting this option determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data for a FULL ACADEMIC YEAR.

## Student Enrollment



On this screen, you must provide information about enrollment at your institution.

## ***Enrollment Types***

This section asks about the types of students enrolled at your institution. All levels of enrollment offered by your institution must be reported, even if there are no students currently enrolled at that level. Your responses here will determine which screens will be generated for reporting data in the Institutional Characteristics and Fall Enrollment components. Additionally, your response to the **Full-time First-time, degree/certificate-seeking undergraduate** students question determines how your institution is expected to report data in the Institutional Characteristics and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system.

You must indicate whether your institution offers each of the specified levels of enrollment.

- Undergraduate (academic or occupational programs)
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- First-time, degree/certificate-seeking undergraduate
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- Graduate (not including doctor's professional)
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**

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

- Either **No** or **Yes** must be selected for each student type.
- You must choose **Yes** for at least one of the available student types.
- For each level of student enrollment, if you reported students at that level on the prior year Fall Enrollment survey, then you are expected to indicate that your institution enrolls students at that level on this screen. For institutions with greater than 5 students reported at that level in the prior year Fall Enrollment survey, this error is *fatal*.
- For each level of student enrollment, if you did not report students at that level on the prior year Fall Enrollment survey, then you are not expected to indicate that your institution enrolls students at that level on this screen.
- If you indicate that your institution has a **GR Cohort** of full-time, first-time students, then you must also report enrolling **Full-time, first-time degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time Undergraduate** students, then you must select at least one Award Level at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Full-time Undergraduate** students, then you should not select any Award levels at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution enrolls **Full-time, First-time degree/certificate-seeking undergraduate** students, then you must also report that your institution enrolls **Full-time Undergraduate** students.
- If you indicate that your institution enrolls **Part-time, First-time degree/certificate-seeking undergraduate** students, then you must also report that your institution enrolls **Part-time Undergraduate** students.
- If you indicate that your institution enrolls **Graduate** students, then you must select at least one Award Level above the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Graduate** students, then you should not select any Award Levels above the baccalaureate level on the **Control and Levels** screen.

## ***Doctor's degree - professional practice***

***Applicable to those institutions that indicated on the Control and Levels screen that they offer the Doctor's degree - professional practice award level***

You must answer the following questions. Your response to these questions will determine whether your institution must report data for Doctor's degree - professional practice programs in the Institutional Characteristics and Fall Enrollment components.

**Note:** For existing institutions, this information is preloaded by the system.

- Does your institution enroll students in Doctor's degree - professional practice programs? Choose one of the following options:

- **No**
- **Yes**
- **Applicable to institutions that selected **Yes** in response to the previous question.** Does your institution enroll students in any of the following Doctor's degree - professional practice programs?
  - **No**
  - **Yes**, the institution enrolls students in at least one of the following programs:
    - Chiropractic (D.C. or D.C.M.)
    - Dentistry (D.D.S. or D.M.D.)
    - Medicine (M.D.)
    - Optometry (O.D.)
    - Osteopathic Medicine (D.O.)
    - Pharmacy (Pharm.D.)
    - Podiatry (Pod.D., D.P., or D.P.M.)
    - Veterinary Medicine (D.V.M)
    - Law (J.D.)

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

- If you indicated on the **Part B - Control and Levels** screen that your institution offers the doctor's degree - professional practice award level, then you are expected to respond **Yes** to the question that asks if your institution enrolls students in doctor's degree - professional practice programs.

### **GR Cohort Question**

Additionally, you must answer the following question. The number of full-time, first-time degree/certificate-seeking undergraduates reported in the 2009-10 Fall Enrollment survey (**GR Cohort**) will be preloaded by the system for your reference.

For Fall 2009, did your institution have any full-time, first-time degree/certificate-seeking students enrolled in programs at the baccalaureate level or below?

- **No** (If this option is selected, then you must choose one of the following options.)
  - This institution did not enroll full-time, first-time (undergraduate) students.
  - This institution did not offer programs at or below the baccalaureate level.
  - This institution was not in operation in 2009-10.
- **Yes** (If this option is selected, then you will be required to provide Graduation Rates data for the 2009-10 cohort in the winter collection.)

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

- If you indicated that your institution enrolls **Full-time First-time, degree/certificate-seeking undergraduate** students in the 'Enrollment Types' question, then you must select **Yes** in response to this question.
- If you selected **Yes** in response to this question, then you are expected to indicate that you offer award levels at or below the baccalaureate level on the **Control and Levels** screen.
- If the preloaded **GR Cohort** from the Fall Enrollment survey is greater than 0, then you are expected to select **Yes** in response to this question.
- If the preloaded **GR Cohort** from the Fall Enrollment survey is 0 or blank, then you are expected to select **No** in response to this question.

### **System**

On this screen, you must indicate whether your institution is part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

**Note:** For existing institutions, this information is preloaded by the system.

Choose one of the following options:

- **No**, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.
- **Yes**, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution. (If this option is selected, then you must specify the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution using the search function provided.)

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## Part C: Other Survey Screening Questions

### Library Expenses

#### Applicable to degree-granting institutions ONLY

On this screen, you must select **No** or **Yes** to indicate whether your library expenses for Fiscal Year 2015 were greater than 0. Fiscal year 2015 is defined as the most recent 12-month period that ends before October 1, 2015, that corresponds to the institution's fiscal year.

If **Yes** is selected, then the **Academic Libraries** survey will be required during the Spring collection.

### Open Admission

On this screen, you must indicate whether your institution has an open admission policy for all or most entering first-time, degree/certificate-seeking undergraduate students.

**Note:** For existing institutions, this information is preloaded by the system.

Choose one of the following options:

- **No** (If this option is selected, then the **Admissions** survey will be required during the Winter collection.)
- **Yes**

### Operation

#### Applicable to new institutions ONLY

On this screen, you must indicate whether your institution was in operation during the academic year 2014-15.

- **No**
- **Yes** (If this option is selected, check all levels of enrollment offered during 2014-15.)
  - Undergraduate
  - Graduate (not including doctor's professional)
  - Doctor's degree - professional practice (Only displayed for institutions that indicated on the Control and Levels screen that they offer the Doctor's degree - professional practice award level)

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## Part D: Campus Award Levels

#### Applicable to institutions with perfect children in IC

For each of your institution's branch campuses (listed in the **Campus List**), you must select the award levels offered at that campus.

**Note:** For existing institutions, this information is preloaded by the system.

Available responses include multiple options at, below, and above the baccalaureate level. Check all that apply.

**Below the Baccalaureate:**

- Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours)
- Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours, or at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less than 90 quarter credit hours)
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years (1800 or more contact or clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)

**Baccalaureate and Above:**

- Bachelor's degree or equivalent
- Postbaccalaureate certificate
- Master's degree
- Post-master's certificate
- Doctor's degree - research/scholarship
- Doctor's degree - professional practice
- Doctor's degree - Other
- Other (If this option is selected, then you must specify the award level in the context box provided.)

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

Additionally, you must answer the following question for each of your institution's branch campuses. Your response to this question will determine whether your institution will be required to report cost data for this campus in the Institutional Characteristics component.

- Does your institution enroll full-time, first-time degree/certificate students?
  - **No**
  - **Yes**

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## IC Header for 4-year non-degree-granting institutions

### Overview

#### Institutional Characteristics Header Overview

Welcome to the Institutional Characteristics Header survey component (IC Header). This survey was introduced to collect data that are key to reporting throughout the IPEDS data collection, and must be completed and locked before any other survey can be started.

Some IC Header questions may require nothing more than a confirmation, if nothing has changed. Please make changes as necessary, and complete items that do need a response (enrollment questions).

Remember, it is the responsibility of the keyholder to provide NCES with accurate data about the institution. Please never hesitate to call the IPEDS Help Desk at 1-877-225-2568 and ask for help to make sure that you are reporting correctly!

#### Changes to This Year's IC Header Component:

- The multi-institution or multi-campus organization must now be selected from a list of organizations.
- The Open Admission screening question has been moved here from IC. The question has not changed.
- A new screening question concerning total Academic Libraries expenses has been added for degree-granting institutions only.

Because of the importance of the IC Header data in determining the screens you will receive in other surveys, be sure to report correctly, and to contact the IPEDS Help Desk if you have **ANY** questions about what you need to report.

The IC Header data affect other survey components in the following ways:

- The Educational Offerings question verifies your institution's inclusion in IPEDS.
- The Control and Levels page is key to all survey components, especially to Finance (F) and Graduation Rates (GR). Additionally, this is important information for students, impacts many federal reports, and is used in placing institutions in appropriate net price groupings.
- Calendar system selection impacts student charges data reported in Institutional Characteristics (IC), Fall Enrollment (EF) data, GR data, and Student Financial Aid (SFA) data related to the net price calculation.
- Enrollment levels impact student charges in IC and enrollment categories in the EF survey component.
- The Open Admission question determines whether the Admissions component will be required in the Winter.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

To download survey materials package for this component: [Survey Materials](#)

Part A - Educational Offerings

**1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]**

*If your institution does not offer occupational, academic or continuing professional programs, you are not expected to complete this or any other IPEDS survey.*

<input type="checkbox"/>	<u>Occupational, may lead to a certificate, degree, or other formal award</u>
<input type="checkbox"/>	<u>Academic, leading to a certificate, degree, or diploma</u>
<input type="checkbox"/>	<u>Continuing professional (postbaccalaureate only)</u>
<input type="checkbox"/>	<u>Recreational or avocational (leisure) programs</u>
<input type="checkbox"/>	<u>Adult basic or remedial instruction or high school equivalency</u>
<input type="checkbox"/>	<u>Secondary (high school)</u>

Part B - Organization - Control and Levels

**1. What is your institutional control or affiliation?**

*Be sure to select the correct control for your institution. Errors on this question have an impact throughout the IPEDS surveys, in federal reporting, in net price groupings, and on your institutions appearance to students. If you reported incorrectly in a previous year, please contact the Help Desk at 877.225.2568 to correct the error.*

Public - Select primary and or secondary controls below

Primary control      Secondary control (if applicable)

Private for-profit

Private not-for-profit independent (no religious affiliation)

Private not-for-profit religious affiliation - Select affiliation below

**2. What award levels are offered by your institution? [Check all that apply]**

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), **determine program length by the number of credit or contact hours**, NOT the academic year length in parentheses. The academic year length is meant only to provide context.

The 'Other' award level should not be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

**Award Level**

**BELOW THE BACCALAUREATE:**

1       Postsecondary award, certificate, or diploma of (less than one academic year)  
 - less than 900 contact or clock hours, or  
 - less than 30 semester or trimester credit hours, or  
 - less than 45 quarter credit hours

2       Postsecondary award, certificate, or diploma of (at least one but less than two academic years)  
 - at least 900 but less than 1800 contact or clock hours, or  
 - at least 30 but less than 60 semester or trimester credit hours, or  
 - at least 45 but less than 90 quarter credit hours

3       Associate's degree

4       Postsecondary award, certificate, or diploma of (at least two but less than four academic years)  
 - 1800 or more contact or clock hours, or  
 - 60 or more semester or trimester credit hours, or  
 - 90 or more quarter credit hours

**BACCALAUREATE AND ABOVE:**

5       Bachelor's degree or equivalent

6       Postbaccalaureate certificate

7       Master's degree

8       Post-master's certificate

17       Doctor's degree - research/scholarship

18       Doctor's degree - professional practice

19       Doctor's degree - other

12       Other (specify in box below)

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

Part B - Organization - Calendar System

**Your response to the next question determines how your institution reports Institutional Characteristics student charges data in the fall, Student Financial Aid data in the winter, and Graduation Rates data in the winter. It also impacts the net price calculation in the Student Financial Aid survey.**

If the calendar system differs from prior year or requires a change, please contact the Help Desk at 877.225.2568.

**3. What is the predominant calendar system at the institution? [Choose one]**

**Academic Year Reporting Method** (Standard academic terms)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FALL COHORT and student charges data for a full ACADEMIC YEAR.

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

**Program Reporting Method** (Other calendar system)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FULL-YEAR COHORT, and student charges data by PROGRAM.

- Differs by program
- Continuous basis (every 2 weeks, monthly, or other period)

**Hybrid/Mixed Reporting Method** (Standard academic terms, other academic calendar)

Selecting the hybrid calendar type determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FULL-YEAR COHORT, and student charges data for a full ACADEMIC YEAR.

- Hybrid (Other academic calendar)



Part B - Organization - Student Enrollment

**4. Does your institution enroll any of the following types of students?**

**Include all levels offered by your institution, even if there are no students currently enrolled at that level.**

Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking **Yes** for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report cost of attendance data (on the IC component) and Student Financial Aid data for these students.

	Full-time		Part-time	
<b>Undergraduate (academic or occupational programs)</b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b>    <u>First-time, degree/certificate-seeking undergraduate</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b>Graduate (not including doctor's-professional practice)</b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes

**5. Does your institution enroll students in doctor's degree - professional practice programs?**

Checking **Yes** for this question will allow your institution to report graduate level students in Fall Enrollment. If you select **Yes** to enrolling students in one of the listed programs, you will also report tuition for the appropriate program(s).

No

Yes

Do you enroll students in one of the following?

Chiropractic (D.C. or D.C.M.), Dentistry (D.D.S. or D.M.D.), Medicine (M.D.), Optometry (O.D.), Osteopathic Medicine (D.O.), Pharmacy (Pharm.D.), Podiatry (Pod.D., D.P., or D.P.M.), Veterinary Medicine (D.V.M.), Law (J.D.)

No

Yes

**6. For Fall 2009, did your institution have any full-time, first-time degree/certificate-seeking students enrolled in programs at the baccalaureate level or below?**

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2009-10 cohort in the winter collection. If you answer **No** to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested.

If you reported any full-time, first-time degree/certificate-seeking undergraduates on the 2009-10 Enrollment survey, the data will be preloaded below.

No

This institution did not enroll full-time, first-time (undergraduate) students.

This institution did not offer programs at or below the baccalaureate level.

This institution was not in operation in 2009-10.

Yes

**Full-time, first-time degree/certificate-seeking students from 2009-10 Enrollment survey (GR Cohort)**

Part B - Multi-institution or Multi-campus Organization

**7. Multi-institution or multi-campus organization**

**Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that information is collected separately.**

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

No, this institution **IS NOT** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

Yes, this institution **IS** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.


If yes, select the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution after clicking on 'Select System' below.

**Select System**

Part C - Other Survey Screening Questions - Open Admission


**2. Does your institution have an open admission policy for all or most entering first-time degree/certificate-seeking undergraduate-level 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, and only reject a very small number of students based on the test, are also considered open admission.

 If your institution does not have an open admission policy, you will be required to report Admissions component regarding your admissions procedures and admissions yield.

No

Yes

 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 - Other Survey Screening Questions - Levels of Enrollment Offered

**Was your institution in operation during the academic year 2014-15?**

*If you answer **Yes** to this question, you will be able to specify the levels of enrollment offered at your institution during 2014-15 and to report 12-month enrollment during the fall collection.*

<input type="radio"/>	No
<input type="radio"/>	Yes. Please specify the levels of enrollment offered during 2014-15.
	<input type="checkbox"/> Undergraduate
	<input type="checkbox"/> Graduate (not including doctor's-professional practice)
	<input type="checkbox"/> Doctor's-professional practice



## [IC Header Full Instructions for 4-yr nondegree-granting institutions](#)

### [Purpose of Institutional Characteristics Header Survey](#)

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#### [Open Admission](#)

#### [Level of Enrollment](#)

#### [Part D - Branch Campus](#)

### [Purpose of Survey](#)

The primary purpose of the IPEDS Institutional Characteristics Header (IC-H) survey is to collect basic institutional data including control or affiliation, calendar system, and award levels. These data are key to accurate reporting as they are used to determine the reporting for other IPEDS surveys. Any errors in the IC-H survey can lead to further errors in the data reporting process, so please be very careful in reporting these data correctly, and contact the IPEDS Help Desk (877.225.2568) if you have any questions.

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### [Changes in reporting](#)

The following changes were implemented for the 2015-16 data collection period:

- Open admission policy question added to "Part C – Other screening questions".

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### [General instructions](#)

#### [Reporting period covered](#)

Institutional Characteristics Header (IC-H) covers data for the current year with two exceptions.

- Cohort data in B6 refer to a past cohort and are used to set the Graduation Rates component (GR).
- For new institutions, the question about prior year operation refers to the prior academic year and is used to determine the applicability of the 12-Month Enrollment (E12) component.

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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](#), however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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## Coverage

Carefully read each question in the Institutional Characteristics Header survey to ensure you are reporting data for the appropriate students. The student groups for which data are collected vary throughout the IC-H 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, **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

### B. Who NOT to include

- 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

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## 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 \(including the College Affordability and Transparency Center\)](#)
- [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 - Educational Offerings

Responses on this screen verify inclusion of the institution on the NCES/IPEDS list of institutions and agencies that provide all types of postsecondary education. Postsecondary education is defined as the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is occupational, academic, or continuing professional education but excludes avocational and adult basic education programs.

If you select only avocational and/or adult basic education programs, you will be contacted by IPEDS to confirm your exemption from IPEDS reporting.

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## Part B – Organization

### ***Institutional Control or Affiliation***

Indicate the appropriate control or affiliation under which the institution operates. If the institution has a religious affiliation, select the denomination from the list provided in the drop-down box. Public institutions must designate a primary control; identification of a secondary control is optional. If control of the institution differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresents your institution to the public on College Navigator and other search tools that use IPEDS data, and places your institution in incorrect groups in IPEDS publications and on the College Affordability and Transparency Lists. If you do not know the control or affiliation of your institution, please call the Help Desk.

### ***Award Levels***

Check applicable award levels for all credit programs offered at the institution. Award levels are identified based on duration and/or awards.

- Report using the number of CONTACT or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
  - References to length of study are the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
    - One academic year equals 900 contact or clock hours of instruction, 30 semester credit hours or its equivalent, or 45 quarter credit hours.
- Award levels 1, 2, and 4 differ by length of programs and refer to completions below the baccalaureate degree. Use the IPEDS designations, not institutionally defined designations, to describe these levels.
- Award levels 3, 5, 7, 17, 18 and 19 indicate degree levels for which the institution is authorized to make formal awards.
- Award levels 6 and 8 indicate certificate levels.
- If you cannot classify an award within the award levels indicated on the screen, check award level 12 (Other) and specify or describe the award in the context box. Because there are few programs that fall under 'Other' please contact the Help Desk if you are considering selecting Level 12.

**NOTE:** Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

### ***Calendar System***

Indicate the **predominant** calendar system under which the institution operates. If programs are offered on more than one calendar, select the system under which most programs are offered. If there is no predominant calendar system at your institution, select the option that best characterizes your institution.

If your calendar system differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

**Note:** Calendar system selection determines reporting in many other IPEDS components. Be sure to choose the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

- **Standard academic terms** (semesters, quarters, trimesters, 4-1-4)
  - Use a **fall cohort** for Graduation Rates.
  - Report tuition and fees and cost information based on a **full academic year**.
  - Report Fall Enrollment using **students enrolled as of October 15, or the official fall reporting date used by the institution**. This fall enrollment cohort will be preloaded into the next year's Student Financial Aid component.
  - For Student Financial Aid, report aid for an **academic year**.
- **Program-by-program or continuous enrollment basis**

- Use a **full-year cohort** for Graduation Rates.
  - Report tuition and fees and books and supplies information by program for the **entire length of the program**. For living expenses, report costs for **4 weeks (1 month)**. Note: Living expenses are only applicable to institutions with full-time, first-time students and are reported with the largest program.
  - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
  - For Student Financial Aid, report aid for the **largest program for an academic year**.
- **Hybrid academic calendar** (If you are considering selecting the 'Other academic calendar' option, please contact the Help Desk at 877.225.2568 so they can confirm the appropriateness of this calendar system for your institution.)
    - Use a **full-year cohort** for Graduation Rates.
    - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
    - Report tuition and fees and cost information based on a **full academic year**.
    - For Student Financial Aid, report aid for an **academic year**.

### ***Student enrollment***

#### **Enrollment of full- and part-time students.**

Indicate whether your institution enrolls any full-time or part-time students at the levels listed. Include all levels offered, even if there are not any students currently enrolled at that level.

Responses to those categories will determine the screens generated for reporting academic year tuition charges in the Institutional Characteristics survey during the Fall collection and enrollment data in the Fall Enrollment survey during the Spring collection.

- Make sure to check Yes for full-time, first-time degree/certificate-seeking students if applicable, as this determines that your institution will report cost information on Institutional Characteristics screens in Part D and Student Financial Aid information during the Winter collection.

### **Doctor's - professional practice**

Indicate whether your institution offers any of the listed Doctor's - professional practice programs. If your institution offers Doctor's -professional practice programs but does not offer any of the listed programs, indicate no.

#### **GRS cohort question.**

- **4-year institutions.** Indicate if your institution had any full-time, first-time undergraduate students enrolled in programs at the baccalaureate level or below in the academic year indicated on the screen. If you indicate Yes, you must report Graduation Rates data in the Winter.
- **Less-than-4-year institutions.** Indicate if your institution had any full-time, first-time degree/certificate-seeking students enrolled in the academic year indicated on the screen. If you check Yes, you must report Graduation Rates data in the Winter.

### ***Multi-institution or Multi-campus Organization***

If applicable, select from the provided list the multi-institution or multi-campus organization that owns, governs, or controls the institution. If you do not see your multi-institution or multi-organization listed, please contact the Help Desk.

A multi-institution or multi-campus organization includes organizations with two or more institutions or campuses. Non-postsecondary education agencies that govern or control institutions include, but are not limited to, public school districts, art organizations, hospitals and other medical/health organizations.

Do not include:

- coordinating systems
- single institution owner
- single institution corporate name
- single institution governing board
- consortia
- associations
- religious affiliation (requested in control question)

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## **Part C - Other Survey Screening Questions**

### ***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, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.

Note: IPEDS does not have a set percentage to determine open admission. Please review your institution's admission policy or talk to someone in the admissions office if you are not sure whether your institution is open admission, or contact the IPEDS Help Desk at 877.225.2568.

### ***Level of Enrollment***

New institutions should indicate whether their institution was in operation during the prior academic year. If the response is 'Yes', they should also indicate the levels that were offered.

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### **Part D - Branch campus**

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

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Term	Definition
4-1-4 (calendar system)	The 4-1-4 calendar usually consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional <u>summer session</u> .
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 calendar system.
Adult basic education	Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a <u>program</u> leading to a high school credential, nor are they part of any academic, occupational, or vocational program at the postsecondary level.
Associate's degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
Avocational programs	Instructional <u>programs</u> in personal interest and leisure categories whose expressed intent is not to produce postsecondary <u>credits</u> , nor to lead to a formal award or an academic <u>degree</u> , nor result in occupationally specific skills.
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 <u>cooperative (work-study) program</u> . 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.
Calendar system	The method by which an institution structures most of its courses for the <u>academic year</u> .
Certificate	A formal award certifying the satisfactory completion of a <u>postsecondary education program</u> .
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Continuing professional education	Programs and courses designed specifically for individuals who have completed a <u>degree</u> in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A <u>calendar system</u> classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
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 <u>credit hours</u> needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award.
Degree	An award conferred by a college, university, or other <u>postsecondary education</u> institution as official recognition for the successful completion of a <u>program</u> of studies.
Differs by program (calendar system)	A <u>calendar system</u> classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the <u>program</u> desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Doctor's degree-other	A doctor's degree that does not meet the definition of a <u>doctor's degree - research/scholarship</u> or a <u>doctor's degree - professional practice</u> .
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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.
Doctor's degree-research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.
Educational offerings	Educational <u>programs</u> offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as <u>postsecondary education</u> programs OR recreational or avocational, adult basic, remedial <u>instruction</u> , high school equivalency, or high school programs that are not deemed postsecondary.
Fall cohort	The group of students entering in the fall term established for tracking purposes. For the <u>Graduation Rates</u> component, this includes all students who enter an institution as full-time, first-time <u>degree</u> or <u>certificate-seeking undergraduate</u> students during the fall term of a given year. For the <u>Outcome Measures</u> component, all <u>degree/certificate-seeking undergraduate</u> students who enter an institution during the fall term of a given year must be placed in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
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 <u>undergraduate</u> level. This includes students enrolled in <u>academic</u> or <u>occupational</u> 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 <u>credits</u> earned before graduation from high school).
Full-time student	

	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
Full-year cohort	The group of students entering at any time during the <u>12-month period</u> September 1 through August 31 that is established for tracking and reporting <u>Graduation Rate (GR)</u> and <u>Outcome Measures (OM)</u> data for institutions that primarily offer <u>occupational programs</u> of varying lengths. Students must be <u>full-time</u> and <u>first-time</u> to be considered in the <u>cohort</u> . For OM component, undergraduate students must enter in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
Graduate student	A student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Institutional affiliation	A classification that indicates whether a <u>private not-for-profit institution</u> is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of <u>Employees by Assigned Position</u> , <u>Fall Staff</u> , and <u>Salaries</u> ; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
Less than 2-year institution	A postsecondary institution that offers <u>programs</u> of less than 2-years duration below the baccalaureate level. Includes occupational and vocational <u>schools</u> with programs that do not exceed 1800 <u>contact hours</u> .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Master's degree	An award that requires the successful completion of a <u>program</u> of study of at least the full-time equivalent of 1 but not more than 2 <u>academic years</u> of work beyond the <u>bachelor's degree</u> . Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as " <u>first-professional</u> ", may require more than two full-time equivalent academic years of work.
Occupational program	A <u>program</u> of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" <u>calendar systems</u> at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> a week each term. Graduate: A student enrolled for less than 9 <u>semester</u> or <u>quarter credits</u> .
Post-master's certificate	An award that requires completion of an organized <u>program</u> beyond the <u>master's degree</u> , but does not meet the requirements of <u>academic degrees</u> at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.  NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.
Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or designed for completion in at least 30 but less than 60 <u>semester</u> or <u>trimester credit hours</u> , or in at least 45 but less than 90 <u>quarter credit hours</u> , or in at least 900 but less than 1,800 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or designed for completion in at least 60 but less than 120 <u>semester</u> or <u>trimester credit hours</u> , or in at least 90 but less than 180 <u>quarter credit hours</u> , or in at least 1,800 but less than 3,600 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 30 <u>semester</u> or <u>trimester credit hours</u> , or in less than 45 <u>quarter credit hours</u> , or in less than 900 <u>contact</u> or <u>clock hours</u> .
Private for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives compensation other than wages, rent, or other <u>expenses</u> for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including <u>associate's degrees</u> and <u>programs</u> that can be completed in at least 1,800 but less than 3,600 <u>contact hours</u> to obtain a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award.

Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, <u>diploma</u> , or other formal award. Includes <u>programs</u> resulting in all <u>bachelor's degrees</u> and other baccalaureate level or equivalent degrees, as well as 5-year <u>cooperative</u> programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 <u>contact hours</u> to obtain a <u>degree, diploma, certificate</u> , or other formal award.
Public institution	An educational institution whose <u>programs</u> and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.
Quarter (calendar system)	A <u>calendar system</u> in which the <u>academic year</u> consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.
Semester (calendar system)	A <u>calendar system</u> that consists of two sessions called semesters during the <u>academic year</u> with about 15 weeks for each semester of <u>instruction</u> . There may be an additional <u>summer session</u> .
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Trimester (calendar system)	An <u>academic year</u> consisting of 3 terms of about 15 weeks each.
Undergraduate	A student enrolled in a 4- or 5-year <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.



## IC Header

**Click one of the following questions to view the answer.**

### General

- 1) [If my institution offers an award level but currently does not have any students enrolled at that level how should I report?](#)
- 2) [Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?](#)
- 3) [In what award level category should Teachers Preparation certificates be reported?](#)
- 4) [My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?](#)

### Answers:

### General

- 1) **If my institution offers an award level but currently does not have any students enrolled at that level how should I report?**

You should indicate all levels of awards that your institution is authorized to grant.

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

It is important to report IC Header data correctly the first time, as changes to this component affect all of the other surveys. If you made an error that impacts your ability to respond appropriately to other components, call the Help Desk at 877-225-2568, and they will change the necessary data. For example, if you indicated that you do not enroll any full-time, first-time students (thus no GRS or SFA surveys are generated), you may correct your answer so that you can complete this survey.

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- 3) **In what award level category should Teachers Preparation certificates be reported?**

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.

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- 4) **My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?**

Any system or central office that employs 15 or more full-time staff OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics - Header survey. 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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## IC Header for 4-year institutions

### Edit specifications for the 2015-16 IPEDS Web-Based Data Collection

#### IC Header Component

#### Applicable to 4-year institutions

NOTE: The specifications in this document apply to the institutions listed above and related administrative offices. 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.*

#### Part A: Educational Offerings

#### Part B: Organization

#### Part C: Other Survey Screening Questions

#### Part D: Campus Award Levels

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## Part A: Educational Offerings

### Educational Offerings

On this screen, you must answer the following question. Responses to this question determine whether or not your institution is part of the IPEDS universe.

**Note:** For existing institutions, this information is preloaded by the system.

- Which of the following types of instruction/programs are offered by your institution? Check all that apply.
  - Occupational, may lead to a certificate, degree, or other formal award
  - Academic, leading to a certificate, degree, or diploma
  - Continuing professional (postbaccalaureate only)
  - Recreational or avocational (leisure) programs
  - Adult basic or remedial instruction or high school equivalency
  - Secondary (high school)

An institution is part of the IPEDS universe if it offers at least one of the following types of instruction:

- Occupational
- Academic
- Continuing professional

**Note:** If the institution is part of the IPEDS universe, and is eligible to participate in Title IV federal financial aid programs, then completion of this survey is mandatory.

An institution is NOT part of the IPEDS universe if it only offers the following types of instruction:

- Recreational or avocational
- Adult basic or remedial instruction or high school equivalency
- Secondary (high school)

**Note:** Institutions that only offer these types of instruction are not expected to complete this or any other IPEDS survey. If your institution falls into this category and further assistance is required, please contact the IPEDS Help Desk.

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## Part B: Organization

### Control and Levels

On this screen, you must provide information about your institution's control or affiliation and any award levels offered by your institution.

#### *Control or Affiliation*

First, you must indicate the appropriate control or affiliation under which your institution operates.

**Note:** For existing institutions, this information is preloaded by the system. If your institution's preloaded answer differs from the prior year or requires a change, then contact the IPEDS Help Desk for further assistance.

Choose one of the following options:

- Public (If this option is selected, then you must identify the **Primary control** from the drop-down menu provided. An optional **Secondary control** may also be selected.)
- Private for-profit
- Private not-for-profit: independent (no religious affiliation)
- Private not-for-profit (religious affiliation) (If this option is selected, then you must identify the **religious affiliation** from the drop-down menu provided.)

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

- If a **Secondary control** is specified for **Public**, then this control cannot be the same as the **Primary control**.

#### **Award Levels**

Second, you must select the award levels for all credit programs offered at your institution.

**Note:** For existing institutions, this information is preloaded by the system.

Available responses include multiple options at, below, and above the baccalaureate level. Check all that apply.

#### **Below the Baccalaureate:**

- Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours)
- Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours, or at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less than 90 quarter credit hours)
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years (1800 or more contact or clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)

#### **Baccalaureate and Above:**

- Bachelor's degree or equivalent
- Postbaccalaureate certificate
- Master's degree
- Post-master's certificate
- Doctor's degree - research/scholarship
- Doctor's degree - professional practice
- Doctor's degree - Other
- Other (If this option is selected, then you must specify the award level in the context box provided.)

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

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

- If you report **Other** as an award level offered by your institution, a *fatal* error will occur.
- If you report **Other** as an award level offered by your institution, you must enter a description in the context box provided.

## Calendar System

On this screen, you must report the predominant calendar system at your institution. Your response to this question will determine how your institution is expected to report data in the Institutional Characteristics, Graduation Rates, and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system. If your institution's preloaded answer differs from the prior year or requires a change, then contact the IPEDS Help Desk for further assistance.

Choose one of the following options:

### Academic Year Reporting Method (Standard academic terms)

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

**Note:** Selecting one of these options determines that your institution will be required to provide Graduation Rates data based on a FALL COHORT and student charges data for a FULL ACADEMIC YEAR.

### Program Reporting Method (Other calendar system)

- Differs by programs
- Continuous basis (every 2 weeks, monthly, or other period)

**Note:** Selecting one of these options determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data by PROGRAM.

### Hybrid/Mixed Reporting Method (Standard academic terms, Other calendar system)

- Hybrid (Other academic calendar)

**Note:** Selecting this option determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data for a FULL ACADEMIC YEAR.

## Student Enrollment



On this screen, you must provide information about enrollment at your institution.

## ***Enrollment Types***

This section asks about the types of students enrolled at your institution. All levels of enrollment offered by your institution must be reported, even if there are no students currently enrolled at that level. Your responses here will determine which screens will be generated for reporting data in the Institutional Characteristics and Fall Enrollment components. Additionally, your response to the **Full-time First-time, degree/certificate-seeking undergraduate** students question determines how your institution is expected to report data in the Institutional Characteristics and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system.

You must indicate whether your institution offers each of the specified levels of enrollment.

- Undergraduate (academic or occupational programs)
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- First-time, degree/certificate-seeking undergraduate
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- Graduate (not including doctor's professional)
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**

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

- Either **No** or **Yes** must be selected for each student type.
- You must choose **Yes** for at least one of the available student types.
- For each level of student enrollment, if you reported students at that level on the prior year Fall Enrollment survey, then you are expected to indicate that your institution enrolls students at that level on this screen. For institutions with greater than 5 students reported at that level in the prior year Fall Enrollment survey, this error is *fatal*.
- For each level of student enrollment, if you did not report students at that level on the prior year Fall Enrollment survey, then you are not expected to indicate that your institution enrolls students at that level on this screen.
- If you indicate that your institution has a **GR Cohort** of full-time, first-time students, then you must also report enrolling **Full-time, first-time degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time Undergraduate** students, then you must select at least one Award Level at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Full-time Undergraduate** students, then you should not select any Award levels at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution enrolls **Full-time, First-time degree/certificate-seeking undergraduate** students, then you must also report that your institution enrolls **Full-time Undergraduate** students.
- If you indicate that your institution enrolls **Part-time, First-time degree/certificate-seeking undergraduate** students, then you must also report that your institution enrolls **Part-time Undergraduate** students.
- If you indicate that your institution enrolls **Graduate** students, then you must select at least one Award Level above the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Graduate** students, then you should not select any Award Levels above the baccalaureate level on the **Control and Levels** screen.

## ***Doctor's degree - professional practice***

***Applicable to those institutions that indicated on the Control and Levels screen that they offer the Doctor's degree - professional practice award level***

You must answer the following questions. Your response to these questions will determine whether your institution must report data for Doctor's degree - professional practice programs in the Institutional Characteristics and Fall Enrollment components.

**Note:** For existing institutions, this information is preloaded by the system.

- Does your institution enroll students in Doctor's degree - professional practice programs? Choose one of the following options:

- **No**
- **Yes**
- **Applicable to institutions that selected **Yes** in response to the previous question.** Does your institution enroll students in any of the following Doctor's degree - professional practice programs?
  - **No**
  - **Yes**, the institution enrolls students in at least one of the following programs:
    - Chiropractic (D.C. or D.C.M.)
    - Dentistry (D.D.S. or D.M.D.)
    - Medicine (M.D.)
    - Optometry (O.D.)
    - Osteopathic Medicine (D.O.)
    - Pharmacy (Pharm.D.)
    - Podiatry (Pod.D., D.P., or D.P.M.)
    - Veterinary Medicine (D.V.M)
    - Law (J.D.)

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

- If you indicated on the **Part B - Control and Levels** screen that your institution offers the doctor's degree - professional practice award level, then you are expected to respond **Yes** to the question that asks if your institution enrolls students in doctor's degree - professional practice programs.

### **GR Cohort Question**

Additionally, you must answer the following question. The number of full-time, first-time degree/certificate-seeking undergraduates reported in the 2009-10 Fall Enrollment survey (**GR Cohort**) will be preloaded by the system for your reference.

For Fall 2009, did your institution have any full-time, first-time degree/certificate-seeking students enrolled in programs at the baccalaureate level or below?

- **No** (If this option is selected, then you must choose one of the following options.)
  - This institution did not enroll full-time, first-time (undergraduate) students.
  - This institution did not offer programs at or below the baccalaureate level.
  - This institution was not in operation in 2009-10.
- **Yes** (If this option is selected, then you will be required to provide Graduation Rates data for the 2009-10 cohort in the winter collection.)

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

- If you indicated that your institution enrolls **Full-time First-time, degree/certificate-seeking undergraduate** students in the 'Enrollment Types' question, then you must select **Yes** in response to this question.
- If you selected **Yes** in response to this question, then you are expected to indicate that you offer award levels at or below the baccalaureate level on the **Control and Levels** screen.
- If the preloaded **GR Cohort** from the Fall Enrollment survey is greater than 0, then you are expected to select **Yes** in response to this question.
- If the preloaded **GR Cohort** from the Fall Enrollment survey is 0 or blank, then you are expected to select **No** in response to this question.

### **System**

On this screen, you must indicate whether your institution is part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

**Note:** For existing institutions, this information is preloaded by the system.

Choose one of the following options:

- **No**, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.
- **Yes**, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution. (If this option is selected, then you must specify the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution using the search function provided.)

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## Part C: Other Survey Screening Questions

### Library Expenses

#### Applicable to degree-granting institutions ONLY

On this screen, you must select **No** or **Yes** to indicate whether your library expenses for Fiscal Year 2015 were greater than 0. Fiscal year 2015 is defined as the most recent 12-month period that ends before October 1, 2015, that corresponds to the institution's fiscal year.

If **Yes** is selected, then the **Academic Libraries** survey will be required during the Spring collection.

### Open Admission

On this screen, you must indicate whether your institution has an open admission policy for all or most entering first-time, degree/certificate-seeking undergraduate students.

**Note:** For existing institutions, this information is preloaded by the system.

Choose one of the following options:

- **No** (If this option is selected, then the **Admissions** survey will be required during the Winter collection.)
- **Yes**

### Operation

#### Applicable to new institutions ONLY

On this screen, you must indicate whether your institution was in operation during the academic year 2014-15.

- **No**
- **Yes** (If this option is selected, check all levels of enrollment offered during 2014-15.)
  - Undergraduate
  - Graduate (not including doctor's professional)
  - Doctor's degree - professional practice (Only displayed for institutions that indicated on the Control and Levels screen that they offer the Doctor's degree - professional practice award level)

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## Part D: Campus Award Levels

#### Applicable to institutions with perfect children in IC

For each of your institution's branch campuses (listed in the **Campus List**), you must select the award levels offered at that campus.

**Note:** For existing institutions, this information is preloaded by the system.

Available responses include multiple options at, below, and above the baccalaureate level. Check all that apply.

**Below the Baccalaureate:**

- Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours)
- Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours, or at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less than 90 quarter credit hours)
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years (1800 or more contact or clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)

**Baccalaureate and Above:**

- Bachelor's degree or equivalent
- Postbaccalaureate certificate
- Master's degree
- Post-master's certificate
- Doctor's degree - research/scholarship
- Doctor's degree - professional practice
- Doctor's degree - Other
- Other (If this option is selected, then you must specify the award level in the context box provided.)

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

Additionally, you must answer the following question for each of your institution's branch campuses. Your response to this question will determine whether your institution will be required to report cost data for this campus in the Institutional Characteristics component.

- Does your institution enroll full-time, first-time degree/certificate students?
  - **No**
  - **Yes**

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## IC Header for less-than-2-year institutions

### Overview

#### Institutional Characteristics Header Overview

Welcome to the Institutional Characteristics Header survey component (IC Header). This survey was introduced to collect data that are key to reporting throughout the IPEDS data collection, and must be completed and locked before any other survey can be started.

Some IC Header questions may require nothing more than a confirmation, if nothing has changed. Please make changes as necessary, and complete items that do need a response (enrollment questions).

Remember, it is the responsibility of the keyholder to provide NCES with accurate data about the institution. Please never hesitate to call the IPEDS Help Desk at 1-877-225-2568 and ask for help to make sure that you are reporting correctly!

#### Changes to This Year's IC Header Component:

- The multi-institution or multi-campus organization must now be selected from a list of organizations.
- The Open Admission screening question has been moved here from IC. The question has not changed.
- A new screening question concerning total Academic Libraries expenses has been added for degree-granting institutions only.

Because of the importance of the IC Header data in determining the screens you will receive in other surveys, be sure to report correctly, and to contact the IPEDS Help Desk if you have **ANY** questions about what you need to report.

The IC Header data affect other survey components in the following ways:

- The Educational Offerings question verifies your institution's inclusion in IPEDS.
- The Control and Levels page is key to all survey components, especially to Finance (F) and Graduation Rates (GR). Additionally, this is important information for students, impacts many federal reports, and is used in placing institutions in appropriate net price groupings.
- Calendar system selection impacts student charges data reported in Institutional Characteristics (IC), Fall Enrollment (EF) data, GR data, and Student Financial Aid (SFA) data related to the net price calculation.
- Enrollment levels impact student charges in IC and enrollment categories in the EF survey component.
- The Open Admission question determines whether the Admissions component will be required in the Winter.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

To download survey materials package for this component: [Survey Materials](#)

Part A - Educational Offerings

**1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]**

*If your institution does not offer occupational or academic programs, you are not expected to complete this or any other IPEDS survey.*

<input type="checkbox"/>	<u>Occupational</u> , may lead to a certificate, degree, or other formal award
<input type="checkbox"/>	<u>Academic</u> , leading to a certificate, degree, or diploma
<input type="checkbox"/>	Recreational or <u>avocational (leisure) programs</u>
<input type="checkbox"/>	<u>Adult basic</u> or remedial instruction or high school equivalency
<input type="checkbox"/>	Secondary (high school)

Part B - Organization - Control and Levels

**1. What is your institutional control or affiliation?**

**Be sure to select the correct control for your institution. Errors on this question have an impact throughout the IPEDS surveys, in federal reporting, in net price groupings, and on your institutions appearance to students. If you reported incorrectly in a previous year, please contact the Help Desk at 877.225.2568 to correct the error.**

<input type="radio"/>	Public - Select primary and or secondary controls below	
	Primary control	Secondary control (if applicable)
	<input type="text" value="Select One"/>	<input type="text" value="Select One"/>
<input type="radio"/>	Private for-profit	
<input type="radio"/>	Private not-for-profit independent (no religious affiliation)	
<input type="radio"/>	Private not-for-profit religious affiliation - Select affiliation below	
	<input type="text" value="Select One"/>	

**2. What award levels are offered by your institution? [Check all that apply]**

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), **determine program length by the number of credit or contact hours**, NOT the academic year length in parentheses. The academic year length is meant only to provide context.

