Institutional Characteristics
Integrated Postsecondary Education Data System (IPEDS) 2017-18
This IPEDS Institutional Characteristics data collection instrument will be used again during the 2017-18 data collection. Characteristics component starting with the
the IPEDS Institutional Characteristics component starting with the 2017-18 data collection are reflected on the following page.

Changes to IPEDS Institutional Characteristics component, 2017-18

Institutional Characteristics

Part C Student Services - Distance Opportunities

1. Combining two previous distance education questions on courses and programs into one.

 Please indicate at what level(s) your institution offers <u>distance education</u> courses and/or distance education programs. Check all that apply. 						
			Distance education courses	Distance education programs		
		Undergraduate level				
	Graduate level					
		does not offer distance ergraduate				
	level.					
2. Are ALL of the programs at your institution offered exclusively via distance education programs?						
		Yes				
		No				

Distance education opportunities

Distance education is one 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.

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.

Distance education by levels

Indicate whether your institution offers distance education opportunities (courses and/or programs) 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. A <u>distance education course</u> is a course in which the instructional content is delivered exclusively via distance education. A <u>distance education program</u> is a program for which all the required coursework for program completion is able to be completed via distance education courses.

Exclusively distance education programs

Indicate whether or not ALL programs offered by your institution are delivered exclusively via distance education, meaning all the required coursework for program completion is able to be completed via distance education courses.



NCES National Center for Education Statistics

2016-17 Survey Materials > Form

date: 8/9/2016

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 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

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.

- Part C, question 8 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.

To download the survey materials for this component: Survey Materials

Part A - Mission Statement 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://"

Part	t B - 9	Services and Programs for Servicemembers and Veterans				
1. W	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 Department of Defense Voluntary Educational Partnership Memorandum of Understanding				
		None of the above				
ψ.	You ma	ay use the space below to provide context for the data you've reported above. These context notes				
will	be pos	sted on the College Navigator website, and should be written to be understood by students and				
pare	ents.					

			nt Services - Sp						
1. Do	oes yo	our inst	itution accept any	of the follow	wing? [Check all	that apply]			
		Dual cr	edit (college credit	earned while	in high school)				
		Credit	for life experiences						
		Advand	ced placement (AP)	<u>credits</u>					
		None o	f the above						
2 \4/	bat tu	naa af	nacial learning an	nortunition	are offered by y	aur inatitutia	m2 [Chack	all that apply?	
2. VV	nat ty	•	special learning op	portunities	are offered by y	our institutio	ni i Toneck	ali tilat apply]	
		ROTC							
			Army		Navy		Air F	orce	
		Study a	abroad						
		Weeke	nd/evening college						
		Teache	er certification (for th	e elementar	y, middle school/j	unior high, or	secondary	level)	
		Do not	include certification	s to teach at	t the postseconda	ry level.			
			Students can comp				ecialization		
			Students must com	plete their p	reparation at anot	ther institutior	for certain	areas of specialization	ation
			This institution is a	oproved by t	he state for the in	itial certification	on or licens	ure of teachers	
		None o	f the above						
			on grants a bachel		•		•		dy at the
unde	ergrac	luate le	vel, how many yea	rs of compl	eted college-leve	el work are re	equired for	entrance?	
Num	ber of	years			Select One				

	Student Services: Other Student Services 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						
Г	On-campus day care for children of students						
	None of the above						
5 Which	of the following academic library resource or service does your institution provide? [Check all that						
apply]	of the following academic library resource of service does your institution provide: [Check all that						
	Physical facilities						
	An organized collection of printed materials						
	Access to digital/electronic resources						
	A staff trained to provide and interpret library materials						
	Established library hours						
	Access to library collections that are shared with other institutions						
	None of the above						
6. Indicat	e whether or not any of the following alternative tuition plans are offered by your institution.						
o. maioat	No						
	Yes						
	C Tuition guarantee						
	Prepaid tuition plan						
	Tuition payment plan						
	Other (specify in box below)						
Tou n	nay use the space below to provide context for the alternative tuition plans you've reported above.						
	ntext notes will be posted on the College Navigator website, and should be written to be understood						
by stude	nts and parents.						

Part C - Student Services - Distance Education Opportunities
7. Does your institution offer distance education courses?
C No
C Yes
② 8. Are all the programs at your institution offered exclusively via distance education programs?
C No
C Yes
② 9. 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

Part C - Student Services: Disability Service						
10. Please indicate the percentage of all undergraduate students enrolled	ed during fall 2015 who were formally					
registered as students with disabilities with the institution's office of dis	sability 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.						

	Student Charges Questions	P
_	<u>Ill-time</u> , <u>first-time</u> degree/certificate-seeking students required to	live on campus or in institutionally-
controlled		
(D11).	er Yes to this question, you will not be asked to report off-campus roo	m and board in the price of attendance
This is only	a screening question, and your response does not show up on Colleg	ge Navigator.
No so that t	any exceptions to this rule, and have even one full-time, first-time stu his does not cause conflicts with the Student Financial Aid survey. Ma and may lead to inaccurate reporting for your institution.	
	O	No
	О	Yes, and we do not make ANY (even one) exceptions to this rule
2. Does you	ur institution charge different <u>tuition</u> for <u>in-district, in-state,</u> or <u>ou</u>	t-of-state students?
If you answe students.	er Yes to this question, you will be expected to report tuition amounts	for in-district, in-state, and out-of-state
Please only	select Yes if you really charge different tuition rates, or you will be re	porting the same numbers 3 times.
	O	No
	C	Yes
3. Does you	ur institution offer institutionally-controlled housing (either on or	off campus)?
	er Yes to this question, you will be expected to specify a housing capa from and board charge (D10).	acity, and to report a room charge or a
	C	No
	0	Yes
		Specify housing capacity for academic year 2016-17
4. Do you o	ffer <u>board</u> or meal plans to your students?	
If you answe	er Yes to this question, you will be expected to report a board charge	or combined room and board charge
,	C	No
		Yes - Enter the number of meals per week in the maximum meal plan available
	О	Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Undergraduate	Student Cha	irges				
If the institution charges ar	application fee	, indicate the	amount.			
			 ② Amou	ınt	Prior	year
Undergraduate application fee						
5. Charges to full-time unde	ergraduate stud	<u>ents</u> for the fu	II <u>academic ye</u>	<u>ar</u> 2016-17		
Please be sure to report an a	verage tuition tha	at includes all s	tudents at all le	vels (freshma	n, sophomore, et	c.).
,	J			,	, ,	,
	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
All full-time undergraduates						_
Average <u>tuition</u>						
Required fees						
6. Per credit hour charge for	or part-time unde	ergraduate stu	<u>idents</u>			
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						

Part D - Graduate Student Charges						
If the institution charges an a		indicate the a	amount.			
_			Α	mount	Prio	r year
Graduate application fee						
Please do not	Please do not include tuition for Doctor's Degree – Professional Practice programs. Data for those programs are collected separately.					
7. Charges to full-time gradu	ate students fo	r the full <u>acad</u>	lemic year 201	6-17		
	In-district	Prior year	<u>In-state</u>	Prior year	Out-of-state	Prior year
Average <u>tuition</u>						
Required fees						
8. Per credit hour charge for <u>part-time graduate students</u>						
	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
Per credit hour charge						

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 2016-17.

DO NOT include room and board charges		
Doctor's degree-professional practice	In-state	Out-of-state
1. Chiropractic (D.C. or D.C.M.):		
Tuition amount		
Required fees		
2. Dentistry (D.D.S. or D.M.D.):		,
Tuition amount		
Required fees		
3. Medicine (M.D.):		
Tuition amount		
Doguired food		L
Required fees		
4. Optometry (O.D.):		
Tuition amount		
Required fees		
required lees		
5. Osteopathic Medicine (D.O.):		
Tuition amount		
Required fees		
6. Pharmacy (Pharm.D.):		
Tuition amount		
Required fees		,
7 Dedictor (Ded D. D.D. ev D.D.M.)		L
7. Podiatry (Pod.D., D.P., or D.P.M.): Tuition amount		
Tullion amount		
Required fees		
8. Veterinary Medicine (D.V.M.):		
Tuition amount		
Required fees		
9. Law (J.D.):		,
Tuition amount		
Deguired food		
Required fees		

Part D - Student Charges - Room and Board		
10. What are the typical <u>room</u> and <u>board charges</u> for a student for the full acade	mic year 2016-17?	
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 room and board charges blank.	ort a combined char	ge, leave the
Room and board charges	Amount	Prior year
Room charge (Double occupancy)		
Board charge (Maximum plan)		
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)		

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 2016-17 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.

confused about the						
Charges for full	2013-14	2014-15	2015-16	2016-17		
academic year	and require	ad face.			_	Cuarantaad
Published <u>tuition</u>	and <u>requir</u>	<u>ea rees</u> :			Tuition Guarantee (check only if applicable to entering students in 2016- 17)	Guaranteed increase %
In-district					,	
Tuition					Г	
Required fees					Г	
Tuition + fees total						
In-state						
Tuition					Г	
Required fees					Г	
Tuition + fees total						
Out-of-state						
Tuition					Г	
Required fees					Г	
Tuition + fees total						
Books and supplies					-	
On-campus:						
Room and board					-	
Other expenses					-	
Room and board and other expenses						
Off-campus (not w	vith family)	:				
Room and board	37				-	
Other expenses						
Room and board and other expenses						
Off-campus (with	family):					
Other expenses					-	
					a you've reported above. Thes	
parents.	tne College	e Navigato	r website, a	na snould be	written to be understood by s	students and

Part E - Athletic Association 1. Is this institution a member of a national athletic association? No Yes - 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 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 Yes-Specify Football No 0 Select One Yes-Specify Basketball No O Select One ▼ Yes-Specify Baseball No C Select One ▼

No

Cross country and/or track

Yes-Specify

Select One

Prepared by This survey component was prepared by: Keyholder SFA Contact HR Contact Finance Contact Academic Library Contact Name: Email:

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers. The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

hours

Thank you for your assistance.

How long did it take to prepare

this survey component?

U.S. Department of Education

Software Provider Resources Browsers Supported Use of Cookies Troubleshooting

minutes

Section 508 Compliance NCES Privacy Policy



Part A - Mission Statement 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://"

Part	t B - 9	Services and Programs for Servicemembers and Veterans						
1. W	. 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 Department of Defense Voluntary Educational Partnership Memorandum of Understanding						
		None of the above						
ψ.	You ma	ay use the space below to provide context for the data you've reported above. These context notes						
will	be pos	sted on the College Navigator website, and should be written to be understood by students and						
pare	ents.							

			nt Services - Sp						
1. Do	oes yo	our inst	itution accept any	of the follow	wing? [Check all	that apply]			
		Dual cr	edit (college credit	earned while	in high school)				
		Credit	for life experiences						
		Advand	ced placement (AP)	<u>credits</u>					
		None o	f the above						
2 \4/	bat tu	naa af	nacial learning an	nortunition	are offered by y	aur inatitutia	m2 [Chack	all that apply?	
2. VV	nat ty	•	special learning op	portunities	are offered by y	our institutio	ni i Toneck	ali tilat apply]	
		ROTC							
			Army		Navy		Air F	orce	
		Study a	abroad						
		Weeke	nd/evening college						
		Teache	er certification (for th	e elementar	y, middle school/j	unior high, or	secondary	level)	
		Do not	include certification	s to teach at	t the postseconda	ry level.			
			Students can comp				ecialization		
			Students must com	plete their p	reparation at anot	ther institutior	for certain	areas of specialization	ation
			This institution is a	oproved by t	he state for the in	itial certification	on or licens	ure of teachers	
		None o	f the above						
			on grants a bachel		•		•		dy at the
unde	ergrac	luate le	vel, how many yea	rs of compl	eted college-leve	el work are re	equired for	entrance?	
Num	ber of	years			Select One				

Part C - Student Services: Other Student Services	
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 <u>day care</u> for children of students	
None of the above	
5. Which of the following <u>academic library</u> resource or service does your institution	provide? [Check all that
apply] Physical facilities	
An organized collection of printed materials	
Access to digital/electronic resources	
A staff trained to provide and interpret library materials	
Established library hours	
Access to library collections that are shared with other institutions	
None of the above	
6. Indicate whether or not any of the following alternative tuition plans are offered b	y your institution.
O No	
O Yes	
Tuition guar	<u>antee</u>
Prepaid tuiti	on plan
Tuition payr	nent plan
Other (spec	ify in box below)
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 - Student Services - Distance Education Opportunities
7. Does your institution offer distance education courses?
o No
C Yes
② 8. Are all the programs at your institution offered exclusively via distance education programs?
C No
C Yes
☑ 9. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or and/or opportunities).
programs).
Undergraduate
Graduate
The institution does not offer distance education opportunities

Part C - Student Services:	Disability Service			
10. Please indicate the percent	age of all undergraduate students enrolle	ed during fall 2015 who were formally		
registered as students with dis-	abilities with the institution's office of di	sability services (or the equivalent		
office).				
3 percent o	or less			
O More than	3 percent:	%		
Tou may use the space belo	ow 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 <u>full-time</u> , <u>first-time</u> 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 root (D7).	m and board in the price of attendance
This is only a screening question, and your response does not show up on Colleg	•
If you make any exceptions to this rule, and have even one full-time, first-time students so that this does not cause conflicts with the Student Financial Aid survey. May very difficult and may lead to inaccurate reporting for your institution.	
O	No
O	Yes, and we do not make ANY (even one) exceptions to this rule
${\bf 3.\ Does\ your\ institution\ offer\ institutionally-controlled\ housing\ (either\ on\ or\ }$	off campus)?
If you answer Yes to this question, you will be expected to specify a housing capa combined room and board charge (D10).	acity, and to report a room charge or a
O	No
o	Yes
	Specify housing capacity for academic year 2016-17
4. Do you offer <u>board</u> or meal plans to your students?	
If you answer Yes to this question, you will be expected to report a board charge (D10).	or combined room and board charge
O	No
O	Yes - Enter the number of meals per week in the maximum meal plan available
O	Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Student Charges - Nun	nber of programs	
5. How many programs are offered at	your institution?	
Be sure not to report single courses, repdefinition in the glossary or call the Help		know what a program is, review the
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:**

LANGESI	PROGRAM.						
CIP Cod	<u>le</u>						
Title							
Enter ne	ew largest program	appears abou	e, click the 'e	nter new large ote: if your ins	from the one list est program' link stitution participa nplete all cells.	, choose a prog	ram and enter
How is y	our program	(Contact Ho			edit Hours	
	ngth of PROGRAM in	contact or cre	edit hours				
Total ler	ngth of <u>PROGRAM</u> in	WEEKS, as co	ompleted by	a student att	ending full-		
	length of ACADEMIC or credit hours	YEAR (as use	ed to calculate	your Pell bu	dget) in		
Total WEEKS	length of ACADEMIC	YEAR (as use	ed to calculate	e your Pell bu	dget) in		
lf the ineti	tution aboves an ar	unlication for	indicate the	amaunt			
n the msu	tution charges an <u>ar</u>	opiication iee,	indicate the	amount.	ount	Prio	r year
Underg	raduate application	fee		U AIII	Ount		•
							
If your ins	stitution charges differ	ong, report 18 ently based or availa	months worth residence, p able from your	n of tuition, fee lease use in-s financial aid	es, books and su state charges. Th office.	ipplies.	ers should be
Published i program	student charges for the		2013-14	2014-15	2015-1	6	2016-17
	Tuition and required the entire program	d fees for 1					
	Books and supple entire program	ies for the					
	The fo	ollowing numbe	ers need to be	e reported for	4 weeks (1 mor	nth).	
The corre	ct numbers should be			al aid office. On national ave		ers should be b	pased on costs
On-campı		m 4 vvo alsa					
	Room and board fo (1 month)						
	Other expenses for (1 month)						
	Room and board ar expenses for 4 wee month)						
Off-campu	us (not with family):						
	Room and board fo (1 month)						
	Other expenses for (1 month)	4 weeks					
	Room and board ar expenses for 4 wee month)						
② Off-car	npus (with family):						

Other expenses for 4 weeks (1 month)				
You may use the space below to prov	vide context for	the data you've r	eported above.	These context notes
will be posted on the College Navigator	website, and she	ould be written to	be understood	by students and
parents.				