The 'Other' award level should not be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

Award Level		
1	<input type="checkbox"/>	<b>Postsecondary award, certificate, or diploma of</b> (less than one academic year) - less than 900 contact or clock hours, or - less than 30 semester or trimester credit hours, or - less than 45 quarter credit hours
2	<input type="checkbox"/>	<b>Postsecondary award, certificate, or diploma of</b> (at least one but less than two academic years) - at least 900 but less than 1800 contact or clock hours, or - at least 30 but less than 60 semester or trimester credit hours, or - at least 45 but less than 90 quarter credit hours
3	<input type="checkbox"/>	<b>Associate's degree</b>
4	<input type="checkbox"/>	<b>Postsecondary award, certificate, or diploma of</b> (at least two but less than four academic years) - 1800 or more contact or clock hours, or - 60 or more semester or trimester credit hours, or - 90 or more quarter credit hours
12	<input type="checkbox"/>	<b>Other</b> (specify in box below)

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

Part B - Organization - Calendar System

**Your response to the next question determines how your institution reports Institutional Characteristics student charges data in the fall, Student Financial Aid data in the winter, and Graduation Rates data in the winter. It also impacts the net price calculation in the Student Financial Aid survey.**

If the calendar system differs from prior year or requires a change, please contact the Help Desk at 877.225.2568.

**3. What is the predominant calendar system at the institution? [Choose one]**

**Program Reporting Method** (Other calendar system)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FULL-YEAR COHORT, and student charges data by PROGRAM.

- Differs by program
- Continuous basis (every 2 weeks, monthly, or other period)

**Academic Year Reporting Method** (Standard academic terms)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FALL COHORT and student charges data for a full ACADEMIC YEAR.

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan



Part B - Organization - Student Enrollment

**4. Does your institution enroll any of the following types of students?**

**Include all levels offered by your institution, even if there are no students currently enrolled at that level.**

Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking **Yes** for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report cost of attendance data (on the IC component) and Student Financial Aid data for these students.

	<u>Full-time</u>		<u>Part-time</u>	
<b>Students in academic or occupational programs</b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b><u>First-time students</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes

**6. For academic year 2012-13, did your institution enroll any full-time, first-time students?**

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2012-13 cohort in the winter collection. If you answer **No** to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested. If you reported any full-time, first-time degree/certificate-seeking students on the 2012-13 Fall Enrollment survey, the data will be preloaded below.

<input type="radio"/> No	<input type="checkbox"/> This institution did not enroll full-time, first-time degree/certificate-seeking students.
	<input type="checkbox"/> This institution was not in operation in 2012-13.
<input type="radio"/> Yes	

**Full-time, first-time degree/certificate-seeking students from 2012-13 Fall Enrollment survey (GR Cohort)**

Part B - Multi-institution or Multi-campus Organization

**7. Multi-institution or multi-campus organization**

**Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that information is collected separately.**

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

No, this institution **IS NOT** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

Yes, this institution **IS** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.


If yes, select the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution after clicking on 'Select System' below.

**Select System**

Part C - Other Survey Screening Questions - Open Admission


**2. 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, and only reject a very small number of students based on the test, are also considered open admission.

 If your institution does not have an open admission policy, you will be required to report Admissions component regarding your admissions procedures and admissions yield.

No

Yes

 **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 - Other Survey Screening Questions - Levels of Enrollment Offered

**Was your institution in operation during the academic year 2014-15?**

*If you answer **Yes** to this question, you will be able to specify the levels of enrollment offered at your institution during 2014-15 and to report 12-month enrollment during the fall collection.*

No

Yes. Please specify the levels of enrollment offered during 2014-15.

Undergraduate

Graduate (not including doctor's-professional practice)

U.S. Department of Education



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## **IC Header Full Instructions for less than 2-year institutions**

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### **Purpose of Survey**

The primary purpose of the IPEDS Institutional Characteristics Header (IC-H) survey is to collect basic institutional data including control or affiliation, calendar system, and award levels. These data are key to accurate reporting as they are used to determine the reporting for other IPEDS surveys. Any errors in the IC-H survey can lead to further errors in the data reporting process, so please be very careful in reporting these data correctly, and contact the IPEDS Help Desk (877.225.2568) if you have any questions.

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### **Changes in reporting**

The following changes were implemented for the 2015-16 data collection period:

- Open admission policy question added to "Part C – Other screening questions".

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### **General instructions**

#### **Reporting period covered**

Institutional Characteristics Header (IC-H) covers data for the current year with two exceptions.

- Cohort data in B6 refer to a past cohort and are used to set the Graduation Rates component (GR).
- For new institutions, the question about prior year operation refers to the prior academic year and is used to determine the applicability of the 12-Month Enrollment (E12) component.

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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](#), however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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## Coverage

Carefully read each question in the Institutional Characteristics Header survey to ensure you are reporting data for the appropriate students. The student groups for which data are collected vary throughout the IC-H 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, **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

### B. Who NOT to include

- 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

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## 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 \(including the College Affordability and Transparency Center\)](#)
- [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 - Educational Offerings

Responses on this screen verify inclusion of the institution on the NCES/IPEDS list of institutions and agencies that provide all types of postsecondary education. Postsecondary education is defined as the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is occupational, academic, or continuing professional education but excludes avocational and adult basic education programs.

If you select only avocational and/or adult basic education programs, you will be contacted by IPEDS to confirm your exemption from IPEDS reporting.

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## Part B – Organization

### ***Institutional Control or Affiliation***

Indicate the appropriate control or affiliation under which the institution operates. If the institution has a religious affiliation, select the denomination from the list provided in the drop-down box. Public institutions must designate a primary control; identification of a secondary control is optional. If control of the institution differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresents your institution to the public on College Navigator and other search tools that use IPEDS data, and places your institution in incorrect groups in IPEDS publications and on the College Affordability and Transparency Lists. If you do not know the control or affiliation of your institution, please call the Help Desk.

### ***Award Levels***

Check applicable award levels for all credit programs offered at the institution. Award levels are identified based on duration and/or awards.

- Report using the number of CONTACT or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
  - References to length of study are the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
    - One academic year equals 900 contact or clock hours of instruction, 30 semester credit hours or its equivalent, or 45 quarter credit hours.
- Award levels 1, 2, and 4 differ by length of programs and refer to completions below the baccalaureate degree. Use the IPEDS designations, not institutionally defined designations, to describe these levels.
- Award levels 3, 5, 7, 17, 18 and 19 indicate degree levels for which the institution is authorized to make formal awards.
- Award levels 6 and 8 indicate certificate levels.
- If you cannot classify an award within the award levels indicated on the screen, check award level 12 (Other) and specify or describe the award in the context box. Because there are few programs that fall under 'Other' please contact the Help Desk if you are considering selecting Level 12.

**NOTE:** Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

### ***Calendar System***

Indicate the **predominant** calendar system under which the institution operates. If programs are offered on more than one calendar, select the system under which most programs are offered. If there is no predominant calendar system at your institution, select the option that best characterizes your institution.

If your calendar system differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

**Note:** Calendar system selection determines reporting in many other IPEDS components. Be sure to choose the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

- **Standard academic terms** (semesters, quarters, trimesters, 4-1-4)
  - Use a **fall cohort** for Graduation Rates.
  - Report tuition and fees and cost information based on a **full academic year**.
  - Report Fall Enrollment using **students enrolled as of October 15, or the official fall reporting date used by the institution**. This fall enrollment cohort will be preloaded into the next year's Student Financial Aid component.
  - For Student Financial Aid, report aid for an **academic year**.
- **Program-by-program or continuous enrollment basis**

- Use a **full-year cohort** for Graduation Rates.
  - Report tuition and fees and books and supplies information by program for the **entire length of the program**. For living expenses, report costs for **4 weeks (1 month)**. Note: Living expenses are only applicable to institutions with full-time, first-time students and are reported with the largest program.
  - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
  - For Student Financial Aid, report aid for the **largest program for an academic year**.
- **Hybrid academic calendar** (If you are considering selecting the 'Other academic calendar' option, please contact the Help Desk at 877.225.2568 so they can confirm the appropriateness of this calendar system for your institution.)
    - Use a **full-year cohort** for Graduation Rates.
    - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
    - Report tuition and fees and cost information based on a **full academic year**.
    - For Student Financial Aid, report aid for an **academic year**.

### ***Student enrollment***

#### **Enrollment of full- and part-time students.**

Indicate whether your institution enrolls any full-time or part-time students at the levels listed. Include all levels offered, even if there are not any students currently enrolled at that level.

Responses to those categories will determine the screens generated for reporting academic year tuition charges in the Institutional Characteristics survey during the Fall collection and enrollment data in the Fall Enrollment survey during the Spring collection.

- Make sure to check Yes for full-time, first-time degree/certificate-seeking students if applicable, as this determines that your institution will report cost information on Institutional Characteristics screens in Part D and Student Financial Aid information during the Winter collection.

### **Doctor's - professional practice**

Indicate whether your institution offers any of the listed Doctor's - professional practice programs. If your institution offers Doctor's -professional practice programs but does not offer any of the listed programs, indicate no.

#### **GRS cohort question.**

- **4-year institutions.** Indicate if your institution had any full-time, first-time undergraduate students enrolled in programs at the baccalaureate level or below in the academic year indicated on the screen. If you indicate Yes, you must report Graduation Rates data in the Winter.
- **Less-than-4-year institutions.** Indicate if your institution had any full-time, first-time degree/certificate-seeking students enrolled in the academic year indicated on the screen. If you check Yes, you must report Graduation Rates data in the Winter.

### ***Multi-institution or Multi-campus Organization***

If applicable, select from the provided list the multi-institution or multi-campus organization that owns, governs, or controls the institution. If you do not see your multi-institution or multi-organization listed, please contact the Help Desk.

A multi-institution or multi-campus organization includes organizations with two or more institutions or campuses. Non-postsecondary education agencies that govern or control institutions include, but are not limited to, public school districts, art organizations, hospitals and other medical/health organizations.

Do not include:

- coordinating systems
- single institution owner
- single institution corporate name
- single institution governing board
- consortia
- associations
- religious affiliation (requested in control question)

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## **Part C - Other Survey Screening Questions**

### ***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, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.

Note: IPEDS does not have a set percentage to determine open admission. Please review your institution's admission policy or talk to someone in the admissions office if you are not sure whether your institution is open admission, or contact the IPEDS Help Desk at 877.225.2568.

### ***Level of Enrollment***

New institutions should indicate whether their institution was in operation during the prior academic year. If the response is 'Yes', they should also indicate the levels that were offered.

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### **Part D - Branch campus**

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

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Term	Definition
4-1-4 (calendar system)	The 4-1-4 calendar usually consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional <u>summer session</u> .
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 calendar system.
Adult basic education	Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a <u>program</u> leading to a high school credential, nor are they part of any academic, occupational, or vocational program at the postsecondary level.
Associate's degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
Avocational programs	Instructional <u>programs</u> in personal interest and leisure categories whose expressed intent is not to produce postsecondary <u>credits</u> , nor to lead to a formal award or an academic <u>degree</u> , nor result in occupationally specific skills.
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 <u>cooperative (work-study) program</u> . 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.
Calendar system	The method by which an institution structures most of its courses for the <u>academic year</u> .
Certificate	A formal award certifying the satisfactory completion of a <u>postsecondary education program</u> .
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Continuing professional education	Programs and courses designed specifically for individuals who have completed a <u>degree</u> in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A <u>calendar system</u> classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
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 <u>credit hours</u> needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award.
Degree	An award conferred by a college, university, or other <u>postsecondary education</u> institution as official recognition for the successful completion of a <u>program</u> of studies.
Differs by program (calendar system)	A <u>calendar system</u> classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the <u>program</u> desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Doctor's degree-other	A doctor's degree that does not meet the definition of a <u>doctor's degree - research/scholarship</u> or a <u>doctor's degree - professional practice</u> .
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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.
Doctor's degree-research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.
Educational offerings	Educational <u>programs</u> offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as <u>postsecondary education</u> programs OR recreational or avocational, adult basic, remedial <u>instruction</u> , high school equivalency, or high school programs that are not deemed postsecondary.
Fall cohort	The group of students entering in the fall term established for tracking purposes. For the <u>Graduation Rates</u> component, this includes all students who enter an institution as full-time, first-time <u>degree</u> or <u>certificate-seeking undergraduate</u> students during the fall term of a given year. For the <u>Outcome Measures</u> component, all <u>degree/certificate-seeking undergraduate</u> students who enter an institution during the fall term of a given year must be placed in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
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 <u>undergraduate</u> level. This includes students enrolled in <u>academic</u> or <u>occupational</u> programs. It also includes students enrolled in the <u>fall term</u> who attended college for the first time in the prior summer term, and students who entered with advanced standing (college <u>credits</u> earned before graduation from high school).
Full-time student	

	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> 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 - <u>Professional practice</u> - as defined by the institution.
Full-year cohort	The group of students entering at any time during the <u>12-month period</u> September 1 through August 31 that is established for tracking and reporting <u>Graduation Rate (GR)</u> and <u>Outcome Measures (OM)</u> data for institutions that primarily offer <u>occupational programs</u> of varying lengths. Students must be <u>full-time</u> and <u>first-time</u> to be considered in the <u>cohort</u> . For OM component, undergraduate students must enter in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
Graduate student	A student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Institutional affiliation	A classification that indicates whether a <u>private not-for-profit institution</u> is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of <u>Employees by Assigned Position</u> , <u>Fall Staff</u> , and <u>Salaries</u> ; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
Less than 2-year institution	A postsecondary institution that offers <u>programs</u> of less than 2-years duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1800 <u>contact hours</u> .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Master's degree	An award that requires the successful completion of a <u>program</u> of study of at least the full-time equivalent of 1 but not more than 2 <u>academic years</u> of work beyond the <u>bachelor's degree</u> . Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as " <u>first-professional</u> ", may require more than two full-time equivalent academic years of work.
Occupational program	A <u>program</u> of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" <u>calendar systems</u> at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> a week each term. Graduate: A student enrolled for less than 9 semester or quarter credits.
Post-master's certificate	An award that requires completion of an organized <u>program</u> beyond the <u>master's degree</u> , but does not meet the requirements of academic <u>degrees</u> at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.  NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.
Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or designed for completion in at least 30 but less than 60 semester or trimester <u>credit hours</u> , or in at least 45 but less than 90 quarter <u>credit hours</u> , or in at least 900 but less than 1,800 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or designed for completion in at least 60 but less than 120 semester or trimester <u>credit hours</u> , or in at least 90 but less than 180 quarter <u>credit hours</u> , or in at least 1,800 but less than 3,600 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester <u>credit hours</u> , or in less than 45 quarter <u>credit hours</u> , or in less than 900 <u>contact</u> or <u>clock hours</u> .
Private for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives compensation other than wages, rent, or other <u>expenses</u> for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including <u>associate's degrees</u> and <u>programs</u> that can be completed in at least 1,800 but less than 3,600 <u>contact hours</u> to obtain a degree, <u>diploma</u> , <u>certificate</u> , or other formal award.

Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, <u>diploma</u> , or other formal award. Includes <u>programs</u> resulting in all <u>bachelor's degrees</u> and other baccalaureate level or equivalent degrees, as well as 5-year <u>cooperative</u> programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 <u>contact hours</u> to obtain a <u>degree, diploma, certificate</u> , or other formal award.
Public institution	An educational institution whose <u>programs</u> and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.
Quarter (calendar system)	A <u>calendar system</u> in which the <u>academic year</u> consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.
Semester (calendar system)	A <u>calendar system</u> that consists of two sessions called semesters during the <u>academic year</u> with about 15 weeks for each semester of <u>instruction</u> . There may be an additional <u>summer session</u> .
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Trimester (calendar system)	An <u>academic year</u> consisting of 3 terms of about 15 weeks each.
Undergraduate	A student enrolled in a 4- or 5-year <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.



## IC Header

**Click one of the following questions to view the answer.**

### General

- 1) [If my institution offers an award level but currently does not have any students enrolled at that level how should I report?](#)
- 2) [Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?](#)
- 3) [In what award level category should Teachers Preparation certificates be reported?](#)
- 4) [My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?](#)

### Answers:

#### General

- 1) **If my institution offers an award level but currently does not have any students enrolled at that level how should I report?**

You should indicate all levels of awards that your institution is authorized to grant.

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

It is important to report IC Header data correctly the first time, as changes to this component affect all of the other surveys. If you made an error that impacts your ability to respond appropriately to other components, call the Help Desk at 877-225-2568, and they will change the necessary data. For example, if you indicated that you do not enroll any full-time, first-time students (thus no GRS or SFA surveys are generated), you may correct your answer so that you can complete this survey.

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- 3) **In what award level category should Teachers Preparation certificates be reported?**

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.

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- 4) **My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?**

Any system or central office that employs 15 or more full-time staff OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics - Header survey. 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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## [IC Header for less-than-2-year institutions](#)

### Edit specifications for the 2015-16 IPEDS Web-Based Data Collection

#### IC Header Component

#### Applicable to less-than-2-year institutions

NOTE: The specifications in this document apply to the institutions listed above and related administrative offices. 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.*

#### [Part A: Educational Offerings](#)

#### [Part B: Organization](#)

#### [Part C: Other Survey Screening Questions](#)

#### [Part D: Campus Award Levels](#)

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## Part A: Educational Offerings

### Educational Offerings

On this screen, you must answer the following question. Responses to this question determine whether or not your institution is part of the IPEDS universe.

**Note:** For existing institutions, this information is preloaded by the system.

- Which of the following types of instruction/programs are offered by your institution? Check all that apply.
  - Occupational, may lead to a certificate, degree, or other formal award
  - Academic, leading to a certificate, degree, or diploma
  - Recreational or avocational (leisure) programs
  - Adult basic or remedial instruction or high school equivalency
  - Secondary (high school)

An institution is part of the IPEDS universe if it offers at least one of the following types of instruction:

- Occupational
- Academic

**Note:** If the institution is part of the IPEDS universe, and is eligible to participate in Title IV federal financial aid programs, then completion of this survey is mandatory.

An institution is NOT part of the IPEDS universe if it only offers the following types of instruction:

- Recreational or avocational
- Adult basic or remedial instruction or high school equivalency
- Secondary (high school)

**Note:** Institutions that only offer these types of instruction are not expected to complete this or any other IPEDS survey. If your institution falls into this category and further assistance is required, please contact the IPEDS Help Desk.

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## Part B: Organization

### Control and Levels

On this screen, you must provide information about your institution's control or affiliation and any award levels offered by your institution.

#### *Control or Affiliation*

First, you must indicate the appropriate control or affiliation under which your institution operates.

**Note:** For existing institutions, this information is preloaded by the system. If your institution's preloaded answer differs from the prior year or requires a change, then contact the IPEDS Help Desk for further assistance.

Choose one of the following options:

- Public (If this option is selected, then you must identify the **Primary control** from the drop-down menu provided. An optional **Secondary control** may also be selected.)
- Private for-profit
- Private not-for-profit: independent (no religious affiliation)
- Private not-for-profit (religious affiliation) (If this option is selected, then you must identify the **religious affiliation** from the drop-down menu provided.)

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

- If a **Secondary control** is specified for **Public**, then this control cannot be the same as the **Primary control**.

#### **Award Levels**

Second, you must select the award levels for all credit programs offered at your institution.

**Note:** For existing institutions, this information is preloaded by the system.

Available responses include multiple options at, below, and above the baccalaureate level. Check all that apply.

- Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours)
- Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours, or at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less than 90 quarter credit hours)
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years (1800 or more contact or clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)
- Other (If this option is selected, then you must specify the award level in the context box provided.)

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

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

- If you report **Other** as an award level offered by your institution, a *fatal* error will occur.
- If you report **Other** as an award level offered by your institution, you must enter a description in the context box provided.

## Calendar System

On this screen, you must report the predominant calendar system at your institution. Your response to this question will determine how your institution is expected to report data in the Institutional Characteristics, Graduation Rates, and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system. If your institution's preloaded answer differs from the prior year or requires a change, then contact the IPEDS Help Desk for further assistance.

Choose one of the following options:

### **Program Reporting Method** (Other calendar system)

- Differs by programs
- Continuous basis (every 2 weeks, monthly, or other period)

**Note:** Selecting one of these options determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data by PROGRAM.

### **Academic Year Reporting Method** (Standard academic terms)

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

**Note:** Selecting one of these options determines that your institution will be required to provide Graduation Rates data based on a FALL COHORT and student charges data for a FULL ACADEMIC YEAR.

## Student Enrollment

On this screen, you must provide information about enrollment at your institution.

### **Enrollment Types**

This section asks about the types of students enrolled at your institution. All levels of enrollment offered by your institution must be reported, even if there are no students currently enrolled at that level. Your responses here will determine which screens will be generated for reporting data in the Institutional Characteristics and Fall Enrollment components. Additionally, your response to the **Full-time First-time students** question determines how your institution is expected to report data in the Institutional Characteristics and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system.

You must indicate whether your institution offers each of the specified levels of enrollment.

- Students in academic or occupational programs
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- First-time students
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**



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

- Either **No** or **Yes** must be selected for each student type.
- You must choose **Yes** for at least one of the available student types.
- For each level of student enrollment, if you reported students at that level on the prior year Fall Enrollment survey, then you are expected to indicate that your institution enrolls students at that level on this screen. For institutions with greater than 5 students reported at that level in the prior year Fall Enrollment survey, this error is *fatal*.
- For each level of student enrollment, if you did not report students at that level on the prior year Fall Enrollment survey, then you are not expected to indicate that your institution enrolls students at that level on this screen.
- Your institution is expected to enroll either full-time or part-time, first-time students.
- If you indicate that your institution has a **GR Cohort** of full-time, first-time students, then you must also report enrolling **Full-time, first-time degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time Students in academic or occupational programs**, then you must select at least one Award Level at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Full-time Students in academic or occupational programs**, then you should not select any Award levels at or below the baccalaureate level on the **Control and Levels** screen.
- Your institution is expected to enroll **Full-time** and/or **Part-time First-time, degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time First-time students**, then you must also report that your institution enrolls **Full-time Students in academic or occupational programs**.
- If you indicate that your institution enrolls **Part-time First-time students**, then you must also report that your institution enrolls **Part-time Students in academic or occupational programs**.

### **GR Cohort Question**

Additionally, you must answer the following question. The number of full-time, first-time degree/certificate-seeking undergraduates reported in the 2012-13 Fall Enrollment survey (**GR Cohort**) will be preloaded by the system for your reference.

For academic year 2012-13, did your institution have any full-time, first-time degree/certificate-seeking students enrolled in programs at the baccalaureate level or below?

- **Yes** (If this option is selected, then you will be required to provide Graduation Rates data for the 2012-13 cohort in the winter collection.)
- **No** (If this option is selected, then you must choose one of the following options.)
  - This institution did not enroll full-time, first-time (undergraduate) students.
  - This institution did not offer programs at or below the baccalaureate level.
  - This institution was not in operation in 2012-13.

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

- If you indicated that your institution enrolls **Full-time First-time, degree/certificate-seeking undergraduate** students in the 'Enrollment Types' question, then you must select **Yes** in response to this question.
- If you selected **Yes** in response to this question, then you are expected to indicate that you offer award levels at or below the baccalaureate level on the **Control and Levels** screen.
- If the preloaded **GR Cohort** from the Fall Enrollment survey is greater than 0, then you are expected to select **Yes** in response to this question.
- If the preloaded **GR Cohort** from the Fall Enrollment survey is 0 or blank, then you are expected to select **No** in response to this question.

### **System**

On this screen, you must indicate whether your institution is part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

**Note:** For existing institutions, this information is preloaded by the system.

Choose one of the following options:

- **No**, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

- **Yes**, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution. (If this option is selected, then you must specify the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution using the search function provided.)

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## Part C: Other Survey Screening Questions

### Open Admission

On this screen, you must indicate whether your institution has an open admission policy for all or most entering first-time, degree/certificate-seeking undergraduate students.

**Note:** For existing institutions, this information is preloaded by the system.

Choose one of the following options:

- **No** (If this option is selected, then the **Admissions** survey will be required during the Winter collection.)
- **Yes**

### Operation

#### Applicable to new institutions ONLY

On this screen, you must indicate whether your institution was in operation during the academic year 2014-15.

- **No**
- **Yes** (If this option is selected, check all levels of enrollment offered during 2014-15.)
  - Undergraduate
  - Graduate (not including doctor's professional)

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## Part D: Campus Award Levels

### Applicable to institutions with perfect children in IC

For each of your institution's branch campuses (listed in the **Campus List**), you must select the award levels offered at that campus.

**Note:** For existing institutions, this information is preloaded by the system.

Available responses include multiple options below the baccalaureate level. Check all that apply.

- Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours)
- Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours, or at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less than 90 quarter credit hours)
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years (1800 or more contact or clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)
- Other (If this option is selected, then you must specify the award level in the context box provided.)

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

Additionally, you must answer the following question for each of your institution's branch campuses. Your response to this question will determine whether your institution will be required to report cost data for this campus in the Institutional Characteristics component.

- Does your institution enroll full-time, first-time degree/certificate students?
  - **No**
  - **Yes**

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## IC Header for private 2-year non-degree-granting institutions

### Overview

#### Institutional Characteristics Header Overview

Welcome to the Institutional Characteristics Header survey component (IC Header). This survey was introduced to collect data that are key to reporting throughout the IPEDS data collection, and must be completed and locked before any other survey can be started.

Some IC Header questions may require nothing more than a confirmation, if nothing has changed. Please make changes as necessary, and complete items that do need a response (enrollment questions).

Remember, it is the responsibility of the keyholder to provide NCES with accurate data about the institution. Please never hesitate to call the IPEDS Help Desk at 1-877-225-2568 and ask for help to make sure that you are reporting correctly!

#### Changes to This Year's IC Header Component:

- The multi-institution or multi-campus organization must now be selected from a list of organizations.
- The Open Admission screening question has been moved here from IC. The question has not changed.
- A new screening question concerning total Academic Libraries expenses has been added for degree-granting institutions only.

Because of the importance of the IC Header data in determining the screens you will receive in other surveys, be sure to report correctly, and to contact the IPEDS Help Desk if you have **ANY** questions about what you need to report.

The IC Header data affect other survey components in the following ways:

- The Educational Offerings question verifies your institution's inclusion in IPEDS.
- The Control and Levels page is key to all survey components, especially to Finance (F) and Graduation Rates (GR). Additionally, this is important information for students, impacts many federal reports, and is used in placing institutions in appropriate net price groupings.
- Calendar system selection impacts student charges data reported in Institutional Characteristics (IC), Fall Enrollment (EF) data, GR data, and Student Financial Aid (SFA) data related to the net price calculation.
- Enrollment levels impact student charges in IC and enrollment categories in the EF survey component.
- The Open Admission question determines whether the Admissions component will be required in the Winter.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

To download survey materials package for this component: [Survey Materials](#)

Part A - Educational Offerings

**1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]**

*If your institution does not offer occupational or academic programs, you are not expected to complete this or any other IPEDS survey.*

<input type="checkbox"/>	<u>Occupational</u> , may lead to a certificate, degree, or other formal award
<input type="checkbox"/>	<u>Academic</u> , leading to a certificate, degree, or diploma
<input type="checkbox"/>	Recreational or <u>avocational (leisure) programs</u>
<input type="checkbox"/>	<u>Adult basic</u> or remedial instruction or high school equivalency
<input type="checkbox"/>	Secondary (high school)

Part B - Organization - Control and Levels

**1. What is your institutional control or affiliation?**

*Be sure to select the correct control for your institution. Errors on this question have an impact throughout the IPEDS surveys, in federal reporting, in net price groupings, and on your institutions appearance to students. If you reported incorrectly in a previous year, please contact the Help Desk at 877.225.2568 to correct the error.*

Public - Select primary and or secondary controls below

Primary control      Secondary control (if applicable)

Private for-profit

Private not-for-profit independent (no religious affiliation)

Private not-for-profit religious affiliation - Select affiliation below

**2. What award levels are offered by your institution? [Check all that apply]**

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), **determine program length by the number of credit or contact hours**, NOT the academic year length in parentheses. The academic year length is meant only to provide context.

The 'Other' award level should not be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

**Award Level**

**BELOW THE BACCALAUREATE:**

1       Postsecondary award, certificate, or diploma of (less than one academic year)  
 - less than 900 contact or clock hours, or  
 - less than 30 semester or trimester credit hours, or  
 - less than 45 quarter credit hours

2       Postsecondary award, certificate, or diploma of (at least one but less than two academic years)  
 - at least 900 but less than 1800 contact or clock hours, or  
 - at least 30 but less than 60 semester or trimester credit hours, or  
 - at least 45 but less than 90 quarter credit hours

3       Associate's degree

4       Postsecondary award, certificate, or diploma of (at least two but less than four academic years)  
 - 1800 or more contact or clock hours, or  
 - 60 or more semester or trimester credit hours, or  
 - 90 or more quarter credit hours

**BACCALAUREATE AND ABOVE:**

5       Bachelor's degree or equivalent

6       Postbaccalaureate certificate

7       Master's degree

8       Post-master's certificate

17       Doctor's degree - research/scholarship

18       Doctor's degree - professional practice

19       Doctor's degree - other

12       Other (specify in box below)

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

Part B - Organization - Calendar System

**Your response to the next question determines how your institution reports Institutional Characteristics student charges data in the fall, Student Financial Aid data in the winter, and Graduation Rates data in the winter. It also impacts the net price calculation in the Student Financial Aid survey.**

If the calendar system differs from prior year or requires a change, please contact the Help Desk at 877.225.2568.

**3. What is the predominant calendar system at the institution? [Choose one]**

**Academic Year Reporting Method** (Standard academic terms)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FALL COHORT and student charges data for a full ACADEMIC YEAR.

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

**Program Reporting Method** (Other calendar system)

Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FULL-YEAR COHORT, and student charges data by PROGRAM.

- Differs by program
- Continuous basis (every 2 weeks, monthly, or other period)

**Hybrid/Mixed Reporting Method** (Standard academic terms, other academic calendar)

Selecting the hybrid calendar type determines that your institution will provide Student Financial Aid and Graduation Rates data based on a FULL-YEAR COHORT, and student charges data for a full ACADEMIC YEAR.

- Hybrid (Other academic calendar)

Part B - Organization - Student Enrollment

**4. Does your institution enroll any of the following types of students?**

**Include all levels offered by your institution, even if there are no students currently enrolled at that level.**

Responses to this question determine which screens will be generated for reporting academic year tuition charges, and for reporting Fall Enrollment during the spring collection. Additionally, checking **Yes** for full-time, first-time, degree/certificate-seeking undergraduate students determines that your institution must report cost of attendance data (on the IC component) and Student Financial Aid data for these students.

	<u>Full-time</u>		<u>Part-time</u>	
<b>Students in academic or occupational programs</b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes
<b><u>First-time students</u></b>	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes

**6. For academic year 2012-13, did your institution enroll any full-time, first-time students?**

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2012-13 cohort in the winter collection. If you answer **No** to this question, indicate the reason you are not required to report Graduation Rates for the cohort year requested. If you reported any full-time, first-time degree/certificate-seeking students on the 2012-13 Fall Enrollment survey, the data will be preloaded below.

No

This institution did not enroll full-time, first-time degree/certificate-seeking students.

This institution was not in operation in 2012-13.

Yes

**Full-time, first-time degree/certificate-seeking students from 2012-13 Fall Enrollment survey (GR Cohort)**



Part B - Multi-institution or Multi-campus Organization

**7. Multi-institution or multi-campus organization**

**Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that information is collected separately.**

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

No, this institution **IS NOT** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

Yes, this institution **IS** a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.


If yes, select the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution after clicking on 'Select System' below.

**Select System**

Part C - Other Survey Screening Questions - Open Admission


**2. 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, and only reject a very small number of students based on the test, are also considered open admission.

 If your institution does not have an open admission policy, you will be required to report Admissions component regarding your admissions procedures and admissions yield.

No

Yes

 **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 - Other Survey Screening Questions - Levels of Enrollment Offered

**Was your institution in operation during the academic year 2014-15?**

*If you answer **Yes** to this question, you will be able to specify the levels of enrollment offered at your institution during 2014-15 and to report 12-month enrollment during the fall collection.*

No

Yes. Please specify the levels of enrollment offered during 2014-15.

Undergraduate

Graduate (not including doctor's-professional practice)

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### **Purpose of Survey**

The primary purpose of the IPEDS Institutional Characteristics Header (IC-H) survey is to collect basic institutional data including control or affiliation, calendar system, and award levels. These data are key to accurate reporting as they are used to determine the reporting for other IPEDS surveys. Any errors in the IC-H survey can lead to further errors in the data reporting process, so please be very careful in reporting these data correctly, and contact the IPEDS Help Desk (877.225.2568) if you have any questions.

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### **Changes in reporting**

The following changes were implemented for the 2015-16 data collection period:

- Open admission policy question added to "Part C – Other screening questions".

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### **General instructions**

#### **Reporting period covered**

Institutional Characteristics Header (IC-H) covers data for the current year with two exceptions.

- Cohort data in B6 refer to a past cohort and are used to set the Graduation Rates component (GR).
- For new institutions, the question about prior year operation refers to the prior academic year and is used to determine the applicability of the 12-Month Enrollment (E12) component.

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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](#), however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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## Coverage

Carefully read each question in the Institutional Characteristics Header survey to ensure you are reporting data for the appropriate students. The student groups for which data are collected vary throughout the IC-H 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, **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

### B. Who NOT to include

- 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

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## 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 \(including the College Affordability and Transparency Center\)](#)
- [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 - Educational Offerings

Responses on this screen verify inclusion of the institution on the NCES/IPEDS list of institutions and agencies that provide all types of postsecondary education. Postsecondary education is defined as the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is occupational, academic, or continuing professional education but excludes avocational and adult basic education programs.

If you select only avocational and/or adult basic education programs, you will be contacted by IPEDS to confirm your exemption from IPEDS reporting.

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## Part B – Organization

### ***Institutional Control or Affiliation***

Indicate the appropriate control or affiliation under which the institution operates. If the institution has a religious affiliation, select the denomination from the list provided in the drop-down box. Public institutions must designate a primary control; identification of a secondary control is optional. If control of the institution differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresents your institution to the public on College Navigator and other search tools that use IPEDS data, and places your institution in incorrect groups in IPEDS publications and on the College Affordability and Transparency Lists. If you do not know the control or affiliation of your institution, please call the Help Desk.

### ***Award Levels***

Check applicable award levels for all credit programs offered at the institution. Award levels are identified based on duration and/or awards.

- Report using the number of CONTACT or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
  - References to length of study are the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
    - One academic year equals 900 contact or clock hours of instruction, 30 semester credit hours or its equivalent, or 45 quarter credit hours.
- Award levels 1, 2, and 4 differ by length of programs and refer to completions below the baccalaureate degree. Use the IPEDS designations, not institutionally defined designations, to describe these levels.
- Award levels 3, 5, 7, 17, 18 and 19 indicate degree levels for which the institution is authorized to make formal awards.
- Award levels 6 and 8 indicate certificate levels.
- If you cannot classify an award within the award levels indicated on the screen, check award level 12 (Other) and specify or describe the award in the context box. Because there are few programs that fall under 'Other' please contact the Help Desk if you are considering selecting Level 12.

**NOTE:** Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.

### ***Calendar System***

Indicate the **predominant** calendar system under which the institution operates. If programs are offered on more than one calendar, select the system under which most programs are offered. If there is no predominant calendar system at your institution, select the option that best characterizes your institution.

If your calendar system differs from the prior year or requires a change, please contact the IPEDS Help Desk at 877.225.2568.

**Note:** Calendar system selection determines reporting in many other IPEDS components. Be sure to choose the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

- **Standard academic terms** (semesters, quarters, trimesters, 4-1-4)
  - Use a **fall cohort** for Graduation Rates.
  - Report tuition and fees and cost information based on a **full academic year**.
  - Report Fall Enrollment using **students enrolled as of October 15, or the official fall reporting date used by the institution**. This fall enrollment cohort will be preloaded into the next year's Student Financial Aid component.
  - For Student Financial Aid, report aid for an **academic year**.
- **Program-by-program or continuous enrollment basis**

- Use a **full-year cohort** for Graduation Rates.
  - Report tuition and fees and books and supplies information by program for the **entire length of the program**. For living expenses, report costs for **4 weeks (1 month)**. Note: Living expenses are only applicable to institutions with full-time, first-time students and are reported with the largest program.
  - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
  - For Student Financial Aid, report aid for the **largest program for an academic year**.
- **Hybrid academic calendar** (If you are considering selecting the 'Other academic calendar' option, please contact the Help Desk at 877.225.2568 so they can confirm the appropriateness of this calendar system for your institution.)
    - Use a **full-year cohort** for Graduation Rates.
    - Report Fall Enrollment using **students enrolled in the institution at any time between August 1 and October 31**.
    - Report tuition and fees and cost information based on a **full academic year**.
    - For Student Financial Aid, report aid for an **academic year**.

### ***Student enrollment***

#### **Enrollment of full- and part-time students.**

Indicate whether your institution enrolls any full-time or part-time students at the levels listed. Include all levels offered, even if there are not any students currently enrolled at that level.

Responses to those categories will determine the screens generated for reporting academic year tuition charges in the Institutional Characteristics survey during the Fall collection and enrollment data in the Fall Enrollment survey during the Spring collection.

- Make sure to check Yes for full-time, first-time degree/certificate-seeking students if applicable, as this determines that your institution will report cost information on Institutional Characteristics screens in Part D and Student Financial Aid information during the Winter collection.

### **Doctor's - professional practice**

Indicate whether your institution offers any of the listed Doctor's - professional practice programs. If your institution offers Doctor's -professional practice programs but does not offer any of the listed programs, indicate no.

#### **GRS cohort question.**

- **4-year institutions.** Indicate if your institution had any full-time, first-time undergraduate students enrolled in programs at the baccalaureate level or below in the academic year indicated on the screen. If you indicate Yes, you must report Graduation Rates data in the Winter.
- **Less-than-4-year institutions.** Indicate if your institution had any full-time, first-time degree/certificate-seeking students enrolled in the academic year indicated on the screen. If you check Yes, you must report Graduation Rates data in the Winter.

### ***Multi-institution or Multi-campus Organization***

If applicable, select from the provided list the multi-institution or multi-campus organization that owns, governs, or controls the institution. If you do not see your multi-institution or multi-organization listed, please contact the Help Desk.

A multi-institution or multi-campus organization includes organizations with two or more institutions or campuses. Non-postsecondary education agencies that govern or control institutions include, but are not limited to, public school districts, art organizations, hospitals and other medical/health organizations.

Do not include:

- coordinating systems
- single institution owner
- single institution corporate name
- single institution governing board
- consortia
- associations
- religious affiliation (requested in control question)

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## **Part C - Other Survey Screening Questions**

### ***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, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.

Note: IPEDS does not have a set percentage to determine open admission. Please review your institution's admission policy or talk to someone in the admissions office if you are not sure whether your institution is open admission, or contact the IPEDS Help Desk at 877.225.2568.

### ***Level of Enrollment***

New institutions should indicate whether their institution was in operation during the prior academic year. If the response is 'Yes', they should also indicate the levels that were offered.

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### **Part D - Branch campus**

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

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Term	Definition
4-1-4 (calendar system)	The 4-1-4 calendar usually consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional <u>summer session</u> .
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 calendar system.
Adult basic education	Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a <u>program</u> leading to a high school credential, nor are they part of any academic, occupational, or vocational program at the postsecondary level.
Associate's degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
Avocational programs	Instructional <u>programs</u> in personal interest and leisure categories whose expressed intent is not to produce postsecondary <u>credits</u> , nor to lead to a formal award or an academic <u>degree</u> , nor result in occupationally specific skills.
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 <u>cooperative (work-study) program</u> . 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.
Calendar system	The method by which an institution structures most of its courses for the <u>academic year</u> .
Certificate	A formal award certifying the satisfactory completion of a <u>postsecondary education program</u> .
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Continuing professional education	Programs and courses designed specifically for individuals who have completed a <u>degree</u> in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A <u>calendar system</u> classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
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 <u>credit hours</u> needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award.
Degree	An award conferred by a college, university, or other <u>postsecondary education</u> institution as official recognition for the successful completion of a <u>program</u> of studies.
Differs by program (calendar system)	A <u>calendar system</u> classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the <u>program</u> desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Doctor's degree-other	A doctor's degree that does not meet the definition of a <u>doctor's degree - research/scholarship</u> or a <u>doctor's degree - professional practice</u> .
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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.
Doctor's degree-research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.
Educational offerings	Educational <u>programs</u> offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as <u>postsecondary education</u> programs OR recreational or avocational, adult basic, remedial <u>instruction</u> , high school equivalency, or high school programs that are not deemed postsecondary.
Fall cohort	The group of students entering in the fall term established for tracking purposes. For the <u>Graduation Rates</u> component, this includes all students who enter an institution as full-time, first-time <u>degree</u> or <u>certificate-seeking undergraduate</u> students during the fall term of a given year. For the <u>Outcome Measures</u> component, all degree/certificate-seeking undergraduate students who enter an institution during the fall term of a given year must be placed in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
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 <u>undergraduate</u> level. This includes students enrolled in <u>academic</u> or <u>occupational</u> 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 <u>credits</u> earned before graduation from high school).
Full-time student	

	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
Full-year cohort	The group of students entering at any time during the <u>12-month period</u> September 1 through August 31 that is established for tracking and reporting <u>Graduation Rate (GR)</u> and <u>Outcome Measures (OM)</u> data for institutions that primarily offer <u>occupational programs</u> of varying lengths. Students must be <u>full-time</u> and <u>first-time</u> to be considered in the <u>cohort</u> . For OM component, undergraduate students must enter in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
Graduate student	A student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Institutional affiliation	A classification that indicates whether a <u>private not-for-profit institution</u> is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of <u>Employees by Assigned Position</u> , <u>Fall Staff</u> , and <u>Salaries</u> ; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
Less than 2-year institution	A postsecondary institution that offers <u>programs</u> of less than 2-years duration below the baccalaureate level. Includes occupational and vocational <u>schools</u> with programs that do not exceed 1800 <u>contact hours</u> .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Master's degree	An award that requires the successful completion of a <u>program</u> of study of at least the full-time equivalent of 1 but not more than 2 <u>academic years</u> of work beyond the <u>bachelor's degree</u> . Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as " <u>first-professional</u> ", may require more than two full-time equivalent academic years of work.
Occupational program	A <u>program</u> of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" <u>calendar systems</u> at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> a week each term. Graduate: A student enrolled for less than 9 <u>semester</u> or <u>quarter credits</u> .
Post-master's certificate	An award that requires completion of an organized <u>program</u> beyond the <u>master's degree</u> , but does not meet the requirements of academic <u>degrees</u> at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.  NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.
Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or designed for completion in at least 30 but less than 60 <u>semester</u> or <u>trimester credit hours</u> , or in at least 45 but less than 90 <u>quarter credit hours</u> , or in at least 900 but less than 1,800 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or designed for completion in at least 60 but less than 120 <u>semester</u> or <u>trimester credit hours</u> , or in at least 90 but less than 180 <u>quarter credit hours</u> , or in at least 1,800 but less than 3,600 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u> ) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 30 <u>semester</u> or <u>trimester credit hours</u> , or in less than 45 <u>quarter credit hours</u> , or in less than 900 <u>contact</u> or <u>clock hours</u> .
Private for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives compensation other than wages, rent, or other <u>expenses</u> for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including <u>associate's degrees</u> and <u>programs</u> that can be completed in at least 1,800 but less than 3,600 <u>contact hours</u> to obtain a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , or other formal award.

Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, <u>diploma</u> , or other formal award. Includes <u>programs</u> resulting in all <u>bachelor's degrees</u> and other baccalaureate level or equivalent degrees, as well as 5-year <u>cooperative</u> programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 <u>contact hours</u> to obtain a <u>degree, diploma, certificate</u> , or other formal award.
Public institution	An educational institution whose <u>programs</u> and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.
Quarter (calendar system)	A <u>calendar system</u> in which the <u>academic year</u> consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks as defined by the institution. There may be an additional quarter in the summer.
Semester (calendar system)	A <u>calendar system</u> that consists of two sessions called semesters during the <u>academic year</u> with about 15 weeks for each semester of <u>instruction</u> . There may be an additional <u>summer session</u> .
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Trimester (calendar system)	An <u>academic year</u> consisting of 3 terms of about 15 weeks each.
Undergraduate	A student enrolled in a 4- or 5-year <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.



## IC Header

Click one of the following questions to view the answer.

### General

- 1) [If my institution offers an award level but currently does not have any students enrolled at that level how should I report?](#)
- 2) [Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?](#)
- 3) [In what award level category should Teachers Preparation certificates be reported?](#)
- 4) [My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?](#)

### Answers:

#### General

- 1) **If my institution offers an award level but currently does not have any students enrolled at that level how should I report?**

You should indicate all levels of awards that your institution is authorized to grant.

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

It is important to report IC Header data correctly the first time, as changes to this component affect all of the other surveys. If you made an error that impacts your ability to respond appropriately to other components, call the Help Desk at 877-225-2568, and they will change the necessary data. For example, if you indicated that you do not enroll any full-time, first-time students (thus no GRS or SFA surveys are generated), you may correct your answer so that you can complete this survey.

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- 3) **In what award level category should Teachers Preparation certificates be reported?**

Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.

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- 4) **My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?**

Any system or central office that employs 15 or more full-time staff OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics - Header survey. 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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## IC Header for 2-year institutions

### Edit specifications for the 2015-16 IPEDS Web-Based Data Collection

#### IC Header Component

#### Applicable to 2-year institutions

NOTE: The specifications in this document apply to the institutions listed above and related administrative offices. 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.*

#### Part A: Educational Offerings

#### Part B: Organization

#### Part C: Other Survey Screening Questions

#### Part D: Campus Award Levels

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## Part A: Educational Offerings

### Educational Offerings

On this screen, you must answer the following question. Responses to this question determine whether or not your institution is part of the IPEDS universe.

**Note:** For existing institutions, this information is preloaded by the system.

- Which of the following types of instruction/programs are offered by your institution? Check all that apply.
  - Occupational, may lead to a certificate, degree, or other formal award
  - Academic, leading to a certificate, degree, or diploma
  - Recreational or avocational (leisure) programs
  - Adult basic or remedial instruction or high school equivalency
  - Secondary (high school)

An institution is part of the IPEDS universe if it offers at least one of the following types of instruction:

- Occupational
- Academic

**Note:** If the institution is part of the IPEDS universe, and is eligible to participate in Title IV federal financial aid programs, then completion of this survey is mandatory.

An institution is NOT part of the IPEDS universe if it only offers the following types of instruction:

- Recreational or avocational
- Adult basic or remedial instruction or high school equivalency
- Secondary (high school)

**Note:** Institutions that only offer these types of instruction are not expected to complete this or any other IPEDS survey. If your institution falls into this category and further assistance is required, please contact the IPEDS Help Desk.

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## Part B: Organization

### Control and Levels

On this screen, you must provide information about your institution's control or affiliation and any award levels offered by your institution.

#### *Control or Affiliation*

First, you must indicate the appropriate control or affiliation under which your institution operates.

**Note:** For existing institutions, this information is preloaded by the system. If your institution's preloaded answer differs from the prior year or requires a change, then contact the IPEDS Help Desk for further assistance.

Choose one of the following options:

- Public (If this option is selected, then you must identify the **Primary control** from the drop-down menu provided. An optional **Secondary control** may also be selected.)
- Private for-profit
- Private not-for-profit: independent (no religious affiliation)
- Private not-for-profit (religious affiliation) (If this option is selected, then you must identify the **religious affiliation** from the drop-down menu provided.)

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

- If a **Secondary control** is specified for **Public**, then this control cannot be the same as the **Primary control**.

#### *Award Levels*

Second, you must select the award levels for all credit programs offered at your institution.

**Note:** For existing institutions, this information is preloaded by the system.

Available responses include multiple options at, below, and above the baccalaureate level. Check all that apply.

#### **Below the Baccalaureate:**

- Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours)
- Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours, or at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less than 90 quarter credit hours)
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years (1800 or more contact or clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)

#### **Baccalaureate and Above:**

- Bachelor's degree or equivalent

- Postbaccalaureate certificate
- Master's degree
- Post-master's certificate
- Doctor's degree - research/scholarship
- Doctor's degree - professional practice
- Doctor's degree - Other
- Other (If this option is selected, then you must specify the award level in the context box provided.)

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

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

- If you report **Other** as an award level offered by your institution, a *fatal* error will occur.
- If you report **Other** as an award level offered by your institution, you must enter a description in the context box provided.

## Calendar System

On this screen, you must report the predominant calendar system at your institution. Your response to this question will determine how your institution is expected to report data in the Institutional Characteristics, Graduation Rates, and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system. If your institution's preloaded answer differs from the prior year or requires a change, then contact the IPEDS Help Desk for further assistance.

Choose one of the following options:

### Academic Year Reporting Method (Standard academic terms)

- Semester
- Quarter
- Trimester
- 4-1-4 or similar plan

**Note:** Selecting one of these options determines that your institution will be required to provide Graduation Rates data based on a FALL COHORT and student charges data for a FULL ACADEMIC YEAR.

### Program Reporting Method (Other calendar system)

- Differs by programs
- Continuous basis (every 2 weeks, monthly, or other period)

**Note:** Selecting one of these options determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data by PROGRAM.

### Hybrid/Mixed Reporting Method (Standard academic terms, Other calendar system)

- Hybrid (Other academic calendar)

**Note:** Selecting this option determines that your institution will be required to provide Graduation Rates data based on a FULL YEAR COHORT and student charges data for a FULL ACADEMIC YEAR.

## Student Enrollment

On this screen, you must provide information about enrollment at your institution.

## Enrollment Types

### Applicable to Public institutions

This section asks about the types of students enrolled at your institution. All levels of enrollment offered by your institution must be reported, even if there are no students currently enrolled at that level. Your responses here will determine which screens will be generated for reporting data in the Institutional Characteristics and Fall Enrollment components. Additionally, your response to the **Full-time First-time, degree/certificate-seeking undergraduate** students question determines how your institution is expected to report data in the Institutional Characteristics and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system.

You must indicate whether your institution offers each of the specified levels of enrollment.

- Undergraduate (academic or occupational programs)
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- First-time, degree/certificate-seeking undergraduate
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- Graduate (not including doctor's professional)
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**

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

- Either **No** or **Yes** must be selected for each student type.
- You must choose **Yes** for at least one of the available student types.
- For each level of student enrollment, if you reported students at that level on the prior year Fall Enrollment survey, then you are expected to indicate that your institution enrolls students at that level on this screen. For institutions with greater than 5 students reported at that level in the prior year Fall Enrollment survey, this error is *fatal*.
- For each level of student enrollment, if you did not report students at that level on the prior year Fall Enrollment survey, then you are not expected to indicate that your institution enrolls students at that level on this screen.
- Your institution is expected to enroll either full-time or part-time, first-time students.
- If you indicate that your institution has a **GR Cohort** of full-time, first-time students, then you must also report enrolling **Full-time, first-time degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time Undergraduate** students, then you must select at least one Award Level at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Full-time Undergraduate** students, then you should not select any Award levels at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution enrolls **Full-time, First-time degree/certificate-seeking undergraduate** students, then you must also report that your institution enrolls **Full-time Undergraduate** students.
- If you indicate that your institution enrolls **Part-time, First-time degree/certificate-seeking undergraduate** students, then you must also report that your institution enrolls **Part-time Undergraduate** students.
- If you indicate that your institution enrolls **Graduate** students, then you must select at least one Award Level above the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Graduate** students, then you should not select any Award Levels above the baccalaureate level on the **Control and Levels** screen.

## Enrollment Types

### Applicable to Private institutions

This section asks about the types of students enrolled at your institution. All levels of enrollment offered by your institution must be reported, even if there are no students currently enrolled at that level. Your responses here will determine which screens will be generated for reporting academic year tuition charges in the Institutional Characteristics component, and for reporting Fall Enrollment data during the spring collection. Additionally, your response to the **Full-time First-time students** question determines how your institution is expected to report data in the Institutional Characteristics and Student Financial Aid components.

**Note:** For existing institutions, this information is preloaded by the system.



You must indicate whether your institution offers each of the specified levels of enrollment.

- Students in academic or occupational programs
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**
- First-time students
  - Full-time - Choose **No** or **Yes**
  - Part-time - Choose **No** or **Yes**

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

- Either **No** or **Yes** must be selected for each student type.
- You must choose **Yes** for at least one of the available student types.
- For each level of student enrollment, if you reported students at that level on the prior year Fall Enrollment survey, then you are expected to indicate that your institution enrolls students at that level on this screen. For institutions with greater than 5 students reported at that level in the prior year Fall Enrollment survey, this error is *fatal*.
- For each level of student enrollment, if you did not report students at that level on the prior year Fall Enrollment survey, then you are not expected to indicate that your institution enrolls students at that level on this screen.
- Your institution is expected to enroll either full-time or part-time, first-time students.
- If you indicate that your institution has a **GR Cohort** of full-time, first-time students, then you must also report enrolling **Full-time, first-time degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time Students in academic or occupational programs**, then you must select at least one Award Level at or below the baccalaureate level on the **Control and Levels** screen.
- If you indicate that your institution does not enroll **Full-time Students in academic or occupational programs**, then you should not select any Award levels at or below the baccalaureate level on the **Control and Levels** screen.
- Your institution is expected to enroll **Full-time and/or Part-time First-time, degree/certificate-seeking undergraduate** students.
- If you indicate that your institution enrolls **Full-time First-time students**, then you must also report that your institution enrolls **Full-time Students in academic or occupational programs**.
- If you indicate that your institution enrolls **Part-time First-time students**, then you must also report that your institution enrolls **Part-time Students in academic or occupational programs**.

### **GR Cohort Question**

Additionally, you must answer the following question. The number of full-time, first-time degree/certificate-seeking undergraduates reported in the 2012-13 Fall Enrollment survey (**GR Cohort**) will be preloaded by the system for your reference.

For academic year 2012-13, did your institution have any full-time, first-time degree/certificate-seeking students enrolled in programs at the baccalaureate level or below?

- **No** (If this option is selected, then you must choose one of the following options.)
  - This institution did not enroll full-time, first-time (undergraduate) students.
  - This institution did not offer programs at or below the baccalaureate level.
  - This institution was not in operation in 2012-13.
- **Yes** (If this option is selected, then you will be required to provide Graduation Rates data for the 2012-13 cohort in the winter collection.)

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

- If you indicated that your institution enrolls **Full-time First-time, degree/certificate-seeking undergraduate** students in the 'Enrollment Types' question, then you must select **Yes** in response to this question.
- If you selected **Yes** in response to this question, then you are expected to indicate that you offer award levels at or below the baccalaureate level on the **Control and Levels** screen.
- If the preloaded **GR Cohort** from the Fall Enrollment survey is greater than 0, then you are expected to select **Yes** in response to this question.
- If the preloaded **GR Cohort** from the Fall Enrollment survey is 0 or blank, then you are expected to select **No** in response to this question.

## System

On this screen, you must indicate whether your institution is part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.

**Note:** For existing institutions, this information is preloaded by the system.

Choose one of the following options:

- **No**, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.
- **Yes**, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution. (If this option is selected, then you must specify the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution using the search function provided.)

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## Part C: Other Survey Screening Questions

### Library Expenses

#### Applicable to degree-granting institutions ONLY

On this screen, you must select **No** or **Yes** to indicate whether your library expenses for Fiscal Year 2015 were greater than 0. Fiscal year 2015 is defined as the most recent 12-month period that ends before October 1, 2015, that corresponds to the institution's fiscal year.

If **Yes** is selected, then the **Academic Libraries** survey will be required during the Spring collection.

#### Open Admission

On this screen, you must indicate whether your institution has an open admission policy for all or most entering first-time, degree/certificate-seeking undergraduate students.

**Note:** For existing institutions, this information is preloaded by the system.

Choose one of the following options:

- **No** (If this option is selected, then the **Admissions** survey will be required during the Winter collection.)
- **Yes**

### Operation

#### Applicable to new institutions ONLY

On this screen, you must indicate whether your institution was in operation during the academic year 2014-15.

- **No**
- **Yes** (If this option is selected, check all levels of enrollment offered during 2014-15.)
  - Undergraduate
  - Graduate (not including doctor's professional)

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## Part D: Campus Award Levels

### Applicable to institutions with perfect children in IC

For each of your institution's branch campuses (listed in the **Campus List**), you must select the award levels offered at that campus.

**Note:** For existing institutions, this information is preloaded by the system.

Available responses include multiple options at, below, and above the baccalaureate level. Check all that apply.

#### Below the Baccalaureate:

- Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours)
- Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours, or at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less than 90 quarter credit hours)
- Associate's degree
- Postsecondary award, certificate, or diploma of at least two but less than four academic years (1800 or more contact or clock hours, or 60 or more semester or trimester credit hours, or 90 or more quarter credit hours)

#### Baccalaureate and Above:

- Bachelor's degree or equivalent
- Postbaccalaureate certificate
- Master's degree
- Post-master's certificate
- Doctor's degree - research/scholarship
- Doctor's degree - professional practice
- Doctor's degree - Other
- Other (If this option is selected, then you must specify the award level in the context box provided.)

If you have indicated that your institution offers an award level that was not reported in previous years, you will be asked to *confirm* this new award level.

Additionally, you must answer the following question for each of your institution's branch campuses. Your response to this question will determine whether your institution will be required to report cost data for this campus in the Institutional Characteristics component.

- Does your institution enroll full-time, first-time degree/certificate students?
  - **No**
  - **Yes**

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## Institutional Characteristics for degree-granting 2-year academic year tuition reporters

### Overview

#### Institutional Characteristics Overview

Welcome to the Institutional Characteristics (IC) component. This component collects important information about your institution's mission, student services, and student charges.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data has been finally reviewed. Thus, errors may stay on College Navigator for a full year.

Additionally, the cost of attendance data are used to calculate the net price of attendance in the Student Financial Aid component. This has important implications for what students see about your institution, and also for the College Affordability and Transparency Center's lists. **Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not in the prior year revision system.**

Remember, it is the responsibility of the keyholder to submit accurate data about the institution. Please contact the IPEDS Help Desk for clarifications to make sure that you are reporting correctly.

#### Changes to This Year's IC Component

There were no changes implemented for the 2015-16 data collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- Question 2 should only be marked 'YES' if your institution is **EXCLUSIVELY** distance education. Do not mark 'YES' if your courses/programs are also available in person.
- Do not try to outsmart fatal errors; this is falsifying data. Contact the Help Desk to override, or fix, the data.
- Make sure you understand ALL definitions before responding to questions. For example, make sure that you are reporting for an 'ACADEMIC YEAR' or 'PROGRAM' as defined by IPEDS.

&nbsp;

To download the survey materials for this component: [Survey Materials](#)

To access your prior year data submission for this component: [Reported Data](#)

Part A - Mission Statement and Distance Education

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. Are all the programs at your institution offered exclusively via distance education?


No

Yes

Part B - Services and Programs for Servicemembers and Veterans

**1. Which of the following are available to veterans, military servicemembers, or their families?**

- Yellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above

 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 - 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]**

- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (for the elementary, middle school/junior high, or secondary level)  
Do **not** include certifications to teach at 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 - Distance Opportunities

**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)

**7. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or programs).**

- Undergraduate
- Graduate
- The institution does not offer distance education opportunities

**You may use the space below to provide context for the alternative tuition plans 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 undergraduate students enrolled during fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent 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).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer **No** so that this does not cause conflicts with the Student Financial Aid survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.

- No
- Yes, and we do not make **ANY** (even one) exceptions to this rule

**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 2015-16

**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
<u>Application fee</u>	<input type="text"/>	

5. Charges to full-time students for the full academic year 2015-16

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						
<u>Average tuition</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
<u>Required fees</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

6. Per credit hour charge for part-time students

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

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
<u>Per credit hour charge</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

Part D - Student Charges - Room and Board

**10. What are the typical room and board charges for a student for the full academic year 2015-16?**

*If your institution offers room or board at no charge to students, enter zero.*

*If you report room and board separately, leave the combined charge blank. If you report a combined charge, leave the room and board charges blank.*

Room and board charges	Amount	Prior year
Room charge (Double occupancy)	<input type="text"/>	
Board charge (Maximum plan)	<input type="text"/>	
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)	<input type="text"/>	

Part D - Student Charges - Price of Attendance

**11. Cost 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. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information. *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 correctly.*

**?** If the **2015-16 tuition and/or fees as reported on this page** for full-time, first-time students are covered by a tuition guarantee program, check the applicable box(es) under 'Tuition Guarantee'. Additionally, please indicate the maximum % increase that is guaranteed. *These numbers are expected to be fairly small. Please contact the Help Desk if you are confused about these values and how to report them.*

Charges for full academic year	2012-13	2013-14	2014-15	2015-16	Tuition Guarantee (check only if applicable to entering students in 2015-16)	Guaranteed increase %
<b>Published tuition and required fees:</b>						
In-district Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
In-state Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
Out-of-state Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
Books and supplies				<input type="text"/>		
<b>On-campus:</b>						
Room and board				<input type="text"/>		
Other expenses				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (not with family):</b>						
Room and board				<input type="text"/>		
Other expenses				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (with family):</b>						
Other expenses				<input type="text"/>		

**+** 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 E - Athletic Association

**1. Is this institution a member of a national athletic association?**

<input type="radio"/>	No
<input type="radio"/>	Yes - Check all that apply
<input type="checkbox"/>	National Collegiate Athletic Association (NCAA)
<input type="checkbox"/>	National Association of Intercollegiate Athletics (NAIA)
<input type="checkbox"/>	National Junior College Athletic Association (NJCAA)
<input type="checkbox"/>	United States Collegiate Athletic Association (USCAA)
<input type="checkbox"/>	National Christian College Athletic Association (NCCAA)
<input type="checkbox"/>	Other

**2. If this institution is a member of the NCAA or NAIA, specify the conference FOR EACH SPORT using the pull down menu.**

Sport	NCAA or NAIA member		Conference
Football	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Basketball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Baseball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Cross country and/or track	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾



## **Institutional Characteristics**

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### **[Purpose of Institutional Characteristics Survey](#)**

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## **Purpose of Survey**

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional information including mission, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost numbers are also used in the SFA survey during the Winter collection to calculate net price of attendance.

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## **Changes in reporting**

There were no changes implemented for the 2015-16 data collection period.

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## **General instructions**

### **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 with Reporting

### IPEDS Help Desk

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

### Web Tutorials

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

### IPEDS Resource Page

The [IPEDS Resource Page](#) (located on the IPEDS homepage) contains frequently asked questions, a link to the IPEDS Glossary, data tip sheets, an archive of survey instruments, information on the race/ethnicity categories, and other valuable information.

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## Where the Reported 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](#)
- [College Affordability and Transparency Center Website](#)

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 Distance Education

#### ***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 2,000 characters. The mission statement will be available to the public on College Navigator.

#### ***Distance Education***

A program for which all the required coursework for program completion is able to be completed via distance education courses.

A distance education course is a course in which the instructional content is delivered exclusively via distance education.

Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

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### Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

#### **Services and Programs for Military Servicemembers and Veterans**

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

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### 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. Use 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.

#### ***Distance education offerings***

Indicate whether you offer distance education opportunities at the undergraduate level and/or graduate level. If you offer distance education at both levels, please check both boxes. If you do not offer distance education opportunities, please select the last option.

Requirements for coming to campus for orientation, testing, or academic support services does not exclude a course from being classified as distance education.

#### ***Disabilities***

Please indicate the percentage of all undergraduate students enrolled in the time period indicated on screen 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.

Please use the context box on the page to provide information, such as the webpage for your disabilities services website.

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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.**

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

### **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 cost 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 cost 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 charged to full-time graduate students for the full academic year. 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.

### ***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 (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers **board** but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

### ***Academic year reporters cost of attendance for full-time, first-time undergraduate students***

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

Institutions with standard academic terms (semesters, quarters, trimesters, or 4-1-4 or hybrid institutions) should provide cost 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, including the College Affordability and Transparency Center, as mandated in accordance with Sec. 111 of the Higher Education Opportunity Act of 2008 (HEOA).

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 cost (price) of attendance***

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***

Errors can be corrected in the Student Financial Aid component in the Winter.

This question requires working with your student financial aid office.

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). 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 and in weeks (as completed by a student attending full-time).
- Provide the total length of the academic year, as used to calculate your Pell budget, in contact or credit hours and in weeks.
- Enter an application fee (if applicable).
- Provide amounts for tuition and fees, books and supplies, room and board, and other expenses **FOR THE TIME PERIOD INDICATED** (either for the length of the program, or for 4 weeks). These are the amounts used by your financial aid office for determining eligibility for student financial assistance.

**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.

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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.

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## **Part F - Campus information**

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

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Term	Definition
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 <u>calendar system</u> .
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 <u>tuition</u> or <u>required fees</u> , nor is it refundable if the student is not admitted to the institution.
Board charges	Charges assessed students for an <u>academic year</u> for meals.
Board plan	The method for providing meals to students during an <u>academic year</u> . 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 <u>academic year</u> (or <u>program</u> ). 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 <u>program</u> 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 <u>program</u> 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 <u>instruction</u> given to students. Also referred to as <u>contact hour</u> .
Comprehensive fee	A single fixed amount of money charged by an institution that covers <u>tuition</u> , <u>required fees</u> , <u>room</u> , and <u>board</u> . For some institutions, this amount may also cover <u>books and supplies</u> .
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
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). <u>Credit</u> may also be awarded through a credit by examination program.
Credit for Military Training	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.
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 <u>credit</u> hours needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , 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 <u>postsecondary education programs</u> .
Degree/certificate-seeking students	Students enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: <ul style="list-style-type: none"> <li>- received any type of federal financial aid, regardless of what courses they took at any time;</li> <li>- received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program; or</li> <li>- obtained a student visa to study at a U.S. postsecondary institution</li> </ul> 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 education	Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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 <u>Advanced Placement</u> (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college <u>credits</u> .
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 <u>undergraduate level</u> . This includes students enrolled in <u>academic</u> or <u>occupational programs</u> . It also includes students enrolled in the <u>fall term</u> who attended college for the first time in the prior summer term, and students who entered with advanced standing (college <u>credits</u> earned before graduation from high school).

Full-time student	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
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 <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
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 <u>tuition</u> charges if offered by the institution.
In-district tuition	The <u>tuition</u> charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than <u>in-state tuition</u> 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 <u>tuition</u> 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.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of Employees by Assigned Position, Fall Staff, and Salaries; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
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.
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.
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.
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 <u>tuition</u> 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 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> 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.
Post 9/11 GI Bill	A federal education benefit program for veterans, who served on active duty after September 10, 2001. This Department of Veteran Affairs benefit provides up to 36 months of education benefits at an approved institution for the following college costs: tuition and fees, books and supplies and housing. The tuition and fees payment, which is the cost for an in-state student attending a public institution, is made directly to the postsecondary institution whereas payments for books and supplies and housing are sent directly to the student.
Postsecondary education institution	An institution which has as its sole purpose or one of its primary missions, the provision of <u>postsecondary education</u> .
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 <u>tuition</u> 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 <u>academic year</u> for rooming accommodations for a typical student sharing a room with one other student.
Servicemembers Opportunity Colleges	A membership group of over 1,700 institutions that functions to expand and improve voluntary postsecondary opportunities for servicemembers worldwide. It is funded by the Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).
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.
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus <u>abroad</u> 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.
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per <u>credit</u> .
Tuition and fees (published charges)	The amount of <u>tuition</u> and <u>required fees</u> 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 <u>credit hour</u> 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 <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.
Weekend/evening college	A <u>program</u> that allows students to take a complete course of study and attend classes only on weekends or only in the evenings.
Yellow Ribbon Program	A voluntary program through which participating public and private institutions can provide veterans and eligible beneficiaries additional institutional aid to cover the costs of tuition and fees at their institutions. The Yellow Ribbon Program is a supplementary program to the Post 9/11 GI Bill coverage of in-state tuition and fees. The Department of Veterans Affairs matches the institutional aid provided beyond the in-state tuition and fees, but to certain limit each year.



## Institutional Characteristics

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) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)

### 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 IC data are included on the College Navigator website?](#)

### 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, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost 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) 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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##### 4) 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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#### 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. If your institution offers unlimited number of meals enter 99.

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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 average amounts charged to **all** full-time undergraduate students; the tuition and fees in question 11 represent the average 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 student budgets.

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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 student budgets. 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 student budget.

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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 makes ANY exceptions to this policy).

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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.

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#### 5) What IC 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, 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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## Institutional Characteristics for Academic institutions

### Edit specifications for the 2015-16 IPEDS Web-Based Data Collection

#### Institutional Characteristics (IC) Component

##### Applicable to academic institutions

NOTE: The specifications below apply to all above noted institutions and related administrative offices; however, some sections and parts may not be applicable to your particular institution. Therefore, 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.*

#### Part A: Mission Statement and Distance Education

#### Part B: Services and Programs for Servicemembers and Veterans

#### Part C: Student Services/Disability Services

#### Part D: Student Charges

Price of Attendance

#### Part E: Athletic Association

#### Part F: Campus Price of Attendance

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### Part A: Mission Statement and Distance Education

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

#### Mission Statement

To begin this survey, you must provide either the institution's mission statement or a web address (URL) where the mission statement can be found. Typed mission statements are limited to 2,000 characters or less and will be available to the public on the College Navigator website.

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

- You must provide either a mission statement URL or a typed mission statement.
- You may not enter both a mission statement URL and a typed mission statement.

#### Distance Education

Next, you must indicate whether all the programs at your institution are offered exclusively via distance education. Choose one of the following options:

- **No**
- **Yes**

## Part B: Services and Programs for Servicemembers and Veterans

On this screen, you must indicate which of the following are available to veterans, military servicemembers, or their families:

- Yellow Ribbon Program (officially known as the Post 9/11-GI Bill Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above (If this option is selected, then no other options can be chosen in response to this question.)

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## Part C: Student Services and Disability Services

### Special Learning Opportunities

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- What types of special learning opportunities are offered by your institution? Check all that apply.
  - ROTC (If this option is selected, check all that apply.)
    - Army
    - Navy
    - Air Force
  - Study abroad
  - Weekend/evening college
  - Teacher certification for the elementary, middle school/junior high, or secondary level (If this option is selected, check all that apply.)
    - 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 (If this option is selected, then no other options can be chosen in response to this question.)
- **Applicable to 4-year institutions**  
If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?
  - You may select a number **One** through **Eight** from the drop-down menu provided; or skip this item if it does not apply to your institution.

### Student Services

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution? Choose one of the following options:
  - Have our own library
  - Do not have our own library but contribute financial support to a shared library
  - Neither of the above
- Indicate whether or not any of the following alternative tuition plans are offered by your institution.
  - **No**
  - **Yes** (If this option is selected, check all that apply.)
    - Tuition guarantee
    - Prepaid tuition plan
    - Tuition payment plan
    - Other (If this option is selected, then you must specify the tuition plan in the context box provided.)
- Indicate at what level(s) your institution offers distance education opportunities (courses and/or programs). Check all that apply.
  - Undergraduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - Graduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - The institution does not offer distance education opportunities (If you indicated in *Part A* that all of the programs at the institution are offered via distance education, then selecting this option will cause a *fatal* error.)

## Disability Service

Indicate the percentage of all undergraduate students enrolled in Fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office). Choose one of the following options:

- 3 percent or less
- More than 3 percent (If this option is selected, then you must specify the percentage in the box provided.)

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

- If the **3 percent or less** option is selected, then you may not specify a percentage.
- If the **More than 3 percent** option is selected, then the specified percentage must be between 4% and 50%, otherwise a *fatal* error will occur.

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## Part D: Student Charges

### Charges Questions

An answer must be provided for each applicable screening question. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part D**. The number of questions displayed will depend on the institution type, as noted below.

- **Applicable to institutions with full-time, first time students**  
Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options.

- **No** (If this option is selected, then you will be required to report off-campus room and board charges on the **Price of Attendance** screen.)
- **Yes** (If this option is selected, then you will not be required to report off-campus room and board charges on the **Price of Attendance** screen.)

**Note:** If your institution makes any exceptions to this rule, and has even one first-time, full-time student living off-campus, please answer **No** so that the data entered in this survey does not conflict with the Student Financial Aid survey.

- Does your institution charge different tuition for in-district, in-state, and out-of-state students? Choose one of the following options:
  - **No** (If this option is selected, then you will be asked to report only one tuition rate throughout **Part D**.)
  - **Yes** (If this option is selected, then you will be required to report charges for each of the above listed tuition rates throughout **Part D**.)
- Does your institution offer institutionally-controlled housing (either on-campus or off-campus)? Choose one of the following options:
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the **Price of Attendance** screen; or a room charge or combined room and board charge in **Part D**.)
  - **Yes** (If this option is selected, then you must specify a housing capacity for academic year 2015-16.)
- Does your institution offer board or meal plans to students? Choose one of the following options:
  - **No** (If this option is selected, then you will not be required to report a board charge or combined room and board charge in **Part D**.)
  - **Yes - Enter the number of meals per week** included in the maximum meal plan available (If this option is selected, then you must specify the number of meals in the box provided.)
  - **Yes - Number of meals per week can vary** (e.g., students charge meals against a meal card)

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- Your response to whether all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing must be the same as reported in the prior year IC survey.
- If you indicated in Part A that all programs at your institution are offered exclusively via distance education, then you are not expected to answer **Yes** to offering institutionally-controlled housing.
- If you indicate that your institution offers institutionally-controlled housing, then the specified **housing capacity** must be between 1 and 20,000.
- If "Yes - Enter the number of meals per week" is selected, then the specified **number of meals per week** reported must be between 1 and 99. If meal plans are unlimited, then enter 99.

## Undergraduate Student Charges

**Applicable to institutions with full-time and/or part-time undergraduate enrollment**

### Application Fee

On this screen, you must report the amount your institution charges for undergraduate application fees. The prior year amount is displayed for your reference.

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

- The application fee reported is expected to be less than or equal to \$150.
- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

## Full-Time Undergraduate Students

**Applicable to institutions with full-time undergraduate enrollment**

Next, report any full-time undergraduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of full-time undergraduate students. Prior year amounts are displayed for your reference.

If your institution enrolls full-time undergraduate students (as reported in the IC Header survey), then you must provide the **Average tuition** and **Required fees** charged to full-time, degree/certificate-seeking undergraduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, values must be reported for both **Average tuition** and **Required fees**.
- For each applicable tuition rate, the sum of the values entered for **Average tuition** plus **Required fees** must be greater than 0.
- For each applicable tuition rate, the **Average tuition** reported is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Average tuition** rate must be greater than or equal to the **In-district Average tuition** rate.
- If tuition rates vary for your institution, then the **Out-of-state Average tuition** rate must be greater than or equal to the **In-state Average tuition** rate.
- For each applicable tuition rate, the **Required fees** reported are expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Required fees** reported must be greater than or equal to the **In-district Required fees** reported.
- If tuition rates vary for your institution, then the **Out-of-state Required fees** reported must be greater than or equal to the **In-state Required fees** reported.

## Part-Time Undergraduate Students

### Applicable to institutions with part-time undergraduate enrollment

Next, report any part-time undergraduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all part-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of part-time undergraduate students. Prior year amounts are provided for your reference.

If your institution enrolls part-time undergraduate students (as reported in the IC Header survey), then you must provide the **Per credit hour charge** to part-time, degree/certificate-seeking undergraduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, the **Per credit hour charge** reported must be greater than 0.
- For each applicable tuition rate, the current year **Per credit hour charge** is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Per credit hour charge** must be greater than or equal to the **In-district Per credit hour charge**.
- If tuition rates vary for your institution, then the **Out-of-state Per credit hour charge** must be greater than or equal to the **In-state Per credit hour charge**.

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## Graduate Student Charges

### Applicable to institutions with full-time and/or part-time graduate enrollment

## Application Fee



On this screen, start by reporting the amount your institution charges for graduate application fees. The prior year amount is displayed for your reference.

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

- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is expected in the current year.
- The application fee reported is expected to be less than or equal to \$150.
- The application fee reported is expected to be within a 50% range of the **Prior year** amount.

### **Full-time Graduate Students**

#### **Applicable to institutions with full-time graduate enrollment**

Next, report any full-time graduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time graduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of full-time graduate students. Prior year amounts are displayed for your reference.

If your institution enrolls full-time graduate students (as reported in the IC Header survey), then you must provide both the **Average Tuition** and **Required fees** charged to full-time graduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, values must be reported for both **Average tuition** and **Required fees**.
- For each applicable tuition rate, the sum of the values entered for **Average tuition** plus **Required fees** must be greater than 0.
- For each applicable tuition rate, the **Average tuition** reported is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Average tuition** rate must be greater than or equal to the **In-district Average tuition** rate.
- If tuition rates vary for your institution, then the **Out-of-state Average tuition** rate must be greater than or equal to the **In-state Average tuition** rate.
- For each applicable tuition rate, the **Required fees** reported are expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Required fees** reported must be greater than or equal to the **In-district Required fees** reported.
- If tuition rates vary for your institution, then the **Out-of-state Required fees** reported must be greater than or equal to the **In-state Required fees** reported.

### **Part-time Graduate Students**

#### **Applicable to institutions with part-time graduate enrollment**

Next, report any part-time graduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all part-time graduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of part-time graduate students. Prior year amounts are displayed for your reference.

If your institution enrolls part-time graduate students (as reported in the IC Header survey), then you must provide the **Per credit hour charge** to part-time graduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, the **Per credit hour charge** reported must be greater than 0.

- For each applicable tuition rate, the current year **Per credit hour charge** is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Per credit hour charge** must be greater than or equal to the **In-district Per credit hour charge**.
- If tuition rates vary for your institution, then the **Out-of-state Per credit hour charge** must be greater than or equal to the **In-state Per credit hour charge**.

## Doctor's Professional Practice Tuition

**Applicable to institutions that indicated in the IC Header survey that they offer the "Doctor's Degree – Professional Practice" award level**

Next, report any Doctor's - Professional Practice student charges by all applicable tuition rates. The tuition rates shown may vary to include In-state and Out-of-state; or there may only be one tuition rate for all full-time Doctor's - Professional Practice students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Room and board charges should NOT be included in the reported amount.

On this screen, you must provide the typical **Tuition amount** and **Required fees** charged to full-time students that are enrolled in any of the following programs at your institution for the full academic year 2015-16:

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm.D.)
- Podiatry (Pod.D., D.P., or D.P.M.)
- Veterinary Medicine (D.V.M.)
- Law (J.D.)

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

- The **Tuition amount** must be greater than 0 for at least one program.

The system will perform the following edits on the data entered for each program:

- If tuition rates vary for your institution, then you must enter both an **In-state** and **Out-of-state Tuition amount**, or leave both fields blank.
- If tuition rates vary for your institution, then the **Out-of-state Tuition amount** must be greater than or equal to the **In-state Tuition amount**.
- If tuition rates vary for your institution, then you must enter both **In-state** and **Out-of-state Required fees**, or leave both fields blank.
- If tuition rates vary for your institution, then the **Out-of-state Required fees** must be greater than or equal to the **In-state Required fees**.

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## Room and/or Board

**Applicable to institutions that answered "Yes" to the institutionally-controlled housing and/or the meal plan question on the Charges Questions screen**

A screen is provided for reporting the typical room and/or board charges a student can expect to pay at your institution for the full academic year 2015-16. Dollar amounts must be provided for the following options, as applicable to your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

### **Room and Board**

Applicable to institutions that answered "Yes" to the housing question and "Yes" to the meal plan question

- Room charge (double occupancy)
- Board charge (Maximum plan)
- Combined room and board charge

### **Room**

Applicable to institutions that answered "Yes" to the housing question and "No" to the meal plan question

- Room charge (double occupancy)

### **Board**

Applicable to institutions that answered "No" to the housing question and "Yes" to the meal plan question

- Board charge (Maximum plan)

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

- You must either report the **Room charge** and **Board charge** separately OR report a **Combined room and board charge**. Charges may not be reported using both methods.
- If your institution reports a **Combined room and board charge**, then that amount must be greater than \$1000.
- If the **Room charge** and **Board charge** are reported separately, then the **Room charge** is expected to be greater than \$500.
- If the **Room charge** and **Board charge** are reported separately, then the **Board charge** is expected to be greater than \$500.
- The current year total amount entered for Room and Board (combined or reported separately) is expected to be within a 20% range of the **Prior year** total.

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## **Price of Attendance**

Applicable to institutions with full-time, first-time undergraduate enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students for the four most recent academic years. All of the following screens must be completed.

For existing institutions, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions must report data for all four academic years, as applicable.

## **Cost of Attendance**

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition** and **Required fees** charges for all applicable tuition rates and academic years. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**. Totals will be calculated for each academic year and living arrangement, where applicable.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Tuition** is expected to be within a 20% range of the prior year value.
- The **Tuition** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Tuition** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Required fees**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Required fees** is expected to be within a 40% range of the prior year value.
- The **Required fees** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Required fees** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For each academic year, the calculated **Tuition + fees total** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the current year **Tuition + fees total** is expected to be within a 20% range of the prior year amount.
- If tuition rates vary for your institution, then the **In-state Tuition** for each year must be greater than or equal to the corresponding **In-district** value.
- If tuition rates vary for your institution, then the **Out-of-state Tuition** for each year must be greater than or equal to the corresponding **In-state** value.
- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

Next, use the checkboxes provided to indicate whether the **Tuition** and/or **Required fees** for entering students at your institution in 2014-15 are covered by a **Tuition Guarantee** plan. Checkboxes are provided for each applicable tuition rate. If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, you will also be expected to enter the **Guaranteed increase %**.

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

- If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, then you must also enter a **Guaranteed increase %**; and vice versa.
- The **Guaranteed increase %** reported must be less than or equal to 100%.
- If the Tuition guarantee box is checked on the **Student Services** screen in **Part C** of this survey, then you are expected to report a **Tuition Guarantee** for each applicable tuition rate on this screen; and vice versa.

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must enter the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire academic year.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Books and supplies** is expected to be within a 25% range of the prior year value.

### **Room and board and Other expenses**

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On campus**, **Off campus (not with family)**, and **Off campus (with family)**. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable.

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

- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Room and board**.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be greater than \$2000. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Other expenses**.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than or equal to \$400. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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## Part E: Athletic Association

### Applicable to 2-year and 4-year institutions

On this screen, you must provide information related to your institution's national athletic association membership. An answer must be provided for all questions.

**Note:** For existing institutions, this information is preloaded by the system.

For Question E1, you must first select **Yes** or **No** to indicate if your institution is a member of a national athletic association. Choose one of the following options:

- **Yes** (If this option is selected, check all that apply.)
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other
- **No**

For Question E2, you must indicate whether your institution is an **NCAA or NAIA member** for each of the following sports:

- Football
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Basketball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Baseball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Cross country and/or track
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No

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

- If you indicated in Question E1 that your institution is a member of the NCAA and/or NAIA national athletic associations, then you must select **Yes** and specify a conference for at least one sport in Question E2.
- If you indicated in Question E1 that your institution is NOT a member of the NCAA or the NAIA national athletic associations, then you are expected to select **No** for all sports in Question E2.

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## Part F: Campus Price of Attendance

### Applicable to institutions with perfect children in IC

The following screens must be completed for each branch campus at your institution that enrolls full-time, first-time degree/certificate students, according to the response given in Part D of the IC Header survey. Branch campuses that do not enroll full-time, first-time degree/certificate students are not required to complete this section.

### Branch Campus Pricing Questions

An answer must be provided for each of the following screening questions. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part F**.

- Does the branch campus offer institutionally-controlled housing (either on-campus or off-campus) or meal plans to your students? Choose one of the following options:
  - **Yes** (If this option is selected, then you will be asked to report on-campus room and board charges on the next screen.)
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the next screen.)
- Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options:
  - Yes (If this option is selected, then you will not be asked to report off-campus room and board charges on the next screen.)
  - No (If this option is selected, then you will be asked to report off-campus room and board charges on the next screen.)

**Note:** If your institution makes any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer No so that this does not conflict with the Student Financial Aid survey.

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

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- The application fee reported is expected to be less than or equal to \$100.
- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

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## Price of Attendance

## Applicable to branch campuses with full-time, first-time enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students for the four most recent academic years. All of the following screens must be completed.

For existing institutions, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions must report data for all four academic years, as applicable.

### Cost of Attendance

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition** and **Required fees** charges for all applicable tuition rates and academic years. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Pricing Questions** at the beginning of **Part F**. Totals will be calculated for each academic year and living arrangement, where applicable.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Tuition** is expected to be within a 20% range of the prior year value.
- The **Tuition** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Tuition** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Required fees**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Required fees** is expected to be within a 40% range of the prior year value.
- The **Required fees** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Required fees** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For each academic year, the calculated **Tuition + fees total** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the current year **Tuition + fees total** is expected to be within a 20% range of the prior year amount.
- If tuition rates vary for your institution, then the **In-state Tuition** for each year must be greater than or equal to the corresponding **In-district** value.
- If tuition rates vary for your institution, then the **Out-of-state Tuition** for each year must be greater than or equal to the corresponding **In-state** value.
- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

Next, use the checkboxes provided to indicate whether the **Tuition** and/or **Required fees** for entering students at your institution in 2014-15 are covered by a **Tuition Guarantee** plan. Checkboxes are provided for each applicable tuition rate. If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, you will also be expected to enter the **Guaranteed increase %**.

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

- If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, then you must also enter a **Guaranteed increase %**; and vice versa.
- The **Guaranteed increase %** reported must be less than or equal to 100%.
- If the Tuition guarantee box is checked on the **Student Services** screen in **Part C** of this survey, then you are expected to report a **Tuition Guarantee** for each applicable tuition rate on this screen; and vice versa.

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must enter the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire academic year.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Books and supplies** is expected to be within a 25% range of the prior year value.



## Room and board and Other expenses

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On campus**, **Off campus (not with family)**, and **Off campus (with family)**. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Room and board**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Other expenses**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than or equal to \$400. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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**Institutional Characteristics for degree-granting 2-year program tuition reporters**

## Overview

**Institutional Characteristics Overview**

Welcome to the Institutional Characteristics (IC) component. This component collects important information about your institution's mission, student services, and student charges.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data has been finally reviewed. Thus, errors may stay on College Navigator for a full year.

Additionally, the cost of attendance data are used to calculate the net price of attendance in the Student Financial Aid component. This has important implications for what students see about your institution, and also for the College Affordability and Transparency Center's lists. **Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not in the prior year revision system.**

Remember, it is the responsibility of the keyholder to submit accurate data about the institution. Please contact the IPEDS Help Desk for clarifications to make sure that you are reporting correctly.

**Changes to This Year's IC Component**

There were no changes implemented for the 2015-16 data collection period.

**Common Errors**

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- Question 2 should only be marked 'YES' if your institution is **EXCLUSIVELY** distance education. Do not mark 'YES' if your courses/programs are also available in person.
- Do not try to outsmart fatal errors; this is falsifying data. Contact the Help Desk to override, or fix, the data.
- Make sure you understand ALL definitions before responding to questions. For example, make sure that you are reporting for an 'ACADEMIC YEAR' or 'PROGRAM' as defined by IPEDS.

&nbsp;

To download the survey materials for this component: [Survey Materials](#)

To access your prior year data submission for this component: [Reported Data](#)

Part A - Mission Statement and Distance Education

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. Are all the programs at your institution offered exclusively via distance education?


No

Yes

Part B - Services and Programs for Servicemembers and Veterans

**1. Which of the following are available to veterans, military servicemembers, or their families?**

- Yellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above

 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 - 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]**

- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (for the elementary, middle school/junior high, or secondary level)  
Do **not** include certifications to teach at 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 - Distance Opportunities

**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)

**7. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or programs).**

- Undergraduate
- Graduate
- The institution does not offer distance education opportunities

**You may use the space below to provide context for the alternative tuition plans 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 undergraduate students enrolled during fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent 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 (D7).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer **No** so that this does not cause conflicts with the Student Financial Aid survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.

<input type="radio"/>	No
<input type="radio"/>	Yes, and we do not make <b>ANY</b> (even one) exceptions to this rule

**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).

<input type="radio"/>	No
<input type="radio"/>	Yes
	Specify housing capacity for academic year 2015-16
	<input type="text"/>

**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).

<input type="radio"/>	No
<input type="radio"/>	Yes - Enter the number of meals per week in the maximum meal plan available
	<input type="text"/>
<input type="radio"/>	Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Student Charges - Number of programs

**5. How many programs are offered at your institution?**

*Be sure not to report single courses, report only full programs. If you do not know what a program is, review the definition in the glossary or call the Help Desk.*

Number of programs



Part D - Student Charges - Price of Attendance

**7. Cost of attendance for entering students**

Please enter ALL amounts requested below. These data will be made available to the public on College Navigator. 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 the correct numbers to use for this report.**

**Note:** The academic year length you report should be the same calculation used for required reporting for your Pell budget. This number will be used to calculate academic year costs for your institution and will impact your net price calculation. Please discuss this information with your student aid office to ensure accurate reporting.

**LARGEST PROGRAM:**

<b>CIP Code</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>
<u>Enter new largest program</u>	<i>If your largest program has changed from the one listed above, or if no program appears above, click the 'enter new largest program' link, choose a program and enter data for all three years. Note: if your institution participates in Title IV programs, you must complete all cells.</i>
How is your program measured?	<input type="radio"/> <u>Contact Hours</u> <input type="radio"/> <u>Credit Hours</u>
Total length of <u>PROGRAM</u> in <b>contact or credit hours</b>	<input type="text"/>
Total length of <u>PROGRAM</u> in <b>WEEKS, as completed by a student attending full-time</b>	<input type="text"/>
Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in <b>contact or credit hours</b>	<input type="text"/>
Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in <b>WEEKS</b>	<input type="text"/>

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

	Amount	Prior year
<u>Application fee</u>	<input type="text"/>	

The following numbers need to be reported for the **entire length of the program**. For example, if your program is 18 months long, report 18 months worth of tuition, fees, books and supplies.

If your institution charges differently based on residence, please use in-state charges. The correct numbers should be available from your financial aid office.

Published student charges <b>for the entire program</b>	2012-13	2013-14	2014-15	2015-16
<u>Tuition and required fees for the entire program</u>				<input type="text"/>
<u>Books and supplies for the entire program</u>				<input type="text"/>

The following numbers need to be reported for **4 weeks (1 month)**.

The correct numbers should be available from your financial aid office. Off-campus numbers should be based on costs for your area, not on national averages.

**On-campus:**

<u>Room and board for 4 weeks (1 month)</u>				<input type="text"/>
<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
Room and board and other expenses <b>for 4 weeks (1 month)</b>				

**Off-campus (not with family):**

<u>Room and board for 4 weeks (1 month)</u>				<input type="text"/>
<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
Room and board and other expenses <b>for 4 weeks (1 month)</b>				

**? Off-campus (with family):**

Other expenses for 4 weeks  
(1 month)

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**+ 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.**

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Part D - Student Charges - Price of Attendance - Calculated values

**7. Cost of attendance - Calculated values**

Please review the numbers below for accuracy. If something looks incorrect, please go to the previous page and make sure all of the numbers reported on that page are correct. If you still do not think the numbers are correct, please contact the IPEDS Help Desk at 877-225-2568.

CIP CODE OF LARGEST PROGRAM				
TITLE OF LARGEST PROGRAM				
<b>Published student charges for the entire program</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				
<b>Published student charges for an academic year</b>				
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				

Part D - Student Charges - Program Data

8. Please list your second through sixth largest programs and provide the requested information for each program. To enter a CIP code and program title, click on the select button, and then click on the program from the list provided. Choosing clear will remove the CIP code and title. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Also report the length of the entire program in terms of contact or credit hours and provide the number of months it takes a full-time student to complete the entire program.

**Note:** The largest programs are the programs with the most students, **not** the programs with the longest lengths. Please make sure to report all costs for each program. As with the largest program, costs are for the **entire length of the program**. If your institution charges differently based on residence, please use in-state charges.

Do not skip lines when reporting programs. Your 2nd largest program should be listed as 2nd, your 3rd as 3rd, etc.

	CIP Code	Tuition and required fees	Cost of books and supplies	Total length of program	Program Measurement		# of months to complete
					Contact hours	Credit hours	
1st					<input checked="" type="radio"/> Contact hours	<input type="radio"/> Credit hours	
	Title						
2nd	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
3rd	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
4th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
5th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
6th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						

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

Part D - Student Charges - Room and Board

**10. What are the typical room and board charges for a student for the full academic year 2015-16?**

*If your institution offers room or board at no charge to students, enter zero.*

*If you report room and board separately, leave the combined charge blank. If you report a combined charge, leave the room and board charges blank.*

Room and board charges	Amount	Prior year
Room charge (Double occupancy)	<input type="text"/>	
Board charge (Maximum plan)	<input type="text"/>	
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)	<input type="text"/>	

Part E - Athletic Association

**1. Is this institution a member of a national athletic association?**

<input type="radio"/>	No
<input type="radio"/>	Yes - Check all that apply
<input type="checkbox"/>	National Collegiate Athletic Association (NCAA)
<input type="checkbox"/>	National Association of Intercollegiate Athletics (NAIA)
<input type="checkbox"/>	National Junior College Athletic Association (NJCAA)
<input type="checkbox"/>	United States Collegiate Athletic Association (USCAA)
<input type="checkbox"/>	National Christian College Athletic Association (NCCAA)
<input type="checkbox"/>	Other

**2. If this institution is a member of the NCAA or NAIA, specify the conference FOR EACH SPORT using the pull down menu.**

Sport	NCAA or NAIA member		Conference
Football	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Basketball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Baseball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Cross country and/or track	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾



## **Institutional Characteristics**

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### **[Purpose of Institutional Characteristics Survey](#)**

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## **Purpose of Survey**

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional information including mission, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost numbers are also used in the SFA survey during the Winter collection to calculate net price of attendance.

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## **Changes in reporting**

There were no changes implemented for the 2015-16 data collection period.

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## **General instructions**

### **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 with Reporting

### IPEDS Help Desk

Phone: 1-877-225-2568

Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

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

### IPEDS Resource Page

The [IPEDS Resource Page](#) (located on the IPEDS homepage) contains frequently asked questions, a link to the IPEDS Glossary, data tip sheets, an archive of survey instruments, information on the race/ethnicity categories, and other valuable information.

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## Where the Reported 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](#)
- [College Affordability and Transparency Center Website](#)

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 Distance Education

#### ***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 2,000 characters. The mission statement will be available to the public on College Navigator.

#### ***Distance Education***

A program for which all the required coursework for program completion is able to be completed via distance education courses.

A distance education course is a course in which the instructional content is delivered exclusively via distance education.

Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

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### Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

#### **Services and Programs for Military Servicemembers and Veterans**

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

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### 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. Use 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.

### ***Distance education offerings***

Indicate whether you offer distance education opportunities at the undergraduate level and/or graduate level. If you offer distance education at both levels, please check both boxes. If you do not offer distance education opportunities, please select the last option.

Requirements for coming to campus for orientation, testing, or academic support services does not exclude a course from being classified as distance education.

### ***Disabilities***

Please indicate the percentage of all undergraduate students enrolled in the time period indicated on screen 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.

Please use the context box on the page to provide information, such as the webpage for your disabilities services website.

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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.**

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

### **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 cost 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 cost 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 charged to full-time graduate students for the full academic year. 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.

### ***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 (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers **board** but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

### ***Academic year reporters cost of attendance for full-time, first-time undergraduate students***

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

Institutions with standard academic terms (semesters, quarters, trimesters, or 4-1-4 or hybrid institutions) should provide cost 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, including the College Affordability and Transparency Center, as mandated in accordance with Sec. 111 of the Higher Education Opportunity Act of 2008 (HEOA).

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 cost (price) of attendance***

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***

Errors can be corrected in the Student Financial Aid component in the Winter.

This question requires working with your student financial aid office.

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). 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 and in weeks (as completed by a student attending full-time).
- Provide the total length of the academic year, as used to calculate your Pell budget, in contact or credit hours and in weeks.
- Enter an application fee (if applicable).
- Provide amounts for tuition and fees, books and supplies, room and board, and other expenses **FOR THE TIME PERIOD INDICATED** (either for the length of the program, or for 4 weeks). These are the amounts used by your financial aid office for determining eligibility for student financial assistance.

**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.

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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.

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## **Part F - Campus information**

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

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Term	Definition
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 <u>calendar system</u> .
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 <u>tuition</u> or <u>required fees</u> , nor is it refundable if the student is not admitted to the institution.
Board charges	Charges assessed students for an <u>academic year</u> for meals.
Board plan	The method for providing meals to students during an <u>academic year</u> . 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 <u>academic year</u> (or <u>program</u> ). 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 <u>program</u> 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 <u>program</u> 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 <u>instruction</u> given to students. Also referred to as <u>contact hour</u> .
Comprehensive fee	A single fixed amount of money charged by an institution that covers <u>tuition</u> , <u>required fees</u> , <u>room</u> , and <u>board</u> . For some institutions, this amount may also cover <u>books and supplies</u> .
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
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). <u>Credit</u> may also be awarded through a credit by examination program.
Credit for Military Training	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.
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 <u>credit</u> hours needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , 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 <u>postsecondary education programs</u> .
Degree/certificate-seeking students	Students enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: <ul style="list-style-type: none"> <li>- received any type of federal financial aid, regardless of what courses they took at any time;</li> <li>- received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program; or</li> <li>- obtained a student visa to study at a U.S. postsecondary institution</li> </ul> <p>High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.</p>
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 education	Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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 <u>Advanced Placement</u> (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college <u>credits</u> .
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 <u>undergraduate</u> level. This includes students enrolled in <u>academic</u> or <u>occupational programs</u> . It also includes students enrolled in the <u>fall term</u> who attended college for the first time in the prior summer term, and students who entered with advanced standing (college <u>credits</u> earned before graduation from high school).

Full-time student	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
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 <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in <u>graduate programs</u> .
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 <u>tuition</u> charges if offered by the institution.
In-district tuition	The <u>tuition</u> charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than <u>in-state tuition</u> 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 <u>tuition</u> 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.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of Employees by Assigned Position, Fall Staff, and Salaries; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
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.
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.
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.
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 <u>tuition</u> 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 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> 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.
Post 9/11 GI Bill	A federal education benefit program for veterans, who served on active duty after September 10, 2001. This Department of Veteran Affairs benefit provides up to 36 months of education benefits at an approved institution for the following college costs: tuition and fees, books and supplies and housing. The tuition and fees payment, which is the cost for an in-state student attending a public institution, is made directly to the postsecondary institution whereas payments for books and supplies and housing are sent directly to the student.
Postsecondary education institution	An institution which has as its sole purpose or one of its primary missions, the provision of <u>postsecondary education</u> .
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 <u>tuition</u> 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 <u>academic year</u> for rooming accommodations for a typical student sharing a room with one other student.
Servicemembers Opportunity Colleges	A membership group of over 1,700 institutions that functions to expand and improve voluntary postsecondary opportunities for servicemembers worldwide. It is funded by the Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).
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.
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus <u>abroad</u> 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.
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per <u>credit</u> .
Tuition and fees (published charges)	The amount of <u>tuition</u> and <u>required fees</u> 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 <u>credit hour</u> 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 <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.
Weekend/evening college	A <u>program</u> that allows students to take a complete course of study and attend classes only on weekends or only in the evenings.
Yellow Ribbon Program	A voluntary program through which participating public and private institutions can provide veterans and eligible beneficiaries additional institutional aid to cover the costs of tuition and fees at their institutions. The Yellow Ribbon Program is a supplementary program to the Post 9/11 GI Bill coverage of in-state tuition and fees. The Department of Veterans Affairs matches the institutional aid provided beyond the in-state tuition and fees, but to certain limit each year.



## Institutional Characteristics

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) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)

### 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 IC data are included on the College Navigator website?](#)

### 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, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost 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) 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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##### 4) 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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#### 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. If your institution offers unlimited number of meals enter 99.

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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 average amounts charged to **all** full-time undergraduate students; the tuition and fees in question 11 represent the average 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 student budgets.

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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 student budgets. 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 student budget.

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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 makes ANY exceptions to this policy).

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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.

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#### 5) What IC 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, 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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## **Institutional Characteristics for Program institutions**

### **Edit specifications for the 2015-16 IPEDS Web-Based Data Collection**

#### **Institutional Characteristics (IC) Component**

##### **Applicable to program institutions**

NOTE: The specifications below apply to all above noted institutions and related administrative offices; however, some sections and parts may not be applicable to your particular institution. Therefore, 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.*

#### **Part A: Mission Statement and Distance Education**

#### **Part B: Services and Programs for Servicemembers and Veterans (NEW)**

#### **Part C: Student Services/Disability Services**

#### **Part D: Student Charges**

#### **Price of Attendance**

#### **Part E: Athletic Association**

#### **Part F: Campus Price of Attendance**

#### **Part A: Mission Statement and Distance Education**

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

##### **Mission Statement**

To begin this survey, you must provide either the institution's mission statement or a web address (URL) where the mission statement can be found. Typed mission statements are limited to 2,000 characters or less and will be available to the public on the College Navigator website.

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

- You must provide either a mission statement URL or a typed mission statement.
- You may not enter both a mission statement URL and a typed mission statement.

##### **Distance Education**

Next, you must indicate whether all the programs at your institution are offered exclusively via distance education. Choose one of the following options:

- **Yes**
- **No**

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#### **Part B: Services and Programs for Servicemembers and Veterans (NEW)**

On this screen, you must indicate which of the following are available to veterans, military servicemembers, or their families:

- Yellow Ribbon Program (officially known as the Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above (If this option is selected, then no other options can be chosen in response to this question.)

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#### **Part C: Student Services and Disability Services**

##### **Special Learning Opportunities**

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- What types of special learning opportunities are offered by your institution? Check all that apply.
  - ROTC (If this option is selected, check all that apply.)
    - Army
    - Navy
    - Air Force
  - Study abroad
  - Weekend/evening college
  - Teacher certification for the elementary, middle school/junior high, or secondary level (If this option is selected, check all that apply.)
    - 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 (If this option is selected, then no other options can be chosen in response to this question.)
- **Applicable to 4-year institutions**  
 If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?
  - You may select a number **One** through **Eight** from the drop-down menu provided; or skip this item if it does not apply to your institution.

## Student Services

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution? Choose one of the following options:
  - Have our own library
  - Do not have our own library but contribute financial support to a shared library
  - Neither of the above
- Indicate whether or not any of the following alternative tuition plans are offered by your institution.
  - **Yes** (If this option is selected, check all that apply.)
    - Tuition guarantee
    - Prepaid tuition plan
    - Tuition payment plan
    - Other (If this option is selected, then you must specify the tuition plan in the context box provided.)
  - **No**
- Indicate at what level(s) your institution offers distance education opportunities (courses and/or programs). Check all that apply.
  - Undergraduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - Graduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - The institution does not offer distance education opportunities (If you indicated in *Part A* that all of the programs at the institution are offered via distance education, then selecting this option will cause a *fatal* error.)

## Disability Service

Indicate the percentage of all undergraduate students enrolled in Fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office). Choose one of the following options:

- 3 percent or less
- More than 3 percent (If this option is selected, then you must specify the percentage in the box provided.)

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

- If the **3 percent or less** option is selected, then you may not specify a percentage.
- If the **More than 3 percent** option is selected, then the specified percentage must be between 4% and 50%, otherwise a *fatal* error will occur.

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## Part D: Student Charges

### Charges Questions

An answer must be provided for each applicable screening question. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part D**. The number of questions displayed will depend on the institution type, as noted below.

- **Applicable to institutions with full-time, first time students**  
Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options:
  - **Yes** (If this option is selected, then you will not be required to report off-campus room and board charges on the **Price of Attendance** screen.)
  - **No** (If this option is selected, then you will be required to report off-campus room and board charges on the **Price of Attendance** screen.)

**Note:** If your institution makes any exceptions to this rule, and has even one first-time, full-time student living off-campus, please answer **No** so that the data entered in this survey does not conflict with the Student Financial Aid survey.

- Does your institution offer institutionally-controlled housing (either on-campus or off-campus)? Choose one of the following options:
  - **Yes** (If this option is selected, then you must specify a housing capacity for academic year 2015-16.)
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the **Price of Attendance** screen; or a room charge or combined room and board charge in **Part D**.)
- Does your institution offer board or meal plans to students? Choose one of the following options:
  - **Yes - Enter the number of meals per week** included in the maximum meal plan available (If this option is selected, then you must specify the number of meals in the box provided.)
  - **Yes - Number of meals per week can vary** (e.g., students charge meals against a meal card)
  - **No** (If this option is selected, then you will not be required to report a board charge or combined room and board charge in **Part D**.)

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- Your response to whether all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing must be the same as reported in the prior year IC survey.
- If you indicated in Part A that all programs at your institution are offered exclusively via distance education, then you are not expected to answer Yes to offering institutionally-controlled housing.
- If you indicate that your institution offers institutionally-controlled housing, then the specified **housing capacity** must be between 1 and 20,000.
- If "Yes - Enter the number of meals per week" is selected, then the specified **number of meals per week** reported must be between 1 and 99. If meal plans are unlimited, then enter 99.

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### Programs

On this screen, specify 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. This number should only include full programs, not single courses.

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

- The number of programs reported must be greater than 0.

**Note:** If the reported number of programs offered is greater than 1, then an additional **Program Data** screen will be required.

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### Room and/or Board

### Applicable to institutions that answered "Yes" to the institutionally-controlled housing and/or the meal plan question on the *Charges Questions* screen

A screen is provided for reporting the typical room and/or board charges a student can expect to pay at your institution for the full academic year 2015-16. Dollar amounts must be provided for the following options, as applicable to your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

#### **Room and Board**

Applicable to institutions that answered "Yes" to the housing question and "Yes" to the meal plan question

- Room charge (double occupancy)
- Board charge (Maximum plan)
- Combined room and board charge

#### **Room**

Applicable to institutions that answered "Yes" to the housing question and "No" to the meal plan question

- Room charge (double occupancy)

#### **Board**

Applicable to institutions that answered "No" to the housing question and "Yes" to the meal plan question

- Board charge (Maximum plan)

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

- You must either report the **Room charge** and **Board charge** separately OR report a **Combined room and board charge**. Charges may not be reported using both methods.
- If your institution reports a **Combined room and board charge**, then that amount must be greater than \$1000.
- If the **Room charge** and **Board charge** are reported separately, then the **Room charge** is expected to be greater than \$500.
- If the **Room charge** and **Board charge** are reported separately, then the **Board charge** is expected to be greater than \$500.
- The current year amount entered for Room and Board (combined or reported separately) is expected to be within a 20% range of the **Prior year** total.

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### Price of Attendance

#### Applicable to institutions with full-time, first-time enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students in the largest program at your institution. All of the following screens must be completed.

For existing institutions that have not changed their largest program, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions and existing institutions that changed their largest program must report data for all four academic years, as applicable.

#### **Largest Program**

First, you must provide information related to the largest program of study offered at your institution by providing the relevant CIP Code and entering the requested information for the specified program.

**Note:** For the purpose of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length.

You must provide the following information:

- CIP Code
- Program measurement method (Choose **Contact hours** or **Credit hours**)
- Total length of program in contact or credit hours
- Total length of program in weeks, as completed by a full-time student
- Total length of academic year in contact or credit hours
- Total length of academic year in WEEKS

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

- You must select a **CIP Code**.
- You must specify the **Program measurement** method.
- The **Total length of program in hours** must be greater than 0.
- If **Credit hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be between 21 and 130.



- If **Credit hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be between 12 and 40 times the **Total length of program in weeks**.
- If **Contact hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	<b>Expected contact hour range</b>
<b>Award Levels reported for your institution in the IC Header survey</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Between 200 and 1799</b>
	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Between 900 and 3000</b>
	<b>Y</b>	<b>N</b>	<b>N</b>	<b>Between 200 and 899</b>
	<b>N</b>	<b>Y</b>	<b>N</b>	<b>Between 900 and 1799</b>
	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Between 1800 and 3600</b>

- If **Contact hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be within a range of .5 and 1.6 times the **Total length of program in weeks**.
- If **Credit hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 30 and 44 hours.
- If **Contact hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 750 and 1100 hours.
- The **Total length of academic year in weeks** must be between 26 and 52 weeks.

### Application Fee

Next, you must report the amount your institution charges for undergraduate application fees. The prior year amount is displayed for your reference.

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

- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- The application fee reported is expected to be less than or equal to \$150.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

### Cost of Attendance

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition and fees** charges for the entire length of the largest program, as well as the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire program.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition and fees**.
- For each academic year, the amount entered for **Tuition and fees** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Tuition and fees** is expected to be within a 20% range of the prior year value.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Books and supplies** is expected to be within a 25% range of the prior year value.



- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

### **Room and board and Other expenses**

For each of the four most recent academic years (**2012-13, 2013-14, 2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On-campus, Off-campus (not with family),** and **Off-campus (with family)**. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable. The system will perform the following edits on the data entered:

- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Room and board**.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be between \$300 and \$2000. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Other expenses**.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than \$50. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be less than or equal to \$250.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **On-campus** is greater than \$400, then a *fatal* error will occur.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **Off-campus** is greater than \$700, then a *fatal* error will occur.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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### **Program Data**

**Applicable to institutions that reported offering more than one program on the *Programs* screen of this survey.**

On this screen, you must provide information related to the six largest programs of study offered at your institution by using the links provided to select the relevant **CIP Code** and entering the requested information for each of the specified programs. All costs should be reported for the entire length of the program.

**Note:** For the purpose of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length.

First, if your institution does not enroll first-time, full-time undergraduate students, then you must report the amount your institution charges for undergraduate application fees. The prior year amount is displayed for your reference.

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

- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- The application fee reported is expected to be less than or equal to \$150.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

Next, for each of the six largest programs offered by your institution, you must provide the following information:

- CIP Code
- Tuition and required fees
- Cost of books and supplies
- Total length of program
- Program measurement (Choose **Contact hours** or **Credit hours**)
- Number of months to complete

**Note:** If your institution enrolls first-time, full-time undergraduate students, then the above information for the 1st largest program offered at your institution will be preloaded from the **Price of Attendance** screen of this survey.

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

- You must report CIP Codes on this screen for the same number of programs reported on the **Programs** screen of this survey (up to 6 programs).
- If your institution reports duplicate CIP Codes on this screen, then the **Total length of program** or **Program measurement** type must be different.

The system will perform the following edits on the data entered for each program:

- A **CIP Code** must be selected if a number greater than 0 is entered for any of the following:
  - Tuition and required fees
  - Cost of books and supplies
  - Total length of program
- If a **CIP Code** is selected, then the amount entered for **Tuition and required fees** must be greater than \$500.
- If a **CIP Code** is selected, then the amount entered for **Cost of books and supplies** must be greater than \$100.
- If a **CIP Code** is selected and **Credit hours** is selected as the **Program measurement** method, then the corresponding value entered for **Total length of program** must be between 21 and 130.
- If a **CIP Code** is selected and **Contact hours** is selected as the **Program measurement** method, then the corresponding value entered for **Total length of program** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	Expected contact hour range
<b>Award Levels reported for your institution in the IC Header survey</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Between 200 and 1799</b>
	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Between 900 and 3000</b>
	<b>Y</b>	<b>N</b>	<b>N</b>	<b>Between 200 and 899</b>
	<b>N</b>	<b>Y</b>	<b>N</b>	<b>Between 900 and 1799</b>
	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Between 1800 and 3600</b>

- If a **CIP Code** is selected, then you must also specify the **Program measurement** method.
- If a **CIP Code** is selected, then the value entered for **Number of months to complete** must be greater than 0.
- If a **CIP Code** is selected, **Contact hours** is selected as the **Program measurement** method, and a number greater than 0 is entered for **Number of months to complete**, then the number of months entered must be within a certain range, as outlined below:
  - If the value entered for **Total length of program** is less than or equal to 900 hours, then the **Number of months to complete** must be less than or equal to 12 months.
  - If the value entered for **Total length of program** is between 901 and 1799 hours, then the **Number of months to complete** must be between 12 and 23 months.
  - If the value entered for **Total length of program** is greater than or equal to 1800 hours, then the **Number of months to complete** must be greater than or equal to 24 months.

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## Part E: Athletic Association

### Applicable to 2-year and 4-year institutions

On this screen, you must provide information related to your institution's national athletic association membership. An answer must be provided for all questions.

**Note:** For existing institutions, this information is preloaded by the system.

For Question E1, you must first select **Yes** or **No** to indicate if your institution is a member of a national athletic association. If **Yes** is selected, then you must check all associations that apply.

- **Yes** (If this option is selected, check all that apply.)
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other

- **No**

For Question E2, you must indicate whether your institution is an **NCAA or NAIA member** for each of the following sports:

- Football
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Basketball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Baseball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Cross country and/or track
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No

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

- If you indicated in Question E1 that your institution is a member of the NCAA and/or NAIA national athletic associations, then you must select **Yes** and specify a conference for at least one sport in Question E2.
- If you indicated in Question E1 that your institution is NOT a member of the NCAA or the NAIA national athletic associations, then you are expected to select **No** for all sports in Question E2.

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## Part F: Branch Campus Price of Attendance

### Applicable to institutions with perfect children in IC

The following screens must be completed for each branch campus at your institution that enrolls full-time, first-time degree/certificate students, according to the response given in Part D of the IC Header survey. Branch campuses that do not enroll full-time, first-time degree/certificate students are not required to complete this section.

### Branch Campus Pricing Questions

An answer must be provided for each of the following screening questions. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part F**.

- Does the branch campus offer institutionally-controlled housing (either on-campus or off-campus) or meal plans to your students? Choose one of the following options:
  - **Yes** (If this option is selected, then you will be asked to report on-campus room and board charges on the next screen.)
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the next screen.)
- Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options:
  - **Yes** (If this option is selected, then you will not be asked to report off-campus room and board charges on the next screen.)
  - **No** (If this option is selected, then you will be asked to report off-campus room and board charges on the next screen.)

**Note:** If your institution makes any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer **No** so that this does not conflict with the Student Financial Aid survey

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

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- The application fee reported is expected to be less than or equal to \$150.
- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

## Price of Attendance

### Applicable to branch campuses with full-time, first-time enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students in the largest program at your institution. All of the following screens must be completed.

For existing institutions that have not changed their largest program, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions and existing institutions that changed their largest program must report data for all four academic years, as applicable.

### Largest Program

First, you must provide information related to the largest program of study offered at your institution by providing the relevant CIP Code and entering the requested information for the specified program.

**Note:** For the purpose of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length.

You must provide the following information:

- CIP Code
- Program measurement method (Choose **Contact hours** or **Credit hours**)
- Total length of program in contact or credit hours
- Total length of program in weeks, as completed by a full-time student
- Total length of academic year in contact or credit hours
- Total length of academic year in WEEKS

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

- You must select a **CIP Code**.
- You must specify the **Program measurement** method.
- The **Total length of program in hours** must be greater than 0.
- If **Credit hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be between 21 and 130.
- If **Credit hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be between 12 and 40 times the **Total length of program in weeks**.
- If **Contact hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	Expected contact hour range
<b>Award Levels reported for your institution in the IC Header survey</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Between 200 and 1799</b>
	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Between 900 and 3000</b>
	<b>Y</b>	<b>N</b>	<b>N</b>	<b>Between 200 and 899</b>
	<b>N</b>	<b>Y</b>	<b>N</b>	<b>Between 900 and 1799</b>
	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Between 1800 and 3600</b>

- If **Contact hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be within a range of .5 and 1.6 times the **Total length of program in weeks**.
- If **Credit hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 30 and 44 hours.

- If **Contact hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 750 and 1100 hours.
- The **Total length of academic year in weeks** must be between 26 and 52 weeks.

### Cost of Attendance

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition and fees** charges for the entire length of the largest program, as well as the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire program.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition and fees**.
- For each academic year, the amount entered for **Tuition and fees** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Tuition and fees** is expected to be within a 20% range of the prior year value.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Books and supplies** is expected to be within a 25% range of the prior year value.
- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

### Room and board and Other expenses

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On-campus**, **Off-campus (not with family)**, and **Off-campus (with family)**. The options available to your institution depend on the responses given to the **Pricing Questions** at the beginning of **Part F**.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable.

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

- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Room and board**.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be between \$300 and \$2000. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Other expenses**.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than \$50. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be less than or equal to \$250.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **On-campus** is greater than \$400, then a *fatal* error will occur.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **Off-campus** is greater than \$700, then a *fatal* error will occur.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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## Institutional Characteristics for non-degree-granting 2-year academic year tuition reporters

### Overview

#### Institutional Characteristics Overview

Welcome to the Institutional Characteristics (IC) component. This component collects important information about your institution's mission, student services, and student charges.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data has been finally reviewed. Thus, errors may stay on College Navigator for a full year.

Additionally, the cost of attendance data are used to calculate the net price of attendance in the Student Financial Aid component. This has important implications for what students see about your institution, and also for the College Affordability and Transparency Center's lists. **Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not in the prior year revision system.**

Remember, it is the responsibility of the keyholder to submit accurate data about the institution. Please contact the IPEDS Help Desk for clarifications to make sure that you are reporting correctly.

#### Changes to This Year's IC Component

There were no changes implemented for the 2015-16 data collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- Question 2 should only be marked 'YES' if your institution is **EXCLUSIVELY** distance education. Do not mark 'YES' if your courses/programs are also available in person.
- Do not try to outsmart fatal errors; this is falsifying data. Contact the Help Desk to override, or fix, the data.
- Make sure you understand ALL definitions before responding to questions. For example, make sure that you are reporting for an 'ACADEMIC YEAR' or 'PROGRAM' as defined by IPEDS.

&nbsp;

To download the survey materials for this component: [Survey Materials](#)

To access your prior year data submission for this component: [Reported Data](#)

Part A - Mission Statement and Distance Education

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. Are all the programs at your institution offered exclusively via distance education?


No

Yes

Part B - Services and Programs for Servicemembers and Veterans

**1. Which of the following are available to veterans, military servicemembers, or their families?**

- Yellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above

 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 - 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]**

- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (for the elementary, middle school/junior high, or secondary level)  
Do **not** include certifications to teach at 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 - Distance Opportunities

**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)

**7. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or programs).**

- Undergraduate
- Graduate
- The institution does not offer distance education opportunities

**You may use the space below to provide context for the alternative tuition plans 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 undergraduate students enrolled during fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent 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).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer **No** so that this does not cause conflicts with the Student Financial Aid survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.

- No
- Yes, and we do not make **ANY** (even one) exceptions to this rule

**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 2015-16

**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
<u>Application fee</u>	<input type="text"/>	

**5. Charges to full-time students for the full academic year 2015-16**

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						
<u>Average tuition</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
<u>Required fees</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

**6. Per credit hour charge for part-time students**

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

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
<u>Per credit hour charge</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

Part D - Student Charges - Price of Attendance

**11. Cost 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. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information. *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 correctly.*

**?** If the **2015-16 tuition and/or fees as reported on this page** for full-time, first-time students are covered by a tuition guarantee program, check the applicable box(es) under 'Tuition Guarantee'. Additionally, please indicate the maximum % increase that is guaranteed. *These numbers are expected to be fairly small. Please contact the Help Desk if you are confused about these values and how to report them.*

Charges for full academic year	2012-13	2013-14	2014-15	2015-16	Tuition Guarantee (check only if applicable to entering students in 2015-16)	Guaranteed increase %
<b>Published tuition and required fees:</b>						
In-district Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
In-state Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
Out-of-state Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
Books and supplies				<input type="text"/>		
<b>On-campus:</b>						
Room and board				<input type="text"/>		
Other expenses				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (not with family):</b>						
Room and board				<input type="text"/>		
Other expenses				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (with family):</b>						
Other expenses				<input type="text"/>		

**+** 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**

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### **[Purpose of Institutional Characteristics Survey](#)**

### **[Changes in Reporting](#)**

### **[General Instructions](#)**

### **[Context Boxes](#)**

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### **[Part A - Mission Statement and Distance Education](#)**

### **[Part B - Services and Programs for Servicemembers and Veterans](#)**

### **[Part C - Student Services](#)**

### **[Part D - Student Charges](#)**

### **[Part E - Athletic Association](#)**

### **[Part F - Branch Campus](#)**

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## **Purpose of Survey**

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional information including mission, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost numbers are also used in the SFA survey during the Winter collection to calculate net price of attendance.

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## **Changes in reporting**

There were no changes implemented for the 2015-16 data collection period.

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## **General instructions**

### **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 with Reporting

### IPEDS Help Desk

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

### Web Tutorials

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

### IPEDS Resource Page

The [IPEDS Resource Page](#) (located on the IPEDS homepage) contains frequently asked questions, a link to the IPEDS Glossary, data tip sheets, an archive of survey instruments, information on the race/ethnicity categories, and other valuable information.

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## Where the Reported 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](#)
- [College Affordability and Transparency Center Website](#)

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 Distance Education

#### ***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 2,000 characters. The mission statement will be available to the public on College Navigator.

#### ***Distance Education***

A program for which all the required coursework for program completion is able to be completed via distance education courses.

A distance education course is a course in which the instructional content is delivered exclusively via distance education.

Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

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### Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

#### **Services and Programs for Military Servicemembers and Veterans**

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

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### 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. Use 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.

### ***Distance education offerings***

Indicate whether you offer distance education opportunities at the undergraduate level and/or graduate level. If you offer distance education at both levels, please check both boxes. If you do not offer distance education opportunities, please select the last option.

Requirements for coming to campus for orientation, testing, or academic support services does not exclude a course from being classified as distance education.

### ***Disabilities***

Please indicate the percentage of all undergraduate students enrolled in the time period indicated on screen 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.

Please use the context box on the page to provide information, such as the webpage for your disabilities services website.

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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.**

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

### **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 cost 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 cost 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 charged to full-time graduate students for the full academic year. 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.

### ***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 (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers **board** but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

### ***Academic year reporters cost of attendance for full-time, first-time undergraduate students***

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

Institutions with standard academic terms (semesters, quarters, trimesters, or 4-1-4 or hybrid institutions) should provide cost 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, including the College Affordability and Transparency Center, as mandated in accordance with Sec. 111 of the Higher Education Opportunity Act of 2008 (HEOA).

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 cost (price) of attendance***

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***

Errors can be corrected in the Student Financial Aid component in the Winter.

This question requires working with your student financial aid office.

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). 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 and in weeks (as completed by a student attending full-time).
- Provide the total length of the academic year, as used to calculate your Pell budget, in contact or credit hours and in weeks.
- Enter an application fee (if applicable).
- Provide amounts for tuition and fees, books and supplies, room and board, and other expenses **FOR THE TIME PERIOD INDICATED** (either for the length of the program, or for 4 weeks). These are the amounts used by your financial aid office for determining eligibility for student financial assistance.

**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.

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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.

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## **Part F - Campus information**

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

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Term	Definition
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 <u>calendar system</u> .
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 <u>tuition</u> or <u>required fees</u> , nor is it refundable if the student is not admitted to the institution.
Board charges	Charges assessed students for an <u>academic year</u> for meals.
Board plan	The method for providing meals to students during an <u>academic year</u> . 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 <u>academic year</u> (or <u>program</u> ). 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 <u>program</u> 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 <u>program</u> 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 <u>instruction</u> given to students. Also referred to as <u>contact hour</u> .
Comprehensive fee	A single fixed amount of money charged by an institution that covers <u>tuition</u> , <u>required fees</u> , <u>room</u> , and <u>board</u> . For some institutions, this amount may also cover <u>books and supplies</u> .
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
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). <u>Credit</u> may also be awarded through a credit by examination program.
Credit for Military Training	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.
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 <u>credit</u> hours needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , 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 <u>postsecondary education programs</u> .
Degree/certificate-seeking students	Students enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: <ul style="list-style-type: none"> <li>- received any type of federal financial aid, regardless of what courses they took at any time;</li> <li>- received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program; or</li> <li>- obtained a student visa to study at a U.S. postsecondary institution</li> </ul> <p>High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.</p>
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 education	Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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 <u>Advanced Placement</u> (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college <u>credits</u> .
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 <u>undergraduate</u> level. This includes students enrolled in <u>academic</u> or <u>occupational programs</u> . It also includes students enrolled in the <u>fall term</u> who attended college for the first time in the prior summer term, and students who entered with advanced standing (college <u>credits</u> earned before graduation from high school).



Full-time student	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
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 <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in <u>graduate programs</u> .
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 <u>tuition</u> charges if offered by the institution.
In-district tuition	The <u>tuition</u> charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than <u>in-state tuition</u> 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 <u>tuition</u> 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.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of Employees by Assigned Position, Fall Staff, and Salaries; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
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.
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.
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.
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 <u>tuition</u> 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 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> 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.
Post 9/11 GI Bill	A federal education benefit program for veterans, who served on active duty after September 10, 2001. This Department of Veteran Affairs benefit provides up to 36 months of education benefits at an approved institution for the following college costs: tuition and fees, books and supplies and housing. The tuition and fees payment, which is the cost for an in-state student attending a public institution, is made directly to the postsecondary institution whereas payments for books and supplies and housing are sent directly to the student.
Postsecondary education institution	An institution which has as its sole purpose or one of its primary missions, the provision of <u>postsecondary education</u> .
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 <u>tuition</u> 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 <u>academic year</u> for rooming accommodations for a typical student sharing a room with one other student.
Servicemembers Opportunity Colleges	A membership group of over 1,700 institutions that functions to expand and improve voluntary postsecondary opportunities for servicemembers worldwide. It is funded by the Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).
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.
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus <u>abroad</u> 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.
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per <u>credit</u> .
Tuition and fees (published charges)	The amount of <u>tuition</u> and <u>required fees</u> 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 <u>credit hour</u> 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 <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.
Weekend/evening college	A <u>program</u> that allows students to take a complete course of study and attend classes only on weekends or only in the evenings.
Yellow Ribbon Program	A voluntary program through which participating public and private institutions can provide veterans and eligible beneficiaries additional institutional aid to cover the costs of tuition and fees at their institutions. The Yellow Ribbon Program is a supplementary program to the Post 9/11 GI Bill coverage of in-state tuition and fees. The Department of Veterans Affairs matches the institutional aid provided beyond the in-state tuition and fees, but to certain limit each year.



## Institutional Characteristics

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) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)

### 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 IC data are included on the College Navigator website?](#)

### 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, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost 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) 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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##### 4) 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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#### 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. If your institution offers unlimited number of meals enter 99.

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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 average amounts charged to **all** full-time undergraduate students; the tuition and fees in question 11 represent the average 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 student budgets.

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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 student budgets. 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 student budget.

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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 makes ANY exceptions to this policy).

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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.