Part D - Student Charges - Price of Attendance - Calculated values

7	Cost of	fattendance	 Calculated 	l 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.

sure all of the numbers reported on that page are correct. If ye the IPEDS Help Desk at 877-225-2568.	ou still do not think the	e numbers a	re correct, p	lease conta
CIP CODE OF LARGEST PROGRAM				
TITLE OF LARGEST PROGRAM				
Published student charges for the entire program	2013-14	2014-15	2015-16	2016-17
Tuition and required fees				
Books and supplies				
On-campus:				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (not with family):				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (with family):				
Other expenses				
Published student charges for an academic year				
<u>Tuition</u> and <u>required fees</u>				
Books and supplies				
On-campus:				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (not with family):				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (with family):				
Other expenses				

Dart D	- Student	Charges -	Drogram	Data
Part D	- Student	Charges -	Prouram	Date

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. # of months to CIP Code **Tuition and Total length** Program Cost of required fees of program Measurement complete books and supplies O Contact O Credit 1st hours hours Title 2nd select Contact Credit clear hours hours Title 3rd select Contact Credit clear hours hours Title 4th select Contact Credit clear hours hours Title 5th select Contact Credit hours clear Title 6th select Contact Credit hours hours clear 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 <u>room</u> and <u>board charges</u> for a student for the full academic year 2016-17?							
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)							
Board charge (Maximum plan)							
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)							

Part E - Athletic Association 1. Is this institution a member of a national athletic association? No Yes - 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 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 No Yes-Specify 0 Select One Yes-Specify Basketball No O Select One ▼ Yes-Specify Baseball No

Yes-Specify

Select One ▼

Select One

C

Cross country and/or track

Prepared by This survey component was prepared by: Keyholder SFA Contact HR Contact Other Name: Email: How long did it take to prepare this survey component? hours

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers. The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

U.S. Department of Education

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date: 8/9/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Form

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 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

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.

- Part C, question 8 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.

To download the survey materials for this component: Survey Materials

Part A - Mission Statement 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://"

Part B - Services and Programs for Servicemembers and Veterans						
1. Which of the following are available to veterans, military servicemembers, or their families?						
T Y	ellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)					
	redit for military training					
	edicated point of contact for support services for veterans, military servicemembers, and their families					
R	ecognized student veteran organization					
N	lember of Department of Defense Voluntary Educational Partnership Memorandum of Understanding					
□ N	one of the above					
You may use the space below to provide context for the data you've reported above. These context notes						
will be poste	ed on the College Navigator website, and should be written to be understood by students and					
parents.						
J						

Part C - S	Studer	nt Services - Special L	earning Opportunities						
1. Does your institution accept any of the following? [Check all that apply]									
	<u>Dual credit</u> (college credit earned while in high school)								
	Advanced placement (AP) credits								
	None of the above								
2. What types of special learning opportunities are offered by your institution? [Check all that apply]									
2. What ty	pes or s	special learning opportun	ities are offered by your institu	tion? [Check all that apply]					
	ROTC								
		Army	Navy	Air Force					
	Study abroad								
	Weekend/evening college								
	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: Other Student Services				
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 <u>day care</u> for children of students				
None of the above				
5. Which of the following <u>academic library</u> resource or service does your institution	provide? [Check all that			
apply] Physical facilities				
An organized collection of printed materials				
Access to digital/electronic resources				
A staff trained to provide and interpret library materials	A staff trained to provide and interpret library materials			
Established library hours				
Access to library collections that are shared with other institutions				
None of the above				
6. Indicate whether or not any of the following alternative tuition plans are offered b	y your institution.			
O No				
O Yes				
Tuition guar	<u>antee</u>			
Prepaid tuiti	on plan			
Tuition payr	nent plan			
Other (spec	ify in box below)			
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 - Student Services - Distance Education Opportunities
7. Does your institution offer distance education courses?
o No
C Yes
② 8. Are all the programs at your institution offered exclusively via distance education programs?
C No
C Yes
☑ 9. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or and/or opportunities).
programs).
Undergraduate
Graduate
The institution does not offer distance education opportunities

Part C - Student Services: Disability Service				
10. Please indicate the percentage of all undergraduate students enrolled	ed during fall 2015 who were formally			
registered as students with disabilities with the institution's office of dis	sability 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 <u>full-time</u> , <u>first-time</u> degree/certificate-seeking students required to	o live on campus or in institutionally-
controlled housing?	
If you answer Yes to this question, you will not be asked to report off-campus ro (D11).	om and board in the price of attendance
This is only a screening question, and your response does not show up on Colle	ege Navigator.
If you make any exceptions to this rule, and have even one full-time, first-time so No so that this does not cause conflicts with the Student Financial Aid survey. No very difficult and may lead to inaccurate reporting for your institution.	
C	No
C	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 o	ut-of-state students?
If you answer Yes to this question, you will be expected to report tuition amount students.	s for in-district, in-state, and out-of-state
Please only select Yes if you really charge different tuition rates, or you will be re	eporting the same numbers 3 times.
C	No
C	Yes
3. Does your institution offer institutionally-controlled housing (either on o	or off campus)?
If you answer Yes to this question, you will be expected to specify a housing cap combined room and board charge (D10).	pacity, and to report a room charge or a
C	No
C	Yes
	Specify <u>housing capacity</u> for academic year 2016-17
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 (D10).	e or combined room and board charge
C	No
C	Yes - Enter the number of meals per week in the maximum meal plan available
C	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 ar	application fee	e, indicate the	amount.			
			Amount		Prior yea	ar
Application fee						
5. Charges to <u>full-time stud</u>	<u>lents</u> for the full	academic ye	<u>ar</u> 2016-17			
Please be sure to report an a	verage tuition th	at includes all	students at all le	vels (freshm	an, sophomore, et	c.).
,				,	, ,	,
	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
All full-time students						-
Average <u>tuition</u>						
Required fees						
6. Per <u>credit hour</u> charge for <u>part-time students</u>						
Please be sure to report an a	verage per credi	it tuition that in	cludes all studer	nts at all leve	ls (freshman, soph	nomore, etc.).
•	• ,				, , ,	. ,
	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
Per credit hour charge				•		

Part D - Student Charges - Room and Board		
10. What are the typical <u>room</u> and <u>board charges</u> for a student for the full acade	mic year 2016-17?	
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 room and board charges blank.	ort a combined char	ge, leave the
Room and board charges	Amount	Prior year
Room charge (Double occupancy)		
Board charge (Maximum plan)		
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)		

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 2016-17 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.

confused about the	se values a	nd how to				
Charges for full academic year	2013-14	2014-15	2015-16	2016-17		
Published tuition	and roquir	nd foos:			O	Guaranteed
rublistieu <u>tuitori</u>	anu <u>require</u>	eu iees.			Tuition Guarantee (check only if applicable to entering students in 2016- 17)	increase %
In-district					,	
Tuition					_	
					Γ	
Required fees						
Tuition + fees total						
In-state						
Tuition						
Required fees					Г	
Tuition + fees total						
Out-of-state						
Tuition					Г	
Required fees					Γ	
Tuition + fees total				,		,
Books and supplies						
On-campus:						
Room and board					-	
Other expenses					-	
Room and board and other expenses				·		
Off-campus (not w	ith family)					
Room and board	itii iaiiiiy)	<u>.</u>			_	
Other expenses						
Room and board and other						
expenses	family):					
Off-campus (with Other expenses	iamily):				-	
You may use t	he space b	elow to pr	ovide conte	ext for the dat	□ a you've reported above. Thes	se context notes
					written to be understood by s	
parents.	ine conege	Havigato	i Website, a	ina siloula be	Time to be understood by s	tudente and

Part E - Athletic Association 1. Is this institution a member of a national athletic association? No Yes - 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 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 Yes-Specify Football No 0 Select One Yes-Specify Basketball No O Select One ▼ Yes-Specify Baseball No C Select One ▼

No

Cross country and/or track

Yes-Specify

Select One

Prepared by This survey component was prepared by: Keyholder Finance Contact Name: Email:

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers. The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

hours

Thank you for your assistance.

How long did it take to prepare

this survey component?

U.S. Department of Education

Software Provider Resources Browsers Supported Use of Cookies Troubleshooting

minutes

Section 508 Compliance NCES Privacy Policy



date: 8/9/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Form

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 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.

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Changes to This Year's IC Component

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.

- Part C, question 8 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.

To download the survey materials for this component: Survey Materials

Part A - Mission Statement 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://"

Part	Part B - Services and Programs for Servicemembers and Veterans				
1. W	/hich o	f 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 Department of Defense Voluntary Educational Partnership Memorandum of Understanding			
		None of the above			
ψ.	You ma	ay use the space below to provide context for the data you've reported above. These context notes			
will	be pos	sted on the College Navigator website, and should be written to be understood by students and			
pare	ents.				

Part C -	Studer	nt Services - Special L	earning Opportunities		
			ollowing? [Check all that apply]		
	Dual cr	redit (college credit earned v	while in high school)		
	Credit f	for life experiences			
	Advanc	ced placement (AP) credits			
	None o	f the above			
0 14/14 4			:4:		
2. wnat ty	pes or s	special learning opportun	ities are offered by your institut	ion? [Check all that apply]	
	ROTC				
		Army	Navy	Air Force	
	Study a	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 the	ir preparation in certain areas of s	pecialization	
		Students must complete th	eir preparation at another institution	on for certain areas of specialization	
		This institution is approved	by the state for the initial certifica	tion or licensure of teachers	
	None o	f the above			

Part C - Student Services: Other Student Services
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 <u>day care</u> for children of students
None of the above
5. Which of the following <u>academic library</u> resource or service does your institution provide? [Check all that
apply] Physical facilities
An organized collection of printed materials
Access to digital/electronic resources
A staff trained to provide and interpret library materials
Established library hours
Access to library collections that are shared with other institutions
None of the above
6. Indicate whether or not any of the following alternative tuition plans are offered by your institution.
C No
C Yes
Tuition guarantee
Prepaid tuition plan
Tuition payment plan
Other (specify in box below)
You may use the space below to provide context for the 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 - Student Services - Distance Education Opportunities
7. Does your institution offer distance education courses?
o No
C Yes
② 8. Are all the programs at your institution offered exclusively via distance education programs?
C No
C Yes
☑ 9. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or and/or opportunities).
programs).
Undergraduate
Graduate
The institution does not offer distance education opportunities

Part C - Student Services: Disability Service				
10. Please indicate the percentage of all undergraduate students enrolled	ed during fall 2015 who were formally			
registered as students with disabilities with the institution's office of dis	sability 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 <u>full-time</u> , <u>first-time</u> 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 root (D7).	m and board in the price of attendance
This is only a screening question, and your response does not show up on Colleg	•
If you make any exceptions to this rule, and have even one full-time, first-time students so that this does not cause conflicts with the Student Financial Aid survey. May very difficult and may lead to inaccurate reporting for your institution.	
O	No
O	Yes, and we do not make ANY (even one) exceptions to this rule
${\bf 3.\ Does\ your\ institution\ offer\ institutionally-controlled\ housing\ (either\ on\ or\ }$	off campus)?
If you answer Yes to this question, you will be expected to specify a housing capa combined room and board charge (D10).	acity, and to report a room charge or a
O	No
o	Yes
	Specify housing capacity for academic year 2016-17
4. Do you offer <u>board</u> or meal plans to your students?	
If you answer Yes to this question, you will be expected to report a board charge (D10).	or combined room and board charge
O	No
O	Yes - Enter the number of meals per week in the maximum meal plan available
O	Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Student Charges - Nun	nber of programs	
5. How many programs are offered at	your institution?	
Be sure not to report single courses, repdefinition in the glossary or call the Help		know what a program is, review the
Number of programs		

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:**

LANGEST	ROGRAWI.							
CIP Code								
Title								
Enter new	largest program	appears al	bove, click the 'e	nter new la ote: if your	irgest pi instituti	rogram' i	ink, choo ipates in	ove, or if no program ose a program and enter Title IV programs, you
How is yo measured	ur program ?		C Contact Ho		,		Credit H	lours
Total leng	th of PROGRAM in	contact or	credit hours					
Total leng time	th of <u>PROGRAM</u> in	WEEKS, as	s completed by	a student	attendi	ng full-		
	ength of <u>ACADEMIC</u> r credit hours	YEAR (as	used to calculate	your Pell	budget)	in		
Total le	ength of ACADEMIC	YEAR (as	used to calculate	your Pell	budget)	in		
If the institu	ıtion charges an ap	polication fe	ee. indicate the	amount.				
	on ona goo an <u>a</u> p	piloution	_	Amount				Prior year
Applicat	ion fee							
If your insti	months l	ong, report ently based ava	18 months worth on residence, pl ailable from your	of tuition, ease use i financial a	fees, bonne n-state id office	charges	supplies The cor	rect numbers should be
Published st program	udent charges for the		2013-14	2014-	15	201	5-16	2 2016-17
	Tuition and required the entire program	tees for						
	Books and supplentire program	ies for the						
	The fo	ollowing nun	mbers need to be	reported f	or 4 we	eks (1 n	nonth).	
The correct	numbers should be		om your financia your area, not or				mbers sl	nould be based on costs
On-campus		u 4 waaka						
	Room and board fo (1 month)							
	Other expenses for (1 month)							
	Room and board ar expenses for 4 weemonth)							
Off-campus	(not with family):							
	Room and board fo (1 month)							
	Other expenses for (1 month)	4 weeks						
	Room and board ar expenses for 4 weemonth)							
Off-camp	us (with family):							

Other expenses for 4 weeks (1 month)				
You may use the space below to pro	ovide context for	the data you've r	eported above.	These context notes
will be posted on the College Navigator	website, and sh	ould be written to	be understood	by students and
parents.				

Part D - Student Charges - Price of Attendance - Calculated values

7	Cost of	fattendance	 Calculated 	l 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.

sure all of the numbers reported on that page are correct. If yo the IPEDS Help Desk at 877-225-2568.	a suii ao not unink un	i iluilibeis a	ie correct, p	icase con
CIP CODE OF LARGEST PROGRAM				
TITLE OF LARGEST PROGRAM				
Published student charges for the entire program	2013-14	2014-15	2015-16	2016-17
Tuition and required fees				
Books and supplies				
On-campus:				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (not with family):				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (with family):				
Other expenses				
Published student charges for an academic year				
Tuition and required fees				
Books and supplies				
On-campus:				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (not with family):				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (with family):				
Other expenses				

Dart	D -	Student	Charges -	Program	Data
raii	D -	Student	Charaes -	Program	Date

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. # of months to CIP Code **Tuition and Total length Program** Cost of required fees of program Measurement complete books and supplies **O**Contact O Credit 1st hours hours Title 2nd select Contact Credit clear hours hours Title 3rd select Contact Credit hours hours clear Title 4th select Contact Credit clear hours hours Title 5th select Contact Credit hours clear Title 6th select Contact Credit hours clear 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 2016-17?

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

Room charge (Double occupancy)

Board charge (Maximum plan)

Combined room and board charge
(Answer only if you CANNOT separate room and board charges.)

Part E - Athletic Association 1. Is this institution a member of a national athletic association? No Yes - 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 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 Yes-Specify Football No 0 Select One Yes-Specify Basketball No O Select One ▼ Yes-Specify Baseball No C Select One ▼

No

Cross country and/or track

Yes-Specify

Select One

Prepared by

This survey co	mponent was prepa	red by:			
C Key	holder	0	SFA Contact	0	HR Contact
Fina	ance Contact	0	Academic Library Contact	0	Other
Name:					
Email:					
How long did it this survey com	take to prepare ponent?		hours		minutes

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers. The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

U.S. Department of Education

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Troubleshooting

Section 508 Compliance NCES Privacy Policy



date: 8/9/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Form

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 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

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.

- Part C, question 8 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.

To download the survey materials for this component: Survey Materials

Part A - Mission Statement 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://"

Part B - Se	ervices and Programs for Servicemembers and Veterans
1. Which of t	the following are available to veterans, military servicemembers, or their families?
T Y	ellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)
	redit for military training
	edicated point of contact for support services for veterans, military servicemembers, and their families
R	ecognized student veteran organization
	lember of Department of Defense Voluntary Educational Partnership Memorandum of Understanding
	one of the above
Tou may	use the space below to provide context for the data you've reported above. These context notes
will be poste	ed on the College Navigator website, and should be written to be understood by students and
parents.	
1	

Part C -	Studer	nt Services - Special L	earning Opportunities			
			ollowing? [Check all that apply]			
	Dual cr	redit (college credit earned v	while in high school)			
	Credit f	for life experiences				
	Advanc	ced placement (AP) credits				
	None o	f the above				
0 14/14 4			:4:			
2. wnat ty	pes or s	special learning opportun	ities are offered by your institut	ion? [Check all that apply]		
	ROTC					
		Army	Navy	Air Force		
	Study a	abroad				
	Weekei	nd/evening college				
	Teacher certification (for the elementary, middle school/junior high, or secondary level)					
	Do not	include certifications to tea	ch at the postsecondary level.			
		Students can complete the	ir preparation in certain areas of s	pecialization		
		Students must complete th	eir preparation at another institution	on for certain areas of specialization		
		This institution is approved	by the state for the initial certifica	tion or licensure of teachers		
	None o	f the above				

	Student Services: Other Student Services 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 <u>day care</u> for children of students
	None of the above
₽ \A/b;ab a	
apply]	of the following <u>academic library</u> resource or service does your institution provide? [Check all that
	Physical facilities
	An organized collection of printed materials
	Access to digital/electronic resources
	A staff trained to provide and interpret library materials
	Established library hours
	Access to library collections that are shared with other institutions
	None of the above
6 Indicate	whether or not any of the following alternative tuition plans are offered by your institution.
o. maioato	No No
	Yes
	Tuition guarantee
	Prepaid tuition plan
	Other (specify in box below)
	ay use the space below to provide context for the alternative tuition plans you've reported above.
	ntext notes will be posted on the College Navigator website, and should be written to be understood ts and parents.
, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	

Part C - Student Services - Distance Education Opportunities
7. Does your institution offer distance education courses?
C No
C Yes
_
☑ 8. Are all the programs at your institution offered exclusively via distance education programs?
C No
Yes
☑ 9. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or and/o
programs).
Undergraduate
Graduate
The institution does not offer distance education opportunities

Part C - Student Services: Disability Service							
10. Please indicate the percentage of all undergraduate students enrolled during fall 2015 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 <u>full-time</u> , <u>first-time</u> degree/certificate-seeking students required to	o live on campus or in institutionally-
controlled housing?	
If you answer Yes to this question, you will not be asked to report off-campus ro (D11).	om and board in the price of attendance
This is only a screening question, and your response does not show up on Colle	ege Navigator.
If you make any exceptions to this rule, and have even one full-time, first-time st No so that this does not cause conflicts with the Student Financial Aid survey. No very difficult and may lead to inaccurate reporting for your institution.	
C	No
C	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 o	ut-of-state students?
If you answer Yes to this question, you will be expected to report tuition amounts students.	s for in-district, in-state, and out-of-state
Please only select Yes if you really charge different tuition rates, or you will be re	eporting the same numbers 3 times.
C	No
C	Yes
3. Does your institution offer institutionally-controlled housing (either on o	or off campus)?
If you answer Yes to this question, you will be expected to specify a housing cap combined room and board charge (D10).	pacity, and to report a room charge or a
C	No
C	Yes
	Specify <u>housing capacity</u> for academic year 2016-17
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 (D10).	e or combined room and board charge
C	No
O	Yes - Enter the number of meals per week in the maximum meal plan available
C	Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)

Part D - Undergraduate	Student Cha	arges						
If the institution charges an application fee, indicate the amount.								
		 ☑ Amount			Prior year			
Application fee								
5. Charges to <u>full-time students</u> for the full <u>academic year</u> 2016-17								
Please be sure to report an average tuition that includes all students at all levels (freshman, sophomore, etc.).								
,				`	, ,	,		
	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year		
All full-time students						-		
Average <u>tuition</u>								
Required fees								
6. Per <u>credit hour</u> charge for <u>part-time students</u>								
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				•				

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 2016-17 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.

confused about the	se values a	and how to				
Charges for full academic year	2013-14	2014-15	2015-16	2016-17		
Published tuition	and roquir	nd foos:			O	Guaranteed
rublistieu <u>tuitori</u>	anu <u>require</u>	eu iees.			Tuition Guarantee (check only if applicable to entering students in 2016- 17)	increase %
In-district					,	
Tuition					_	
					Γ	
Required fees						
Tuition + fees total						
In-state						
Tuition						
Required fees					П	
Tuition + fees total						
Out-of-state						
Tuition						
Required fees					Г	
Tuition + fees total				,		,
Books and supplies						
On-campus:						
Room and board					-	
Other expenses					-	
Room and board and other expenses				,		
Off-campus (not w	ith family)					
Room and board	y)	_				
Other expenses						
Room and board and other						
expenses Off-campus (with	family):					
Other expenses	iaiiiiy).				-	
You may use the space below to provide context for the data you've reported above. These context notes						
					written to be understood by s	
parents.	inc conege	Marigato	. Hobbite, a	a siloulu be	The state of the s	tudonto unu

Prepared by This survey component was prepared by: Keyholder Finance Contact Name: Email:

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers. The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

hours

Thank you for your assistance.

How long did it take to prepare

this survey component?

U.S. Department of Education

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minutes

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NCES National Center for Education Statistics

2016-17 Survey Materials > Form

date: 8/9/2016

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.

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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

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.

- Part C, question 8 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.

To download the survey materials for this component: Survey Materials

Part A - Mission Statement 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://"

Part	Part B - Services and Programs for Servicemembers and Veterans					
1. W	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 Department of Defense Voluntary Educational Partnership Memorandum of Understanding				
		None of the above				
ψ.	You ma	ay use the space below to provide context for the data you've reported above. These context notes				
will	be pos	sted on the College Navigator website, and should be written to be understood by students and				
pare	parents.					

Part C -	Part C - Student Services - Special Learning Opportunities						
			ollowing? [Check all that apply]				
Dual credit (college credit earned while in high school)							
Credit for life experiences							
	Advanced placement (AP) credits						
	None o	f the above					
0 14/14 4			'4'				
2. wnat ty	pes or s	special learning opportun	ities are offered by your institut	ion? [Check all that apply]			
	ROTC						
		Army	Navy	Air Force			
	Study a	abroad					
	Weekei	nd/evening college					
	Teache	er certification (for the element	entary, middle school/junior high, c	or secondary level)			
	Do not	include certifications to tea	ch at the postsecondary level.				
		Students can complete the	ir preparation in certain areas of s	pecialization			
	Students must complete their preparation at another institution for certain areas of specialization						
		This institution is approved	by the state for the initial certifica	tion or licensure of teachers			
	None o	f the above					

Part C - Student Services: Other Student Services						
4. Which of the following selected student services are offered by your institution?	n 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 <u>day care</u> for children of students						
None of the above						
5. Which of the following <u>academic library</u> resource or service does your institution	provide? [Check all that					
apply] Physical facilities						
An organized collection of printed materials						
Access to digital/electronic resources						
A staff trained to provide and interpret library materials						
Established library hours						
Access to library collections that are shared with other institutions						
None of the above						
6. Indicate whether or not any of the following alternative tuition plans are offered b	y your institution.					
O No						
O Yes						
Tuition guar	<u>antee</u>					
Prepaid tuiti	on plan					
Tuition payr	nent plan					
Other (spec	Other (specify in box below)					
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 - Student Services - Distance Education Opportunities						
7. Does your institution offer distance education courses?						
o No						
C Yes						
② 8. Are all the programs at your institution offered exclusively via distance education programs?						
C No						
C Yes						
☑ 9. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or and/or opportunities).						
programs).						
Undergraduate						
Graduate						
The institution does not offer distance education opportunities						

Part C - Student Services: Disability Service						
10. Please indicate the percentage of all undergraduate students enrolled	ed during fall 2015 who were formally					
registered as students with disabilities with the institution's office of dis	sability services (or the equivalent					
office).	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 <u>full-time</u> , <u>first-time</u> degree/certificate-seeking students required to	live on-campus or in institutionally-			
controlled housing?				
f 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 full-time, first-time students of the student of the				
O	No			
O	Yes, and we do not make ANY (even one) exceptions to this rule			
${\bf 3.\ Does\ your\ institution\ offer\ institutionally-controlled\ housing\ (either\ on\ or\ }$	off campus)?			
If you answer Yes to this question, you will be expected to specify a housing capa combined room and board charge (D10).	acity, and to report a room charge or a			
O	No			
o	Yes			
	Specify housing capacity for academic year 2016-17			
4. Do you offer <u>board</u> or meal plans to your students?				
If you answer Yes to this question, you will be expected to report a board charge (D10).	or combined room and board charge			
O	No			
O	Yes - Enter the number of meals per week in the maximum meal plan available			
O	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 <u>programs</u> 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					

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:					
CIP Code					
Title					
Enter new largest program	appears abo	ove, click the 'er	nter new largest	program' link, ıtion participat	ed above, or if no program choose a program and enter es in Title IV programs, you
How is your program		Contact Ho			edit Hours
measured? Total length of PROGRAM in	n contact or c	redit hours			
Total length of PROGRAM in time	n WEEKS, as	completed by	a student atten	ding full-	
unic				-	
Total length of <u>ACADEMI</u> contact or credit hours	IC YEAR (as us	sed to calculate	your Pell budge	et) in	
Total length of <u>ACADEMI</u> WEEKS	IC YEAR (as us	sed to calculate	your Pell budge	et) in	
If the institution charges an a	annlication for	indicate the	amount		
ii the motitution charges an g	application let		Amount		Prior year
Application fee					
If your institution charges diffe	s long, report 1 erently based o avail	8 months worth on residence, plable from your	of tuition, fees, ease use in-stat financial aid offi	books and su e charges. Th ce.	e correct numbers should be
Published student charges for program	the entire	2013-14	2014-15	2015-16	2 2016-17
<u>Tuition</u> and <u>require</u> the entire progra					
Books and sup					
entire program					
The The correct numbers should be	Ţ.		reported for 4 v	·	
	for yo	our area, not on	national averag	jes.	
On-campus: Room and board to	for 4 weeks				
(1 month) Other expenses for	or 4 weeks				
(1 month) Room and board a	and other				
expenses for 4 wo	eeks (1				
Off-campus (not with family)					
Room and board f (1 month)	for 4 weeks				
Other expenses for (1 month)	or 4 weeks				
Room and board a expenses for 4 we					
month) Off-campus (with family):					
W VIII-CAIIIUUS (WILLI IAIIIIIV):					

Other expenses for 4 weeks (1 month)				
You may use the space below to prov	vide context for	the data you've r	eported above.	These context notes
will be posted on the College Navigator	website, and she	ould be written to	be understood	by students and
parents.				