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#### 5) What IC 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, 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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## Institutional Characteristics for Academic institutions

### Edit specifications for the 2015-16 IPEDS Web-Based Data Collection

#### Institutional Characteristics (IC) Component

##### Applicable to academic institutions

NOTE: The specifications below apply to all above noted institutions and related administrative offices; however, some sections and parts may not be applicable to your particular institution. Therefore, 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.*

#### Part A: Mission Statement and Distance Education

#### Part B: Services and Programs for Servicemembers and Veterans

#### Part C: Student Services/Disability Services

#### Part D: Student Charges

Price of Attendance

#### Part E: Athletic Association

#### Part F: Campus Price of Attendance

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### Part A: Mission Statement and Distance Education

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

#### Mission Statement

To begin this survey, you must provide either the institution's mission statement or a web address (URL) where the mission statement can be found. Typed mission statements are limited to 2,000 characters or less and will be available to the public on the College Navigator website.

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

- You must provide either a mission statement URL or a typed mission statement.
- You may not enter both a mission statement URL and a typed mission statement.

#### Distance Education

Next, you must indicate whether all the programs at your institution are offered exclusively via distance education. Choose one of the following options:

- **No**
- **Yes**

## Part B: Services and Programs for Servicemembers and Veterans

On this screen, you must indicate which of the following are available to veterans, military servicemembers, or their families:

- Yellow Ribbon Program (officially known as the Post 9/11-GI Bill Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above (If this option is selected, then no other options can be chosen in response to this question.)

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## Part C: Student Services and Disability Services

### Special Learning Opportunities

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- What types of special learning opportunities are offered by your institution? Check all that apply.
  - ROTC (If this option is selected, check all that apply.)
    - Army
    - Navy
    - Air Force
  - Study abroad
  - Weekend/evening college
  - Teacher certification for the elementary, middle school/junior high, or secondary level (If this option is selected, check all that apply.)
    - 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 (If this option is selected, then no other options can be chosen in response to this question.)
- **Applicable to 4-year institutions**  
If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?
  - You may select a number **One** through **Eight** from the drop-down menu provided; or skip this item if it does not apply to your institution.

### Student Services

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution? Choose one of the following options:
  - Have our own library
  - Do not have our own library but contribute financial support to a shared library
  - Neither of the above
- Indicate whether or not any of the following alternative tuition plans are offered by your institution.
  - **No**
  - **Yes** (If this option is selected, check all that apply.)
    - Tuition guarantee
    - Prepaid tuition plan
    - Tuition payment plan
    - Other (If this option is selected, then you must specify the tuition plan in the context box provided.)
- Indicate at what level(s) your institution offers distance education opportunities (courses and/or programs). Check all that apply.
  - Undergraduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - Graduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - The institution does not offer distance education opportunities (If you indicated in *Part A* that all of the programs at the institution are offered via distance education, then selecting this option will cause a *fatal* error.)

## Disability Service

Indicate the percentage of all undergraduate students enrolled in Fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office). Choose one of the following options:

- 3 percent or less
- More than 3 percent (If this option is selected, then you must specify the percentage in the box provided.)

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

- If the **3 percent or less** option is selected, then you may not specify a percentage.
- If the **More than 3 percent** option is selected, then the specified percentage must be between 4% and 50%, otherwise a *fatal* error will occur.

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## Part D: Student Charges

### Charges Questions

An answer must be provided for each applicable screening question. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part D**. The number of questions displayed will depend on the institution type, as noted below.

- **Applicable to institutions with full-time, first time students**  
Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options.

- **No** (If this option is selected, then you will be required to report off-campus room and board charges on the **Price of Attendance** screen.)
- **Yes** (If this option is selected, then you will not be required to report off-campus room and board charges on the **Price of Attendance** screen.)

**Note:** If your institution makes any exceptions to this rule, and has even one first-time, full-time student living off-campus, please answer **No** so that the data entered in this survey does not conflict with the Student Financial Aid survey.

- Does your institution charge different tuition for in-district, in-state, and out-of-state students? Choose one of the following options:
  - **No** (If this option is selected, then you will be asked to report only one tuition rate throughout **Part D**.)
  - **Yes** (If this option is selected, then you will be required to report charges for each of the above listed tuition rates throughout **Part D**.)
- Does your institution offer institutionally-controlled housing (either on-campus or off-campus)? Choose one of the following options:
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the **Price of Attendance** screen; or a room charge or combined room and board charge in **Part D**.)
  - **Yes** (If this option is selected, then you must specify a housing capacity for academic year 2015-16.)
- Does your institution offer board or meal plans to students? Choose one of the following options:
  - **No** (If this option is selected, then you will not be required to report a board charge or combined room and board charge in **Part D**.)
  - **Yes - Enter the number of meals per week** included in the maximum meal plan available (If this option is selected, then you must specify the number of meals in the box provided.)
  - **Yes - Number of meals per week can vary** (e.g., students charge meals against a meal card)

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- Your response to whether all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing must be the same as reported in the prior year IC survey.
- If you indicated in Part A that all programs at your institution are offered exclusively via distance education, then you are not expected to answer **Yes** to offering institutionally-controlled housing.
- If you indicate that your institution offers institutionally-controlled housing, then the specified **housing capacity** must be between 1 and 20,000.
- If "Yes - Enter the number of meals per week" is selected, then the specified **number of meals per week** reported must be between 1 and 99. If meal plans are unlimited, then enter 99.

## Undergraduate Student Charges

**Applicable to institutions with full-time and/or part-time undergraduate enrollment**

### Application Fee

On this screen, you must report the amount your institution charges for undergraduate application fees. The prior year amount is displayed for your reference.

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

- The application fee reported is expected to be less than or equal to \$150.
- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

## Full-Time Undergraduate Students

**Applicable to institutions with full-time undergraduate enrollment**



Next, report any full-time undergraduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of full-time undergraduate students. Prior year amounts are displayed for your reference.

If your institution enrolls full-time undergraduate students (as reported in the IC Header survey), then you must provide the **Average tuition** and **Required fees** charged to full-time, degree/certificate-seeking undergraduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, values must be reported for both **Average tuition** and **Required fees**.
- For each applicable tuition rate, the sum of the values entered for **Average tuition** plus **Required fees** must be greater than 0.
- For each applicable tuition rate, the **Average tuition** reported is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Average tuition** rate must be greater than or equal to the **In-district Average tuition** rate.
- If tuition rates vary for your institution, then the **Out-of-state Average tuition** rate must be greater than or equal to the **In-state Average tuition** rate.
- For each applicable tuition rate, the **Required fees** reported are expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Required fees** reported must be greater than or equal to the **In-district Required fees** reported.
- If tuition rates vary for your institution, then the **Out-of-state Required fees** reported must be greater than or equal to the **In-state Required fees** reported.

## Part-Time Undergraduate Students

### Applicable to institutions with part-time undergraduate enrollment

Next, report any part-time undergraduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all part-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of part-time undergraduate students. Prior year amounts are provided for your reference.

If your institution enrolls part-time undergraduate students (as reported in the IC Header survey), then you must provide the **Per credit hour charge** to part-time, degree/certificate-seeking undergraduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, the **Per credit hour charge** reported must be greater than 0.
- For each applicable tuition rate, the current year **Per credit hour charge** is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Per credit hour charge** must be greater than or equal to the **In-district Per credit hour charge**.
- If tuition rates vary for your institution, then the **Out-of-state Per credit hour charge** must be greater than or equal to the **In-state Per credit hour charge**.

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## Graduate Student Charges

### Applicable to institutions with full-time and/or part-time graduate enrollment

## Application Fee

On this screen, start by reporting the amount your institution charges for graduate application fees. The prior year amount is displayed for your reference.

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

- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is expected in the current year.
- The application fee reported is expected to be less than or equal to \$150.
- The application fee reported is expected to be within a 50% range of the **Prior year** amount.

### **Full-time Graduate Students**

#### **Applicable to institutions with full-time graduate enrollment**

Next, report any full-time graduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time graduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of full-time graduate students. Prior year amounts are displayed for your reference.

If your institution enrolls full-time graduate students (as reported in the IC Header survey), then you must provide both the **Average Tuition** and **Required fees** charged to full-time graduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, values must be reported for both **Average tuition** and **Required fees**.
- For each applicable tuition rate, the sum of the values entered for **Average tuition** plus **Required fees** must be greater than 0.
- For each applicable tuition rate, the **Average tuition** reported is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Average tuition** rate must be greater than or equal to the **In-district Average tuition** rate.
- If tuition rates vary for your institution, then the **Out-of-state Average tuition** rate must be greater than or equal to the **In-state Average tuition** rate.
- For each applicable tuition rate, the **Required fees** reported are expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Required fees** reported must be greater than or equal to the **In-district Required fees** reported.
- If tuition rates vary for your institution, then the **Out-of-state Required fees** reported must be greater than or equal to the **In-state Required fees** reported.

### **Part-time Graduate Students**

#### **Applicable to institutions with part-time graduate enrollment**

Next, report any part-time graduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all part-time graduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of part-time graduate students. Prior year amounts are displayed for your reference.

If your institution enrolls part-time graduate students (as reported in the IC Header survey), then you must provide the **Per credit hour charge** to part-time graduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, the **Per credit hour charge** reported must be greater than 0.

- For each applicable tuition rate, the current year **Per credit hour charge** is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Per credit hour charge** must be greater than or equal to the **In-district Per credit hour charge**.
- If tuition rates vary for your institution, then the **Out-of-state Per credit hour charge** must be greater than or equal to the **In-state Per credit hour charge**.

## **Doctor's Professional Practice Tuition**

**Applicable to institutions that indicated in the IC Header survey that they offer the "Doctor's Degree – Professional Practice" award level**

Next, report any Doctor's - Professional Practice student charges by all applicable tuition rates. The tuition rates shown may vary to include In-state and Out-of-state; or there may only be one tuition rate for all full-time Doctor's - Professional Practice students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Room and board charges should NOT be included in the reported amount.

On this screen, you must provide the typical **Tuition amount** and **Required fees** charged to full-time students that are enrolled in any of the following programs at your institution for the full academic year 2015-16:

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm.D.)
- Podiatry (Pod.D., D.P., or D.P.M.)
- Veterinary Medicine (D.V.M.)
- Law (J.D.)

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

- The **Tuition amount** must be greater than 0 for at least one program.

The system will perform the following edits on the data entered for each program:

- If tuition rates vary for your institution, then you must enter both an **In-state** and **Out-of-state Tuition amount**, or leave both fields blank.
- If tuition rates vary for your institution, then the **Out-of-state Tuition amount** must be greater than or equal to the **In-state Tuition amount**.
- If tuition rates vary for your institution, then you must enter both **In-state** and **Out-of-state Required fees**, or leave both fields blank.
- If tuition rates vary for your institution, then the **Out-of-state Required fees** must be greater than or equal to the **In-state Required fees**.

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## **Room and/or Board**

**Applicable to institutions that answered "Yes" to the institutionally-controlled housing and/or the meal plan question on the Charges Questions screen**

A screen is provided for reporting the typical room and/or board charges a student can expect to pay at your institution for the full academic year 2015-16. Dollar amounts must be provided for the following options, as applicable to your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

### **Room and Board**

Applicable to institutions that answered "Yes" to the housing question and "Yes" to the meal plan question

- Room charge (double occupancy)
- Board charge (Maximum plan)
- Combined room and board charge

### **Room**

Applicable to institutions that answered "Yes" to the housing question and "No" to the meal plan question

- Room charge (double occupancy)

### **Board**

Applicable to institutions that answered "No" to the housing question and "Yes" to the meal plan question

- Board charge (Maximum plan)

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

- You must either report the **Room charge** and **Board charge** separately OR report a **Combined room and board charge**. Charges may not be reported using both methods.
- If your institution reports a **Combined room and board charge**, then that amount must be greater than \$1000.
- If the **Room charge** and **Board charge** are reported separately, then the **Room charge** is expected to be greater than \$500.
- If the **Room charge** and **Board charge** are reported separately, then the **Board charge** is expected to be greater than \$500.
- The current year total amount entered for Room and Board (combined or reported separately) is expected to be within a 20% range of the **Prior year** total.

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## **Price of Attendance**

Applicable to institutions with full-time, first-time undergraduate enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students for the four most recent academic years. All of the following screens must be completed.

For existing institutions, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions must report data for all four academic years, as applicable.

## **Cost of Attendance**

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition** and **Required fees** charges for all applicable tuition rates and academic years. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**. Totals will be calculated for each academic year and living arrangement, where applicable.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Tuition** is expected to be within a 20% range of the prior year value.
- The **Tuition** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Tuition** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Required fees**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Required fees** is expected to be within a 40% range of the prior year value.
- The **Required fees** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Required fees** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For each academic year, the calculated **Tuition + fees total** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the current year **Tuition + fees total** is expected to be within a 20% range of the prior year amount.
- If tuition rates vary for your institution, then the **In-state Tuition** for each year must be greater than or equal to the corresponding **In-district** value.
- If tuition rates vary for your institution, then the **Out-of-state Tuition** for each year must be greater than or equal to the corresponding **In-state** value.
- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

Next, use the checkboxes provided to indicate whether the **Tuition** and/or **Required fees** for entering students at your institution in 2014-15 are covered by a **Tuition Guarantee** plan. Checkboxes are provided for each applicable tuition rate. If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, you will also be expected to enter the **Guaranteed increase %**.

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

- If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, then you must also enter a **Guaranteed increase %**; and vice versa.
- The **Guaranteed increase %** reported must be less than or equal to 100%.
- If the Tuition guarantee box is checked on the **Student Services** screen in **Part C** of this survey, then you are expected to report a **Tuition Guarantee** for each applicable tuition rate on this screen; and vice versa.

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must enter the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire academic year.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Books and supplies** is expected to be within a 25% range of the prior year value.

### **Room and board and Other expenses**

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On campus**, **Off campus (not with family)**, and **Off campus (with family)**. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable.

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

- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Room and board**.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be greater than \$2000. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Other expenses**.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than or equal to \$400. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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## Part E: Athletic Association

### Applicable to 2-year and 4-year institutions

On this screen, you must provide information related to your institution's national athletic association membership. An answer must be provided for all questions.

**Note:** For existing institutions, this information is preloaded by the system.

For Question E1, you must first select **Yes** or **No** to indicate if your institution is a member of a national athletic association. Choose one of the following options:

- **Yes** (If this option is selected, check all that apply.)
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other
- **No**

For Question E2, you must indicate whether your institution is an **NCAA or NAIA member** for each of the following sports:

- Football
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Basketball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Baseball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Cross country and/or track
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No

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

- If you indicated in Question E1 that your institution is a member of the NCAA and/or NAIA national athletic associations, then you must select **Yes** and specify a conference for at least one sport in Question E2.
- If you indicated in Question E1 that your institution is NOT a member of the NCAA or the NAIA national athletic associations, then you are expected to select **No** for all sports in Question E2.

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## Part F: Campus Price of Attendance

### Applicable to institutions with perfect children in IC

The following screens must be completed for each branch campus at your institution that enrolls full-time, first-time degree/certificate students, according to the response given in Part D of the IC Header survey. Branch campuses that do not enroll full-time, first-time degree/certificate students are not required to complete this section.

### Branch Campus Pricing Questions

An answer must be provided for each of the following screening questions. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part F**.

- Does the branch campus offer institutionally-controlled housing (either on-campus or off-campus) or meal plans to your students? Choose one of the following options:
  - **Yes** (If this option is selected, then you will be asked to report on-campus room and board charges on the next screen.)
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the next screen.)
- Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options:
  - Yes (If this option is selected, then you will not be asked to report off-campus room and board charges on the next screen.)
  - No (If this option is selected, then you will be asked to report off-campus room and board charges on the next screen.)

**Note:** If your institution makes any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer No so that this does not conflict with the Student Financial Aid survey.

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

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- The application fee reported is expected to be less than or equal to \$100.
- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

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## Price of Attendance



## Applicable to branch campuses with full-time, first-time enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students for the four most recent academic years. All of the following screens must be completed.

For existing institutions, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions must report data for all four academic years, as applicable.

### Cost of Attendance

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition** and **Required fees** charges for all applicable tuition rates and academic years. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Pricing Questions** at the beginning of **Part F**. Totals will be calculated for each academic year and living arrangement, where applicable.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Tuition** is expected to be within a 20% range of the prior year value.
- The **Tuition** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Tuition** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Required fees**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Required fees** is expected to be within a 40% range of the prior year value.
- The **Required fees** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Required fees** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For each academic year, the calculated **Tuition + fees total** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the current year **Tuition + fees total** is expected to be within a 20% range of the prior year amount.
- If tuition rates vary for your institution, then the **In-state Tuition** for each year must be greater than or equal to the corresponding **In-district** value.
- If tuition rates vary for your institution, then the **Out-of-state Tuition** for each year must be greater than or equal to the corresponding **In-state** value.
- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

Next, use the checkboxes provided to indicate whether the **Tuition** and/or **Required fees** for entering students at your institution in 2014-15 are covered by a **Tuition Guarantee** plan. Checkboxes are provided for each applicable tuition rate. If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, you will also be expected to enter the **Guaranteed increase %**.

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

- If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, then you must also enter a **Guaranteed increase %**; and vice versa.
- The **Guaranteed increase %** reported must be less than or equal to 100%.
- If the Tuition guarantee box is checked on the **Student Services** screen in **Part C** of this survey, then you are expected to report a **Tuition Guarantee** for each applicable tuition rate on this screen; and vice versa.

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must enter the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire academic year.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Books and supplies** is expected to be within a 25% range of the prior year value.



## Room and board and Other expenses

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On campus**, **Off campus (not with family)**, and **Off campus (with family)**. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Room and board**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Other expenses**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than or equal to \$400. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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U.S. Department of Education



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## Institutional Characteristics for non-degree-granting 2-year program tuition reporters

### Overview

#### Institutional Characteristics Overview

Welcome to the Institutional Characteristics (IC) component. This component collects important information about your institution's mission, student services, and student charges.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data has been finally reviewed. Thus, errors may stay on College Navigator for a full year.

Additionally, the cost of attendance data are used to calculate the net price of attendance in the Student Financial Aid component. This has important implications for what students see about your institution, and also for the College Affordability and Transparency Center's lists. **Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not in the prior year revision system.**

Remember, it is the responsibility of the keyholder to submit accurate data about the institution. Please contact the IPEDS Help Desk for clarifications to make sure that you are reporting correctly.

#### Changes to This Year's IC Component

There were no changes implemented for the 2015-16 data collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- Question 2 should only be marked 'YES' if your institution is **EXCLUSIVELY** distance education. Do not mark 'YES' if your courses/programs are also available in person.
- Do not try to outsmart fatal errors; this is falsifying data. Contact the Help Desk to override, or fix, the data.
- Make sure you understand ALL definitions before responding to questions. For example, make sure that you are reporting for an 'ACADEMIC YEAR' or 'PROGRAM' as defined by IPEDS.

&nbsp;

To download the survey materials for this component: [Survey Materials](#)

To access your prior year data submission for this component: [Reported Data](#)

Part A - Mission Statement and Distance Education

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. Are all the programs at your institution offered exclusively via distance education?


No

Yes

Part B - Services and Programs for Servicemembers and Veterans

**1. Which of the following are available to veterans, military servicemembers, or their families?**

- Yellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above

 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 - 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]**

- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (for the elementary, middle school/junior high, or secondary level)  
Do **not** include certifications to teach at 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 - Distance Opportunities

**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)

**7. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or programs).**

- Undergraduate
- Graduate
- The institution does not offer distance education opportunities

**You may use the space below to provide context for the alternative tuition plans 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 undergraduate students enrolled during fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent 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 (D7).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer **No** so that this does not cause conflicts with the Student Financial Aid survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.

- No
- Yes, and we do not make **ANY** (even one) exceptions to this rule

**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 2015-16
- 

**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 - Student Charges - Number of programs

**5. How many programs are offered at your institution?**

*Be sure not to report single courses, report only full programs. If you do not know what a program is, review the definition in the glossary or call the Help Desk.*

Number of programs

Part D - Student Charges - Price of Attendance

**7. Cost of attendance for entering students**

Please enter ALL amounts requested below. These data will be made available to the public on College Navigator. 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 the correct numbers to use for this report.**

**Note:** The academic year length you report should be the same calculation used for required reporting for your Pell budget. This number will be used to calculate academic year costs for your institution and will impact your net price calculation. Please discuss this information with your student aid office to ensure accurate reporting.

**LARGEST PROGRAM:**

<b>CIP Code</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>
<u>Enter new largest program</u>	<i>If your largest program has changed from the one listed above, or if no program appears above, click the 'enter new largest program' link, choose a program and enter data for all three years. Note: if your institution participates in Title IV programs, you must complete all cells.</i>
How is your program measured?	<input type="radio"/> <u>Contact Hours</u> <input type="radio"/> <u>Credit Hours</u>
Total length of <u>PROGRAM</u> in <b>contact or credit hours</b>	<input type="text"/>
Total length of <u>PROGRAM</u> in <b>WEEKS, as completed by a student attending full-time</b>	<input type="text"/>
<b>?</b> Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in <b>contact or credit hours</b>	<input type="text"/>
<b>?</b> Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in <b>WEEKS</b>	<input type="text"/>

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

	<b>?</b> Amount	Prior year
<u>Application fee</u>	<input type="text"/>	

The following numbers need to be reported for the **entire length of the program**. For example, if your program is 18 months long, report 18 months worth of tuition, fees, books and supplies.

If your institution charges differently based on residence, please use in-state charges. The correct numbers should be available from your financial aid office.

Published student charges <b>for the entire program</b>	2012-13	2013-14	2014-15	<b>?</b> 2015-16
<u>Tuition and required fees for the entire program</u>				<input type="text"/>
<b>?</b> <u>Books and supplies for the entire program</u>				<input type="text"/>

The following numbers need to be reported for **4 weeks (1 month)**.

The correct numbers should be available from your financial aid office. Off-campus numbers should be based on costs for your area, not on national averages.

**On-campus:**

<u>Room and board for 4 weeks (1 month)</u>				<input type="text"/>
<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
Room and board and other expenses <b>for 4 weeks (1 month)</b>				

**Off-campus (not with family):**

<u>Room and board for 4 weeks (1 month)</u>				<input type="text"/>
<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
Room and board and other expenses <b>for 4 weeks (1 month)</b>				

**? Off-campus (with family):**

Other expenses for 4 weeks  
(1 month)

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**+ 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.**

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Part D - Student Charges - Price of Attendance - Calculated values

**7. Cost of attendance - Calculated values**

Please review the numbers below for accuracy. If something looks incorrect, please go to the previous page and make sure all of the numbers reported on that page are correct. If you still do not think the numbers are correct, please contact the IPEDS Help Desk at 877-225-2568.

CIP CODE OF LARGEST PROGRAM				
TITLE OF LARGEST PROGRAM				
<b>Published student charges for the entire program</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				
<b>Published student charges for an academic year</b>				
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				

Part D - Student Charges - Program Data

8. Please list your second through sixth largest programs and provide the requested information for each program. To enter a CIP code and program title, click on the select button, and then click on the program from the list provided. Choosing clear will remove the CIP code and title. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Also report the length of the entire program in terms of contact or credit hours and provide the number of months it takes a full-time student to complete the entire program.

**Note:** The largest programs are the programs with the most students, **not** the programs with the longest lengths. Please make sure to report all costs for each program. As with the largest program, costs are for the **entire length of the program**. If your institution charges differently based on residence, please use in-state charges.

Do not skip lines when reporting programs. Your 2nd largest program should be listed as 2nd, your 3rd as 3rd, etc.

	CIP Code	Tuition and required fees	Cost of books and supplies	Total length of program	Program Measurement		# of months to complete
					Contact hours	Credit hours	
1st					<input checked="" type="radio"/> Contact hours	<input type="radio"/> Credit hours	
	Title <input type="text"/>						
2nd	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title <input type="text"/>						
3rd	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title <input type="text"/>						
4th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title <input type="text"/>						
5th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title <input type="text"/>						
6th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title <input type="text"/>						

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



## **Institutional Characteristics**

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### **[Purpose of Institutional Characteristics Survey](#)**

### **[Changes in Reporting](#)**

### **[General Instructions](#)**

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### **[Part A - Mission Statement and Distance Education](#)**

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### **[Part E - Athletic Association](#)**

### **[Part F - Branch Campus](#)**

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## **Purpose of Survey**

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional information including mission, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost numbers are also used in the SFA survey during the Winter collection to calculate net price of attendance.

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## **Changes in reporting**

There were no changes implemented for the 2015-16 data collection period.

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## **General instructions**

### **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 with Reporting

### IPEDS Help Desk

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

### Web Tutorials

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

### IPEDS Resource Page

The [IPEDS Resource Page](#) (located on the IPEDS homepage) contains frequently asked questions, a link to the IPEDS Glossary, data tip sheets, an archive of survey instruments, information on the race/ethnicity categories, and other valuable information.

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## Where the Reported 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](#)
- [College Affordability and Transparency Center Website](#)

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 Distance Education

#### ***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 2,000 characters. The mission statement will be available to the public on College Navigator.

#### ***Distance Education***

A program for which all the required coursework for program completion is able to be completed via distance education courses.

A distance education course is a course in which the instructional content is delivered exclusively via distance education.

Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

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### Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

#### **Services and Programs for Military Servicemembers and Veterans**

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

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### 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. Use 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.

### ***Distance education offerings***

Indicate whether you offer distance education opportunities at the undergraduate level and/or graduate level. If you offer distance education at both levels, please check both boxes. If you do not offer distance education opportunities, please select the last option.

Requirements for coming to campus for orientation, testing, or academic support services does not exclude a course from being classified as distance education.

### ***Disabilities***

Please indicate the percentage of all undergraduate students enrolled in the time period indicated on screen 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.

Please use the context box on the page to provide information, such as the webpage for your disabilities services website.

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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.**

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

### **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 cost 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 cost 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 charged to full-time graduate students for the full academic year. 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.

### ***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 (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers **board** but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

### ***Academic year reporters cost of attendance for full-time, first-time undergraduate students***

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

Institutions with standard academic terms (semesters, quarters, trimesters, or 4-1-4 or hybrid institutions) should provide cost 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, including the College Affordability and Transparency Center, as mandated in accordance with Sec. 111 of the Higher Education Opportunity Act of 2008 (HEOA).

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 cost (price) of attendance***

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***

Errors can be corrected in the Student Financial Aid component in the Winter.

This question requires working with your student financial aid office.

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). 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 and in weeks (as completed by a student attending full-time).
- Provide the total length of the academic year, as used to calculate your Pell budget, in contact or credit hours and in weeks.
- Enter an application fee (if applicable).
- Provide amounts for tuition and fees, books and supplies, room and board, and other expenses **FOR THE TIME PERIOD INDICATED** (either for the length of the program, or for 4 weeks). These are the amounts used by your financial aid office for determining eligibility for student financial assistance.

**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.

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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.

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## **Part F - Campus information**

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

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Term	Definition
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 <u>calendar system</u> .
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 <u>tuition</u> or <u>required fees</u> , nor is it refundable if the student is not admitted to the institution.
Board charges	Charges assessed students for an <u>academic year</u> for meals.
Board plan	The method for providing meals to students during an <u>academic year</u> . 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 <u>academic year</u> (or <u>program</u> ). 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 <u>program</u> 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 <u>program</u> 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 <u>instruction</u> given to students. Also referred to as <u>contact hour</u> .
Comprehensive fee	A single fixed amount of money charged by an institution that covers <u>tuition</u> , <u>required fees</u> , <u>room</u> , and <u>board</u> . For some institutions, this amount may also cover <u>books and supplies</u> .
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
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). <u>Credit</u> may also be awarded through a credit by examination program.
Credit for Military Training	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.
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 <u>credit</u> hours needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , 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 <u>postsecondary education programs</u> .
Degree/certificate-seeking students	Students enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: <ul style="list-style-type: none"> <li>- received any type of federal financial aid, regardless of what courses they took at any time;</li> <li>- received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program; or</li> <li>- obtained a student visa to study at a U.S. postsecondary institution</li> </ul> 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 education	Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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 <u>Advanced Placement</u> (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college <u>credits</u> .
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 <u>undergraduate level</u> . This includes students enrolled in <u>academic</u> or <u>occupational programs</u> . It also includes students enrolled in the <u>fall term</u> who attended college for the first time in the prior summer term, and students who entered with advanced standing (college <u>credits</u> earned before graduation from high school).

Full-time student	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
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 <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
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 <u>tuition</u> charges if offered by the institution.
In-district tuition	The <u>tuition</u> charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than <u>in-state tuition</u> 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 <u>tuition</u> 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.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of Employees by Assigned Position, Fall Staff, and Salaries; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
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.
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.
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.
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 <u>tuition</u> 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 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> 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.
Post 9/11 GI Bill	A federal education benefit program for veterans, who served on active duty after September 10, 2001. This Department of Veteran Affairs benefit provides up to 36 months of education benefits at an approved institution for the following college costs: tuition and fees, books and supplies and housing. The tuition and fees payment, which is the cost for an in-state student attending a public institution, is made directly to the postsecondary institution whereas payments for books and supplies and housing are sent directly to the student.
Postsecondary education institution	An institution which has as its sole purpose or one of its primary missions, the provision of <u>postsecondary education</u> .
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 <u>tuition</u> 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 <u>academic year</u> for rooming accommodations for a typical student sharing a room with one other student.
Servicemembers Opportunity Colleges	A membership group of over 1,700 institutions that functions to expand and improve voluntary postsecondary opportunities for servicemembers worldwide. It is funded by the Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).
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.
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus <u>abroad</u> 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.
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per <u>credit</u> .
Tuition and fees (published charges)	The amount of <u>tuition</u> and <u>required fees</u> 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 <u>credit hour</u> 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 <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.
Weekend/evening college	A <u>program</u> that allows students to take a complete course of study and attend classes only on weekends or only in the evenings.
Yellow Ribbon Program	A voluntary program through which participating public and private institutions can provide veterans and eligible beneficiaries additional institutional aid to cover the costs of tuition and fees at their institutions. The Yellow Ribbon Program is a supplementary program to the Post 9/11 GI Bill coverage of in-state tuition and fees. The Department of Veterans Affairs matches the institutional aid provided beyond the in-state tuition and fees, but to certain limit each year.





## Institutional Characteristics

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) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)

### 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 IC data are included on the College Navigator website?](#)

### 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, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost 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) 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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##### 4) 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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#### 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. If your institution offers unlimited number of meals enter 99.

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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 average amounts charged to **all** full-time undergraduate students; the tuition and fees in question 11 represent the average 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 student budgets.

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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 student budgets. 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 student budget.

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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 makes ANY exceptions to this policy).

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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.

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#### 5) What IC 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, 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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## **Institutional Characteristics for Program institutions**

### **Edit specifications for the 2015-16 IPEDS Web-Based Data Collection**

#### **Institutional Characteristics (IC) Component**

##### **Applicable to program institutions**

NOTE: The specifications below apply to all above noted institutions and related administrative offices; however, some sections and parts may not be applicable to your particular institution. Therefore, 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.*

#### **Part A: Mission Statement and Distance Education**

#### **Part B: Services and Programs for Servicemembers and Veterans (NEW)**

#### **Part C: Student Services/Disability Services**

#### **Part D: Student Charges**

#### **Price of Attendance**

#### **Part E: Athletic Association**

#### **Part F: Campus Price of Attendance**

#### **Part A: Mission Statement and Distance Education**

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

##### **Mission Statement**

To begin this survey, you must provide either the institution's mission statement or a web address (URL) where the mission statement can be found. Typed mission statements are limited to 2,000 characters or less and will be available to the public on the College Navigator website.

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

- You must provide either a mission statement URL or a typed mission statement.
- You may not enter both a mission statement URL and a typed mission statement.

##### **Distance Education**

Next, you must indicate whether all the programs at your institution are offered exclusively via distance education. Choose one of the following options:

- **Yes**
- **No**

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#### **Part B: Services and Programs for Servicemembers and Veterans (NEW)**

On this screen, you must indicate which of the following are available to veterans, military servicemembers, or their families:

- Yellow Ribbon Program (officially known as the Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above (If this option is selected, then no other options can be chosen in response to this question.)

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#### **Part C: Student Services and Disability Services**

##### **Special Learning Opportunities**

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- What types of special learning opportunities are offered by your institution? Check all that apply.
  - ROTC (If this option is selected, check all that apply.)
    - Army
    - Navy
    - Air Force
  - Study abroad
  - Weekend/evening college
  - Teacher certification for the elementary, middle school/junior high, or secondary level (If this option is selected, check all that apply.)
    - 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 (If this option is selected, then no other options can be chosen in response to this question.)
- **Applicable to 4-year institutions**  
 If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?
  - You may select a number **One** through **Eight** from the drop-down menu provided; or skip this item if it does not apply to your institution.

## Student Services

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution? Choose one of the following options:
  - Have our own library
  - Do not have our own library but contribute financial support to a shared library
  - Neither of the above
- Indicate whether or not any of the following alternative tuition plans are offered by your institution.
  - **Yes** (If this option is selected, check all that apply.)
    - Tuition guarantee
    - Prepaid tuition plan
    - Tuition payment plan
    - Other (If this option is selected, then you must specify the tuition plan in the context box provided.)
  - **No**
- Indicate at what level(s) your institution offers distance education opportunities (courses and/or programs). Check all that apply.
  - Undergraduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - Graduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - The institution does not offer distance education opportunities (If you indicated in *Part A* that all of the programs at the institution are offered via distance education, then selecting this option will cause a *fatal* error.)

## Disability Service

Indicate the percentage of all undergraduate students enrolled in Fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office). Choose one of the following options:

- 3 percent or less
- More than 3 percent (If this option is selected, then you must specify the percentage in the box provided.)

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

- If the **3 percent or less** option is selected, then you may not specify a percentage.
- If the **More than 3 percent** option is selected, then the specified percentage must be between 4% and 50%, otherwise a *fatal* error will occur.

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## Part D: Student Charges

### Charges Questions

An answer must be provided for each applicable screening question. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part D**. The number of questions displayed will depend on the institution type, as noted below.

- **Applicable to institutions with full-time, first time students**  
Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options:
  - **Yes** (If this option is selected, then you will not be required to report off-campus room and board charges on the **Price of Attendance** screen.)
  - **No** (If this option is selected, then you will be required to report off-campus room and board charges on the **Price of Attendance** screen.)

**Note:** If your institution makes any exceptions to this rule, and has even one first-time, full-time student living off-campus, please answer **No** so that the data entered in this survey does not conflict with the Student Financial Aid survey.

- Does your institution offer institutionally-controlled housing (either on-campus or off-campus)? Choose one of the following options:
  - **Yes** (If this option is selected, then you must specify a housing capacity for academic year 2015-16.)
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the **Price of Attendance** screen; or a room charge or combined room and board charge in **Part D**.)
- Does your institution offer board or meal plans to students? Choose one of the following options:
  - **Yes - Enter the number of meals per week** included in the maximum meal plan available (If this option is selected, then you must specify the number of meals in the box provided.)
  - **Yes - Number of meals per week can vary** (e.g., students charge meals against a meal card)
  - **No** (If this option is selected, then you will not be required to report a board charge or combined room and board charge in **Part D**.)

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- Your response to whether all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing must be the same as reported in the prior year IC survey.
- If you indicated in Part A that all programs at your institution are offered exclusively via distance education, then you are not expected to answer Yes to offering institutionally-controlled housing.
- If you indicate that your institution offers institutionally-controlled housing, then the specified **housing capacity** must be between 1 and 20,000.
- If "Yes - Enter the number of meals per week" is selected, then the specified **number of meals per week** reported must be between 1 and 99. If meal plans are unlimited, then enter 99.

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### Programs

On this screen, specify 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. This number should only include full programs, not single courses.

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

- The number of programs reported must be greater than 0.

**Note:** If the reported number of programs offered is greater than 1, then an additional **Program Data** screen will be required.

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### Room and/or Board

### Applicable to institutions that answered "Yes" to the institutionally-controlled housing and/or the meal plan question on the *Charges Questions* screen

A screen is provided for reporting the typical room and/or board charges a student can expect to pay at your institution for the full academic year 2015-16. Dollar amounts must be provided for the following options, as applicable to your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

#### **Room and Board**

Applicable to institutions that answered "Yes" to the housing question and "Yes" to the meal plan question

- Room charge (double occupancy)
- Board charge (Maximum plan)
- Combined room and board charge

#### **Room**

Applicable to institutions that answered "Yes" to the housing question and "No" to the meal plan question

- Room charge (double occupancy)

#### **Board**

Applicable to institutions that answered "No" to the housing question and "Yes" to the meal plan question

- Board charge (Maximum plan)

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

- You must either report the **Room charge** and **Board charge** separately OR report a **Combined room and board charge**. Charges may not be reported using both methods.
- If your institution reports a **Combined room and board charge**, then that amount must be greater than \$1000.
- If the **Room charge** and **Board charge** are reported separately, then the **Room charge** is expected to be greater than \$500.
- If the **Room charge** and **Board charge** are reported separately, then the **Board charge** is expected to be greater than \$500.
- The current year amount entered for Room and Board (combined or reported separately) is expected to be within a 20% range of the **Prior year** total.

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### Price of Attendance

#### Applicable to institutions with full-time, first-time enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students in the largest program at your institution. All of the following screens must be completed.

For existing institutions that have not changed their largest program, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions and existing institutions that changed their largest program must report data for all four academic years, as applicable.

#### **Largest Program**

First, you must provide information related to the largest program of study offered at your institution by providing the relevant CIP Code and entering the requested information for the specified program.

**Note:** For the purpose of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length.

You must provide the following information:

- CIP Code
- Program measurement method (Choose **Contact hours** or **Credit hours**)
- Total length of program in contact or credit hours
- Total length of program in weeks, as completed by a full-time student
- Total length of academic year in contact or credit hours
- Total length of academic year in WEEKS

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

- You must select a **CIP Code**.
- You must specify the **Program measurement** method.
- The **Total length of program in hours** must be greater than 0.
- If **Credit hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be between 21 and 130.

- If **Credit hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be between 12 and 40 times the **Total length of program in weeks**.
- If **Contact hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	<b>Expected contact hour range</b>
<b>Award Levels reported for your institution in the IC Header survey</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Between 200 and 1799</b>
	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Between 900 and 3000</b>
	<b>Y</b>	<b>N</b>	<b>N</b>	<b>Between 200 and 899</b>
	<b>N</b>	<b>Y</b>	<b>N</b>	<b>Between 900 and 1799</b>
	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Between 1800 and 3600</b>

- If **Contact hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be within a range of .5 and 1.6 times the **Total length of program in weeks**.
- If **Credit hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 30 and 44 hours.
- If **Contact hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 750 and 1100 hours.
- The **Total length of academic year in weeks** must be between 26 and 52 weeks.

### Application Fee

Next, you must report the amount your institution charges for undergraduate application fees. The prior year amount is displayed for your reference.

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

- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- The application fee reported is expected to be less than or equal to \$150.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

### Cost of Attendance

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition and fees** charges for the entire length of the largest program, as well as the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire program.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition and fees**.
- For each academic year, the amount entered for **Tuition and fees** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Tuition and fees** is expected to be within a 20% range of the prior year value.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Books and supplies** is expected to be within a 25% range of the prior year value.



- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

### **Room and board and Other expenses**

For each of the four most recent academic years (**2012-13, 2013-14, 2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On-campus, Off-campus (not with family),** and **Off-campus (with family)**. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable. The system will perform the following edits on the data entered:

- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Room and board**.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be between \$300 and \$2000. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Other expenses**.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than \$50. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be less than or equal to \$250.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **On-campus** is greater than \$400, then a *fatal* error will occur.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **Off-campus** is greater than \$700, then a *fatal* error will occur.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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### **Program Data**

**Applicable to institutions that reported offering more than one program on the *Programs* screen of this survey.**

On this screen, you must provide information related to the six largest programs of study offered at your institution by using the links provided to select the relevant **CIP Code** and entering the requested information for each of the specified programs. All costs should be reported for the entire length of the program.

**Note:** For the purpose of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length.

First, if your institution does not enroll first-time, full-time undergraduate students, then you must report the amount your institution charges for undergraduate application fees. The prior year amount is displayed for your reference.

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

- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- The application fee reported is expected to be less than or equal to \$150.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

Next, for each of the six largest programs offered by your institution, you must provide the following information:

- CIP Code
- Tuition and required fees
- Cost of books and supplies
- Total length of program
- Program measurement (Choose **Contact hours** or **Credit hours**)
- Number of months to complete

**Note:** If your institution enrolls first-time, full-time undergraduate students, then the above information for the 1st largest program offered at your institution will be preloaded from the **Price of Attendance** screen of this survey.

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

- You must report CIP Codes on this screen for the same number of programs reported on the **Programs** screen of this survey (up to 6 programs).
- If your institution reports duplicate CIP Codes on this screen, then the **Total length of program** or **Program measurement** type must be different.

The system will perform the following edits on the data entered for each program:



- A **CIP Code** must be selected if a number greater than 0 is entered for any of the following:
  - Tuition and required fees
  - Cost of books and supplies
  - Total length of program
- If a **CIP Code** is selected, then the amount entered for **Tuition and required fees** must be greater than \$500.
- If a **CIP Code** is selected, then the amount entered for **Cost of books and supplies** must be greater than \$100.
- If a **CIP Code** is selected and **Credit hours** is selected as the **Program measurement** method, then the corresponding value entered for **Total length of program** must be between 21 and 130.
- If a **CIP Code** is selected and **Contact hours** is selected as the **Program measurement** method, then the corresponding value entered for **Total length of program** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	Expected contact hour range
<b>Award Levels reported for your institution in the IC Header survey</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Between 200 and 1799</b>
	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Between 900 and 3000</b>
	<b>Y</b>	<b>N</b>	<b>N</b>	<b>Between 200 and 899</b>
	<b>N</b>	<b>Y</b>	<b>N</b>	<b>Between 900 and 1799</b>
	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Between 1800 and 3600</b>

- If a **CIP Code** is selected, then you must also specify the **Program measurement** method.
- If a **CIP Code** is selected, then the value entered for **Number of months to complete** must be greater than 0.
- If a **CIP Code** is selected, **Contact hours** is selected as the **Program measurement** method, and a number greater than 0 is entered for **Number of months to complete**, then the number of months entered must be within a certain range, as outlined below:
  - If the value entered for **Total length of program** is less than or equal to 900 hours, then the **Number of months to complete** must be less than or equal to 12 months.
  - If the value entered for **Total length of program** is between 901 and 1799 hours, then the **Number of months to complete** must be between 12 and 23 months.
  - If the value entered for **Total length of program** is greater than or equal to 1800 hours, then the **Number of months to complete** must be greater than or equal to 24 months.