Part D - Student Charges - Price of Attendance - Calculated values

7	Cost of	fattendance	 Calculated 	l 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.

sure all of the numbers reported on that page are correct. If ye the IPEDS Help Desk at 877-225-2568.	ou still do not think the	e numbers a	re correct, p	lease conta
CIP CODE OF LARGEST PROGRAM				
TITLE OF LARGEST PROGRAM				
Published student charges for the entire program	2013-14	2014-15	2015-16	2016-17
Tuition and required fees				
Books and supplies				
On-campus:				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (not with family):				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (with family):				
Other expenses				
Published student charges for an academic year				
<u>Tuition</u> and <u>required fees</u>				
Books and supplies				
On-campus:				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (not with family):				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (with family):				
Other expenses				

Dart D	- Student	Charges -	Drogram	Data
Part D	- Student	Chardes -	Prouram	Date

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. # of months to CIP Code **Tuition and Total length** Program Cost of required fees of program Measurement complete books and supplies O Contact O Credit 1st hours hours Title 2nd select Contact Credit clear hours hours Title 3rd select Contact Credit clear hours hours Title 4th select Contact Credit clear hours hours Title 5th select Contact Credit hours clear Title 6th select Contact Credit hours hours clear Title You may use the space below to provide context for the data you've reported above.

Prepared by This survey component was prepared by: Keyholder Finance Contact Academic Library Contact Other Har Contact Other Har Contact Other Name: Email: How long did it take to prepare this survey component?

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U.S. Department of Education

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NCES National Center for Education Statistics

2016-17 Survey Materials > Form

date: 8/9/2016

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

Overview

Institutional Characteristics Overview

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Changes to This Year's IC Component

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 are reporting for an 'ACADEMIC YEAR' or 'PROGRAM' as defined by IPEDS.

To download the survey materials for this component: Survey Materials

Part A - Mission Statement 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://"

Part	t B - 9	Services and Programs for Servicemembers and Veterans				
1. W	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 Department of Defense Voluntary Educational Partnership Memorandum of Understanding				
		None of the above				
ψ.	You ma	ay use the space below to provide context for the data you've reported above. These context notes				
will	be pos	sted on the College Navigator website, and should be written to be understood by students and				
pare	parents.					

Part C -	Studer	nt Services - Special L	earning Opportunities					
			ollowing? [Check all that apply]					
	Dual credit (college credit earned while in high school)							
	Credit for life experiences							
	Advanc	ced placement (AP) credits						
	None o	f the above						
0 14/14 4			'4'					
2. wnat ty	pes or s	special learning opportun	ities are offered by your institut	ion? [Check all that apply]				
	ROTC							
		Army	Navy	Air Force				
	Study abroad							
	Weekei	nd/evening college						
	Teache	er certification (for the element	entary, middle school/junior high, c	or secondary level)				
	Do not	include certifications to tea	ch at the postsecondary level.					
	Students can complete their preparation in certain areas of specialization							
		Students must complete th	eir preparation at another institution	on for certain areas of specialization				
		This institution is approved	by the state for the initial certifica	tion or licensure of teachers				
	None of the above							

Part C - Student Services: Other Student Services						
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 <u>day care</u> for children of students						
None of the above						
5. Which of the following <u>academic library</u> resource or service does your institution provide? [Check all that						
apply] Physical facilities						
An organized collection of printed materials						
Access to digital/electronic resources						
A staff trained to provide and interpret library materials						
Established library hours						
Access to library collections that are shared with other institutions						
None of the above						
6. Indicate whether or not any of the following alternative tuition plans are offered by your institution.						
C No						
C Yes						
Tuition guarantee						
Prepaid tuition plan						
Tuition payment plan						
Other (specify in box below)						
You may use the space below to provide context for the 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 - Student Services - Distance Education Opportunities						
7. Does your institution offer distance education courses?						
o No						
C Yes						
② 8. Are all the programs at your institution offered exclusively via distance education programs?						
C No						
C Yes						
☑ 9. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or and/or opportunities).						
programs).						
Undergraduate						
Graduate						
The institution does not offer distance education opportunities						

Part C - Student Services: Disability Service						
10. Please indicate	the percentage of all undergraduate students enrolle	ed during fall 2015 who were formally				
registered as stud	ents with disabilities with the institution's office of dis	sability services (or the equivalent				
office).						
	3 percent or less					
	More than 3 percent:	%				
Tou may use th	◆ You may use the space below to provide context for the data you've reported above. These context notes					
will be posted on t	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 <u>full-time</u> , <u>first-time</u> degree/certificate-seeking students required to	o live on campus or in institutionally-
controlled housing?	
If you answer Yes to this question, you will not be asked to report off-campus ro (D11).	om and board in the price of attendance
This is only a screening question, and your response does not show up on Colle	ege Navigator.
If you make any exceptions to this rule, and have even one full-time, first-time so No so that this does not cause conflicts with the Student Financial Aid survey. No very difficult and may lead to inaccurate reporting for your institution.	
C	No
C	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 o	ut-of-state students?
If you answer Yes to this question, you will be expected to report tuition amount students.	s for in-district, in-state, and out-of-state
Please only select Yes if you really charge different tuition rates, or you will be re	eporting the same numbers 3 times.
C	No
C	Yes
3. Does your institution offer institutionally-controlled housing (either on o	or off campus)?
If you answer Yes to this question, you will be expected to specify a housing cap combined room and board charge (D10).	pacity, and to report a room charge or a
C	No
C	Yes
	Specify <u>housing capacity</u> for academic year 2016-17
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 (D10).	e or combined room and board charge
C	No
C	Yes - Enter the number of meals per week in the maximum meal plan available
C	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 yea	ar
Application fee						
5. Charges to <u>full-time stud</u>	<u>lents</u> for the full	academic ye	<u>ar</u> 2016-17			
Please be sure to report an a	verage tuition th	at includes all	students at all le	vels (freshm	an, sophomore, et	c.).
,				,	, ,	,
	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
All full-time students						-
Average <u>tuition</u>						
Required fees						
6. Per <u>credit hour</u> charge for <u>part-time students</u>						
Please be sure to report an a	verage per credi	it tuition that in	cludes all studer	nts at all leve	ls (freshman, soph	nomore, etc.).
•	• ,				, , ,	. ,
	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
Per credit hour charge				•		

Part D - Student Charges - Price of Attendance

11. 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 2016-17 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.

confused about the	se values a	nd how to				
Charges for full academic year	2013-14	2014-15	2015-16	2016-17		
Published tuition	and roquir	nd foos:			O	Guaranteed
rublistieu <u>tuitori</u>	anu <u>require</u>	eu iees.			Tuition Guarantee (check only if applicable to entering students in 2016- 17)	increase %
In-district					,	
Tuition					_	
					Γ	
Required fees						
Tuition + fees total						
In-state						
Tuition						
Required fees					Г	
Tuition + fees total						
Out-of-state						
Tuition					Г	
Required fees					Γ	
Tuition + fees total				,		,
Books and supplies						
On-campus:						
Room and board					-	
Other expenses					-	
Room and board and other expenses				·		
Off-campus (not w	ith family)					
Room and board	itii iaiiiiy)	<u>.</u>			_	
Other expenses						
Room and board and other						
expenses	family):					
Off-campus (with Other expenses	iamily):				-	
You may use t	he space b	elow to pr	ovide conte	ext for the dat	□ a you've reported above. Thes	se context notes
					written to be understood by s	
parents.	ine conege	Havigato	i Website, a	ina siloula be	Time to be understood by s	tudente and

Prepared by This survey component was prepared by: Keyholder SFA Contact HR Contact Other Name: Email: How long did it take to prepare this survey component? hours

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers. The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

U.S. Department of Education

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date: 8/9/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Form

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 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.

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.

- Part C, question 8 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.

To download the survey materials for this component: Survey Materials

Part A - Mission Statement 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://"

Part B - Se	ervices and Programs for Servicemembers and Veterans					
1. Which of t	the following are available to veterans, military servicemembers, or their families?					
T Y	ellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)					
	redit for military training					
	edicated point of contact for support services for veterans, military servicemembers, and their families					
R	ecognized student veteran organization					
□ N	lember of Department of Defense Voluntary Educational Partnership Memorandum of Understanding					
	one of the above					
Tou may	use the space below to provide context for the data you've reported above. These context notes					
will be poste	ed on the College Navigator website, and should be written to be understood by students and					
parents.	parents.					
1						

Part C -	Studer	nt Services - Special L	earning Opportunities					
			ollowing? [Check all that apply]					
	Dual credit (college credit earned while in high school)							
	Credit for life experiences							
	Advanc	ced placement (AP) credits						
	None o	f the above						
0 14/14 4			'4'					
2. wnat ty	pes or s	special learning opportun	ities are offered by your institut	ion? [Check all that apply]				
	ROTC							
		Army	Navy	Air Force				
	Study abroad							
	Weekei	nd/evening college						
	Teache	er certification (for the element	entary, middle school/junior high, c	or secondary level)				
	Do not	include certifications to tea	ch at the postsecondary level.					
	Students can complete their preparation in certain areas of specialization							
		Students must complete th	eir preparation at another institution	on for certain areas of specialization				
		This institution is approved	by the state for the initial certifica	tion or licensure of teachers				
	None of the above							

Part C - Student Services: Other Student Services							
4. Which of the following selected student services are offered by your institution?	[Check all that apply]						
Remedial services	Remedial services						
Academic/career counseling services							
Employment services for current students	Employment services for current students						
Placement services for program completers	Placement services for program completers						
On-campus <u>day care</u> for children of students	On-campus <u>day care</u> for children of students						
None of the above							
5. Which of the following <u>academic library</u> resource or service does your institution	provide? [Check all that						
apply] Physical facilities							
An organized collection of printed materials							
Access to digital/electronic resources							
A staff trained to provide and interpret library materials							
Established library hours							
Access to library collections that are shared with other institutions	Access to library collections that are shared with other institutions						
None of the above	None of the above						
6. Indicate whether or not any of the following alternative tuition plans are offered b	y your institution.						
O No							
O Yes							
Tuition guar	<u>antee</u>						
Prepaid tuiti	on plan						
Tuition payr	nent plan						
Other (spec	ify in box below)						
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 - Student Services - Distance Education Opportunities					
7. Does your institution offer distance education courses?					
C No					
C Yes					
_					
☑ 8. Are all the programs at your institution offered exclusively via distance education programs?					
C No					
Yes					
☑ 9. Please indicate at what level(s) your institution offers distance education opportunities (courses and/or and/o					
programs).					
Undergraduate					
Graduate					
The institution does not offer distance education opportunities					

Part C - Student Services: Disability Service					
10. Please indicate the percentage of all undergraduate students enrolled during fall 2015 who were formally					
registered as students with disabilities with the institution's office of dis	sability 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 <u>full-time</u> , <u>first-time</u> degree/certificate-seeking students required to	o live on-campus or in institutionally-		
controlled housing?			
If you answer Yes to this question, you will not be asked to report off-campus ro (D7).	om and board in the price of attendance		
This is only a screening question, and your response does not show up on Colle	ege Navigator.		
If you make any exceptions to this rule, and have even one full-time, first-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.			
C			
C	Yes, and we do not make ANY (even one) exceptions to this rule		
3. Does your institution offer institutionally-controlled housing (either on o	or off campus)?		
If you answer Yes to this question, you will be expected to specify a housing cap combined room and board charge (D10).	pacity, and to report a room charge or a		
C	No		
C	Yes		
	Specify housing capacity for academic year 2016-17		
4. Do you offer <u>board</u> or meal plans to your students?			
If you answer Yes to this question, you will be expected to report a board charge (D10).	e or combined room and board charge		
C			
C	Yes - Enter the number of meals per week in the maximum meal plan available		
О	Yes - Number of meals per week can vary (e.g., students' charge meals against a meal card)		

Part D - Student Charges - Nun	nber 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					

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:						
CIP Code						
Title						
Enter new largest program	appears abo	ve, click the 'er	nter new larges nte: if your instit	program' link	ted above, or if no k, choose a progra ates in Title IV pro	am and enter
How is your program		Contact Ho			redit Hours	
measured? Total length of PROGRAM in	contact or cr	edit hours		Г		
Total length of PROGRAM in time	WEEKS, as o	completed by a	a student atter	ding full-		
unio				1		
Total length of <u>ACADEMIC</u> contact or credit hours	YEAR (as us	ed to calculate	your Pell budg	et) in		
Total length of <u>ACADEMIC</u> WEEKS	YEAR (as us	ed to calculate	your Pell budg	et) in		
If the institution charges an ap	nlication foo	indicate the	amount			
ii the motitution charges an ap	piloation lee	_	Amount		Prior yea	ar
Application fee		_	Amount			
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 for the program	e entire	2013-14	2014-15	2015-1	6	016-17
Tuition and required						
the entire program Books and suppli						
entire program	<u> </u>					
The fo	available fror	n your financia	reported for 4 value aid office. Off-national average	campus numb	·	sed on costs
On-campus:				, , , , , , , , , , , , , , , , , , , ,		
Room and board for (1 month)	r 4 weeks					
Other expenses for (1 month)						
Room and board an expenses for 4 wee month)						
Off-campus (not with family):						
Room and board for (1 month)	r 4 weeks					
Other expenses for	4 weeks					
(1 month) Room and board an	d other					
expenses for 4 wee month)						
Off-campus (with family):						

Other expenses for 4 weeks (1 month)				
You may use the space below to prov	vide context for	the data you've r	eported above.	These context notes
will be posted on the College Navigator	website, and she	ould be written to	be understood	by students and
parents.				

Part D - Student Charges - Price of Attendance - Calculated values

7	Cost of	fattendance	 Calculated 	l 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.

sure all of the numbers reported on that page are correct. If ye the IPEDS Help Desk at 877-225-2568.	ou still do not think the	e numbers a	re correct, p	lease conta
CIP CODE OF LARGEST PROGRAM				
TITLE OF LARGEST PROGRAM				
Published student charges for the entire program	2013-14	2014-15	2015-16	2016-17
Tuition and required fees				
Books and supplies				
On-campus:				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (not with family):				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (with family):				
Other expenses				
Published student charges for an academic year				
<u>Tuition</u> and <u>required fees</u>				
Books and supplies				
On-campus:				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (not with family):				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (with family):				
Other expenses				

Dart D	- Student	Charges -	Drogram	Data
Part D	- Student	Charges -	Prouram	Date

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. # of months to CIP Code **Tuition and Total length** Program Cost of required fees of program Measurement complete books and supplies O Contact O Credit 1st hours hours Title 2nd select Contact Credit clear hours hours Title 3rd select Contact Credit clear hours hours Title 4th select Contact Credit clear hours hours Title 5th select Contact Credit hours clear Title 6th select Contact Credit hours hours clear Title You may use the space below to provide context for the data you've reported above.

Prepared by This survey component was prepared by: Keyholder Finance Contact Academic Library Contact Other Har Contact Other Har Contact Other Name: Email: How long did it take to prepare this survey component?

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers. The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

U.S. Department of Education

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date: 8/9/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Instructions

Institutional Characteristics

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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

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

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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 <u>College Navigator Website</u>, 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: <u>ipedshelp@rti.org</u>

Web Tutorials

You can also consult the <u>IPEDS Website Trainings & Outreach</u> page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

The <u>IPEDS Website Reporting Tools</u> page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), 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

Reporting Directions

Part A - Mission Statement

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.

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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 <u>only</u> 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 (Not applicable to less-than-4-year institutions)

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 offers any of the listed resources or services. If none of the listed resources/services apply, select "None of the above".

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 opportunities

Distance education is one 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.

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; oneway 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.

Distance education courses

Indicate whether or not your institution offers distance education courses. A distance education course is a course in which the instructional content is delivered exclusively via distance education.

Exclusively distance education programs

Indicate whether or not ALL programs offered by your institution are delivered exclusively via distance education, meaning all the required coursework for program completion is able to be completed via distance education courses.

Distance education levels

Indicate whether you offer distance education opportunities (courses and/or programs) 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.

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 outof-state students. If you selected 'yes' for the screening question that you charge different tuitions for indistrict, 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 REOUIRED 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. Institutions should report their largest program based on enrollment size, regardless of whether or not that program is Title IV.

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.

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.

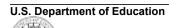
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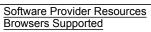
Glossary date: 8/9/2016

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 <u>4-1-4 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 $\underline{\text{tuition}}$ or $\underline{\text{required fees}}$, 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). Credit 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 <u>instruction</u> 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</u> <u>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: - received any type of federal financial aid, regardless of what courses they took at any time; - 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 - obtained a student visa to study at a U.S. postsecondary institution	
Department of Defence	High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.	
Department of Defense Voluntary Education Program Memorandum of Understanding	A voluntary program that functions to expand and improve 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).	
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.	
Distance education course	A course in which the instructional content is delivered exclusively via <u>distance education</u> . Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.	
Distance education program	A program for which all the required coursework for program completion is able to be completed via <u>distance education courses</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 first-professional 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</u> credits, 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. <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 postsecondary institutions that have a Program Participation Agreement 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 web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); 12-month Enrollment (E12); Completions (C); Admissions (ADM); Student Financial Aid (SFA); Human Resources (HR) composed of Employees by Assigned Position, Fall Staff, and Salaries; Fall Enrollment (EF); Graduation Rates (GR); Outcome Measures (OM); Finance (F); and Academic Libraries (AL).
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</u> <u>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.





₩ IPEDS 2016-17 Data Collection System

IPEDS Help Desk

(877) 225-2568 or ipedshelp@rti.org

NCES National Center for Education Statistics

2016-17 Survey Materials > FAQ

🛏 Print 🛮 🚻 Back to Results

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) <u>Can I change my Institutional Characteristics data during the winter or spring surveys if</u> I made a mistake in the fall?
- 4) Where can I find my accrediting agency information since it is no longer collected in IPEDS?
- 5) Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Island, etc.) considered in the U.S. for distance education location reporting?
- 6) We offer courses that combine distance education and traditional teaching methods ("hybrid" courses). How should students enrolled in these courses be counted in the distance education portion of Fall Enrollment?

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) <u>Do I have to report off campus living expenses?</u>
- 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 spring, 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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5) Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Island, etc.) considered in the U.S. for distance education location reporting?

Yes, Students located in a U.S. jurisdiction while they are enrolled in distance education courses should be reported as located in the U.S

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6) We offer courses that combine distance education and traditional teaching methods ("hybrid" courses). How should students enrolled in these courses be counted in the distance education portion of Fall Enrollment?

Hybrid courses are not considered by IPEDS as distance education. Students enrolled in "hybrid" courses should be reported as "not enrolled in any distance education courses."

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Student Charges

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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NCES National Center for Education Statistics

2016-17 Survey Materials > Form

date: 8/12/2016

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:

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 guestion 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 - E	ducational Offerings
1. Which of	the following types of instruction/programs are offered by your institution? [Check one or more]
	ution does not offer occupational, academic or continuing professional programs, you are not expected to is or any other IPEDS survey.
	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)

	ization - Control and Levels estitutional control or affiliation?
Be sure to select IPEDS surveys, i	the correct control for your institution. Errors on this question have an impact throughout the n federal reporting, in net price groupings, and on your institutions appearance to students. If price the price groupings 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 le	vels are offered by your institution? [Check all that apply]
When reporting avenumber of credit meant only to prove	vard levels for sub baccalaureate certificates (levels 1, 2, and 4), determine program length by the or contact hours , NOT the academic year length in parentheses. The academic year length is vide context.
	level should not be used unless your program truly does not fit any of the other award levels. We stitutions to fit the 'Other' category.
considered subba length of the Teac	ther Preparation certificate programs may require a bachelor's degree for admission, they are coalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the her Preparation program.
Award Level	DAGGAL AUDEATE.
BELOW THE	BACCALAUREATE: Postsecondary award, certificate, or diploma of (less than one academic year)
	- less than 900 contact or clock hours, or
2	- less than 30 semester or trimester credit hours, or - less than 45 quarter credit hours
	- less than 45 quarter credit hours Postsecondary award, certificate, or diploma of (at least one but less than two academic years)
	- 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
3	- 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
3 4	- 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
4	- 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
4	- 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
4 BACCALAUR	- 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 EATE AND ABOVE:
BACCALAUR 5	- 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 EATE AND ABOVE: Bachelor's degree or equivalent
BACCALAUR 5	- 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 EATE AND ABOVE: Bachelor's degree or equivalent Postbaccalaureate certificate
BACCALAUR 5 6 7	- 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 - 90 or more guarter credit hours EATE AND ABOVE: Bachelor's degree or equivalent Postbaccalaureate certificate Master's degree
4 BACCALAUR 5 6 7 8	- 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 EATE AND ABOVE: Bachelor's degree or equivalent Postbaccalaureate certificate Master's degree Post-master's certificate

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

Other (specify in box below)

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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.

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 <u>FULL-YEAR COHORT</u>, and student charges data for a full <u>ACADEMIC YEAR</u>.

O Hybrid (Other academic calendar)

Part B - Organization - Student Enrollmen
4. Does your institution enroll any of the following

4. Does y	our institution enro	I any of the f	iollowing types o	f students?
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Include all levels offered by your institution, even if there are no students currentl	y enrolled at that level.
Depression to this expedient determine which consens will be appeared of few reporting one	alamaia wa an twitiana alaana

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-	<u>time</u>	Part-time
Undergraduate (academic or occupational programs)	C No	C	C No C Yes
First-time, degree/certificate-seeking undergraduate	C No	C	o No o Yes
Graduate (not including doctor's-professional practice)	o No	Yes	C No C Yes

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

Chec	king Yes for this question will allow j	our institutio	n to report	graduate le	evel students	in Fall Eni	rollment. It	f you select
Yes i	o enrolling students in one of the list	ed programs,	you will a	Iso report tu	iition for the	appropriate	e program	(s).
	No							

О	No
О	Yes
	② 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.)
	C No
	Yes

6. For Fall 2010, 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 2010-11 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 2010-11 Enrollment survey, the data will be preloaded below.

0	No	
		This institution did not enroll full-time, first-time (undergraduate) students.
		This institution did not offer programs at or below the baccalaureate level.
		\sqsubset This institution was not in operation in 2010-11.
О	Yes	

Full-time, first-time degree/certificate-seeking students from 2010-11 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 c	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 organizati governs, or controls the institution.	ion that owns,			
Yes, this institution IS a part of a multi-institution or multi-campus organization the governs, or controls the institution.	hat owns,			
If yes, select the name of the multi-institution or multi-campus organization that or controls the institution after clicking on 'Select System' below.	owns, governs,			
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.
C No
C 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 S	Screening Questions - Library Access and Expenses		
Does your institution have access to a library collection?			
C	No		
C	Yes (receives AL component)		
Were your annual total <u>library expenses</u> for Fiscal Year 2016 greater than zero?			
C	No		
C	Yes (receives AL component)		

Part C - Other Survey Screening Questions - Levels of Enrollment Offered					
Was your instituti	on in operation during the academic year 2015-16?				
	If you answer Yes to this question, you will be able to specify the levels of enrollment offered at your institution during 2015-16 and to report 12-month enrollment during the fall collection.				
O	No				
О	Yes. Please specify the levels of enrollment offered during 2015-16.				
	<u>Undergraduate</u>				
	Graduate (not including doctor's-professional practice)				
	<u>Doctor's-professional practice</u>				

Prepared by This survey component was prepared by: Keyholder HR Contact SFA Contact **Finance Contact** Academic Library Contact Name: Email: How long did it take to prepare hours minutes this survey component? The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers. The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System. Thank you for your assistance.

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date: 8/12/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Instructions

IC Header Full Instructions for 4-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 2016-17 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 <u>College Navigator Website</u>, 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 <u>College Navigator Website</u>, however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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 with Reporting

IPEDS Help Desk

Phone: 1-877-225-2568 Email: ipedshelp@rti.org

Web Tutorials

You can also consult the <u>IPEDS Website Trainings & Outreach</u> page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

The <u>IPEDS Website Reporting Tools</u> page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), and other valuable 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.

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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)

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 Access and Expenses

Indicate whether the institution has access to a library collection and/or the annual total library expenses at your institution were greater than zero for Fiscal Year 2016. Fiscal Year 2016 is defined as the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2016.

A library collection is defined as "comprising documents held locally and remote resources for which permanent or temporary access rights have been acquired. Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as securing access rights and including it in the library catalog, other library databases or discovery systems."

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 2016.

If the institution does not have access to a library collection and the institution's library 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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Glossary date: 8/12/2016

Definition
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> .
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 <u>4-1-4 calendar system</u> .
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.
An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
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.
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 <u>degrees</u> conferred in a 5-year <u>cooperative</u> (work-study) <u>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.
The method by which an institution structures most of its courses for the academic year.
A formal award certifying the satisfactory completion of a postsecondary education program.
A specific group of students established for tracking purposes.
A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
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.
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.
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).
A unit of measure representing the equivalent of an hour (50 minutes) of <u>instruction</u> 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.
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.
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.
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> .
A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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.
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 <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.
The group of students entering in the <u>fall term</u> 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</u> -seeking <u>undergraduate</u> students during the fall term of a given year. For the <u>Outcome Measures</u> component, all <u>degree/certificate</u> -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.
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).

recitis, or a student involved in thesis or dissertation preparation that is considered full-time by the institution. The group of students entering at any time during the 12-month period September 1 through August 31 that is established for the techniq and reprinting Gendlind Table (63) and Coltron Memorary (04) data for institutions that changed from the control of the property of the propert		Undergraduate: A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more
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Postbaccalaureate certificate Postbaccalaureate certificate Postbaccalaureate certificate Postbaccalaureate certificate NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbacalaureate undergraduate programs, and students in these programs are undergraduate students. Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years) Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 10 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 1,800 contact or clock hours. An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 1 academic year) Postsecondary award, certificate, or diploma (less than 1 academic year) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in at least 60 but less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 1 academic year) A priv	Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter</u> <u>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.
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 subbacalaureate undergraduate programs, and students in these programs are undergraduate students. Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years) Postsecondary award, certificate, or diploma (at least 30 but less than 60 semester or trimester or delict hours, or in at least 45 but less than 90 quarter credit nours, or in at least 900 but less than 1,800 contact or clock hours. An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 1,800 contact or clock hours. An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quar	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.
are considered subbacalaureate 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 program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit least 2 but less than 4 full-time equivalent academic years, or designed for completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours,	Postbaccalaureate certificate	
baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years academic years and the least 1 but less than 2 but less than 2 but less than 2 but less than 2 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 90 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 90 quarter degree in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter degree in at least 90 but less than 180 quarter degree in at least 90 but less than 180 quarter degree in at least 90 but less than 180 quarter degree in at least 90 but less than 180 quarter degree in at least 90 but les		are considered subbacalaureate undergraduate programs, and students in these programs are undergraduate
baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 2 but less than 4 least 50 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 180 but less than 180 quarter credit hours, or in at least 180 but less than 180 q	Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)	baccalaureate <u>degree</u>) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or <u>designed</u> 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</u>
baccalaureate <u>degree</u>) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 1 academic year) 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.	Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	baccalaureate <u>degree</u>) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or <u>designed</u> 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</u>
other expenses for the assumption of risk. 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.	Postsecondary award, certificate, or diploma (less than 1 academic year)	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
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	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	primarily by other than public funds, and operated by other than publicly elected or appointed officials. These
	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 associate's degrees and programs that can be completed in at least 1,800 but less than 3,600 contact hours to obtain a degree, diploma , certificate , 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</u> , <u>diploma</u> , <u>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.

U.S. Department of Education

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NCES National Center for Education Statistics

2016-17 Survey Materials > Form

date: 8/12/2016

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:

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 guestion 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 - E	ducational Offerings
1. Which of	the following types of instruction/programs are offered by your institution? [Check one or more]
	ution does not offer occupational, academic or continuing professional programs, you are not expected to is or any other IPEDS survey.
	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)

Part B - Org	anization - Control and Levels r institutional control or affiliation?
Be sure to seld IPEDS surveys	r institutional <u>control</u> or <u>aπιιιατίοη</u> ? ect the correct control for your institution. Errors on this question have an impact throughout the s, in federal reporting, in net price groupings, and on your institutions appearance to students. If ncorrectly in a previous year, please contact the Help Desk at 877.225.2568 to correct the error.
you reported in	O Public - Select
	primary and or secondary controls below
	Primary control Secondary control (if applicable)
	Select One Select One
	O 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 dit or contact hours , NOT the academic year length in parentheses. The academic year length is
	ard level should not be used unless your program truly does not fit any of the other award levels. We institutions to fit the 'Other' category.
considered sub	eacher Preparation certificate programs may require a bachelor's degree for admission, they are baccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the eacher Preparation program.
	IE 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
BACCALAL	UREATE 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

Other (specify in box below)

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

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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.

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 <u>FULL-YEAR COHORT</u>, and student charges data for a full <u>ACADEMIC YEAR</u>.