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## Part E: Athletic Association

### Applicable to 2-year and 4-year institutions

On this screen, you must provide information related to your institution's national athletic association membership. An answer must be provided for all questions.

**Note:** For existing institutions, this information is preloaded by the system.

For Question E1, you must first select **Yes** or **No** to indicate if your institution is a member of a national athletic association. If **Yes** is selected, then you must check all associations that apply.

- **Yes** (If this option is selected, check all that apply.)
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other

- **No**

For Question E2, you must indicate whether your institution is an **NCAA or NAIA member** for each of the following sports:

- Football
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Basketball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Baseball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Cross country and/or track
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No

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

- If you indicated in Question E1 that your institution is a member of the NCAA and/or NAIA national athletic associations, then you must select **Yes** and specify a conference for at least one sport in Question E2.
- If you indicated in Question E1 that your institution is NOT a member of the NCAA or the NAIA national athletic associations, then you are expected to select **No** for all sports in Question E2.

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## Part F: Branch Campus Price of Attendance

### Applicable to institutions with perfect children in IC

The following screens must be completed for each branch campus at your institution that enrolls full-time, first-time degree/certificate students, according to the response given in Part D of the IC Header survey. Branch campuses that do not enroll full-time, first-time degree/certificate students are not required to complete this section.

### Branch Campus Pricing Questions

An answer must be provided for each of the following screening questions. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part F**.

- Does the branch campus offer institutionally-controlled housing (either on-campus or off-campus) or meal plans to your students? Choose one of the following options:
  - **Yes** (If this option is selected, then you will be asked to report on-campus room and board charges on the next screen.)
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the next screen.)
- Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options:
  - **Yes** (If this option is selected, then you will not be asked to report off-campus room and board charges on the next screen.)
  - **No** (If this option is selected, then you will be asked to report off-campus room and board charges on the next screen.)

**Note:** If your institution makes any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer **No** so that this does not conflict with the Student Financial Aid survey

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

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- The application fee reported is expected to be less than or equal to \$150.
- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

## Price of Attendance

### Applicable to branch campuses with full-time, first-time enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students in the largest program at your institution. All of the following screens must be completed.

For existing institutions that have not changed their largest program, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions and existing institutions that changed their largest program must report data for all four academic years, as applicable.

### Largest Program

First, you must provide information related to the largest program of study offered at your institution by providing the relevant CIP Code and entering the requested information for the specified program.

**Note:** For the purpose of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length.

You must provide the following information:

- CIP Code
- Program measurement method (Choose **Contact hours** or **Credit hours**)
- Total length of program in contact or credit hours
- Total length of program in weeks, as completed by a full-time student
- Total length of academic year in contact or credit hours
- Total length of academic year in WEEKS

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

- You must select a **CIP Code**.
- You must specify the **Program measurement** method.
- The **Total length of program in hours** must be greater than 0.
- If **Credit hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be between 21 and 130.
- If **Credit hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be between 12 and 40 times the **Total length of program in weeks**.
- If **Contact hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	Expected contact hour range
<b>Award Levels reported for your institution in the IC Header survey</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Between 200 and 1799</b>
	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Between 900 and 3000</b>
	<b>Y</b>	<b>N</b>	<b>N</b>	<b>Between 200 and 899</b>
	<b>N</b>	<b>Y</b>	<b>N</b>	<b>Between 900 and 1799</b>
	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Between 1800 and 3600</b>

- If **Contact hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be within a range of .5 and 1.6 times the **Total length of program in weeks**.
- If **Credit hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 30 and 44 hours.

- If **Contact hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 750 and 1100 hours.
- The **Total length of academic year in weeks** must be between 26 and 52 weeks.

### Cost of Attendance

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition and fees** charges for the entire length of the largest program, as well as the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire program.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition and fees**.
- For each academic year, the amount entered for **Tuition and fees** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Tuition and fees** is expected to be within a 20% range of the prior year value.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Books and supplies** is expected to be within a 25% range of the prior year value.
- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

### Room and board and Other expenses

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On-campus**, **Off-campus (not with family)**, and **Off-campus (with family)**. The options available to your institution depend on the responses given to the **Pricing Questions** at the beginning of **Part F**.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable.

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

- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Room and board**.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be between \$300 and \$2000. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Other expenses**.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than \$50. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be less than or equal to \$250.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **On-campus** is greater than \$400, then a *fatal* error will occur.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **Off-campus** is greater than \$700, then a *fatal* error will occur.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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## Institutional Characteristics for 4-year academic year tuition reporters

### Overview

#### Institutional Characteristics Overview

Welcome to the Institutional Characteristics (IC) component. This component collects important information about your institution's mission, student services, and student charges.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data has been finally reviewed. Thus, errors may stay on College Navigator for a full year.

Additionally, the cost of attendance data are used to calculate the net price of attendance in the Student Financial Aid component. This has important implications for what students see about your institution, and also for the College Affordability and Transparency Center's lists. **Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not in the prior year revision system.**

Remember, it is the responsibility of the keyholder to submit accurate data about the institution. Please contact the IPEDS Help Desk for clarifications to make sure that you are reporting correctly.

#### Changes to This Year's IC Component

There were no changes implemented for the 2015-16 data collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- Question 2 should only be marked 'YES' if your institution is **EXCLUSIVELY** distance education. Do not mark 'YES' if your courses/programs are also available in person.
- Do not try to outsmart fatal errors; this is falsifying data. Contact the Help Desk to override, or fix, the data.
- Make sure you understand ALL definitions before responding to questions. For example, make sure that you are reporting for an 'ACADEMIC YEAR' or 'PROGRAM' as defined by IPEDS.

&nbsp;

To download the survey materials for this component: [Survey Materials](#)

To access your prior year data submission for this component: [Reported Data](#)

Part A - Mission Statement and Distance Education

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. Are all the programs at your institution offered exclusively via distance education?


No

Yes

Part B - Services and Programs for Servicemembers and Veterans

**1. Which of the following are available to veterans, military servicemembers, or their families?**

- Yellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above

 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 - 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]**

- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (for the elementary, middle school/junior high, or secondary level)
  - Do **not** include certifications to teach at 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

**3. If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?**

Number of years

Select One ▾



Part C - Student Services - Distance Opportunities

**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)

**7. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or programs).**

- Undergraduate
- Graduate
- The institution does not offer distance education opportunities

**You may use the space below to provide context for the alternative tuition plans 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 undergraduate students enrolled during fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent 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).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer **No** so that this does not cause conflicts with the Student Financial Aid survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.

- No
- Yes, and we do not make **ANY** (even one) exceptions to this rule

**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 2015-16

**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
<u>Undergraduate application fee</u>	<input type="text"/>	

**5. Charges to full-time undergraduate students for the full academic year 2015-16**

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 undergraduates						
Average tuition	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Required fees	<input type="text"/>		<input type="text"/>		<input type="text"/>	

**6. Per credit hour charge for part-time undergraduate students**

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

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
Per credit hour charge	<input type="text"/>		<input type="text"/>		<input type="text"/>	

Part D - Graduate Student Charges

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

	Amount	Prior year
<u>Graduate application fee</u>	<input type="text"/>	

*Please do not include tuition for Doctor's Degree – Professional Practice programs.  
Data for those programs are collected separately.*

7. Charges to full-time graduate students for the full academic year 2015-16

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
Average <u>tuition</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Required <u>fees</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

8. Per credit hour charge for part-time graduate students

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
<u>Per credit hour charge</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

Part D - Student Charges - Graduate, Doctor's Professional Practice Tuition

**9. List the typical tuition and required fees for a full-time doctor's-professional practice student in any of the selected programs for the full academic year 2015-16.**

**DO NOT include room and board charges**

Doctor's degree-professional practice	In-state	Out-of-state
<b>1. Chiropractic (D.C. or D.C.M.):</b>		
Tuition amount		
Required fees		
<b>2. Dentistry (D.D.S. or D.M.D.):</b>		
Tuition amount		
Required fees		
<b>3. Medicine (M.D.):</b>		
Tuition amount		
Required fees		
<b>4. Optometry (O.D.):</b>		
Tuition amount		
Required fees		
<b>5. Osteopathic Medicine (D.O.):</b>		
Tuition amount		
Required fees		
<b>6. Pharmacy (Pharm.D.):</b>		
Tuition amount		
Required fees		
<b>7. Podiatry (Pod.D., D.P., or D.P.M.):</b>		
Tuition amount		
Required fees		
<b>8. Veterinary Medicine (D.V.M.):</b>		
Tuition amount		
Required fees		
<b>9. Law (J.D.):</b>		
Tuition amount		
Required fees		

Part D - Student Charges - Room and Board

**10. What are the typical room and board charges for a student for the full academic year 2015-16?**

*If your institution offers room or board at no charge to students, enter zero.*

*If you report room and board separately, leave the combined charge blank. If you report a combined charge, leave the room and board charges blank.*

Room and board charges	Amount	Prior year
Room charge (Double occupancy)	<input type="text"/>	
Board charge (Maximum plan)	<input type="text"/>	
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)	<input type="text"/>	

Part D - Student Charges - Price of Attendance

**11. Cost of attendance for full-time, first-time undergraduate students:**

Please enter the amounts requested below. These data will be made available to the public on College Navigator. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information. *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 correctly.*

**?** If the **2015-16 tuition and/or fees as reported on this page** for full-time, first-time students are covered by a tuition guarantee program, check the applicable box(es) under 'Tuition Guarantee'. Additionally, please indicate the maximum % increase that is guaranteed. *These numbers are expected to be fairly small. Please contact the Help Desk if you are confused about these values and how to report them.*

Charges for full academic year	2012-13	2013-14	2014-15	2015-16	Tuition Guarantee (check only if applicable to entering students in 2015-16)	Guaranteed increase %
<b>Published tuition and required fees:</b>						
In-district Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
In-state Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
Out-of-state Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
Books and supplies				<input type="text"/>		
<b>On-campus:</b>						
Room and board				<input type="text"/>		
Other expenses				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (not with family):</b>						
Room and board				<input type="text"/>		
Other expenses				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (with family):</b>						
Other expenses				<input type="text"/>		

**+** 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 E - Athletic Association

**1. Is this institution a member of a national athletic association?**

<input type="radio"/>	No
<input type="radio"/>	Yes - Check all that apply
<input type="checkbox"/>	National Collegiate Athletic Association (NCAA)
<input type="checkbox"/>	National Association of Intercollegiate Athletics (NAIA)
<input type="checkbox"/>	National Junior College Athletic Association (NJCAA)
<input type="checkbox"/>	United States Collegiate Athletic Association (USCAA)
<input type="checkbox"/>	National Christian College Athletic Association (NCCAA)
<input type="checkbox"/>	Other

**2. If this institution is a member of the NCAA or NAIA, specify the conference FOR EACH SPORT using the pull down menu.**

Sport	NCAA or NAIA member		Conference
Football	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Basketball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Baseball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Cross country and/or track	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾



## **Institutional Characteristics**

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### **[Changes in Reporting](#)**

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### **[Part D - Student Charges](#)**

### **[Part E - Athletic Association](#)**

### **[Part F - Branch Campus](#)**

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## **Purpose of Survey**

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional information including mission, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost numbers are also used in the SFA survey during the Winter collection to calculate net price of attendance.

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## **Changes in reporting**

There were no changes implemented for the 2015-16 data collection period.

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## **General instructions**

### **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 with Reporting

### IPEDS Help Desk

Phone: 1-877-225-2568

Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

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

### IPEDS Resource Page

The [IPEDS Resource Page](#) (located on the IPEDS homepage) contains frequently asked questions, a link to the IPEDS Glossary, data tip sheets, an archive of survey instruments, information on the race/ethnicity categories, and other valuable information.

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## Where the Reported 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](#)
- [College Affordability and Transparency Center Website](#)

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 Distance Education

#### ***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 2,000 characters. The mission statement will be available to the public on College Navigator.

#### ***Distance Education***

A program for which all the required coursework for program completion is able to be completed via distance education courses.

A distance education course is a course in which the instructional content is delivered exclusively via distance education.

Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

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### Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

#### **Services and Programs for Military Servicemembers and Veterans**

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

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### 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. Use 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.

#### ***Distance education offerings***

Indicate whether you offer distance education opportunities at the undergraduate level and/or graduate level. If you offer distance education at both levels, please check both boxes. If you do not offer distance education opportunities, please select the last option.

Requirements for coming to campus for orientation, testing, or academic support services does not exclude a course from being classified as distance education.

#### ***Disabilities***

Please indicate the percentage of all undergraduate students enrolled in the time period indicated on screen 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.

Please use the context box on the page to provide information, such as the webpage for your disabilities services website.

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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.**

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

### **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 cost 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 cost 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 charged to full-time graduate students for the full academic year. 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.

### ***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 (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers **board** but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

### ***Academic year reporters cost of attendance for full-time, first-time undergraduate students***

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

Institutions with standard academic terms (semesters, quarters, trimesters, or 4-1-4 or hybrid institutions) should provide cost 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, including the College Affordability and Transparency Center, as mandated in accordance with Sec. 111 of the Higher Education Opportunity Act of 2008 (HEOA).

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 cost (price) of attendance***

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***

Errors can be corrected in the Student Financial Aid component in the Winter.

This question requires working with your student financial aid office.

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). 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 and in weeks (as completed by a student attending full-time).
- Provide the total length of the academic year, as used to calculate your Pell budget, in contact or credit hours and in weeks.
- Enter an application fee (if applicable).
- Provide amounts for tuition and fees, books and supplies, room and board, and other expenses **FOR THE TIME PERIOD INDICATED** (either for the length of the program, or for 4 weeks). These are the amounts used by your financial aid office for determining eligibility for student financial assistance.

**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.

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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.

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## **Part F - Campus information**

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

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Term	Definition
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 <u>calendar system</u> .
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 <u>tuition</u> or <u>required fees</u> , nor is it refundable if the student is not admitted to the institution.
Board charges	Charges assessed students for an <u>academic year</u> for meals.
Board plan	The method for providing meals to students during an <u>academic year</u> . 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 <u>academic year</u> (or <u>program</u> ). 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 <u>program</u> 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 <u>program</u> 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 <u>instruction</u> given to students. Also referred to as <u>contact hour</u> .
Comprehensive fee	A single fixed amount of money charged by an institution that covers <u>tuition</u> , <u>required fees</u> , <u>room</u> , and <u>board</u> . For some institutions, this amount may also cover <u>books and supplies</u> .
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
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). <u>Credit</u> may also be awarded through a credit by examination program.
Credit for Military Training	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.
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 <u>credit</u> hours needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , 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 <u>postsecondary education programs</u> .
Degree/certificate-seeking students	Students enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: <ul style="list-style-type: none"> <li>- received any type of federal financial aid, regardless of what courses they took at any time;</li> <li>- received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program; or</li> <li>- obtained a student visa to study at a U.S. postsecondary institution</li> </ul> <p>High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.</p>
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 education	Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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 <u>Advanced Placement</u> (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college <u>credits</u> .
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 <u>undergraduate</u> level. This includes students enrolled in <u>academic</u> or <u>occupational programs</u> . It also includes students enrolled in the <u>fall term</u> who attended college for the first time in the prior summer term, and students who entered with advanced standing (college <u>credits</u> earned before graduation from high school).

Full-time student	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
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 <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
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 <u>tuition</u> charges if offered by the institution.
In-district tuition	The <u>tuition</u> charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than <u>in-state tuition</u> 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 <u>tuition</u> 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.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of Employees by Assigned Position, Fall Staff, and Salaries; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
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.
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.
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.
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 <u>tuition</u> 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 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> 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.
Post 9/11 GI Bill	A federal education benefit program for veterans, who served on active duty after September 10, 2001. This Department of Veteran Affairs benefit provides up to 36 months of education benefits at an approved institution for the following college costs: tuition and fees, books and supplies and housing. The tuition and fees payment, which is the cost for an in-state student attending a public institution, is made directly to the postsecondary institution whereas payments for books and supplies and housing are sent directly to the student.
Postsecondary education institution	An institution which has as its sole purpose or one of its primary missions, the provision of <u>postsecondary education</u> .
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 <u>tuition</u> 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 <u>academic year</u> for rooming accommodations for a typical student sharing a room with one other student.
Servicemembers Opportunity Colleges	A membership group of over 1,700 institutions that functions to expand and improve voluntary postsecondary opportunities for servicemembers worldwide. It is funded by the Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).
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.
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus <u>abroad</u> 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.
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per <u>credit</u> .
Tuition and fees (published charges)	The amount of <u>tuition</u> and <u>required fees</u> 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 <u>credit hour</u> 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 <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.
Weekend/evening college	A <u>program</u> that allows students to take a complete course of study and attend classes only on weekends or only in the evenings.
Yellow Ribbon Program	A voluntary program through which participating public and private institutions can provide veterans and eligible beneficiaries additional institutional aid to cover the costs of tuition and fees at their institutions. The Yellow Ribbon Program is a supplementary program to the Post 9/11 GI Bill coverage of in-state tuition and fees. The Department of Veterans Affairs matches the institutional aid provided beyond the in-state tuition and fees, but to certain limit each year.



## Institutional Characteristics

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) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)

### 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 IC data are included on the College Navigator website?](#)

### 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, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost 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) 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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##### 4) 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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#### 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. If your institution offers unlimited number of meals enter 99.

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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 average amounts charged to **all** full-time undergraduate students; the tuition and fees in question 11 represent the average 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 student budgets.

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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 student budgets. 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 student budget.

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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 makes ANY exceptions to this policy).

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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.

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#### 5) What IC 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, 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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## Institutional Characteristics for Academic institutions

### Edit specifications for the 2015-16 IPEDS Web-Based Data Collection

#### Institutional Characteristics (IC) Component

##### Applicable to academic institutions

NOTE: The specifications below apply to all above noted institutions and related administrative offices; however, some sections and parts may not be applicable to your particular institution. Therefore, 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.*

#### Part A: Mission Statement and Distance Education

#### Part B: Services and Programs for Servicemembers and Veterans

#### Part C: Student Services/Disability Services

#### Part D: Student Charges

Price of Attendance

#### Part E: Athletic Association

#### Part F: Campus Price of Attendance

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### Part A: Mission Statement and Distance Education

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

#### Mission Statement

To begin this survey, you must provide either the institution's mission statement or a web address (URL) where the mission statement can be found. Typed mission statements are limited to 2,000 characters or less and will be available to the public on the College Navigator website.

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

- You must provide either a mission statement URL or a typed mission statement.
- You may not enter both a mission statement URL and a typed mission statement.

#### Distance Education

Next, you must indicate whether all the programs at your institution are offered exclusively via distance education. Choose one of the following options:

- **No**
- **Yes**

## Part B: Services and Programs for Servicemembers and Veterans

On this screen, you must indicate which of the following are available to veterans, military servicemembers, or their families:

- Yellow Ribbon Program (officially known as the Post 9/11-GI Bill Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above (If this option is selected, then no other options can be chosen in response to this question.)

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## Part C: Student Services and Disability Services

### Special Learning Opportunities

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- What types of special learning opportunities are offered by your institution? Check all that apply.
  - ROTC (If this option is selected, check all that apply.)
    - Army
    - Navy
    - Air Force
  - Study abroad
  - Weekend/evening college
  - Teacher certification for the elementary, middle school/junior high, or secondary level (If this option is selected, check all that apply.)
    - 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 (If this option is selected, then no other options can be chosen in response to this question.)
- **Applicable to 4-year institutions**  
If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?
  - You may select a number **One** through **Eight** from the drop-down menu provided; or skip this item if it does not apply to your institution.

### Student Services

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution? Choose one of the following options:
  - Have our own library
  - Do not have our own library but contribute financial support to a shared library
  - Neither of the above
- Indicate whether or not any of the following alternative tuition plans are offered by your institution.
  - **No**
  - **Yes** (If this option is selected, check all that apply.)
    - Tuition guarantee
    - Prepaid tuition plan
    - Tuition payment plan
    - Other (If this option is selected, then you must specify the tuition plan in the context box provided.)
- Indicate at what level(s) your institution offers distance education opportunities (courses and/or programs). Check all that apply.
  - Undergraduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - Graduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - The institution does not offer distance education opportunities (If you indicated in *Part A* that all of the programs at the institution are offered via distance education, then selecting this option will cause a *fatal* error.)

## Disability Service

Indicate the percentage of all undergraduate students enrolled in Fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office). Choose one of the following options:

- 3 percent or less
- More than 3 percent (If this option is selected, then you must specify the percentage in the box provided.)

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

- If the **3 percent or less** option is selected, then you may not specify a percentage.
- If the **More than 3 percent** option is selected, then the specified percentage must be between 4% and 50%, otherwise a *fatal* error will occur.

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## Part D: Student Charges

### Charges Questions

An answer must be provided for each applicable screening question. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part D**. The number of questions displayed will depend on the institution type, as noted below.

- **Applicable to institutions with full-time, first time students**  
Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options.

- **No** (If this option is selected, then you will be required to report off-campus room and board charges on the **Price of Attendance** screen.)
- **Yes** (If this option is selected, then you will not be required to report off-campus room and board charges on the **Price of Attendance** screen.)

**Note:** If your institution makes any exceptions to this rule, and has even one first-time, full-time student living off-campus, please answer **No** so that the data entered in this survey does not conflict with the Student Financial Aid survey.

- Does your institution charge different tuition for in-district, in-state, and out-of-state students? Choose one of the following options:
  - **No** (If this option is selected, then you will be asked to report only one tuition rate throughout **Part D**.)
  - **Yes** (If this option is selected, then you will be required to report charges for each of the above listed tuition rates throughout **Part D**.)
- Does your institution offer institutionally-controlled housing (either on-campus or off-campus)? Choose one of the following options:
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the **Price of Attendance** screen; or a room charge or combined room and board charge in **Part D**.)
  - **Yes** (If this option is selected, then you must specify a housing capacity for academic year 2015-16.)
- Does your institution offer board or meal plans to students? Choose one of the following options:
  - **No** (If this option is selected, then you will not be required to report a board charge or combined room and board charge in **Part D**.)
  - **Yes - Enter the number of meals per week** included in the maximum meal plan available (If this option is selected, then you must specify the number of meals in the box provided.)
  - **Yes - Number of meals per week can vary** (e.g., students charge meals against a meal card)

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- Your response to whether all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing must be the same as reported in the prior year IC survey.
- If you indicated in Part A that all programs at your institution are offered exclusively via distance education, then you are not expected to answer **Yes** to offering institutionally-controlled housing.
- If you indicate that your institution offers institutionally-controlled housing, then the specified **housing capacity** must be between 1 and 20,000.
- If "Yes - Enter the number of meals per week" is selected, then the specified **number of meals per week** reported must be between 1 and 99. If meal plans are unlimited, then enter 99.

## Undergraduate Student Charges

**Applicable to institutions with full-time and/or part-time undergraduate enrollment**

### Application Fee

On this screen, you must report the amount your institution charges for undergraduate application fees. The prior year amount is displayed for your reference.

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

- The application fee reported is expected to be less than or equal to \$150.
- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

## Full-Time Undergraduate Students

**Applicable to institutions with full-time undergraduate enrollment**

Next, report any full-time undergraduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of full-time undergraduate students. Prior year amounts are displayed for your reference.

If your institution enrolls full-time undergraduate students (as reported in the IC Header survey), then you must provide the **Average tuition** and **Required fees** charged to full-time, degree/certificate-seeking undergraduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, values must be reported for both **Average tuition** and **Required fees**.
- For each applicable tuition rate, the sum of the values entered for **Average tuition** plus **Required fees** must be greater than 0.
- For each applicable tuition rate, the **Average tuition** reported is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Average tuition** rate must be greater than or equal to the **In-district Average tuition** rate.
- If tuition rates vary for your institution, then the **Out-of-state Average tuition** rate must be greater than or equal to the **In-state Average tuition** rate.
- For each applicable tuition rate, the **Required fees** reported are expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Required fees** reported must be greater than or equal to the **In-district Required fees** reported.
- If tuition rates vary for your institution, then the **Out-of-state Required fees** reported must be greater than or equal to the **In-state Required fees** reported.

## Part-Time Undergraduate Students

### Applicable to institutions with part-time undergraduate enrollment

Next, report any part-time undergraduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all part-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of part-time undergraduate students. Prior year amounts are provided for your reference.

If your institution enrolls part-time undergraduate students (as reported in the IC Header survey), then you must provide the **Per credit hour charge** to part-time, degree/certificate-seeking undergraduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, the **Per credit hour charge** reported must be greater than 0.
- For each applicable tuition rate, the current year **Per credit hour charge** is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Per credit hour charge** must be greater than or equal to the **In-district Per credit hour charge**.
- If tuition rates vary for your institution, then the **Out-of-state Per credit hour charge** must be greater than or equal to the **In-state Per credit hour charge**.

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## Graduate Student Charges

### Applicable to institutions with full-time and/or part-time graduate enrollment

## Application Fee

On this screen, start by reporting the amount your institution charges for graduate application fees. The prior year amount is displayed for your reference.

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

- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is expected in the current year.
- The application fee reported is expected to be less than or equal to \$150.
- The application fee reported is expected to be within a 50% range of the **Prior year** amount.

### **Full-time Graduate Students**

#### **Applicable to institutions with full-time graduate enrollment**

Next, report any full-time graduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time graduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of full-time graduate students. Prior year amounts are displayed for your reference.

If your institution enrolls full-time graduate students (as reported in the IC Header survey), then you must provide both the **Average Tuition** and **Required fees** charged to full-time graduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, values must be reported for both **Average tuition** and **Required fees**.
- For each applicable tuition rate, the sum of the values entered for **Average tuition** plus **Required fees** must be greater than 0.
- For each applicable tuition rate, the **Average tuition** reported is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Average tuition** rate must be greater than or equal to the **In-district Average tuition** rate.
- If tuition rates vary for your institution, then the **Out-of-state Average tuition** rate must be greater than or equal to the **In-state Average tuition** rate.
- For each applicable tuition rate, the **Required fees** reported are expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Required fees** reported must be greater than or equal to the **In-district Required fees** reported.
- If tuition rates vary for your institution, then the **Out-of-state Required fees** reported must be greater than or equal to the **In-state Required fees** reported.

### **Part-time Graduate Students**

#### **Applicable to institutions with part-time graduate enrollment**

Next, report any part-time graduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all part-time graduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of part-time graduate students. Prior year amounts are displayed for your reference.

If your institution enrolls part-time graduate students (as reported in the IC Header survey), then you must provide the **Per credit hour charge** to part-time graduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, the **Per credit hour charge** reported must be greater than 0.

- For each applicable tuition rate, the current year **Per credit hour charge** is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Per credit hour charge** must be greater than or equal to the **In-district Per credit hour charge**.
- If tuition rates vary for your institution, then the **Out-of-state Per credit hour charge** must be greater than or equal to the **In-state Per credit hour charge**.

## **Doctor's Professional Practice Tuition**

**Applicable to institutions that indicated in the IC Header survey that they offer the "Doctor's Degree – Professional Practice" award level**

Next, report any Doctor's - Professional Practice student charges by all applicable tuition rates. The tuition rates shown may vary to include In-state and Out-of-state; or there may only be one tuition rate for all full-time Doctor's - Professional Practice students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Room and board charges should NOT be included in the reported amount.

On this screen, you must provide the typical **Tuition amount** and **Required fees** charged to full-time students that are enrolled in any of the following programs at your institution for the full academic year 2015-16:

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm.D.)
- Podiatry (Pod.D., D.P., or D.P.M.)
- Veterinary Medicine (D.V.M.)
- Law (J.D.)

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

- The **Tuition amount** must be greater than 0 for at least one program.

The system will perform the following edits on the data entered for each program:

- If tuition rates vary for your institution, then you must enter both an **In-state** and **Out-of-state Tuition amount**, or leave both fields blank.
- If tuition rates vary for your institution, then the **Out-of-state Tuition amount** must be greater than or equal to the **In-state Tuition amount**.
- If tuition rates vary for your institution, then you must enter both **In-state** and **Out-of-state Required fees**, or leave both fields blank.
- If tuition rates vary for your institution, then the **Out-of-state Required fees** must be greater than or equal to the **In-state Required fees**.

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## **Room and/or Board**

**Applicable to institutions that answered "Yes" to the institutionally-controlled housing and/or the meal plan question on the Charges Questions screen**

A screen is provided for reporting the typical room and/or board charges a student can expect to pay at your institution for the full academic year 2015-16. Dollar amounts must be provided for the following options, as applicable to your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

### **Room and Board**

Applicable to institutions that answered "Yes" to the housing question and "Yes" to the meal plan question

- Room charge (double occupancy)
- Board charge (Maximum plan)
- Combined room and board charge

### **Room**

Applicable to institutions that answered "Yes" to the housing question and "No" to the meal plan question

- Room charge (double occupancy)

### **Board**

Applicable to institutions that answered "No" to the housing question and "Yes" to the meal plan question

- Board charge (Maximum plan)

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

- You must either report the **Room charge** and **Board charge** separately OR report a **Combined room and board charge**. Charges may not be reported using both methods.
- If your institution reports a **Combined room and board charge**, then that amount must be greater than \$1000.
- If the **Room charge** and **Board charge** are reported separately, then the **Room charge** is expected to be greater than \$500.
- If the **Room charge** and **Board charge** are reported separately, then the **Board charge** is expected to be greater than \$500.
- The current year total amount entered for Room and Board (combined or reported separately) is expected to be within a 20% range of the **Prior year** total.

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## **Price of Attendance**

Applicable to institutions with full-time, first-time undergraduate enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students for the four most recent academic years. All of the following screens must be completed.

For existing institutions, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions must report data for all four academic years, as applicable.

## **Cost of Attendance**

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition** and **Required fees** charges for all applicable tuition rates and academic years. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**. Totals will be calculated for each academic year and living arrangement, where applicable.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Tuition** is expected to be within a 20% range of the prior year value.
- The **Tuition** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Tuition** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Required fees**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Required fees** is expected to be within a 40% range of the prior year value.
- The **Required fees** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Required fees** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For each academic year, the calculated **Tuition + fees total** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the current year **Tuition + fees total** is expected to be within a 20% range of the prior year amount.
- If tuition rates vary for your institution, then the **In-state Tuition** for each year must be greater than or equal to the corresponding **In-district** value.
- If tuition rates vary for your institution, then the **Out-of-state Tuition** for each year must be greater than or equal to the corresponding **In-state** value.
- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

Next, use the checkboxes provided to indicate whether the **Tuition** and/or **Required fees** for entering students at your institution in 2014-15 are covered by a **Tuition Guarantee** plan. Checkboxes are provided for each applicable tuition rate. If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, you will also be expected to enter the **Guaranteed increase %**.

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

- If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, then you must also enter a **Guaranteed increase %**; and vice versa.
- The **Guaranteed increase %** reported must be less than or equal to 100%.
- If the Tuition guarantee box is checked on the **Student Services** screen in **Part C** of this survey, then you are expected to report a **Tuition Guarantee** for each applicable tuition rate on this screen; and vice versa.

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must enter the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire academic year.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Books and supplies** is expected to be within a 25% range of the prior year value.

### **Room and board and Other expenses**

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On campus**, **Off campus (not with family)**, and **Off campus (with family)**. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.



Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable.

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

- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Room and board**.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be greater than \$2000. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Other expenses**.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than or equal to \$400. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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## Part E: Athletic Association

### Applicable to 2-year and 4-year institutions

On this screen, you must provide information related to your institution's national athletic association membership. An answer must be provided for all questions.

**Note:** For existing institutions, this information is preloaded by the system.

For Question E1, you must first select **Yes** or **No** to indicate if your institution is a member of a national athletic association. Choose one of the following options:

- **Yes** (If this option is selected, check all that apply.)
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other
- **No**

For Question E2, you must indicate whether your institution is an **NCAA or NAIA member** for each of the following sports:

- Football
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Basketball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Baseball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Cross country and/or track
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No



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

- If you indicated in Question E1 that your institution is a member of the NCAA and/or NAIA national athletic associations, then you must select **Yes** and specify a conference for at least one sport in Question E2.
- If you indicated in Question E1 that your institution is NOT a member of the NCAA or the NAIA national athletic associations, then you are expected to select **No** for all sports in Question E2.

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## Part F: Campus Price of Attendance

### Applicable to institutions with perfect children in IC

The following screens must be completed for each branch campus at your institution that enrolls full-time, first-time degree/certificate students, according to the response given in Part D of the IC Header survey. Branch campuses that do not enroll full-time, first-time degree/certificate students are not required to complete this section.

### Branch Campus Pricing Questions

An answer must be provided for each of the following screening questions. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part F**.

- Does the branch campus offer institutionally-controlled housing (either on-campus or off-campus) or meal plans to your students? Choose one of the following options:
  - **Yes** (If this option is selected, then you will be asked to report on-campus room and board charges on the next screen.)
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the next screen.)
- Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options:
  - Yes (If this option is selected, then you will not be asked to report off-campus room and board charges on the next screen.)
  - No (If this option is selected, then you will be asked to report off-campus room and board charges on the next screen.)

**Note:** If your institution makes any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer No so that this does not conflict with the Student Financial Aid survey.

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

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- The application fee reported is expected to be less than or equal to \$100.
- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

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## Price of Attendance

## Applicable to branch campuses with full-time, first-time enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students for the four most recent academic years. All of the following screens must be completed.

For existing institutions, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions must report data for all four academic years, as applicable.

### Cost of Attendance

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition** and **Required fees** charges for all applicable tuition rates and academic years. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Pricing Questions** at the beginning of **Part F**. Totals will be calculated for each academic year and living arrangement, where applicable.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Tuition** is expected to be within a 20% range of the prior year value.
- The **Tuition** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Tuition** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Required fees**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Required fees** is expected to be within a 40% range of the prior year value.
- The **Required fees** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Required fees** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For each academic year, the calculated **Tuition + fees total** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the current year **Tuition + fees total** is expected to be within a 20% range of the prior year amount.
- If tuition rates vary for your institution, then the **In-state Tuition** for each year must be greater than or equal to the corresponding **In-district** value.
- If tuition rates vary for your institution, then the **Out-of-state Tuition** for each year must be greater than or equal to the corresponding **In-state** value.
- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

Next, use the checkboxes provided to indicate whether the **Tuition** and/or **Required fees** for entering students at your institution in 2014-15 are covered by a **Tuition Guarantee** plan. Checkboxes are provided for each applicable tuition rate. If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, you will also be expected to enter the **Guaranteed increase %**.

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

- If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, then you must also enter a **Guaranteed increase %**; and vice versa.
- The **Guaranteed increase %** reported must be less than or equal to 100%.
- If the Tuition guarantee box is checked on the **Student Services** screen in **Part C** of this survey, then you are expected to report a **Tuition Guarantee** for each applicable tuition rate on this screen; and vice versa.

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must enter the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire academic year.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Books and supplies** is expected to be within a 25% range of the prior year value.

## Room and board and Other expenses

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On campus**, **Off campus (not with family)**, and **Off campus (with family)**. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Room and board**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Other expenses**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than or equal to \$400. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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U.S. Department of Education



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## Institutional Characteristics for 4-year program tuition reporters

### Overview

#### Institutional Characteristics Overview

Welcome to the Institutional Characteristics (IC) component. This component collects important information about your institution's mission, student services, and student charges.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data has been finally reviewed. Thus, errors may stay on College Navigator for a full year.

Additionally, the cost of attendance data are used to calculate the net price of attendance in the Student Financial Aid component. This has important implications for what students see about your institution, and also for the College Affordability and Transparency Center's lists. **Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not in the prior year revision system.**

Remember, it is the responsibility of the keyholder to submit accurate data about the institution. Please contact the IPEDS Help Desk for clarifications to make sure that you are reporting correctly.

#### Changes to This Year's IC Component

There were no changes implemented for the 2015-16 data collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- Question 2 should only be marked 'YES' if your institution is **EXCLUSIVELY** distance education. Do not mark 'YES' if your courses/programs are also available in person.
- Do not try to outsmart fatal errors; this is falsifying data. Contact the Help Desk to override, or fix, the data.
- Make sure you understand ALL definitions before responding to questions. For example, make sure that you are reporting for an 'ACADEMIC YEAR' or 'PROGRAM' as defined by IPEDS.

&nbsp;

To download the survey materials for this component: [Survey Materials](#)

To access your prior year data submission for this component: [Reported Data](#)

Part A - Mission Statement and Distance Education

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. Are all the programs at your institution offered exclusively via distance education?


No

Yes

Part B - Services and Programs for Servicemembers and Veterans

**1. Which of the following are available to veterans, military servicemembers, or their families?**

- Yellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above

 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 - 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]**

- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (for the elementary, middle school/junior high, or secondary level)
  - Do **not** include certifications to teach at 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

**3. If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?**

Number of years

Select One ▾

Part C - Student Services - Distance Opportunities

**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)

**7. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or programs).**

- Undergraduate
- Graduate
- The institution does not offer distance education opportunities

**You may use the space below to provide context for the alternative tuition plans 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 undergraduate students enrolled during fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent 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 (D7).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer **No** so that this does not cause conflicts with the Student Financial Aid survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.

- No
- Yes, and we do not make **ANY** (even one) exceptions to this rule

**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 2015-16
- 

**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 - Student Charges - Number of programs

**5. How many programs are offered at your institution?**

*Be sure not to report single courses, report only full programs. If you do not know what a program is, review the definition in the glossary or call the Help Desk.*

Number of programs

Part D - Student Charges - Price of Attendance

**7. Cost of attendance for entering students**

Please enter ALL amounts requested below. These data will be made available to the public on College Navigator. 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 the correct numbers to use for this report.**

**Note:** The academic year length you report should be the same calculation used for required reporting for your Pell budget. This number will be used to calculate academic year costs for your institution and will impact your net price calculation. Please discuss this information with your student aid office to ensure accurate reporting.

**LARGEST PROGRAM:**

<b>CIP Code</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>
<u>Enter new largest program</u>	<i>If your largest program has changed from the one listed above, or if no program appears above, click the 'enter new largest program' link, choose a program and enter data for all three years. Note: if your institution participates in Title IV programs, you must complete all cells.</i>
How is your program measured?	<input type="radio"/> <u>Contact Hours</u> <input type="radio"/> <u>Credit Hours</u>
Total length of <u>PROGRAM</u> in <b>contact or credit hours</b>	<input type="text"/>
Total length of <u>PROGRAM</u> in <b>WEEKS, as completed by a student attending full-time</b>	<input type="text"/>
<b>?</b> Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in <b>contact or credit hours</b>	<input type="text"/>
<b>?</b> Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in <b>WEEKS</b>	<input type="text"/>

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

	<b>?</b> Amount	Prior year
<u>Undergraduate application fee</u>	<input type="text"/>	

The following numbers need to be reported for the **entire length of the program**. For example, if your program is 18 months long, report 18 months worth of tuition, fees, books and supplies.

If your institution charges differently based on residence, please use in-state charges. The correct numbers should be available from your financial aid office.

Published student charges <b>for the entire program</b>	2012-13	2013-14	2014-15	<b>?</b> 2015-16
<u>Tuition and required fees for the entire program</u>				<input type="text"/>
<b>?</b> <u>Books and supplies for the entire program</u>				<input type="text"/>

The following numbers need to be reported for **4 weeks (1 month)**.

The correct numbers should be available from your financial aid office. Off-campus numbers should be based on costs for your area, not on national averages.

**On-campus:**

<u>Room and board for 4 weeks (1 month)</u>				<input type="text"/>
<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
Room and board and other expenses <b>for 4 weeks (1 month)</b>				

**Off-campus (not with family):**

<u>Room and board for 4 weeks (1 month)</u>				<input type="text"/>
<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
Room and board and other expenses <b>for 4 weeks (1 month)</b>				

**? Off-campus (with family):**

Other expenses for 4 weeks  
(1 month)

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**+ 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.**

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Part D - Student Charges - Price of Attendance - Calculated values

**7. Cost of attendance - Calculated values**

Please review the numbers below for accuracy. If something looks incorrect, please go to the previous page and make sure all of the numbers reported on that page are correct. If you still do not think the numbers are correct, please contact the IPEDS Help Desk at 877-225-2568.

CIP CODE OF LARGEST PROGRAM				
TITLE OF LARGEST PROGRAM				
<b>Published student charges for the entire program</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				
<b>Published student charges for an academic year</b>				
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				

Part D - Student Charges - Program Data

8. Please list your second through sixth largest programs and provide the requested information for each program. To enter a CIP code and program title, click on the select button, and then click on the program from the list provided. Choosing clear will remove the CIP code and title. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Also report the length of the entire program in terms of contact or credit hours and provide the number of months it takes a full-time student to complete the entire program.

**Note:** The largest programs are the programs with the most students, **not** the programs with the longest lengths. Please make sure to report all costs for each program. As with the largest program, costs are for the **entire length of the program**. If your institution charges differently based on residence, please use in-state charges.

Do not skip lines when reporting programs. Your 2nd largest program should be listed as 2nd, your 3rd as 3rd, etc.

	CIP Code	Tuition and required fees	Cost of books and supplies	Total length of program	Program Measurement		# of months to complete
					Contact hours	Credit hours	
1st					<input checked="" type="radio"/> Contact hours	<input type="radio"/> Credit hours	
	Title						
2nd	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
3rd	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
4th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
5th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
6th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						

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

Part D - Student Charges - Room and Board

**10. What are the typical room and board charges for a student for the full academic year 2015-16?**

*If your institution offers room or board at no charge to students, enter zero.*

*If you report room and board separately, leave the combined charge blank. If you report a combined charge, leave the room and board charges blank.*

Room and board charges	Amount	Prior year
Room charge (Double occupancy)	<input type="text"/>	
Board charge (Maximum plan)	<input type="text"/>	
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)	<input type="text"/>	



Part E - Athletic Association

**1. Is this institution a member of a national athletic association?**

<input type="radio"/>	No
<input type="radio"/>	Yes - Check all that apply
<input type="checkbox"/>	National Collegiate Athletic Association (NCAA)
<input type="checkbox"/>	National Association of Intercollegiate Athletics (NAIA)
<input type="checkbox"/>	National Junior College Athletic Association (NJCAA)
<input type="checkbox"/>	United States Collegiate Athletic Association (USCAA)
<input type="checkbox"/>	National Christian College Athletic Association (NCCAA)
<input type="checkbox"/>	Other

**2. If this institution is a member of the NCAA or NAIA, specify the conference FOR EACH SPORT using the pull down menu.**

Sport	NCAA or NAIA member		Conference
Football	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Basketball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Baseball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Cross country and/or track	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾



## **Institutional Characteristics**

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### **[Purpose of Institutional Characteristics Survey](#)**

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## **Purpose of Survey**

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional information including mission, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost numbers are also used in the SFA survey during the Winter collection to calculate net price of attendance.