O Hybrid (Other academic calendar)

Part B - Organization - Student Enrollmen
4. Does your institution enroll any of the following

4. Does y	our institution enro	I any of the f	iollowing types o	f students?
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Include all levels offered by your institution, even if there are no students currentl	y enrolled at that level.
Depression to this expedient determine which consens will be appeared of few reporting one	alamaia wa an twitiana alaana

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-	<u>time</u>	Part-time
Undergraduate (academic or occupational programs)	C No	C	C No C Yes
First-time, degree/certificate-seeking undergraduate	C No	C	o No o Yes
Graduate (not including doctor's-professional practice)	o No	Yes	C No C Yes

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

Chec	king Yes for this question will allow j	our institutio	n to report	graduate le	evel students	in Fall Eni	rollment. It	f you select
Yes i	o enrolling students in one of the list	ed programs,	you will a	Iso report tu	iition for the	appropriate	e program	(s).
	No							

О	No
О	Yes
	② 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.)
	C No
	Yes

6. For Fall 2010, 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 2010-11 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 2010-11 Enrollment survey, the data will be preloaded below.

0	No	
		This institution did not enroll full-time, first-time (undergraduate) students.
		This institution did not offer programs at or below the baccalaureate level.
		\sqsubset This institution was not in operation in 2010-11.
О	Yes	

Full-time, first-time degree/certificate-seeking students from 2010-11 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 o	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 subsquestion is blank.	
No, this institution IS NOT a part of a multi-institution or multi-campus organizate governs, or controls the institution.	tion that owns,
Yes, this institution IS a part of a multi-institution or multi-campus organization t governs, or controls the institution.	hat owns,
If yes, select the name of the multi-institution or multi-campus organization that or controls the institution after clicking on 'Select System' below.	owns, governs,
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.
C No
C 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 instituti	on in operation during the academic year 2015-16?
	to this question, you will be able to specify the levels of enrollment offered at your institution during out 12-month enrollment during the fall collection.
O	No
О	Yes. Please specify the levels of enrollment offered during 2015-16.
	<u>Undergraduate</u>
	Graduate (not including doctor's-professional practice)
	Doctor's-professional practice

Prepared by This survey component was prepared by: Keyholder HR Contact SFA Contact **Finance Contact** Academic Library Contact Name: Email: How long did it take to prepare hours minutes this survey component? The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers. The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System. Thank you for your assistance.

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date: 8/12/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Instructions

IC Header Full Instructions for 4-yr nondegree-granting institutions

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Enrollment Levels and GRS cohort question

Multi-institution or Multi-campus Organization

Part C - Other Survey Screening Questions

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

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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 <u>College Navigator Website</u>, 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 <u>College Navigator Website</u>, however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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 with Reporting

IPEDS Help Desk

Phone: 1-877-225-2568 Email: <u>ipedshelp@rti.org</u>

Web Tutorials

You can also consult the <u>IPEDS Website Trainings & Outreach</u> page which contains several tutorials on IPEDS data collection, a self-paced overview of <u>IPEDS</u> tools, and other valuable resources.

IPEDS Resource Page

The <u>IPEDS Website Reporting Tools</u> page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), and other valuable 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.

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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)

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.

Top ▲

Part D - Branch campus

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

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Glossary date: 8/12/2016

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> .	
The period of time generally extending from September to June; usually equated to 2 $\underline{\text{semesters}}$ or $\underline{\text{trimesters}}$, 3 $\underline{\text{quarters}}$, or the period covered by a $\underline{\text{4-1-4}}$ calendar system.	
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.	
An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.	
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.	
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 <u>degrees</u> conferred in a 5-year <u>cooperative</u> (work-study) <u>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.	
The method by which an institution structures most of its courses for the academic year.	
A formal award certifying the satisfactory completion of a postsecondary education program.	
A specific group of students established for tracking purposes.	
A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.	
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.	
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.	
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).	
A unit of measure representing the equivalent of an hour (50 minutes) of <u>instruction</u> 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.	
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.	
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.	
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> .	
A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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.	
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 <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.	
The group of students entering in the <u>fall term</u> 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</u> -seeking <u>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.	
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).	

redits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution. Part group of students entering at any time during the 12-month period September 1 through August 31 lbd is established for tracking and reporting includince facts (CIS) and Ciscom Measures (OII) data for standard and reporting includince facts (CIS) and Ciscom Measures (OII) data for standard in the collect for Part of Part o		Undergraduate: A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more
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Part-time student Undergraduate: A student enrolled for either less than 12 semester or quarter credits, or less than 24 contact hours a week each term. Graduate: A student enrolled for less than 9 semester or quarter credits, or less than 24 contact hours 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 program beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level. 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 subbacalaureate undergraduate programs, and students in these programs are undergraduate students. An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 1 academic years) Postsecondary award, certificate, or diploma (at least 30 but less than 1 acast 50 but less than 1 academic years) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 90 but less than 1 4 full-time equivalent academic years, or designed for completion least 2 but less than 4 academic years) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1,800 but less than 3,600 contact or clock hours. Postsecondary award, certificate, or diploma (less than 1 academic year or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or i	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.
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 program beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level. 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 subbacalaureate undergraduate programs, and students in these programs are undergraduate students. An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 46 0 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit in least 2 or diploma (at least 2 but less than 120 semester or trimester credit hours, or in at least 90 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in	Other academic calendar system	
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 subbacalaureate 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 program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 academic years) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 academic years) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 1,800 contact or clock hours. An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 900 contact or clock hours. Private for-prof	Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter</u> <u>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.
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 subbacalaureate undergraduate programs, and students in these programs are undergraduate students. Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years) Postsecondary award, certificate, or diploma (at least 30 but less than 60 semester or trimester credit hours, or in at least 30 but less than 1,800 contact or clock hours. Postsecondary award, certificate, or diploma (at least 2 but less than 1,800 contact or clock hours. An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 1,800 contact or clock hours. An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 50 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 1 academic year (2 semesters or 3 quarters), or in less than 90 contact or clock hours. Private for-profit institution A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or the repres	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.
are considered subbacalaureate undergraduate programs, and students in these programs are undergraduate students. Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years) Postsecondary award, certificate, or diploma (at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit least 2 but less than 4 academic years) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in less than 900 contact or clock hours. Private for-profit institution A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk. An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported private individual position of the private individ	Postbaccalaureate certificate	
baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years , or designed for completion in at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 90 but less than 1 academic years) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1,800 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least		are considered subbacalaureate undergraduate programs, and students in these programs are undergraduate
baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 2 but less than 4 full-time equivalent academic years, or in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours. Postsecondary award, certificate, or diploma (less than 1 academic year) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours. Private for-profit institution A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk. 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.	certificate, or diploma (at	baccalaureate <u>degree</u>) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or <u>designed</u> 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</u>
baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 1 academic year) baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours. Private for-profit institution A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, on ther expenses 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.	Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	baccalaureate <u>degree</u>) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or <u>designed</u> 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</u>
other expenses 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.		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
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	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	primarily by other than public funds, and operated by other than publicly elected or appointed officials. These
	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 associate's degrees and programs that can be completed in at least 1,800 but less than 3,600 contact hours to obtain a degree, diploma , certificate , 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</u> , <u>diploma</u> , <u>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.

U.S. Department of Education

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date: 8/12/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Form

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:

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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

Par	Part A - Educational Offerings				
1. W	/hich of	the following types of instruction/programs are offered by your institution? [Check one or more]			
	our institu DS surve	ution does not offer occupational or academic programs, you are not expected to complete this or any other By.			
		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)			

	ization - Control and Levels estitutional control or affiliation?
Be sure to select IPEDS surveys, in	the correct control for your institution. Errors on this question have an impact throughout the federal reporting, in net price groupings, and on your institutions appearance to students. If price the price groupings are the Help Desk at 877.225.2568 to correct the error.
you reported mod	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 lev	vels are offered by your institution? [Check all that apply]
When reporting aw number of credit meant only to prov	vard levels for sub baccalaureate certificates (levels 1, 2, and 4), determine program length by the or contact hours , NOT the academic year length in parentheses. The academic year length is ide context.
	level should not be used unless your program truly does not fit any of the other award levels. We stitutions to fit the 'Other' category.
considered subbac	her Preparation certificate programs may require a bachelor's degree for admission, they are calaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the her Preparation program.
	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
BACCALAURI	EATE 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

Other (specify in box below)

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

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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.

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 <u>FULL-YEAR COHORT</u>, and student charges data for a full <u>ACADEMIC YEAR</u>.

O Hybrid (Other academic calendar)

Part B - Organization - Student Enrollment								
4. Does your institution enroll any of the following types of st	. Does your institution enroll any of the following types of students?							
Include all levels offered by your institution, even if there are	no stud	ents	curren	tly enr	olled a	t that	level.	
for reporting Fall Enrollment during the spring collection. Additional degree/certificate-seeking undergraduate students determines that	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</u>	<u>time</u>			Part-	<u>time</u>	
Undergraduate (academic or occupational programs)	0	No	0	Yes	0	No	0	Yes
First-time, degree/certificate-seeking undergraduate	0	No	0	Yes	0	No	0	Yes
Graduate (not including doctor's-professional practice)	0	No	0	Yes	0	No	0	Yes
6. For academic year 2013-14, did your institution enroll any $\underline{\textbf{f}}$	ull-time,	first	<u>-time</u> s	tuden	ts?			
If you answer Yes to this question, you will be required to provide winter collection. If you answer No to this question, indicate the re for the cohort year requested. If you reported any full-time, first-tin Fall Enrollment survey, the data will be preloaded below.	ason you	ı are	not req	uired t	o repor	t Gradi	uation	Rates
No								

Full-time, first-time degree/certificate-seeking students from 2013-14 Fall Enrollment survey (GR Cohort)

Yes

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

This institution was not in operation in 2013-14.

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 o	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 subsquestion is blank.				
No, this institution IS NOT a part of a multi-institution or multi-campus organizate governs, or controls the institution.	tion that owns,			
Yes, this institution IS a part of a multi-institution or multi-campus organization t governs, or controls the institution.	hat owns,			
If yes, select the name of the multi-institution or multi-campus organization that or controls the institution after clicking on 'Select System' below.	owns, governs,			
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.
C No
C 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 S	Screening Questions - Library Access and Expenses
	access to a library collection?
C	No
C	Yes (receives AL component)
Were your annual total <u>libr</u>	ary expenses for Fiscal Year 2016 greater than zero?
C	No
C	Yes (receives AL component)

	ning Questions - Levels of Enrollment Offered
Was your institution in operation	during the academic year 2015-16?
If you answer Yes to this question, y 2015-16 and to report 12-month enro	ou will be able to specify the levels of enrollment offered at your institution during of the fall collection.
C No	
Yes. Please spec	cify the levels of enrollment offered during 2015-16.
	<u>Undergraduate</u>
	Graduate (not including doctor's-professional practice)

Prepared by This survey component was prepared by: Keyholder HR Contact SFA Contact **Finance Contact** Academic Library Contact Name: Email: How long did it take to prepare hours minutes this survey component? The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers. The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System. Thank you for your assistance.

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date: 8/12/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Instructions

IC Header Full Instructions for public 2-yr degree-granting institutions

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Part B - Organization

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Enrollment Levels and GRS cohort question

Multi-institution or Multi-campus Organization

Part C - Other Survey Screening Questions

Open Admission

Library Expenses

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

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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 <u>College Navigator Website</u>, 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 <u>College Navigator Website</u>, 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 with Reporting

IPEDS Help Desk

Phone: 1-877-225-2568 Email: ipedshelp@rti.org

Web Tutorials

You can also consult the <u>IPEDS Website Trainings & Outreach</u> page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

The <u>IPEDS Website Reporting Tools</u> page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), and other valuable 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)

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 Access and Expenses

Indicate whether the institution has access to a library collection and/or the annual total library expenses at your institution were greater than zero for Fiscal Year 2016. Fiscal Year 2016 is defined as the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2016.

A library collection is defined as "comprising documents held locally and remote resources for which permanent or temporary access rights have been acquired. Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as securing access rights and including it in the library catalog, other library databases or discovery systems."

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 2016.

If the institution does not have access to a library collection and the institution's library 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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Glossary date: 8/12/2016

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> .	
The period of time generally extending from September to June; usually equated to 2 $\underline{\text{semesters}}$ or $\underline{\text{trimesters}}$, 3 $\underline{\text{quarters}}$, or the period covered by a $\underline{\text{4-1-4}}$ calendar system.	
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.	
An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.	
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.	
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 <u>degrees</u> conferred in a 5-year <u>cooperative</u> (work-study) <u>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.	
The method by which an institution structures most of its courses for the academic year.	
A formal award certifying the satisfactory completion of a postsecondary education program.	
A specific group of students established for tracking purposes.	
A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.	
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.	
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.	
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).	
A unit of measure representing the equivalent of an hour (50 minutes) of <u>instruction</u> 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.	
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.	
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.	
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> .	
A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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.	
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 <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.	
The group of students entering in the <u>fall term</u> 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</u> -seeking <u>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.	
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).	

redits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution. Part group of students entering at any time during the 12-month period September 1 through August 31 lbd is established for tracking and reporting includince facts (CIS) and Ciscom Measures (OII) data for standard and reporting includince facts (CIS) and Ciscom Measures (OII) data for standard in the collect for Part of Part o		Undergraduate: A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more
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Integrated Postsecondary Education Data System (IPEDS) Integrated Postsecondary Education Data System (IPEDS), conductate by the NECS, beginning and integrated and provided annual institution-level data collections. All postsecondary institutions that have a Florgram Participation Agreement (IPEDS) Integrated Postsecondary Education (IPED) System (IPEDS) Integrated Postsecondary (Integrated Postsecondary Integrated Postsec	Graduate student	
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not more than 2 <u>academic years of work beyond the bachelor's degree.</u> Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work. Occupational program A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge ar skills to perform in a specific occupation. Other academic calendar systems 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 semester or quarter credits, or less than 24 contact hour 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 program beyond the master's degree, but does not meet the requirements of academic degrees 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 subbacalaureate undergraduate programs, and students in these programs are undergraduate that the control of the paccalaureate degree in a least 1 but less than 2 full-time equivalent academic years) or designed for completion in at least 30 but less than 10 semester or trimester credit hours, or in at least 90 but less than 90 quarter gredit hours, or in at least 90 but less than 180 quarter gredit hours, or in at least 90 but less than 180 quarter gredit hours, or in at least 90 but less than 180 quarter gredit hours, or in at least 1,800 but less than 120 semester or trimester credit hours, or in at least 90 but less	Library expenses	
Skills to perform in a specific occupation. Other academic calendar skills to perform in a specific occupation. Category used to describe "non-traditional" calendar systems 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 semester or quarter credits, or less than 24 contact hours a week each term. Graduate: A student enrolled for less than 9 semester or quarter credits. Post-master's certificate An award that requires completion of an organized program beyond the master's degree, but does not meet the requirements of academic degrees 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 subbacalaureate undergraduate programs and students in these programs are undergraduate students. An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 1,800 contact or clock hours. Postsecondary award, certificate, or diploma (at least 60 but less than 1,800 contact or clock hours. An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 20 but less than 3,600 contact or clock hours. An award that requires completion of an organized program of study at the postsec	Master's degree	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 "first-
Part-time student Undergraduate: A student enrolled for either less than 12 semester or quarter credits, or less than 24 contact hours a week each term. Graduate: A student enrolled for less than 9 semester or quarter credits, or less than 24 contact hours 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 program beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level. 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 subbacalaureate undergraduate programs, and students in these programs are undergraduate students. An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 1 academic years) Postsecondary award, certificate, or diploma (at least 30 but less than 1 acast 50 but less than 1 academic years) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 90 but less than 1 4 full-time equivalent academic years, or designed for completion least 2 but less than 4 academic years) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1,800 but less than 3,600 contact or clock hours. Postsecondary award, certificate, or diploma (less than 1 academic year or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or i	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.
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are considered subbacalaureate undergraduate programs, and students in these programs are undergraduate students. Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years) Postsecondary award, certificate, or diploma (at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit least 2 but less than 4 academic years) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in less than 900 contact or clock hours. Private for-profit institution A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk. An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported private individual position of the private individ	Postbaccalaureate certificate	
baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years , or designed for completion in at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 90 but less than 1 academic years) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1,800 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least		are considered subbacalaureate undergraduate programs, and students in these programs are undergraduate
baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 2 but less than 4 full-time equivalent academic years, or in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours. Postsecondary award, certificate, or diploma (less than 1 academic year) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours. Private for-profit institution A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk. 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.	certificate, or diploma (at	baccalaureate <u>degree</u>) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or <u>designed</u> 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</u>
baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 1 academic year) baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours. Private for-profit institution A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, on ther expenses 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.	Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	baccalaureate <u>degree</u>) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or <u>designed</u> 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</u>
other expenses 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.		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
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	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	primarily by other than public funds, and operated by other than publicly elected or appointed officials. These
	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 of full-time equivalent college level work, including associate's degrees and programs that can be completed in at least 1,800 but less than 3,600 contact hours to obtain a degree, diploma, certificate, 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, diploma, or other formal award. Includes programs resulting in all bachelor's degrees and other baccalaureate level or equivalent degrees, as well as 5-year cooperative 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	ograms 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 contact hours to obtain a degree, diploma, certificate, 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)	ter (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 summ	
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)	ester (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.	

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date: 8/12/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Form

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:

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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. W	/hich 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.			
		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)	

Part B - Organization - Control and Levels 1. What is your institutional control or affiliation?				
Be sure to seld IPEDS surveys	r institutional <u>control</u> or <u>aπιιιατίοη</u> ? ect the correct control for your institution. Errors on this question have an impact throughout the s, in federal reporting, in net price groupings, and on your institutions appearance to students. If ncorrectly in a previous year, please contact the Help Desk at 877.225.2568 to correct the error.			
you reported in	O Public - Select			
	primary and or secondary controls below			
	Primary control Secondary control (if applicable)			
	Select One Select One			
	O 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 dit or contact hours , NOT the academic year length in parentheses. The academic year length is			
	ard level should not be used unless your program truly does not fit any of the other award levels. We institutions to fit the 'Other' category.			
considered sub	eacher Preparation certificate programs may require a bachelor's degree for admission, they are baccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the eacher Preparation program.			
	IE 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			
BACCALAL	UREATE 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			

Other (specify in box below)

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

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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.

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 <u>FULL-YEAR COHORT</u>, and student charges data for a full <u>ACADEMIC YEAR</u>.

O Hybrid (Other academic calendar)

Part B - Organization - Student Enrollment								
4. Does your institution enroll any of the following types of st	udents?	•						
Include all levels offered by your institution, even if there are	no stud	ents	curren	tly eni	olled a	t 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								
Undergraduate (academic or occupational programs)	0	No	0	Yes	0	No	0	Yes
First-time, degree/certificate-seeking undergraduate	0	No	0	Yes	0	No	0	Yes
Graduate (not including doctor's-professional practice)	0	No	0	Yes	0	No	0	Yes
6. For academic year 2013-14, did your institution enroll any <u>full-time</u> , <u>first-time</u> students?								
If you answer Yes to this question, you will be required to provide Graduation Rates data for the 2013-14 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 2013-14 Fall Enrollment survey, the data will be preloaded below.								
No								

Full-time, first-time degree/certificate-seeking students from 2013-14 Fall Enrollment survey (GR Cohort)

C Yes

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

This institution was not in operation in 2013-14.

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 o	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 organizate governs, or controls the institution.	tion that owns,					
Yes, this institution IS a part of a multi-institution or multi-campus organization t governs, or controls the institution.	hat owns,					
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.
C No
C 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.

	ning Questions - Levels of Enrollment Offered					
Was your institution in operation	Was your institution in operation during the academic year 2015-16?					
If you answer Yes to this question, you will be able to specify the levels of enrollment offered at your institution during 2015-16 and to report 12-month enrollment during the fall collection.						
C No	$ \mathbf{C} ^{-1}$					
Yes. Please spec	cify the levels of enrollment offered during 2015-16.					
	<u>Undergraduate</u>					
	Graduate (not including doctor's-professional practice)					

Prepared by This survey component was prepared by: Keyholder HR Contact SFA Contact **Finance Contact** Academic Library Contact Name: Email: How long did it take to prepare hours minutes this survey component? The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers. The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System. Thank you for your assistance.

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NCES National Center for Education Statistics

2016-17 Survey Materials > Instructions

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

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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 <u>College Navigator Website</u>, 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 <u>College Navigator Website</u>, however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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 with Reporting

IPEDS Help Desk

Phone: 1-877-225-2568 Email: ipedshelp@rti.org

Web Tutorials

You can also consult the <u>IPEDS Website Trainings & Outreach</u> page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

The <u>IPEDS Website Reporting Tools</u> page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), and other valuable 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.

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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)

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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Glossary date: 8/12/2016

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 <u>4-1-4 calendar system</u> .
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 <u>degrees</u> conferred in a 5-year <u>cooperative</u> (work-study) <u>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 academic year.
Certificate	A formal award certifying the satisfactory completion of a postsecondary education program.
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 <u>instruction</u> 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.
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 first-professional 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 <u>fall term</u> 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</u> -seeking <u>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 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	

redits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution. Part group of students entering at any time during the 12-month period September 1 through August 31 lbd is established for tracking and reporting includince facts (CIS) and Ciscom Measures (OII) data for standard and reporting includince facts (CIS) and Ciscom Measures (OII) data for standard in the collect for Part of Part o		Undergraduate: A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more
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e.g., research grants, special projects, gifts and endowments, and fees for services. An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Ray) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work. Occupational program A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge an skills to perform in a specific occupation. Other academic calendar system of the student with sufficient knowledge and skills to perform in a specific occupation. Other academic calendar system of the student of the student with sufficient knowledge and skills to perform in a specific occupation. Other academic calendar system of the student with sufficient knowledge and skills to perform in a specific occupation. Other academic dealer systems 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." Destruction of the student enrolled for either less than 12 semester or quarter credits. An award that requires completion of an organized program beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level doctor's level. 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 subbacalaureate undergraduate program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 900 but less tha	Library collections	been acquired. Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as securing access rights and including it in the library catalog, other library
not more than 2 <u>academic years of work beyond the bachelor's degree.</u> Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work. Occupational program A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge ar skills to perform in a specific occupation. Other academic calendar systems 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 semester or quarter credits, or less than 24 contact hour 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 program beyond the master's degree, but does not meet the requirements of academic degrees 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 subbacalaureate undergraduate programs, and students in these programs are undergraduate that the control of the paccalaureate degree in a least 1 but less than 2 full-time equivalent academic years) or designed for completion in at least 30 but less than 10 semester or trimester credit hours, or in at least 90 but less than 90 quarter gredit hours, or in at least 90 but less than 180 quarter gredit hours, or in at least 90 but less than 180 quarter gredit hours, or in at least 90 but less than 180 quarter gredit hours, or in at least 1,800 but less than 120 semester or trimester credit hours, or in at least 90 but less	Library expenses	
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baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 2 but less than 4 full-time equivalent academic years, or in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours. Postsecondary award, certificate, or diploma (less than 1 academic year) An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours. Private for-profit institution A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk. 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.	certificate, or diploma (at	baccalaureate <u>degree</u>) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or <u>designed</u> 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</u>
baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 1 academic year) baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours. Private for-profit institution A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, on ther expenses 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.	Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	baccalaureate <u>degree</u>) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or <u>designed</u> 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</u>
other expenses 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.		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
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	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	primarily by other than public funds, and operated by other than publicly elected or appointed officials. These
	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 associate's degrees and programs that can be completed in at least 1,800 but less than 3,600 contact hours to obtain a degree, diploma, certificate, 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 contact hours to obtain a degree, diploma, certificate, 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.

U.S. Department of Education

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date: 8/12/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Form

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:

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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

Par	Part A - Educational Offerings					
1. W	/hich of	the following types of instruction/programs are offered by your institution? [Check one or more]				
	our institu DS surve	ution does not offer occupational or academic programs, you are not expected to complete this or any other By.				
		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)				

	ization - Control and Levels estitutional control or affiliation?
Be sure to select IPEDS surveys, in	the correct control for your institution. Errors on this question have an impact throughout the federal reporting, in net price groupings, and on your institutions appearance to students. If price the price groupings are the Help Desk at 877.225.2568 to correct the error.
you reported mod	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 lev	vels are offered by your institution? [Check all that apply]
When reporting aw number of credit meant only to prov	vard levels for sub baccalaureate certificates (levels 1, 2, and 4), determine program length by the or contact hours , NOT the academic year length in parentheses. The academic year length is ide context.
	level should not be used unless your program truly does not fit any of the other award levels. We stitutions to fit the 'Other' category.
considered subbac	her Preparation certificate programs may require a bachelor's degree for admission, they are calaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the her Preparation program.
	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
BACCALAURI	EATE 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

Other (specify in box below)

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

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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.

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 <u>FULL-YEAR COHORT</u>, and student charges data for a full <u>ACADEMIC YEAR</u>.

O Hybrid (Other academic calendar)

Part B - Organization - Student Enrollment						
4. Does your institution enroll any of the following typ	es 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>					
Students in academic or occupational programs	C No	Yes	o No	Yes		
First-time students	C No	Yes	o No	Yes		
6. For academic year 2013-14, did your institution enroll any <u>full-time</u> , <u>first-time</u> students?						
If you answer Yes to this question, you will be required to provide Graduation Rates data for the 2013-14 cohort in the winter collection. If you answer No to this question, indicate the reason you are not required to report Graduation Rates						

Fall Enrollment survey, the data will be preloaded below. No

C Yes

for the cohort year requested. If you reported any full-time, first-time degree/certificate-seeking students on the 2013-14

Full-time, first-time degree/certificate-seeking students from 2013-14 Fall Enrollment survey (GR Cohort)

This institution did not enroll full-time, first-time

This institution was not in operation in 2013-14.

degree/certificate-seeking students.

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 o	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 organizate governs, or controls the institution.	tion that owns,					
Yes, this institution IS a part of a multi-institution or multi-campus organization t governs, or controls the institution.	hat owns,					
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.
C No
C 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 S	Screening Questions - Library Access and Expenses	
Does your institution have access to a library collection?		
C	No	
C	Yes (receives AL component)	
Were your annual total <u>library expenses</u> for Fiscal Year 2016 greater than zero?		
C	No	
C	Yes (receives AL component)	

	ning Questions - Levels of Enrollment Offered			
Was your institution in operation	during the academic year 2015-16?			
If you answer Yes to this question, you will be able to specify the levels of enrollment offered at your institution during 2015-16 and to report 12-month enrollment during the fall collection.				
C No				
Yes. Please spe	cify the levels of enrollment offered during 2015-16.			
	<u>Undergraduate</u>			
	Graduate (not including doctor's-professional practice)			

Prepared by This survey component was prepared by: Keyholder HR Contact SFA Contact **Finance Contact** Academic Library Contact Name: Email: How long did it take to prepare hours minutes this survey component? The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers. The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System. Thank you for your assistance.

U.S. Department of Education

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date: 8/12/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Instructions

IC Header Full Instructions for private 2-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

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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 <u>College Navigator Website</u>, 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 <u>College Navigator Website</u>, however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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 with Reporting

IPEDS Help Desk

Phone: 1-877-225-2568 Email: ipedshelp@rti.org

Web Tutorials

You can also consult the <u>IPEDS Website Trainings & Outreach</u> page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

The <u>IPEDS Website Reporting Tools</u> page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), and other valuable 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.

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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)

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 Access and Expenses

Indicate whether the institution has access to a library collection and/or the annual total library expenses at your institution were greater than zero for Fiscal Year 2016. Fiscal Year 2016 is defined as the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2016.

A library collection is defined as "comprising documents held locally and remote resources for which permanent or temporary access rights have been acquired. Access rights may be acquired by the library itself, by a consortium and/or through external funding. Acquisition is to be understood as securing access rights and including it in the library catalog, other library databases or discovery systems."

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 2016.