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## **Changes in reporting**

There were no changes implemented for the 2015-16 data collection period.

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## **General instructions**

### **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 with Reporting

### IPEDS Help Desk

Phone: 1-877-225-2568

Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

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

### IPEDS Resource Page

The [IPEDS Resource Page](#) (located on the IPEDS homepage) contains frequently asked questions, a link to the IPEDS Glossary, data tip sheets, an archive of survey instruments, information on the race/ethnicity categories, and other valuable information.

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## Where the Reported 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](#)
- [College Affordability and Transparency Center Website](#)

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 Distance Education

#### ***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 2,000 characters. The mission statement will be available to the public on College Navigator.

#### ***Distance Education***

A program for which all the required coursework for program completion is able to be completed via distance education courses.

A distance education course is a course in which the instructional content is delivered exclusively via distance education.

Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

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### Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

#### **Services and Programs for Military Servicemembers and Veterans**

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

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### 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. Use 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.

### ***Distance education offerings***

Indicate whether you offer distance education opportunities at the undergraduate level and/or graduate level. If you offer distance education at both levels, please check both boxes. If you do not offer distance education opportunities, please select the last option.

Requirements for coming to campus for orientation, testing, or academic support services does not exclude a course from being classified as distance education.

### ***Disabilities***

Please indicate the percentage of all undergraduate students enrolled in the time period indicated on screen 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.

Please use the context box on the page to provide information, such as the webpage for your disabilities services website.

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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.**

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

### **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 cost 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 cost 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 charged to full-time graduate students for the full academic year. 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.

### ***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 (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers **board** but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

### ***Academic year reporters cost of attendance for full-time, first-time undergraduate students***

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

Institutions with standard academic terms (semesters, quarters, trimesters, or 4-1-4 or hybrid institutions) should provide cost 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, including the College Affordability and Transparency Center, as mandated in accordance with Sec. 111 of the Higher Education Opportunity Act of 2008 (HEOA).

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 cost (price) of attendance***

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***

Errors can be corrected in the Student Financial Aid component in the Winter.

This question requires working with your student financial aid office.

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). 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 and in weeks (as completed by a student attending full-time).
- Provide the total length of the academic year, as used to calculate your Pell budget, in contact or credit hours and in weeks.
- Enter an application fee (if applicable).
- Provide amounts for tuition and fees, books and supplies, room and board, and other expenses **FOR THE TIME PERIOD INDICATED** (either for the length of the program, or for 4 weeks). These are the amounts used by your financial aid office for determining eligibility for student financial assistance.

**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.

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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.

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## **Part F - Campus information**

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

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Term	Definition
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 <u>calendar system</u> .
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 <u>tuition</u> or <u>required fees</u> , nor is it refundable if the student is not admitted to the institution.
Board charges	Charges assessed students for an <u>academic year</u> for meals.
Board plan	The method for providing meals to students during an <u>academic year</u> . 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 <u>academic year</u> (or <u>program</u> ). 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 <u>program</u> 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 <u>program</u> 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 <u>instruction</u> given to students. Also referred to as <u>contact hour</u> .
Comprehensive fee	A single fixed amount of money charged by an institution that covers <u>tuition</u> , <u>required fees</u> , <u>room</u> , and <u>board</u> . For some institutions, this amount may also cover <u>books and supplies</u> .
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
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). <u>Credit</u> may also be awarded through a credit by examination program.
Credit for Military Training	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.
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 <u>credit</u> hours needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , 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 <u>postsecondary education programs</u> .
Degree/certificate-seeking students	Students enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: <ul style="list-style-type: none"> <li>- received any type of federal financial aid, regardless of what courses they took at any time;</li> <li>- received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program; or</li> <li>- obtained a student visa to study at a U.S. postsecondary institution</li> </ul> <p>High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.</p>
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 education	Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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 <u>Advanced Placement</u> (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college <u>credits</u> .
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 <u>undergraduate</u> level. This includes students enrolled in <u>academic</u> or <u>occupational programs</u> . It also includes students enrolled in the <u>fall term</u> who attended college for the first time in the prior summer term, and students who entered with advanced standing (college <u>credits</u> earned before graduation from high school).

Full-time student	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
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 <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
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 <u>tuition</u> charges if offered by the institution.
In-district tuition	The <u>tuition</u> charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than <u>in-state tuition</u> 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 <u>tuition</u> 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.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of Employees by Assigned Position, Fall Staff, and Salaries; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
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.
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.
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.
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 <u>tuition</u> 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 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> 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.
Post 9/11 GI Bill	A federal education benefit program for veterans, who served on active duty after September 10, 2001. This Department of Veteran Affairs benefit provides up to 36 months of education benefits at an approved institution for the following college costs: tuition and fees, books and supplies and housing. The tuition and fees payment, which is the cost for an in-state student attending a public institution, is made directly to the postsecondary institution whereas payments for books and supplies and housing are sent directly to the student.
Postsecondary education institution	An institution which has as its sole purpose or one of its primary missions, the provision of <u>postsecondary education</u> .
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 <u>tuition</u> 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 <u>academic year</u> for rooming accommodations for a typical student sharing a room with one other student.
Servicemembers Opportunity Colleges	A membership group of over 1,700 institutions that functions to expand and improve voluntary postsecondary opportunities for servicemembers worldwide. It is funded by the Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).
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.
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus <u>abroad</u> 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.
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per <u>credit</u> .
Tuition and fees (published charges)	The amount of <u>tuition</u> and <u>required fees</u> 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 <u>credit hour</u> 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 <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.
Weekend/evening college	A <u>program</u> that allows students to take a complete course of study and attend classes only on weekends or only in the evenings.
Yellow Ribbon Program	A voluntary program through which participating public and private institutions can provide veterans and eligible beneficiaries additional institutional aid to cover the costs of tuition and fees at their institutions. The Yellow Ribbon Program is a supplementary program to the Post 9/11 GI Bill coverage of in-state tuition and fees. The Department of Veterans Affairs matches the institutional aid provided beyond the in-state tuition and fees, but to certain limit each year.



## Institutional Characteristics

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) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)

### 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 IC data are included on the College Navigator website?](#)

### 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, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost 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) 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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##### 4) 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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#### 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. If your institution offers unlimited number of meals enter 99.

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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 average amounts charged to **all** full-time undergraduate students; the tuition and fees in question 11 represent the average 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 student budgets.

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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 student budgets. 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 student budget.

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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 makes ANY exceptions to this policy).

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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.

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#### 5) What IC 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, 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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## **Institutional Characteristics for Program institutions**

### **Edit specifications for the 2015-16 IPEDS Web-Based Data Collection**

#### **Institutional Characteristics (IC) Component**

##### **Applicable to program institutions**

NOTE: The specifications below apply to all above noted institutions and related administrative offices; however, some sections and parts may not be applicable to your particular institution. Therefore, 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.*

#### **Part A: Mission Statement and Distance Education**

#### **Part B: Services and Programs for Servicemembers and Veterans (NEW)**

#### **Part C: Student Services/Disability Services**

#### **Part D: Student Charges**

#### **Price of Attendance**

#### **Part E: Athletic Association**

#### **Part F: Campus Price of Attendance**

#### **Part A: Mission Statement and Distance Education**

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

##### **Mission Statement**

To begin this survey, you must provide either the institution's mission statement or a web address (URL) where the mission statement can be found. Typed mission statements are limited to 2,000 characters or less and will be available to the public on the College Navigator website.

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

- You must provide either a mission statement URL or a typed mission statement.
- You may not enter both a mission statement URL and a typed mission statement.

##### **Distance Education**

Next, you must indicate whether all the programs at your institution are offered exclusively via distance education. Choose one of the following options:

- **Yes**
- **No**

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#### **Part B: Services and Programs for Servicemembers and Veterans (NEW)**

On this screen, you must indicate which of the following are available to veterans, military servicemembers, or their families:

- Yellow Ribbon Program (officially known as the Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above (If this option is selected, then no other options can be chosen in response to this question.)

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#### **Part C: Student Services and Disability Services**

##### **Special Learning Opportunities**

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- What types of special learning opportunities are offered by your institution? Check all that apply.
  - ROTC (If this option is selected, check all that apply.)
    - Army
    - Navy
    - Air Force
  - Study abroad
  - Weekend/evening college
  - Teacher certification for the elementary, middle school/junior high, or secondary level (If this option is selected, check all that apply.)
    - 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 (If this option is selected, then no other options can be chosen in response to this question.)
- **Applicable to 4-year institutions**  
 If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?
  - You may select a number **One** through **Eight** from the drop-down menu provided; or skip this item if it does not apply to your institution.

## Student Services

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution? Choose one of the following options:
  - Have our own library
  - Do not have our own library but contribute financial support to a shared library
  - Neither of the above
- Indicate whether or not any of the following alternative tuition plans are offered by your institution.
  - **Yes** (If this option is selected, check all that apply.)
    - Tuition guarantee
    - Prepaid tuition plan
    - Tuition payment plan
    - Other (If this option is selected, then you must specify the tuition plan in the context box provided.)
  - **No**
- Indicate at what level(s) your institution offers distance education opportunities (courses and/or programs). Check all that apply.
  - Undergraduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - Graduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - The institution does not offer distance education opportunities (If you indicated in *Part A* that all of the programs at the institution are offered via distance education, then selecting this option will cause a *fatal* error.)

## Disability Service

Indicate the percentage of all undergraduate students enrolled in Fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office). Choose one of the following options:

- 3 percent or less
- More than 3 percent (If this option is selected, then you must specify the percentage in the box provided.)

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



- If the **3 percent or less** option is selected, then you may not specify a percentage.
- If the **More than 3 percent** option is selected, then the specified percentage must be between 4% and 50%, otherwise a *fatal* error will occur.

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## Part D: Student Charges

### Charges Questions

An answer must be provided for each applicable screening question. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part D**. The number of questions displayed will depend on the institution type, as noted below.

- **Applicable to institutions with full-time, first time students**  
Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options:
  - **Yes** (If this option is selected, then you will not be required to report off-campus room and board charges on the **Price of Attendance** screen.)
  - **No** (If this option is selected, then you will be required to report off-campus room and board charges on the **Price of Attendance** screen.)

**Note:** If your institution makes any exceptions to this rule, and has even one first-time, full-time student living off-campus, please answer **No** so that the data entered in this survey does not conflict with the Student Financial Aid survey.

- Does your institution offer institutionally-controlled housing (either on-campus or off-campus)? Choose one of the following options:
  - **Yes** (If this option is selected, then you must specify a housing capacity for academic year 2015-16.)
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the **Price of Attendance** screen; or a room charge or combined room and board charge in **Part D**.)
- Does your institution offer board or meal plans to students? Choose one of the following options:
  - **Yes - Enter the number of meals per week** included in the maximum meal plan available (If this option is selected, then you must specify the number of meals in the box provided.)
  - **Yes - Number of meals per week can vary** (e.g., students charge meals against a meal card)
  - **No** (If this option is selected, then you will not be required to report a board charge or combined room and board charge in **Part D**.)

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- Your response to whether all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing must be the same as reported in the prior year IC survey.
- If you indicated in Part A that all programs at your institution are offered exclusively via distance education, then you are not expected to answer Yes to offering institutionally-controlled housing.
- If you indicate that your institution offers institutionally-controlled housing, then the specified **housing capacity** must be between 1 and 20,000.
- If "Yes - Enter the number of meals per week" is selected, then the specified **number of meals per week** reported must be between 1 and 99. If meal plans are unlimited, then enter 99.

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### Programs

On this screen, specify 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. This number should only include full programs, not single courses.

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

- The number of programs reported must be greater than 0.

**Note:** If the reported number of programs offered is greater than 1, then an additional **Program Data** screen will be required.

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### Room and/or Board

### Applicable to institutions that answered "Yes" to the institutionally-controlled housing and/or the meal plan question on the *Charges Questions* screen

A screen is provided for reporting the typical room and/or board charges a student can expect to pay at your institution for the full academic year 2015-16. Dollar amounts must be provided for the following options, as applicable to your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

#### **Room and Board**

Applicable to institutions that answered "Yes" to the housing question and "Yes" to the meal plan question

- Room charge (double occupancy)
- Board charge (Maximum plan)
- Combined room and board charge

#### **Room**

Applicable to institutions that answered "Yes" to the housing question and "No" to the meal plan question

- Room charge (double occupancy)

#### **Board**

Applicable to institutions that answered "No" to the housing question and "Yes" to the meal plan question

- Board charge (Maximum plan)

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

- You must either report the **Room charge** and **Board charge** separately OR report a **Combined room and board charge**. Charges may not be reported using both methods.
- If your institution reports a **Combined room and board charge**, then that amount must be greater than \$1000.
- If the **Room charge** and **Board charge** are reported separately, then the **Room charge** is expected to be greater than \$500.
- If the **Room charge** and **Board charge** are reported separately, then the **Board charge** is expected to be greater than \$500.
- The current year amount entered for Room and Board (combined or reported separately) is expected to be within a 20% range of the **Prior year** total.

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### Price of Attendance

#### Applicable to institutions with full-time, first-time enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students in the largest program at your institution. All of the following screens must be completed.

For existing institutions that have not changed their largest program, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions and existing institutions that changed their largest program must report data for all four academic years, as applicable.

#### **Largest Program**

First, you must provide information related to the largest program of study offered at your institution by providing the relevant CIP Code and entering the requested information for the specified program.

**Note:** For the purpose of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length.

You must provide the following information:

- CIP Code
- Program measurement method (Choose **Contact hours** or **Credit hours**)
- Total length of program in contact or credit hours
- Total length of program in weeks, as completed by a full-time student
- Total length of academic year in contact or credit hours
- Total length of academic year in WEEKS

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

- You must select a **CIP Code**.
- You must specify the **Program measurement** method.
- The **Total length of program in hours** must be greater than 0.
- If **Credit hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be between 21 and 130.

- If **Credit hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be between 12 and 40 times the **Total length of program in weeks**.
- If **Contact hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	<b>Expected contact hour range</b>
<b>Award Levels reported for your institution in the IC Header survey</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Between 200 and 1799</b>
	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Between 900 and 3000</b>
	<b>Y</b>	<b>N</b>	<b>N</b>	<b>Between 200 and 899</b>
	<b>N</b>	<b>Y</b>	<b>N</b>	<b>Between 900 and 1799</b>
	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Between 1800 and 3600</b>

- If **Contact hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be within a range of .5 and 1.6 times the **Total length of program in weeks**.
- If **Credit hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 30 and 44 hours.
- If **Contact hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 750 and 1100 hours.
- The **Total length of academic year in weeks** must be between 26 and 52 weeks.

### Application Fee

Next, you must report the amount your institution charges for undergraduate application fees. The prior year amount is displayed for your reference.

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

- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- The application fee reported is expected to be less than or equal to \$150.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

### Cost of Attendance

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition and fees** charges for the entire length of the largest program, as well as the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire program.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition and fees**.
- For each academic year, the amount entered for **Tuition and fees** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Tuition and fees** is expected to be within a 20% range of the prior year value.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Books and supplies** is expected to be within a 25% range of the prior year value.

- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

### **Room and board and Other expenses**

For each of the four most recent academic years (**2012-13, 2013-14, 2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On-campus, Off-campus (not with family),** and **Off-campus (with family)**. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable. The system will perform the following edits on the data entered:

- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Room and board**.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be between \$300 and \$2000. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Other expenses**.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than \$50. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be less than or equal to \$250.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **On-campus** is greater than \$400, then a *fatal* error will occur.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **Off-campus** is greater than \$700, then a *fatal* error will occur.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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### **Program Data**

**Applicable to institutions that reported offering more than one program on the *Programs* screen of this survey.**

On this screen, you must provide information related to the six largest programs of study offered at your institution by using the links provided to select the relevant **CIP Code** and entering the requested information for each of the specified programs. All costs should be reported for the entire length of the program.

**Note:** For the purpose of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length.

First, if your institution does not enroll first-time, full-time undergraduate students, then you must report the amount your institution charges for undergraduate application fees. The prior year amount is displayed for your reference.

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

- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- The application fee reported is expected to be less than or equal to \$150.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

Next, for each of the six largest programs offered by your institution, you must provide the following information:

- CIP Code
- Tuition and required fees
- Cost of books and supplies
- Total length of program
- Program measurement (Choose **Contact hours** or **Credit hours**)
- Number of months to complete

**Note:** If your institution enrolls first-time, full-time undergraduate students, then the above information for the 1st largest program offered at your institution will be preloaded from the **Price of Attendance** screen of this survey.

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

- You must report CIP Codes on this screen for the same number of programs reported on the **Programs** screen of this survey (up to 6 programs).
- If your institution reports duplicate CIP Codes on this screen, then the **Total length of program** or **Program measurement** type must be different.

The system will perform the following edits on the data entered for each program:

- A **CIP Code** must be selected if a number greater than 0 is entered for any of the following:
  - Tuition and required fees
  - Cost of books and supplies
  - Total length of program
- If a **CIP Code** is selected, then the amount entered for **Tuition and required fees** must be greater than \$500.
- If a **CIP Code** is selected, then the amount entered for **Cost of books and supplies** must be greater than \$100.
- If a **CIP Code** is selected and **Credit hours** is selected as the **Program measurement** method, then the corresponding value entered for **Total length of program** must be between 21 and 130.
- If a **CIP Code** is selected and **Contact hours** is selected as the **Program measurement** method, then the corresponding value entered for **Total length of program** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	Expected contact hour range
<b>Award Levels reported for your institution in the IC Header survey</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Between 200 and 1799</b>
	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Between 900 and 3000</b>
	<b>Y</b>	<b>N</b>	<b>N</b>	<b>Between 200 and 899</b>
	<b>N</b>	<b>Y</b>	<b>N</b>	<b>Between 900 and 1799</b>
	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Between 1800 and 3600</b>

- If a **CIP Code** is selected, then you must also specify the **Program measurement** method.
- If a **CIP Code** is selected, then the value entered for **Number of months to complete** must be greater than 0.
- If a **CIP Code** is selected, **Contact hours** is selected as the **Program measurement** method, and a number greater than 0 is entered for **Number of months to complete**, then the number of months entered must be within a certain range, as outlined below:
  - If the value entered for **Total length of program** is less than or equal to 900 hours, then the **Number of months to complete** must be less than or equal to 12 months.
  - If the value entered for **Total length of program** is between 901 and 1799 hours, then the **Number of months to complete** must be between 12 and 23 months.
  - If the value entered for **Total length of program** is greater than or equal to 1800 hours, then the **Number of months to complete** must be greater than or equal to 24 months.

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## Part E: Athletic Association

### Applicable to 2-year and 4-year institutions

On this screen, you must provide information related to your institution's national athletic association membership. An answer must be provided for all questions.

**Note:** For existing institutions, this information is preloaded by the system.

For Question E1, you must first select **Yes** or **No** to indicate if your institution is a member of a national athletic association. If **Yes** is selected, then you must check all associations that apply.

- **Yes** (If this option is selected, check all that apply.)
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other

- **No**

For Question E2, you must indicate whether your institution is an **NCAA or NAIA member** for each of the following sports:

- Football
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Basketball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Baseball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Cross country and/or track
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No

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

- If you indicated in Question E1 that your institution is a member of the NCAA and/or NAIA national athletic associations, then you must select **Yes** and specify a conference for at least one sport in Question E2.
- If you indicated in Question E1 that your institution is NOT a member of the NCAA or the NAIA national athletic associations, then you are expected to select **No** for all sports in Question E2.

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## Part F: Branch Campus Price of Attendance

### Applicable to institutions with perfect children in IC

The following screens must be completed for each branch campus at your institution that enrolls full-time, first-time degree/certificate students, according to the response given in Part D of the IC Header survey. Branch campuses that do not enroll full-time, first-time degree/certificate students are not required to complete this section.

### Branch Campus Pricing Questions

An answer must be provided for each of the following screening questions. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part F**.

- Does the branch campus offer institutionally-controlled housing (either on-campus or off-campus) or meal plans to your students? Choose one of the following options:
  - **Yes** (If this option is selected, then you will be asked to report on-campus room and board charges on the next screen.)
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the next screen.)
- Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options:
  - **Yes** (If this option is selected, then you will not be asked to report off-campus room and board charges on the next screen.)
  - **No** (If this option is selected, then you will be asked to report off-campus room and board charges on the next screen.)

**Note:** If your institution makes any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer **No** so that this does not conflict with the Student Financial Aid survey

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

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- The application fee reported is expected to be less than or equal to \$150.
- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.



## Price of Attendance

### Applicable to branch campuses with full-time, first-time enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students in the largest program at your institution. All of the following screens must be completed.

For existing institutions that have not changed their largest program, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions and existing institutions that changed their largest program must report data for all four academic years, as applicable.

### Largest Program

First, you must provide information related to the largest program of study offered at your institution by providing the relevant CIP Code and entering the requested information for the specified program.

**Note:** For the purpose of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length.

You must provide the following information:

- CIP Code
- Program measurement method (Choose **Contact hours** or **Credit hours**)
- Total length of program in contact or credit hours
- Total length of program in weeks, as completed by a full-time student
- Total length of academic year in contact or credit hours
- Total length of academic year in WEEKS

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

- You must select a **CIP Code**.
- You must specify the **Program measurement** method.
- The **Total length of program in hours** must be greater than 0.
- If **Credit hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be between 21 and 130.
- If **Credit hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be between 12 and 40 times the **Total length of program in weeks**.
- If **Contact hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	Expected contact hour range
<b>Award Levels reported for your institution in the IC Header survey</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Between 200 and 1799</b>
	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Between 900 and 3000</b>
	<b>Y</b>	<b>N</b>	<b>N</b>	<b>Between 200 and 899</b>
	<b>N</b>	<b>Y</b>	<b>N</b>	<b>Between 900 and 1799</b>
	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Between 1800 and 3600</b>

- If **Contact hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be within a range of .5 and 1.6 times the **Total length of program in weeks**.
- If **Credit hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 30 and 44 hours.

- If **Contact hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 750 and 1100 hours.
- The **Total length of academic year in weeks** must be between 26 and 52 weeks.

### Cost of Attendance

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition and fees** charges for the entire length of the largest program, as well as the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire program.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition and fees**.
- For each academic year, the amount entered for **Tuition and fees** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Tuition and fees** is expected to be within a 20% range of the prior year value.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Books and supplies** is expected to be within a 25% range of the prior year value.
- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

### Room and board and Other expenses

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On-campus**, **Off-campus (not with family)**, and **Off-campus (with family)**. The options available to your institution depend on the responses given to the **Pricing Questions** at the beginning of **Part F**.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable.

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

- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Room and board**.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be between \$300 and \$2000. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Other expenses**.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than \$50. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be less than or equal to \$250.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **On-campus** is greater than \$400, then a *fatal* error will occur.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **Off-campus** is greater than \$700, then a *fatal* error will occur.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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## Institutional Characteristics for less-than-2-year academic year tuition reporters

### Overview

#### Institutional Characteristics Overview

Welcome to the Institutional Characteristics (IC) component. This component collects important information about your institution's mission, student services, and student charges.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data has been finally reviewed. Thus, errors may stay on College Navigator for a full year.

Additionally, the cost of attendance data are used to calculate the net price of attendance in the Student Financial Aid component. This has important implications for what students see about your institution, and also for the College Affordability and Transparency Center's lists. **Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not in the prior year revision system.**

Remember, it is the responsibility of the keyholder to submit accurate data about the institution. Please contact the IPEDS Help Desk for clarifications to make sure that you are reporting correctly.

#### Changes to This Year's IC Component

There were no changes implemented for the 2015-16 data collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- Question 2 should only be marked 'YES' if your institution is **EXCLUSIVELY** distance education. Do not mark 'YES' if your courses/programs are also available in person.
- Do not try to outsmart fatal errors; this is falsifying data. Contact the Help Desk to override, or fix, the data.
- Make sure you understand ALL definitions before responding to questions. For example, make sure that you are reporting for an 'ACADEMIC YEAR' or 'PROGRAM' as defined by IPEDS.

&nbsp;

To download the survey materials for this component: [Survey Materials](#)

To access your prior year data submission for this component: [Reported Data](#)

Part A - Mission Statement and Distance Education

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. Are all the programs at your institution offered exclusively via distance education?


No

Yes

Part B - Services and Programs for Servicemembers and Veterans

**1. Which of the following are available to veterans, military servicemembers, or their families?**

- Yellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above

 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 - 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]**

- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (for the elementary, middle school/junior high, or secondary level)  
Do **not** include certifications to teach at 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 - Distance Opportunities

**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)

**7. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or programs).**

- Undergraduate
- Graduate
- The institution does not offer distance education opportunities

**You may use the space below to provide context for the alternative tuition plans 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 undergraduate students enrolled during fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent 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).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer **No** so that this does not cause conflicts with the Student Financial Aid survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.

- No
- Yes, and we do not make **ANY** (even one) exceptions to this rule

**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 2015-16

**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
<u>Application fee</u>	<input type="text"/>	

5. Charges to full-time students for the full academic year 2015-16

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						
<u>Average tuition</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
<u>Required fees</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

6. Per credit hour charge for part-time students

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

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
<u>Per credit hour charge</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	



Part D - Student Charges - Price of Attendance

**11. Cost 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. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information. *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 correctly.*

**?** If the **2015-16 tuition and/or fees as reported on this page** for full-time, first-time students are covered by a tuition guarantee program, check the applicable box(es) under 'Tuition Guarantee'. Additionally, please indicate the maximum % increase that is guaranteed. *These numbers are expected to be fairly small. Please contact the Help Desk if you are confused about these values and how to report them.*

Charges for full academic year	2012-13	2013-14	2014-15	2015-16	Tuition Guarantee (check only if applicable to entering students in 2015-16)	Guaranteed increase %
<b>Published tuition and required fees:</b>						
In-district Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
In-state Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
Out-of-state Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
Books and supplies				<input type="text"/>		
<b>On-campus:</b>						
Room and board				<input type="text"/>		
Other expenses				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (not with family):</b>						
Room and board				<input type="text"/>		
Other expenses				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (with family):</b>						
Other expenses				<input type="text"/>		

**+** 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**

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### **[Purpose of Institutional Characteristics Survey](#)**

### **[Changes in Reporting](#)**

### **[General Instructions](#)**

### **[Context Boxes](#)**

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### **[Where the Data Will Appear](#)**

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### **[Part A - Mission Statement and Distance Education](#)**

### **[Part B - Services and Programs for Servicemembers and Veterans](#)**

### **[Part C - Student Services](#)**

### **[Part D - Student Charges](#)**

### **[Part E - Athletic Association](#)**

### **[Part F - Branch Campus](#)**

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## **Purpose of Survey**

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional information including mission, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost numbers are also used in the SFA survey during the Winter collection to calculate net price of attendance.

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## **Changes in reporting**

There were no changes implemented for the 2015-16 data collection period.

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## **General instructions**

### **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 with Reporting

### IPEDS Help Desk

Phone: 1-877-225-2568

Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

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

### IPEDS Resource Page

The [IPEDS Resource Page](#) (located on the IPEDS homepage) contains frequently asked questions, a link to the IPEDS Glossary, data tip sheets, an archive of survey instruments, information on the race/ethnicity categories, and other valuable information.

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## Where the Reported 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](#)
- [College Affordability and Transparency Center Website](#)

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 Distance Education

#### ***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 2,000 characters. The mission statement will be available to the public on College Navigator.

#### ***Distance Education***

A program for which all the required coursework for program completion is able to be completed via distance education courses.

A distance education course is a course in which the instructional content is delivered exclusively via distance education.

Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

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### Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

#### **Services and Programs for Military Servicemembers and Veterans**

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

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### 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. Use 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.

### ***Distance education offerings***

Indicate whether you offer distance education opportunities at the undergraduate level and/or graduate level. If you offer distance education at both levels, please check both boxes. If you do not offer distance education opportunities, please select the last option.

Requirements for coming to campus for orientation, testing, or academic support services does not exclude a course from being classified as distance education.

### ***Disabilities***

Please indicate the percentage of all undergraduate students enrolled in the time period indicated on screen 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.

Please use the context box on the page to provide information, such as the webpage for your disabilities services website.

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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.**

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

### **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 cost 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 cost 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 charged to full-time graduate students for the full academic year. 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.

### ***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 (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers **board** but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

### ***Academic year reporters cost of attendance for full-time, first-time undergraduate students***



If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

Institutions with standard academic terms (semesters, quarters, trimesters, or 4-1-4 or hybrid institutions) should provide cost 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, including the College Affordability and Transparency Center, as mandated in accordance with Sec. 111 of the Higher Education Opportunity Act of 2008 (HEOA).

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 cost (price) of attendance***

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***

Errors can be corrected in the Student Financial Aid component in the Winter.

This question requires working with your student financial aid office.

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). 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 and in weeks (as completed by a student attending full-time).
- Provide the total length of the academic year, as used to calculate your Pell budget, in contact or credit hours and in weeks.
- Enter an application fee (if applicable).
- Provide amounts for tuition and fees, books and supplies, room and board, and other expenses **FOR THE TIME PERIOD INDICATED** (either for the length of the program, or for 4 weeks). These are the amounts used by your financial aid office for determining eligibility for student financial assistance.

**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.

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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.

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## **Part F - Campus information**

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

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Term	Definition
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 <u>calendar system</u> .
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 <u>tuition</u> or <u>required fees</u> , nor is it refundable if the student is not admitted to the institution.
Board charges	Charges assessed students for an <u>academic year</u> for meals.
Board plan	The method for providing meals to students during an <u>academic year</u> . 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 <u>academic year</u> (or <u>program</u> ). 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 <u>program</u> 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 <u>program</u> 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 <u>instruction</u> given to students. Also referred to as <u>contact hour</u> .
Comprehensive fee	A single fixed amount of money charged by an institution that covers <u>tuition</u> , <u>required fees</u> , <u>room</u> , and <u>board</u> . For some institutions, this amount may also cover <u>books and supplies</u> .
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
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). <u>Credit</u> may also be awarded through a credit by examination program.
Credit for Military Training	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.
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 <u>credit</u> hours needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , 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 <u>postsecondary education programs</u> .
Degree/certificate-seeking students	Students enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: <ul style="list-style-type: none"> <li>- received any type of federal financial aid, regardless of what courses they took at any time;</li> <li>- received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program; or</li> <li>- obtained a student visa to study at a U.S. postsecondary institution</li> </ul> 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 education	Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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 <u>Advanced Placement</u> (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college <u>credits</u> .
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 <u>undergraduate</u> level. This includes students enrolled in <u>academic</u> or <u>occupational programs</u> . It also includes students enrolled in the <u>fall term</u> who attended college for the first time in the prior summer term, and students who entered with advanced standing (college <u>credits</u> earned before graduation from high school).

Full-time student	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
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 <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in <u>graduate programs</u> .
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 <u>tuition</u> charges if offered by the institution.
In-district tuition	The <u>tuition</u> charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than <u>in-state tuition</u> 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 <u>tuition</u> 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.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of Employees by Assigned Position, Fall Staff, and Salaries; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
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.
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.
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.
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 <u>tuition</u> 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 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> 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.
Post 9/11 GI Bill	A federal education benefit program for veterans, who served on active duty after September 10, 2001. This Department of Veteran Affairs benefit provides up to 36 months of education benefits at an approved institution for the following college costs: tuition and fees, books and supplies and housing. The tuition and fees payment, which is the cost for an in-state student attending a public institution, is made directly to the postsecondary institution whereas payments for books and supplies and housing are sent directly to the student.
Postsecondary education institution	An institution which has as its sole purpose or one of its primary missions, the provision of <u>postsecondary education</u> .
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 <u>tuition</u> 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 <u>academic year</u> for rooming accommodations for a typical student sharing a room with one other student.
Servicemembers Opportunity Colleges	A membership group of over 1,700 institutions that functions to expand and improve voluntary postsecondary opportunities for servicemembers worldwide. It is funded by the Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).
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.
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus <u>abroad</u> 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.
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per <u>credit</u> .
Tuition and fees (published charges)	The amount of <u>tuition</u> and <u>required fees</u> 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 <u>credit hour</u> 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 <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.
Weekend/evening college	A <u>program</u> that allows students to take a complete course of study and attend classes only on weekends or only in the evenings.
Yellow Ribbon Program	A voluntary program through which participating public and private institutions can provide veterans and eligible beneficiaries additional institutional aid to cover the costs of tuition and fees at their institutions. The Yellow Ribbon Program is a supplementary program to the Post 9/11 GI Bill coverage of in-state tuition and fees. The Department of Veterans Affairs matches the institutional aid provided beyond the in-state tuition and fees, but to certain limit each year.



## Institutional Characteristics

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) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)

### 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 IC data are included on the College Navigator website?](#)

### 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, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost 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) 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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##### 4) 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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#### 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. If your institution offers unlimited number of meals enter 99.

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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 average amounts charged to **all** full-time undergraduate students; the tuition and fees in question 11 represent the average 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 student budgets.

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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 student budgets. 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 student budget.

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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 makes ANY exceptions to this policy).

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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.

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#### 5) What IC 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, 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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## Institutional Characteristics for Academic institutions

### Edit specifications for the 2015-16 IPEDS Web-Based Data Collection

#### Institutional Characteristics (IC) Component

##### Applicable to academic institutions

NOTE: The specifications below apply to all above noted institutions and related administrative offices; however, some sections and parts may not be applicable to your particular institution. Therefore, 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.*

#### Part A: Mission Statement and Distance Education

#### Part B: Services and Programs for Servicemembers and Veterans

#### Part C: Student Services/Disability Services

#### Part D: Student Charges

Price of Attendance

#### Part E: Athletic Association

#### Part F: Campus Price of Attendance

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### Part A: Mission Statement and Distance Education

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

#### Mission Statement

To begin this survey, you must provide either the institution's mission statement or a web address (URL) where the mission statement can be found. Typed mission statements are limited to 2,000 characters or less and will be available to the public on the College Navigator website.

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

- You must provide either a mission statement URL or a typed mission statement.
- You may not enter both a mission statement URL and a typed mission statement.

#### Distance Education

Next, you must indicate whether all the programs at your institution are offered exclusively via distance education. Choose one of the following options:

- **No**
- **Yes**



## Part B: Services and Programs for Servicemembers and Veterans

On this screen, you must indicate which of the following are available to veterans, military servicemembers, or their families:

- Yellow Ribbon Program (officially known as the Post 9/11-GI Bill Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above (If this option is selected, then no other options can be chosen in response to this question.)

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## Part C: Student Services and Disability Services

### Special Learning Opportunities

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- What types of special learning opportunities are offered by your institution? Check all that apply.
  - ROTC (If this option is selected, check all that apply.)
    - Army
    - Navy
    - Air Force
  - Study abroad
  - Weekend/evening college
  - Teacher certification for the elementary, middle school/junior high, or secondary level (If this option is selected, check all that apply.)
    - 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 (If this option is selected, then no other options can be chosen in response to this question.)
- **Applicable to 4-year institutions**  
If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?
  - You may select a number **One** through **Eight** from the drop-down menu provided; or skip this item if it does not apply to your institution.

### Student Services

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution? Choose one of the following options:
  - Have our own library
  - Do not have our own library but contribute financial support to a shared library
  - Neither of the above
- Indicate whether or not any of the following alternative tuition plans are offered by your institution.
  - **No**
  - **Yes** (If this option is selected, check all that apply.)
    - Tuition guarantee
    - Prepaid tuition plan
    - Tuition payment plan
    - Other (If this option is selected, then you must specify the tuition plan in the context box provided.)
- Indicate at what level(s) your institution offers distance education opportunities (courses and/or programs). Check all that apply.
  - Undergraduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - Graduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - The institution does not offer distance education opportunities (If you indicated in *Part A* that all of the programs at the institution are offered via distance education, then selecting this option will cause a *fatal* error.)

## Disability Service

Indicate the percentage of all undergraduate students enrolled in Fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office). Choose one of the following options:

- 3 percent or less
- More than 3 percent (If this option is selected, then you must specify the percentage in the box provided.)

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

- If the **3 percent or less** option is selected, then you may not specify a percentage.
- If the **More than 3 percent** option is selected, then the specified percentage must be between 4% and 50%, otherwise a *fatal* error will occur.

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## Part D: Student Charges

### Charges Questions

An answer must be provided for each applicable screening question. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part D**. The number of questions displayed will depend on the institution type, as noted below.

- **Applicable to institutions with full-time, first time students**  
Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options.

- **No** (If this option is selected, then you will be required to report off-campus room and board charges on the **Price of Attendance** screen.)
- **Yes** (If this option is selected, then you will not be required to report off-campus room and board charges on the **Price of Attendance** screen.)

**Note:** If your institution makes any exceptions to this rule, and has even one first-time, full-time student living off-campus, please answer **No** so that the data entered in this survey does not conflict with the Student Financial Aid survey.

- Does your institution charge different tuition for in-district, in-state, and out-of-state students? Choose one of the following options:
  - **No** (If this option is selected, then you will be asked to report only one tuition rate throughout **Part D**.)
  - **Yes** (If this option is selected, then you will be required to report charges for each of the above listed tuition rates throughout **Part D**.)
- Does your institution offer institutionally-controlled housing (either on-campus or off-campus)? Choose one of the following options:
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the **Price of Attendance** screen; or a room charge or combined room and board charge in **Part D**.)
  - **Yes** (If this option is selected, then you must specify a housing capacity for academic year 2015-16.)
- Does your institution offer board or meal plans to students? Choose one of the following options:
  - **No** (If this option is selected, then you will not be required to report a board charge or combined room and board charge in **Part D**.)
  - **Yes - Enter the number of meals per week** included in the maximum meal plan available (If this option is selected, then you must specify the number of meals in the box provided.)
  - **Yes - Number of meals per week can vary** (e.g., students charge meals against a meal card)

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- Your response to whether all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing must be the same as reported in the prior year IC survey.
- If you indicated in Part A that all programs at your institution are offered exclusively via distance education, then you are not expected to answer **Yes** to offering institutionally-controlled housing.
- If you indicate that your institution offers institutionally-controlled housing, then the specified **housing capacity** must be between 1 and 20,000.
- If "Yes - Enter the number of meals per week" is selected, then the specified **number of meals per week** reported must be between 1 and 99. If meal plans are unlimited, then enter 99.

## Undergraduate Student Charges

**Applicable to institutions with full-time and/or part-time undergraduate enrollment**

### Application Fee

On this screen, you must report the amount your institution charges for undergraduate application fees. The prior year amount is displayed for your reference.

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

- The application fee reported is expected to be less than or equal to \$150.
- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

## Full-Time Undergraduate Students

**Applicable to institutions with full-time undergraduate enrollment**

Next, report any full-time undergraduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of full-time undergraduate students. Prior year amounts are displayed for your reference.

If your institution enrolls full-time undergraduate students (as reported in the IC Header survey), then you must provide the **Average tuition** and **Required fees** charged to full-time, degree/certificate-seeking undergraduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, values must be reported for both **Average tuition** and **Required fees**.
- For each applicable tuition rate, the sum of the values entered for **Average tuition** plus **Required fees** must be greater than 0.
- For each applicable tuition rate, the **Average tuition** reported is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Average tuition** rate must be greater than or equal to the **In-district Average tuition** rate.
- If tuition rates vary for your institution, then the **Out-of-state Average tuition** rate must be greater than or equal to the **In-state Average tuition** rate.
- For each applicable tuition rate, the **Required fees** reported are expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Required fees** reported must be greater than or equal to the **In-district Required fees** reported.
- If tuition rates vary for your institution, then the **Out-of-state Required fees** reported must be greater than or equal to the **In-state Required fees** reported.

## Part-Time Undergraduate Students

### Applicable to institutions with part-time undergraduate enrollment

Next, report any part-time undergraduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all part-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of part-time undergraduate students. Prior year amounts are provided for your reference.

If your institution enrolls part-time undergraduate students (as reported in the IC Header survey), then you must provide the **Per credit hour charge** to part-time, degree/certificate-seeking undergraduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, the **Per credit hour charge** reported must be greater than 0.
- For each applicable tuition rate, the current year **Per credit hour charge** is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Per credit hour charge** must be greater than or equal to the **In-district Per credit hour charge**.
- If tuition rates vary for your institution, then the **Out-of-state Per credit hour charge** must be greater than or equal to the **In-state Per credit hour charge**.

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## Graduate Student Charges

### Applicable to institutions with full-time and/or part-time graduate enrollment

## Application Fee

On this screen, start by reporting the amount your institution charges for graduate application fees. The prior year amount is displayed for your reference.

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

- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is expected in the current year.
- The application fee reported is expected to be less than or equal to \$150.
- The application fee reported is expected to be within a 50% range of the **Prior year** amount.

### **Full-time Graduate Students**

#### **Applicable to institutions with full-time graduate enrollment**

Next, report any full-time graduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time graduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of full-time graduate students. Prior year amounts are displayed for your reference.

If your institution enrolls full-time graduate students (as reported in the IC Header survey), then you must provide both the **Average Tuition** and **Required fees** charged to full-time graduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, values must be reported for both **Average tuition** and **Required fees**.
- For each applicable tuition rate, the sum of the values entered for **Average tuition** plus **Required fees** must be greater than 0.
- For each applicable tuition rate, the **Average tuition** reported is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Average tuition** rate must be greater than or equal to the **In-district Average tuition** rate.
- If tuition rates vary for your institution, then the **Out-of-state Average tuition** rate must be greater than or equal to the **In-state Average tuition** rate.
- For each applicable tuition rate, the **Required fees** reported are expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Required fees** reported must be greater than or equal to the **In-district Required fees** reported.
- If tuition rates vary for your institution, then the **Out-of-state Required fees** reported must be greater than or equal to the **In-state Required fees** reported.

### **Part-time Graduate Students**

#### **Applicable to institutions with part-time graduate enrollment**

Next, report any part-time graduate student charges by all applicable tuition rates. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all part-time graduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Be sure that any charges reported represent an average tuition that includes all levels of part-time graduate students. Prior year amounts are displayed for your reference.

If your institution enrolls part-time graduate students (as reported in the IC Header survey), then you must provide the **Per credit hour charge** to part-time graduate students for the full academic year 2015-16.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For each applicable tuition rate, the **Per credit hour charge** reported must be greater than 0.

- For each applicable tuition rate, the current year **Per credit hour charge** is expected to be within a 20% range of the corresponding **Prior year** amount.
- If tuition rates vary for your institution, then the **In-state Per credit hour charge** must be greater than or equal to the **In-district Per credit hour charge**.
- If tuition rates vary for your institution, then the **Out-of-state Per credit hour charge** must be greater than or equal to the **In-state Per credit hour charge**.

## **Doctor's Professional Practice Tuition**

**Applicable to institutions that indicated in the IC Header survey that they offer the "Doctor's Degree – Professional Practice" award level**

Next, report any Doctor's - Professional Practice student charges by all applicable tuition rates. The tuition rates shown may vary to include In-state and Out-of-state; or there may only be one tuition rate for all full-time Doctor's - Professional Practice students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for all applicable tuition rates. Room and board charges should NOT be included in the reported amount.

On this screen, you must provide the typical **Tuition amount** and **Required fees** charged to full-time students that are enrolled in any of the following programs at your institution for the full academic year 2015-16:

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm.D.)
- Podiatry (Pod.D., D.P., or D.P.M.)
- Veterinary Medicine (D.V.M.)
- Law (J.D.)

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

- The **Tuition amount** must be greater than 0 for at least one program.

The system will perform the following edits on the data entered for each program:

- If tuition rates vary for your institution, then you must enter both an **In-state** and **Out-of-state Tuition amount**, or leave both fields blank.
- If tuition rates vary for your institution, then the **Out-of-state Tuition amount** must be greater than or equal to the **In-state Tuition amount**.
- If tuition rates vary for your institution, then you must enter both **In-state** and **Out-of-state Required fees**, or leave both fields blank.
- If tuition rates vary for your institution, then the **Out-of-state Required fees** must be greater than or equal to the **In-state Required fees**.

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## **Room and/or Board**

**Applicable to institutions that answered "Yes" to the institutionally-controlled housing and/or the meal plan question on the Charges Questions screen**

A screen is provided for reporting the typical room and/or board charges a student can expect to pay at your institution for the full academic year 2015-16. Dollar amounts must be provided for the following options, as applicable to your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

### **Room and Board**

Applicable to institutions that answered "Yes" to the housing question and "Yes" to the meal plan question

- Room charge (double occupancy)
- Board charge (Maximum plan)
- Combined room and board charge

### **Room**

Applicable to institutions that answered "Yes" to the housing question and "No" to the meal plan question

- Room charge (double occupancy)

### **Board**

Applicable to institutions that answered "No" to the housing question and "Yes" to the meal plan question

- Board charge (Maximum plan)

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

- You must either report the **Room charge** and **Board charge** separately OR report a **Combined room and board charge**. Charges may not be reported using both methods.
- If your institution reports a **Combined room and board charge**, then that amount must be greater than \$1000.
- If the **Room charge** and **Board charge** are reported separately, then the **Room charge** is expected to be greater than \$500.
- If the **Room charge** and **Board charge** are reported separately, then the **Board charge** is expected to be greater than \$500.
- The current year total amount entered for Room and Board (combined or reported separately) is expected to be within a 20% range of the **Prior year** total.

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## **Price of Attendance**

Applicable to institutions with full-time, first-time undergraduate enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students for the four most recent academic years. All of the following screens must be completed.

For existing institutions, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions must report data for all four academic years, as applicable.

## **Cost of Attendance**



For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition** and **Required fees** charges for all applicable tuition rates and academic years. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**. Totals will be calculated for each academic year and living arrangement, where applicable.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Tuition** is expected to be within a 20% range of the prior year value.
- The **Tuition** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Tuition** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Required fees**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Required fees** is expected to be within a 40% range of the prior year value.
- The **Required fees** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Required fees** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For each academic year, the calculated **Tuition + fees total** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the current year **Tuition + fees total** is expected to be within a 20% range of the prior year amount.
- If tuition rates vary for your institution, then the **In-state Tuition** for each year must be greater than or equal to the corresponding **In-district** value.
- If tuition rates vary for your institution, then the **Out-of-state Tuition** for each year must be greater than or equal to the corresponding **In-state** value.
- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

Next, use the checkboxes provided to indicate whether the **Tuition** and/or **Required fees** for entering students at your institution in 2014-15 are covered by a **Tuition Guarantee** plan. Checkboxes are provided for each applicable tuition rate. If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, you will also be expected to enter the **Guaranteed increase %**.

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

- If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, then you must also enter a **Guaranteed increase %**; and vice versa.
- The **Guaranteed increase %** reported must be less than or equal to 100%.
- If the Tuition guarantee box is checked on the **Student Services** screen in **Part C** of this survey, then you are expected to report a **Tuition Guarantee** for each applicable tuition rate on this screen; and vice versa.

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must enter the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire academic year.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Books and supplies** is expected to be within a 25% range of the prior year value.

### **Room and board and Other expenses**

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On campus**, **Off campus (not with family)**, and **Off campus (with family)**. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.



Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable.

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

- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Room and board**.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be greater than \$2000. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Other expenses**.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than or equal to \$400. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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## Part E: Athletic Association

### Applicable to 2-year and 4-year institutions

On this screen, you must provide information related to your institution's national athletic association membership. An answer must be provided for all questions.

**Note:** For existing institutions, this information is preloaded by the system.

For Question E1, you must first select **Yes** or **No** to indicate if your institution is a member of a national athletic association. Choose one of the following options:

- **Yes** (If this option is selected, check all that apply.)
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other
- **No**

For Question E2, you must indicate whether your institution is an **NCAA or NAIA member** for each of the following sports:

- Football
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Basketball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Baseball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Cross country and/or track
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No

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

- If you indicated in Question E1 that your institution is a member of the NCAA and/or NAIA national athletic associations, then you must select **Yes** and specify a conference for at least one sport in Question E2.
- If you indicated in Question E1 that your institution is NOT a member of the NCAA or the NAIA national athletic associations, then you are expected to select **No** for all sports in Question E2.

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## Part F: Campus Price of Attendance

### Applicable to institutions with perfect children in IC

The following screens must be completed for each branch campus at your institution that enrolls full-time, first-time degree/certificate students, according to the response given in Part D of the IC Header survey. Branch campuses that do not enroll full-time, first-time degree/certificate students are not required to complete this section.

### Branch Campus Pricing Questions

An answer must be provided for each of the following screening questions. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part F**.

- Does the branch campus offer institutionally-controlled housing (either on-campus or off-campus) or meal plans to your students? Choose one of the following options:
  - **Yes** (If this option is selected, then you will be asked to report on-campus room and board charges on the next screen.)
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the next screen.)
- Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options:
  - Yes (If this option is selected, then you will not be asked to report off-campus room and board charges on the next screen.)
  - No (If this option is selected, then you will be asked to report off-campus room and board charges on the next screen.)

**Note:** If your institution makes any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer No so that this does not conflict with the Student Financial Aid survey.

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

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- The application fee reported is expected to be less than or equal to \$100.
- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

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## Price of Attendance

## Applicable to branch campuses with full-time, first-time enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students for the four most recent academic years. All of the following screens must be completed.

For existing institutions, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions must report data for all four academic years, as applicable.

### Cost of Attendance

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition** and **Required fees** charges for all applicable tuition rates and academic years. The tuition rates shown may vary to include In-district, In-state, and Out-of-state; or there may only be one tuition rate for all full-time undergraduate students at your institution. The options available to your institution depend on the responses given to the **Pricing Questions** at the beginning of **Part F**. Totals will be calculated for each academic year and living arrangement, where applicable.

The system will perform the following edits on the data entered for each applicable tuition rate:

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Tuition** is expected to be within a 20% range of the prior year value.
- The **Tuition** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Tuition** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Required fees**. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Required fees** is expected to be within a 40% range of the prior year value.
- The **Required fees** amount reported for **2015-16** is expected to be within a 10% range of the corresponding **Required fees** amount entered on the **Undergraduate Student Charges** screen of this survey.
- For each academic year, the calculated **Tuition + fees total** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the current year **Tuition + fees total** is expected to be within a 20% range of the prior year amount.
- If tuition rates vary for your institution, then the **In-state Tuition** for each year must be greater than or equal to the corresponding **In-district** value.
- If tuition rates vary for your institution, then the **Out-of-state Tuition** for each year must be greater than or equal to the corresponding **In-state** value.
- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

Next, use the checkboxes provided to indicate whether the **Tuition** and/or **Required fees** for entering students at your institution in 2014-15 are covered by a **Tuition Guarantee** plan. Checkboxes are provided for each applicable tuition rate. If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, you will also be expected to enter the **Guaranteed increase %**.

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

- If you check the box to indicate that your institution offers a **Tuition Guarantee** plan, then you must also enter a **Guaranteed increase %**; and vice versa.
- The **Guaranteed increase %** reported must be less than or equal to 100%.
- If the Tuition guarantee box is checked on the **Student Services** screen in **Part C** of this survey, then you are expected to report a **Tuition Guarantee** for each applicable tuition rate on this screen; and vice versa.

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must enter the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire academic year.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100.
- For academic years **2013-14**, **2014-15** and **2015-16**, the reported value for **Books and supplies** is expected to be within a 25% range of the prior year value.

## Room and board and Other expenses

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On campus**, **Off campus (not with family)**, and **Off campus (with family)**. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Room and board**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Other expenses**. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than or equal to \$400. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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U.S. Department of Education



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## Institutional Characteristics for less-than-2-year program tuition reporters

### Overview

#### Institutional Characteristics Overview

Welcome to the Institutional Characteristics (IC) component. This component collects important information about your institution's mission, student services, and student charges.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data has been finally reviewed. Thus, errors may stay on College Navigator for a full year.

Additionally, the cost of attendance data are used to calculate the net price of attendance in the Student Financial Aid component. This has important implications for what students see about your institution, and also for the College Affordability and Transparency Center's lists. **Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not in the prior year revision system.**

Remember, it is the responsibility of the keyholder to submit accurate data about the institution. Please contact the IPEDS Help Desk for clarifications to make sure that you are reporting correctly.

#### Changes to This Year's IC Component

There were no changes implemented for the 2015-16 data collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- Question 2 should only be marked 'YES' if your institution is **EXCLUSIVELY** distance education. Do not mark 'YES' if your courses/programs are also available in person.
- Do not try to outsmart fatal errors; this is falsifying data. Contact the Help Desk to override, or fix, the data.
- Make sure you understand ALL definitions before responding to questions. For example, make sure that you are reporting for an 'ACADEMIC YEAR' or 'PROGRAM' as defined by IPEDS.

&nbsp;

To download the survey materials for this component: [Survey Materials](#)

To access your prior year data submission for this component: [Reported Data](#)

Part A - Mission Statement and Distance Education

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. Are all the programs at your institution offered exclusively via distance education?


No

Yes

Part B - Services and Programs for Servicemembers and Veterans

**1. Which of the following are available to veterans, military servicemembers, or their families?**

- Yellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above

 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 - 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]**

- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (for the elementary, middle school/junior high, or secondary level)  
Do **not** include certifications to teach at 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 - Distance Opportunities

**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)

**7. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or programs).**

- Undergraduate
- Graduate
- The institution does not offer distance education opportunities

**You may use the space below to provide context for the alternative tuition plans 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 undergraduate students enrolled during fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent 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 (D7).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer **No** so that this does not cause conflicts with the Student Financial Aid survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.

- No
- Yes, and we do not make **ANY** (even one) exceptions to this rule

**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 2015-16
- 

**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 - Student Charges - Number of programs

**5. How many programs are offered at your institution?**

*Be sure not to report single courses, report only full programs. If you do not know what a program is, review the definition in the glossary or call the Help Desk.*

Number of programs

Part D - Student Charges - Price of Attendance

**7. Cost of attendance for entering students**

Please enter ALL amounts requested below. These data will be made available to the public on College Navigator. 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 the correct numbers to use for this report.**

**Note:** The academic year length you report should be the same calculation used for required reporting for your Pell budget. This number will be used to calculate academic year costs for your institution and will impact your net price calculation. Please discuss this information with your student aid office to ensure accurate reporting.

**LARGEST PROGRAM:**

<b>CIP Code</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>
<b>Enter new largest program</b>	<i>If your largest program has changed from the one listed above, or if no program appears above, click the 'enter new largest program' link, choose a program and enter data for all three years. Note: if your institution participates in Title IV programs, you must complete all cells.</i>
How is your program measured?	<input type="radio"/> <u>Contact Hours</u> <input type="radio"/> <u>Credit Hours</u>
Total length of <u>PROGRAM</u> in <b>contact or credit hours</b>	<input type="text"/>
Total length of <u>PROGRAM</u> in <b>WEEKS, as completed by a student attending full-time</b>	<input type="text"/>
<b>Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in contact or credit hours</b>	<input type="text"/>
<b>Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in WEEKS</b>	<input type="text"/>

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

	<b>Amount</b>	<b>Prior year</b>
<b>Application fee</b>	<input type="text"/>	

The following numbers need to be reported for the **entire length of the program**. For example, if your program is 18 months long, report 18 months worth of tuition, fees, books and supplies.

If your institution charges differently based on residence, please use in-state charges. The correct numbers should be available from your financial aid office.

Published student charges <b>for the entire program</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>Tuition and required fees for the entire program</b>				<input type="text"/>
<b>Books and supplies for the entire program</b>				<input type="text"/>

The following numbers need to be reported for **4 weeks (1 month)**.

The correct numbers should be available from your financial aid office. Off-campus numbers should be based on costs for your area, not on national averages.

**On-campus:**

<b>Room and board for 4 weeks (1 month)</b>				<input type="text"/>
<b>Other expenses for 4 weeks (1 month)</b>				<input type="text"/>
<b>Room and board and other expenses for 4 weeks (1 month)</b>				

**Off-campus (not with family):**

<b>Room and board for 4 weeks (1 month)</b>				<input type="text"/>
<b>Other expenses for 4 weeks (1 month)</b>				<input type="text"/>
<b>Room and board and other expenses for 4 weeks (1 month)</b>				

**? Off-campus (with family):**

Other expenses for 4 weeks  
(1 month)

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**+ 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.**

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Part D - Student Charges - Price of Attendance - Calculated values

**7. Cost of attendance - Calculated values**

Please review the numbers below for accuracy. If something looks incorrect, please go to the previous page and make sure all of the numbers reported on that page are correct. If you still do not think the numbers are correct, please contact the IPEDS Help Desk at 877-225-2568.

CIP CODE OF LARGEST PROGRAM				
TITLE OF LARGEST PROGRAM				
<b>Published student charges for the entire program</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				
<b>Published student charges for an academic year</b>				
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				

Part D - Student Charges - Program Data

8. Please list your second through sixth largest programs and provide the requested information for each program. To enter a CIP code and program title, click on the select button, and then click on the program from the list provided. Choosing clear will remove the CIP code and title. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Also report the length of the entire program in terms of contact or credit hours and provide the number of months it takes a full-time student to complete the entire program.

**Note:** The largest programs are the programs with the most students, **not** the programs with the longest lengths. Please make sure to report all costs for each program. As with the largest program, costs are for the **entire length of the program**. If your institution charges differently based on residence, please use in-state charges.

Do not skip lines when reporting programs. Your 2nd largest program should be listed as 2nd, your 3rd as 3rd, etc.

	CIP Code	Tuition and required fees	Cost of books and supplies	Total length of program	Program Measurement		# of months to complete
					Contact hours	Credit hours	
1st					<input checked="" type="radio"/> Contact hours	<input type="radio"/> Credit hours	
	Title						
2nd	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
3rd	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
4th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
5th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						
6th	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title						

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





## **Institutional Characteristics**

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### **[Purpose of Institutional Characteristics Survey](#)**

### **[Changes in Reporting](#)**

### **[General Instructions](#)**

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### **[Part A - Mission Statement and Distance Education](#)**

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### **[Part E - Athletic Association](#)**

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## **Purpose of Survey**

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional information including mission, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost numbers are also used in the SFA survey during the Winter collection to calculate net price of attendance.

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## **Changes in reporting**

There were no changes implemented for the 2015-16 data collection period.

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## **General instructions**

### **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 with Reporting

### IPEDS Help Desk

Phone: 1-877-225-2568

Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

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

### IPEDS Resource Page

The [IPEDS Resource Page](#) (located on the IPEDS homepage) contains frequently asked questions, a link to the IPEDS Glossary, data tip sheets, an archive of survey instruments, information on the race/ethnicity categories, and other valuable information.

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## Where the Reported 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](#)
- [College Affordability and Transparency Center Website](#)

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 Distance Education

#### ***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 2,000 characters. The mission statement will be available to the public on College Navigator.

#### ***Distance Education***

A program for which all the required coursework for program completion is able to be completed via distance education courses.

A distance education course is a course in which the instructional content is delivered exclusively via distance education.

Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.

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### Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

#### **Services and Programs for Military Servicemembers and Veterans**

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

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### 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. Use 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.

### ***Distance education offerings***

Indicate whether you offer distance education opportunities at the undergraduate level and/or graduate level. If you offer distance education at both levels, please check both boxes. If you do not offer distance education opportunities, please select the last option.

Requirements for coming to campus for orientation, testing, or academic support services does not exclude a course from being classified as distance education.

### ***Disabilities***

Please indicate the percentage of all undergraduate students enrolled in the time period indicated on screen 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.

Please use the context box on the page to provide information, such as the webpage for your disabilities services website.

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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.**

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

### **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 cost 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 cost 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 charged to full-time graduate students for the full academic year. 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.

### ***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 (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers **board** but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

### ***Academic year reporters cost of attendance for full-time, first-time undergraduate students***

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

Institutions with standard academic terms (semesters, quarters, trimesters, or 4-1-4 or hybrid institutions) should provide cost 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, including the College Affordability and Transparency Center, as mandated in accordance with Sec. 111 of the Higher Education Opportunity Act of 2008 (HEOA).

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 cost (price) of attendance***

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***

Errors can be corrected in the Student Financial Aid component in the Winter.

This question requires working with your student financial aid office.

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). 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 and in weeks (as completed by a student attending full-time).
- Provide the total length of the academic year, as used to calculate your Pell budget, in contact or credit hours and in weeks.
- Enter an application fee (if applicable).
- Provide amounts for tuition and fees, books and supplies, room and board, and other expenses **FOR THE TIME PERIOD INDICATED** (either for the length of the program, or for 4 weeks). These are the amounts used by your financial aid office for determining eligibility for student financial assistance.

**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.

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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.

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## **Part F - Campus information**

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

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Term	Definition
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 <u>calendar system</u> .
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 <u>tuition</u> or <u>required fees</u> , nor is it refundable if the student is not admitted to the institution.
Board charges	Charges assessed students for an <u>academic year</u> for meals.
Board plan	The method for providing meals to students during an <u>academic year</u> . 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 <u>academic year</u> (or <u>program</u> ). 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 <u>program</u> 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 <u>program</u> 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 <u>instruction</u> given to students. Also referred to as <u>contact hour</u> .
Comprehensive fee	A single fixed amount of money charged by an institution that covers <u>tuition</u> , <u>required fees</u> , <u>room</u> , and <u>board</u> . For some institutions, this amount may also cover <u>books and supplies</u> .
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
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). <u>Credit</u> may also be awarded through a credit by examination program.
Credit for Military Training	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.
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 <u>credit</u> hours needed for completing the requirements of a <u>degree</u> , <u>diploma</u> , <u>certificate</u> , 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 <u>postsecondary education programs</u> .
Degree/certificate-seeking students	Students enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: <ul style="list-style-type: none"> <li>- received any type of federal financial aid, regardless of what courses they took at any time;</li> <li>- received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program; or</li> <li>- obtained a student visa to study at a U.S. postsecondary institution</li> </ul> <p>High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.</p>
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 education	Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.
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 <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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 <u>Advanced Placement</u> (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college <u>credits</u> .
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 <u>undergraduate</u> level. This includes students enrolled in <u>academic</u> or <u>occupational programs</u> . It also includes students enrolled in the <u>fall term</u> who attended college for the first time in the prior summer term, and students who entered with advanced standing (college <u>credits</u> earned before graduation from high school).

Full-time student	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
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 <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
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 <u>tuition</u> charges if offered by the institution.
In-district tuition	The <u>tuition</u> charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than <u>in-state tuition</u> 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 <u>tuition</u> 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.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of Employees by Assigned Position, Fall Staff, and Salaries; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
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.
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.
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.
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 <u>tuition</u> 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 <u>semester</u> or <u>quarter credits</u> , or less than 24 <u>contact hours</u> 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.
Post 9/11 GI Bill	A federal education benefit program for veterans, who served on active duty after September 10, 2001. This Department of Veteran Affairs benefit provides up to 36 months of education benefits at an approved institution for the following college costs: tuition and fees, books and supplies and housing. The tuition and fees payment, which is the cost for an in-state student attending a public institution, is made directly to the postsecondary institution whereas payments for books and supplies and housing are sent directly to the student.
Postsecondary education institution	An institution which has as its sole purpose or one of its primary missions, the provision of <u>postsecondary education</u> .
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 <u>tuition</u> 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 <u>academic year</u> for rooming accommodations for a typical student sharing a room with one other student.
Servicemembers Opportunity Colleges	A membership group of over 1,700 institutions that functions to expand and improve voluntary postsecondary opportunities for servicemembers worldwide. It is funded by the Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).
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.
Study abroad	Arrangement by which a student completes part of the college program studying in another country. Can be at a campus <u>abroad</u> 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.
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per <u>credit</u> .
Tuition and fees (published charges)	The amount of <u>tuition</u> and <u>required fees</u> 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 <u>credit hour</u> 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 <u>bachelor's degree</u> program, an <u>associate's degree</u> program, or a vocational or technical <u>program</u> below the baccalaureate.
Weekend/evening college	A <u>program</u> that allows students to take a complete course of study and attend classes only on weekends or only in the evenings.
Yellow Ribbon Program	A voluntary program through which participating public and private institutions can provide veterans and eligible beneficiaries additional institutional aid to cover the costs of tuition and fees at their institutions. The Yellow Ribbon Program is a supplementary program to the Post 9/11 GI Bill coverage of in-state tuition and fees. The Department of Veterans Affairs matches the institutional aid provided beyond the in-state tuition and fees, but to certain limit each year.



## Institutional Characteristics

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) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)

### 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 IC data are included on the College Navigator website?](#)

### 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, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost 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 cost 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) 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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##### 4) 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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#### 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. If your institution offers unlimited number of meals enter 99.

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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 average amounts charged to **all** full-time undergraduate students; the tuition and fees in question 11 represent the average 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 student budgets.

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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 student budgets. 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 student budget.

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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 makes ANY exceptions to this policy).

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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.

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#### 5) What IC 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, 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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## **Institutional Characteristics for Program institutions**

### **Edit specifications for the 2015-16 IPEDS Web-Based Data Collection**

#### **Institutional Characteristics (IC) Component**

##### **Applicable to program institutions**

NOTE: The specifications below apply to all above noted institutions and related administrative offices; however, some sections and parts may not be applicable to your particular institution. Therefore, 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.*

#### **Part A: Mission Statement and Distance Education**

#### **Part B: Services and Programs for Servicemembers and Veterans (NEW)**

#### **Part C: Student Services/Disability Services**

#### **Part D: Student Charges**

#### **Price of Attendance**

#### **Part E: Athletic Association**

#### **Part F: Campus Price of Attendance**

### **Part A: Mission Statement and Distance Education**

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

#### **Mission Statement**

To begin this survey, you must provide either the institution's mission statement or a web address (URL) where the mission statement can be found. Typed mission statements are limited to 2,000 characters or less and will be available to the public on the College Navigator website.

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

- You must provide either a mission statement URL or a typed mission statement.
- You may not enter both a mission statement URL and a typed mission statement.

#### **Distance Education**

Next, you must indicate whether all the programs at your institution are offered exclusively via distance education. Choose one of the following options:

- **Yes**
- **No**

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### **Part B: Services and Programs for Servicemembers and Veterans (NEW)**

On this screen, you must indicate which of the following are available to veterans, military servicemembers, or their families:

- Yellow Ribbon Program (officially known as the Post-9/11 GI Bill, Yellow Ribbon Program)
- Credit for military training
- Dedicated point of contact for support services for veterans, military servicemembers, and their families
- Recognized student veteran organization
- Member of Servicemembers Opportunity Colleges
- None of the above (If this option is selected, then no other options can be chosen in response to this question.)

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### **Part C: Student Services and Disability Services**

#### **Special Learning Opportunities**

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- What types of special learning opportunities are offered by your institution? Check all that apply.
  - ROTC (If this option is selected, check all that apply.)
    - Army
    - Navy
    - Air Force
  - Study abroad
  - Weekend/evening college
  - Teacher certification for the elementary, middle school/junior high, or secondary level (If this option is selected, check all that apply.)
    - 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 (If this option is selected, then no other options can be chosen in response to this question.)
- **Applicable to 4-year institutions**  
 If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?
  - You may select a number **One** through **Eight** from the drop-down menu provided; or skip this item if it does not apply to your institution.

## Student Services

An answer must be provided for each of the following questions.

**Note:** For existing institutions, this information is preloaded by the system.

- 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 (If this option is selected, then no other options can be chosen in response to this question.)
- Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution? Choose one of the following options:
  - Have our own library
  - Do not have our own library but contribute financial support to a shared library
  - Neither of the above
- Indicate whether or not any of the following alternative tuition plans are offered by your institution.
  - **Yes** (If this option is selected, check all that apply.)
    - Tuition guarantee
    - Prepaid tuition plan
    - Tuition payment plan
    - Other (If this option is selected, then you must specify the tuition plan in the context box provided.)
  - **No**
- Indicate at what level(s) your institution offers distance education opportunities (courses and/or programs). Check all that apply.
  - Undergraduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - Graduate (If this option is selected, then you are not expected to select "The institution does not offer distance education opportunities.")
  - The institution does not offer distance education opportunities (If you indicated in *Part A* that all of the programs at the institution are offered via distance education, then selecting this option will cause a *fatal* error.)

## Disability Service

Indicate the percentage of all undergraduate students enrolled in Fall 2014 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office). Choose one of the following options:

- 3 percent or less
- More than 3 percent (If this option is selected, then you must specify the percentage in the box provided.)

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



- If the **3 percent or less** option is selected, then you may not specify a percentage.
- If the **More than 3 percent** option is selected, then the specified percentage must be between 4% and 50%, otherwise a *fatal* error will occur.

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## Part D: Student Charges

### Charges Questions

An answer must be provided for each applicable screening question. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part D**. The number of questions displayed will depend on the institution type, as noted below.

- **Applicable to institutions with full-time, first time students**  
Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options:
  - **Yes** (If this option is selected, then you will not be required to report off-campus room and board charges on the **Price of Attendance** screen.)
  - **No** (If this option is selected, then you will be required to report off-campus room and board charges on the **Price of Attendance** screen.)

**Note:** If your institution makes any exceptions to this rule, and has even one first-time, full-time student living off-campus, please answer **No** so that the data entered in this survey does not conflict with the Student Financial Aid survey.

- Does your institution offer institutionally-controlled housing (either on-campus or off-campus)? Choose one of the following options:
  - **Yes** (If this option is selected, then you must specify a housing capacity for academic year 2015-16.)
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the **Price of Attendance** screen; or a room charge or combined room and board charge in **Part D**.)
- Does your institution offer board or meal plans to students? Choose one of the following options:
  - **Yes - Enter the number of meals per week** included in the maximum meal plan available (If this option is selected, then you must specify the number of meals in the box provided.)
  - **Yes - Number of meals per week can vary** (e.g., students charge meals against a meal card)
  - **No** (If this option is selected, then you will not be required to report a board charge or combined room and board charge in **Part D**.)

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- Your response to whether all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing must be the same as reported in the prior year IC survey.
- If you indicated in Part A that all programs at your institution are offered exclusively via distance education, then you are not expected to answer Yes to offering institutionally-controlled housing.
- If you indicate that your institution offers institutionally-controlled housing, then the specified **housing capacity** must be between 1 and 20,000.
- If "Yes - Enter the number of meals per week" is selected, then the specified **number of meals per week** reported must be between 1 and 99. If meal plans are unlimited, then enter 99.

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### Programs

On this screen, specify 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. This number should only include full programs, not single courses.

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

- The number of programs reported must be greater than 0.

**Note:** If the reported number of programs offered is greater than 1, then an additional **Program Data** screen will be required.

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### Room and/or Board



### Applicable to institutions that answered "Yes" to the institutionally-controlled housing and/or the meal plan question on the *Charges Questions* screen

A screen is provided for reporting the typical room and/or board charges a student can expect to pay at your institution for the full academic year 2015-16. Dollar amounts must be provided for the following options, as applicable to your institution. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

#### **Room and Board**

Applicable to institutions that answered "Yes" to the housing question and "Yes" to the meal plan question

- Room charge (double occupancy)
- Board charge (Maximum plan)
- Combined room and board charge

#### **Room**

Applicable to institutions that answered "Yes" to the housing question and "No" to the meal plan question

- Room charge (double occupancy)

#### **Board**

Applicable to institutions that answered "No" to the housing question and "Yes" to the meal plan question

- Board charge (Maximum plan)

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

- You must either report the **Room charge** and **Board charge** separately OR report a **Combined room and board charge**. Charges may not be reported using both methods.
- If your institution reports a **Combined room and board charge**, then that amount must be greater than \$1000.
- If the **Room charge** and **Board charge** are reported separately, then the **Room charge** is expected to be greater than \$500.
- If the **Room charge** and **Board charge** are reported separately, then the **Board charge** is expected to be greater than \$500.
- The current year amount entered for Room and Board (combined or reported separately) is expected to be within a 20% range of the **Prior year** total.

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### Price of Attendance

#### Applicable to institutions with full-time, first-time enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students in the largest program at your institution. All of the following screens must be completed.

For existing institutions that have not changed their largest program, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions and existing institutions that changed their largest program must report data for all four academic years, as applicable.

#### **Largest Program**

First, you must provide information related to the largest program of study offered at your institution by providing the relevant CIP Code and entering the requested information for the specified program.

**Note:** For the purpose of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length.

You must provide the following information:

- CIP Code
- Program measurement method (Choose **Contact hours** or **Credit hours**)
- Total length of program in contact or credit hours
- Total length of program in weeks, as completed by a full-time student
- Total length of academic year in contact or credit hours
- Total length of academic year in WEEKS

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

- You must select a **CIP Code**.
- You must specify the **Program measurement** method.
- The **Total length of program in hours** must be greater than 0.
- If **Credit hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be between 21 and 130.

- If **Credit hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be between 12 and 40 times the **Total length of program in weeks**.
- If **Contact hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	<b>Expected contact hour range</b>
<b>Award Levels reported for your institution in the IC Header survey</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Between 200 and 1799</b>
	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Between 900 and 3000</b>
	<b>Y</b>	<b>N</b>	<b>N</b>	<b>Between 200 and 899</b>
	<b>N</b>	<b>Y</b>	<b>N</b>	<b>Between 900 and 1799</b>
	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Between 1800 and 3600</b>

- If **Contact hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be within a range of .5 and 1.6 times the **Total length of program in weeks**.
- If **Credit hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 30 and 44 hours.
- If **Contact hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 750 and 1100 hours.
- The **Total length of academic year in weeks** must be between 26 and 52 weeks.

### Application Fee

Next, you must report the amount your institution charges for undergraduate application fees. The prior year amount is displayed for your reference.

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

- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- The application fee reported is expected to be less than or equal to \$150.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

### Cost of Attendance

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition and fees** charges for the entire length of the largest program, as well as the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire program.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition and fees**.
- For each academic year, the amount entered for **Tuition and fees** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Tuition and fees** is expected to be within a 20% range of the prior year value.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Books and supplies** is expected to be within a 25% range of the prior year value.

- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

### **Room and board and Other expenses**

For each of the four most recent academic years (**2012-13, 2013-14, 2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On-campus, Off-campus (not with family),** and **Off-campus (with family)**. The options available to your institution depend on the responses given to the **Charges Questions** at the beginning of **Part D**.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable. The system will perform the following edits on the data entered:

- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Room and board**.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be between \$300 and \$2000. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Other expenses**.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than \$50. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be less than or equal to \$250.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **On-campus** is greater than \$400, then a *fatal* error will occur.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **Off-campus** is greater than \$700, then a *fatal* error will occur.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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### **Program Data**

**Applicable to institutions that reported offering more than one program on the *Programs* screen of this survey.**

On this screen, you must provide information related to the six largest programs of study offered at your institution by using the links provided to select the relevant **CIP Code** and entering the requested information for each of the specified programs. All costs should be reported for the entire length of the program.

**Note:** For the purpose of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length.

First, if your institution does not enroll first-time, full-time undergraduate students, then you must report the amount your institution charges for undergraduate application fees. The prior year amount is displayed for your reference.

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

- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- The application fee reported is expected to be less than or equal to \$150.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

Next, for each of the six largest programs offered by your institution, you must provide the following information:

- CIP Code
- Tuition and required fees
- Cost of books and supplies
- Total length of program
- Program measurement (Choose **Contact hours** or **Credit hours**)
- Number of months to complete

**Note:** If your institution enrolls first-time, full-time undergraduate students, then the above information for the 1st largest program offered at your institution will be preloaded from the **Price of Attendance** screen of this survey.

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

- You must report CIP Codes on this screen for the same number of programs reported on the **Programs** screen of this survey (up to 6 programs).
- If your institution reports duplicate CIP Codes on this screen, then the **Total length of program** or **Program measurement** type must be different.

The system will perform the following edits on the data entered for each program:

- A **CIP Code** must be selected if a number greater than 0 is entered for any of the following:
  - Tuition and required fees
  - Cost of books and supplies
  - Total length of program
- If a **CIP Code** is selected, then the amount entered for **Tuition and required fees** must be greater than \$500.
- If a **CIP Code** is selected, then the amount entered for **Cost of books and supplies** must be greater than \$100.
- If a **CIP Code** is selected and **Credit hours** is selected as the **Program measurement** method, then the corresponding value entered for **Total length of program** must be between 21 and 130.
- If a **CIP Code** is selected and **Contact hours** is selected as the **Program measurement** method, then the corresponding value entered for **Total length of program** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	Expected contact hour range
<b>Award Levels reported for your institution in the IC Header survey</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Between 200 and 1799</b>
	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Between 900 and 3000</b>
	<b>Y</b>	<b>N</b>	<b>N</b>	<b>Between 200 and 899</b>
	<b>N</b>	<b>Y</b>	<b>N</b>	<b>Between 900 and 1799</b>
	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Between 1800 and 3600</b>

- If a **CIP Code** is selected, then you must also specify the **Program measurement** method.
- If a **CIP Code** is selected, then the value entered for **Number of months to complete** must be greater than 0.
- If a **CIP Code** is selected, **Contact hours** is selected as the **Program measurement** method, and a number greater than 0 is entered for **Number of months to complete**, then the number of months entered must be within a certain range, as outlined below:
  - If the value entered for **Total length of program** is less than or equal to 900 hours, then the **Number of months to complete** must be less than or equal to 12 months.
  - If the value entered for **Total length of program** is between 901 and 1799 hours, then the **Number of months to complete** must be between 12 and 23 months.
  - If the value entered for **Total length of program** is greater than or equal to 1800 hours, then the **Number of months to complete** must be greater than or equal to 24 months.

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## Part E: Athletic Association

### Applicable to 2-year and 4-year institutions

On this screen, you must provide information related to your institution's national athletic association membership. An answer must be provided for all questions.

**Note:** For existing institutions, this information is preloaded by the system.

For Question E1, you must first select **Yes** or **No** to indicate if your institution is a member of a national athletic association. If **Yes** is selected, then you must check all associations that apply.

- **Yes** (If this option is selected, check all that apply.)
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other

- **No**

For Question E2, you must indicate whether your institution is an **NCAA or NAIA member** for each of the following sports:

- Football
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Basketball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Baseball
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No
- Cross country and/or track
  - Yes (If this option is selected, then you must specify a conference affiliation from the drop-down menu provided.)
  - No

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

- If you indicated in Question E1 that your institution is a member of the NCAA and/or NAIA national athletic associations, then you must select **Yes** and specify a conference for at least one sport in Question E2.
- If you indicated in Question E1 that your institution is NOT a member of the NCAA or the NAIA national athletic associations, then you are expected to select **No** for all sports in Question E2.

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## Part F: Branch Campus Price of Attendance

### Applicable to institutions with perfect children in IC

The following screens must be completed for each branch campus at your institution that enrolls full-time, first-time degree/certificate students, according to the response given in Part D of the IC Header survey. Branch campuses that do not enroll full-time, first-time degree/certificate students are not required to complete this section.

### Branch Campus Pricing Questions

An answer must be provided for each of the following screening questions. Your response to the questions on this screen will determine which types of screens your institution is shown in **Part F**.

- Does the branch campus offer institutionally-controlled housing (either on-campus or off-campus) or meal plans to your students? Choose one of the following options:
  - **Yes** (If this option is selected, then you will be asked to report on-campus room and board charges on the next screen.)
  - **No** (If this option is selected, then you will not be required to report on-campus room and board charges on the next screen.)
- Are all full-time, first-time, degree/certificate-seeking students required to live on-campus or in institutionally-controlled housing? Choose one of the following options:
  - **Yes** (If this option is selected, then you will not be asked to report off-campus room and board charges on the next screen.)
  - **No** (If this option is selected, then you will be asked to report off-campus room and board charges on the next screen.)

**Note:** If your institution makes any exceptions to this rule, and have even one first-time, full-time student living off-campus, please answer **No** so that this does not conflict with the Student Financial Aid survey

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

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

- If you report that all full-time, first-time, degree/certificate-seeking students are required to live on-campus or in institutionally-controlled housing, then you must also indicate that your institution offers institutionally-controlled housing.
- The application fee reported is expected to be less than or equal to \$150.
- If the application fee reported in the **Prior year** is greater than 0, then an amount greater than 0 is also expected in the current year.
- If the **Prior year** value is greater than 0, and an amount greater than 0 is entered for the current year value, then the application fee reported in the current year is expected to be within a 50% range of the **Prior year** amount.

## Price of Attendance

### Applicable to branch campuses with full-time, first-time enrollment

On this screen, you must enter price of attendance data for full-time, first-time undergraduate students in the largest program at your institution. All of the following screens must be completed.

For existing institutions that have not changed their largest program, the prior year values are preloaded by the system so only data for the most recent academic year is required. Preloaded values will not be subject to the edit checks below. New institutions and existing institutions that changed their largest program must report data for all four academic years, as applicable.

### Largest Program

First, you must provide information related to the largest program of study offered at your institution by providing the relevant CIP Code and entering the requested information for the specified program.

**Note:** For the purpose of reporting these data, the largest program is considered to be that with the most students, not the program with the longest length.

You must provide the following information:

- CIP Code
- Program measurement method (Choose **Contact hours** or **Credit hours**)
- Total length of program in contact or credit hours
- Total length of program in weeks, as completed by a full-time student
- Total length of academic year in contact or credit hours
- Total length of academic year in WEEKS

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

- You must select a **CIP Code**.
- You must specify the **Program measurement** method.
- The **Total length of program in hours** must be greater than 0.
- If **Credit hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be between 21 and 130.
- If **Credit hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be between 12 and 40 times the **Total length of program in weeks**.
- If **Contact hours** is selected for the **Program measurement** method, then the corresponding value entered for **Total length of program in hours** must be within a certain range based on the award levels reported in the IC Header survey, as outlined in the table below:

	Institution offers Postsecondary award, certificate, or diploma of less than one year (less than 900 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least one but less than two years (900 to 1799 contact hours)	Institution offers Postsecondary award, certificate, or diploma of at least two but less than four years (more than 1799 contact hours)	Expected contact hour range
<b>Award Levels reported for your institution in the IC Header survey</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Between 200 and 1799</b>
	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Between 900 and 3000</b>
	<b>Y</b>	<b>N</b>	<b>N</b>	<b>Between 200 and 899</b>
	<b>N</b>	<b>Y</b>	<b>N</b>	<b>Between 900 and 1799</b>
	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Between 1800 and 3600</b>

- If **Contact hours** is selected for the **Program measurement** method, then the **Total length of program in hours** must be within a range of .5 and 1.6 times the **Total length of program in weeks**.
- If **Credit hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 30 and 44 hours.



- If **Contact hours** is selected as the **Program measurement** method, then the **Total length of academic year in hours** must be between 750 and 1100 hours.
- The **Total length of academic year in weeks** must be between 26 and 52 weeks.

### Cost of Attendance

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide published **Tuition and fees** charges for the entire length of the largest program, as well as the average cost of **Books and supplies** a typical student at your institution should expect to pay for the entire program.

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

- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Tuition and fees**.
- For each academic year, the amount entered for **Tuition and fees** is expected to be greater than \$500. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Tuition and fees** is expected to be within a 20% range of the prior year value.
- For academic years **2013-14**, **2014-15** and **2015-16**, a value is expected to be reported for **Books and supplies**.
- For each academic year, the amount entered for **Books and supplies** is expected to be greater than \$100. For the **2015-16** academic year, this error is *fatal*.
- For academic years **2013-14**, **2014-15** and **2015-16**, the amount entered for **Books and supplies** is expected to be within a 25% range of the prior year value.
- For each academic year, if the amount of **Room and board** and **Other expenses** is greater than 0, then amount entered for **Tuition + fees total** is also expected to be greater than 0.

### Room and board and Other expenses

For each of the four most recent academic years (**2012-13**, **2013-14**, **2014-15** and **2015-16**), you must provide data on the cost of room and board and estimated other expenses (e.g., laundry, transportation, entertainment, etc.) for full-time, first-time undergraduate students at your institution. The living arrangements shown may vary to include any or all of **On-campus**, **Off-campus (not with family)**, and **Off-campus (with family)**. The options available to your institution depend on the responses given to the **Pricing Questions** at the beginning of **Part F**.

Amounts must be provided for both **Room and board** and **Other expenses** for all applicable living arrangements and academic years. Totals will be calculated for each living arrangement and academic year combination, where applicable.

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

- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Room and board**.
- For each academic year, the **Room and board** amount reported for all applicable living arrangements is expected to be between \$300 and \$2000. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the current year **Room and board** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.
- For academic years **2013-14** and **2014-15**, a value is expected to be reported for **Other expenses**.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be greater than \$50. For the **2015-16** academic year, this error is *fatal*.
- For each academic year, the **Other expenses** amount reported for all applicable living arrangements is expected to be less than or equal to \$250.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **On-campus** is greater than \$400, then a *fatal* error will occur.
- For academic year **2015-16**, if the **Other expenses** amount reported for students living **Off-campus** is greater than \$700, then a *fatal* error will occur.
- For each academic year, the current year **Other expenses** amount reported for all applicable living arrangements is expected to be within a 20% range of the prior year amount.

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