If the institution does not have access to a library collection and the institution's library 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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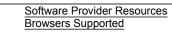
Glossary date: 8/12/2016

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> .
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 <u>4-1-4 calendar system</u> .
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.
An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
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.
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 <u>degrees</u> conferred in a 5-year <u>cooperative</u> (work-study) <u>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.
The method by which an institution structures most of its courses for the academic year.
A formal award certifying the satisfactory completion of a postsecondary education program.
A specific group of students established for tracking purposes.
A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.
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.
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.
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).
A unit of measure representing the equivalent of an hour (50 minutes) of <u>instruction</u> 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.
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.
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.
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> .
A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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.
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 <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.
The group of students entering in the <u>fall term</u> 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</u> -seeking <u>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.
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).

contact hours a week each term, Craduates A student enrolled for 9 or more semester credits, or 9 or more quarter (Coctor's denies. Professional prostices in 36 offend by the introllections of condend full-time by the institutions. The propor of students entering at any time during the 12 menth paged Spatember 1 through August 21 that is exhabitioned for tracking and reporting recording asked and continued the semester (Chi) date for institutions that primarily offer occupiational programs of varying lengths. Students must be full-time and fight-time to be considered in the cellular for 10 km common, judicing entering the Students must be full-time and fight-time to be considered in the cellular for 10 km common, judicing entering the students and students in the full-time and fight-time to be considered in the cellular students of the students of t		Undergraduate: A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more
established for tracking and reporting <u>Graduation Rate</u> (GR) and <u>Outcome Nearures</u> (ON) data for institutions to be considered part-time, first-time; full-time, non-first-time; and part-time, non-first-time. A student who holds a naceheor's agence on above and its tailing courses at the postbaccalaureate level. The students may or may not be enrolled in graduate graduate student students may or may not be enrolled in graduate graduate student students may or may not be enrolled in graduate graduate. The students may or may not be enrolled in graduate graduate students and the students may or may not be enrolled in graduate graduate programs. Institutional affiliation A classification that indicates whether a provise not-for-profit institutions in a searchage date with the Office of Potssacraduary Education Data System (IPEDS) Integrated Potsecondary Tetraction Data System IPEDS) Integrated Potsecondary Tetraction Data System IPEDS (IPED) Integrated Potsecondary Tetraction Data System IPEDS) Integrated Potsecondary Tetraction Data System IPEDS (IPED) Integrated Potsecondary Tetraction Conference on the Potsecondary Education Data System IPEDS (IPED) Integrated Potsecondary Tetraction Data System IPEDS (IPED) Integrated Potsecondary Tetraction Data System IPEDS (IPED) Integrated Potsecondary Tetraction Conference on the Potsecondary Education Conference on the System (IPED) Integrated Potsecondary Education Conference on the System (IPED) Integrated Potsecondary (Inegrated Conference on the System Conference		contact hours a week each term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution. Doctor's degree - Professional practice - as defined by the institution.
institutional affiliation A classification that indicates whether a nuivate nort-for-profit institution is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliation integrated Postsecondary discretion Data System IPEOS The IPEOS system IPEOS controlled by the NICES, began in 1988 and involves with the office of Postsecondary Education OrDer, U.S. Department of Education Introughous IPEOS currently consists of the control of the Office of Postsecondary Education (OPE), U.S. Department of Education Introughous IPEOS currently consists of the control of the Office of Postsecondary Intertution (OPE), U.S. Department of Education Introughous IPEOS currently consists of the CALON). Student Financial Ald (SEA); Human Resources (IRE), composed of Employees by Assigned storing, Fall Enrollment (EF): Graduation Rates (CR); Outcome Neasures (ONI); Finance (F): and Academic Libraries (Ab). A postsecondary institution into offers programs of less than 2-years duration below the baccalsureste level. Introduced the Calon Intertution of Intertution of Intertutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution, and with organization and the calon of Intertutional Characteristics component which indicates all applicable levels for all credit programs of Intertutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution, and institution an	Full-year cohort	established for tracking and reporting <u>Graduation Rate (GR)</u> and <u>Outcome Measures</u> (OM) 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;
denomination. Private not-for-profit institutions may be either independent or religiousy efficients. Integrated Postsecondary Gucation Data System (IPEDS). conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Gucation (IPED). 40. Department of Education (throughout SPC referred to as "Title IV") are required to report data using a web-based data collection system. IPEDS currently consists of the (ADM). Student Financial Ald (SFR). Iteman Resources (IRF) composed of Employees by Associated and Salares; Fall Enrollment (EF): Graduation Rates (SR): Dutcome Measures (OM): Finance (EF): and Academic Ubraries (AL). A postsecondary institution that offers programs of less than 2-years duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1800 confict hours. Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution, award levels are indirected on the bost of the institution is authorized to make formed award levels indicate those degree levels for which the institution is authorized to make formed levels are indirected on the formed levels and continued in the state of the period. Jurary collections Library collections Library collections Library expenses Funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and free for services. Master's degree Ansater's degree Ansater's degree Ansater's degree of degree in the formation of the program of study by the under the full-time equivalent of a budget and from all other sources of endowers of the second programs of study of a least	Graduate student	
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Includes occupational and vocational schools with programs that do not exceed al 800 contact hours. Levels of offering Information collected in the Institutional Christoristics 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 levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of rull-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. Jibrary collections Comprise of documents held loadly and remote resources for which permanent or tadge, other library databases or discovery systems. Jibrary expenses Funds expended by the library (regardless of when received) from its requiar budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. An award that requires the successful completion of a program of study of at least the full-time equivalent academic years of work. Docupational program A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge an still student and the student with sufficient knowledge and still so perform in a specific occupation. Cheered and the student of the student with sufficient knowledge and a seek each term. Graduate: A student enrolled for either less than 1 semester or quarter credits, or less than 2 a week each term. Graduate: A student enrolled for less than 9 semester or quarter credits. Postsaccadary award, exertificate Postsaccadary award, exe	Integrated Postsecondary Education Data System (IPEDS)	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 web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); 12-month Enrollment (E12); Completions (C); Admissions (ADM); Student Financial Aid (SFA); Human Resources (HR) composed of Employees by Assigned Position, Fall Staff, and Salaries; Fall Enrollment (EF); Graduation Rates (GR); Outcome Measures (OM); Finance (F); and Academic
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 the or 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 redits or the course load that would normally be completed by a full-time student attending within the stated time period. Dispary collections Dispary collections Dispary expenses Funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. Master's degree An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the backelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work. A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge an skills to perform in a specific occupation. Post-master's certificate Post-master's certificate Postbaccalaureate degree, or in at least 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	Less than 2-year institution	
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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. 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.	Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	baccalaureate <u>degree</u>) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or <u>designed</u> 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</u>
other expenses for the assumption of risk. 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.	Postsecondary award, certificate, or diploma (less than 1 academic year)	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
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	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	primarily by other than public funds, and operated by other than publicly elected or appointed officials. These
	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 associate's degrees and programs that can be completed in at least 1,800 but less than 3,600 contact hours to obtain a degree, diploma , certificate , 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</u> , <u>diploma</u> , <u>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.

U.S. Department of Education



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date: 8/12/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Form

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:

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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

Par	Part A - Educational Offerings			
1. V	/hich 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.			
		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)		

	ization - Control and Levels estitutional control or affiliation?
Be sure to select IPEDS surveys, in	the correct control for your institution. Errors on this question have an impact throughout the n federal reporting, in net price groupings, and on your institutions appearance to students. If price the price groupings are the Help Desk at 877.225.2568 to correct the error.
you roportou mod	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 lev	vels are offered by your institution? [Check all that apply]
When reporting aw number of credit meant only to prov	ward levels for sub baccalaureate certificates (levels 1, 2, and 4), determine program length by the or contact hours , NOT the academic year length in parentheses. The academic year length is vide context.
	level should not be used unless your program truly does not fit any of the other award levels. We stitutions to fit the 'Other' category.
considered subbac	ther Preparation certificate programs may require a bachelor's degree for admission, they are ccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the her Preparation program.
	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
BACCALAURI	EATE 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

Other (specify in box below)

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

12

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.

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 <u>FULL-YEAR COHORT</u>, and student charges data for a full <u>ACADEMIC YEAR</u>.

O Hybrid (Other academic calendar)

Part B - Organization - Student Enrollment				
4. Does your institution enroll any of the following typ	es of students	?		
Include all levels offered by your institution, even if th	ere are no stud	dents currently	enrolled at tha	at 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			D. 1	•
	Full-	<u>-time</u>	Part-	<u>time</u>
Students in academic or occupational programs	C No	Yes	o No	Yes
First-time students	C No	Yes	o No	Yes
6. For academic year 2013-14, did your institution enro	oll any <u>full-time</u>	e, <u>first-time</u> stu	dents?	
If you answer Yes to this question, you will be required to provide Graduation Rates data for the 2013-14 cohort in the winter collection. If you answer No to this question, indicate the reason you are not required to report Graduation Rates				

Fall Enrollment survey, the data will be preloaded below. No

C Yes

for the cohort year requested. If you reported any full-time, first-time degree/certificate-seeking students on the 2013-14

Full-time, first-time degree/certificate-seeking students from 2013-14 Fall Enrollment survey (GR Cohort)

This institution did not enroll full-time, first-time

This institution was not in operation in 2013-14.

degree/certificate-seeking students.

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 o	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 subsquestion is blank.	
No, this institution IS NOT a part of a multi-institution or multi-campus organizate governs, or controls the institution.	tion that owns,
Yes, this institution IS a part of a multi-institution or multi-campus organization t governs, or controls the institution.	hat owns,
If yes, select the name of the multi-institution or multi-campus organization that or controls the institution after clicking on 'Select System' below.	owns, governs,
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.
o No
C 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.

	ey Screening Questions - Levels of Enrollment Offered
Was your institution in	operation during the academic year 2015-16?
	question, you will be able to specify the levels of enrollment offered at your institution during e-month enrollment during the fall collection.
ONO	
C Yes.	Please specify the levels of enrollment offered during 2015-16.
	Undergraduate
	Graduate (not including doctor's-professional practice)

Prepared by This survey component was prepared by: Keyholder HR Contact SFA Contact **Finance Contact** Academic Library Contact Name: Email: How long did it take to prepare hours minutes this survey component? The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers. The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System. Thank you for your assistance.

U.S. Department of Education

Software Provider Resources
Browsers Supported

Use of Cookies Troubleshooting Section 508 Compliance NCES Privacy Policy





NCES National Center for Education Statistics

2016-17 Survey Materials > Instructions

date: 8/12/2016

IC Header Full Instructions for private 2-yr nondegree-granting institutions

Purpose of Institutional Characteristics Header Survey

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Open Admission

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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

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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.

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 with Reporting

IPEDS Help Desk

Phone: 1-877-225-2568 Email: ipedshelp@rti.org

Web Tutorials

You can also consult the <u>IPEDS Website Trainings & Outreach</u> page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

The <u>IPEDS Website Reporting Tools</u> page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), and other valuable 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.

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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)

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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Glossary date: 8/12/2016

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 <u>4-1-4 calendar system</u> .
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 <u>degrees</u> conferred in a 5-year <u>cooperative</u> (work-study) <u>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 academic year.
Certificate	A formal award certifying the satisfactory completion of a postsecondary education program.
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 <u>instruction</u> 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.
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 first-professional 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 <u>fall term</u> 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</u> -seeking <u>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 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	

redits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution. Part group of students entering at any time during the 12-month period September 1 through August 31 lbd is established for tracking and reporting includince facts (CIS) and Ciscom Measures (OII) data for standard and reporting includince facts (CIS) and Ciscom Measures (OII) data for standard in the collect for Part of Part o		Undergraduate: A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more
established for tracking and reporting <u>Graduation Ray</u> (GR) and <u>Dutrome Neasures</u> (ON) date for institutions by printing volter occupational programs of any army lengths. Statestin must be fullition and mixed time to be considered part time, first time; and part time, non-first time; and part time, non-first time. Graduate student A student who holds a bachedor's degree or above and is traing courses at the posthaccalaureate level. These students may or may not be enrolled in graduate programs. Institutional affiliation A consciliation that inclinates whether a sprice on first profit institution is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated. Institutional affiliation. Private not-for-profit institutions may be either independent or religiously affiliated. Institutional part of the control of		contact hours a week each term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution. Doctor's degree - Professional practice - as defined by the institution.
Students may or may not be enrolled in graduate programs. Integrated Postsecondary Education Deta System (IPEDS) A classification that includes whether a private not-for-profit institutions 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) A program of Postsecondary Education Data System (IPEDS), conductated by the MCSs. Byte in 1986 and involve annual institution-level data collections. All postsecondary institutions that have a Fiorgram Participation Auresment (IPEDS) A postsecondary institution (PED). Department of Education (IPED) in the OFTICE of Postsecondary Education (IPED) (IPEDS), conductated (IPEDS), controlly consists of the (ADM). Student Enternacial Aid (ISEA) Illumian Resources (IRE) composed of Employees by Students (IPED) related to a single who beed data collection system. IPED Forefront to see the Academic Liberia (IPED) and A	Full-year cohort	established for tracking and reporting <u>Graduation Rate (GR)</u> and <u>Outcome Measures</u> (OM) 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;
Integrated Postsecondary Education Data System (IPEDS) Integrated Postsecondary Education Data System (IPEDS), conductate by the NECS, beginning and integrated and provided annual institution-level data collections. All postsecondary institutions that have a Florgram Participation Agreement (IPEDS) Integrated Postsecondary Education (IPED) System (IPEDS) Integrated Postsecondary (Integrated Postsecondary Integrated Postsec	Graduate student	
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Includes occupational and vocational schools with programs that do not exceed 1800 contact hours. 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 fevels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of reality academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load the would normally be completed by a full-time student attending within the stated time period. Library collections Comprise of documents held locally and remote resources for which permanent or though external funding Acquistions to be understood as securing access rights and microling it in the library catalog, other library expenses or discovery systems. Library expenses Funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. Master's degree An award that requires the successful completion of a program 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>backelor's degrees.</u> Occupational program A program of study consisting of one or more courses, designed to provide the suthern with the strain of the program of the program of the providence of	Integrated Postsecondary Education Data System (IPEDS)	"Title IV") are required to report data using a web-based <u>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</u>
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 lives indicate levels indicate levels indicate levels indicate 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 redits or the course load the would normally be completed by a full-time student attending within the stated time period. Library collections Comprise of documents held locally and remote resources for which permanent or temporary access rights have been acquired. Access rights and including it in the library catalog, other library databases or discovery systems. Library expenses Library expenses Library expenses Library expenses Master's degree An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work. Occupational program A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge at skills to perform in a specific occupation. Other academic calendar systems of the student and the student and the student with sufficient knowledge at skills to perform in a specific occupation. Other academic values are successful to the student with sufficient knowledge at skills to perform in a specific occupation. Other academic values are successful to the student and the successful to the student and the successful to the successful to the student and the successful to the success	Less than 2-year institution	
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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	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	primarily by other than public funds, and operated by other than publicly elected or appointed officials. These
	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 associate's degrees and programs that can be completed in at least 1,800 but less than 3,600 contact hours to obtain a degree, diploma , certificate , 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</u> , <u>diploma</u> , <u>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.

U.S. Department of Education

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date: 8/12/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Form

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:

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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

Par	t A - E	ducational Offerings
1. W	/hich of	the following types of instruction/programs are offered by your institution? [Check one or more]
	our institu DS surve	ution does not offer occupational or academic programs, you are not expected to complete this or any other By.
		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)

		on - Control and L	
		tional <u>control</u> or <u>affilia</u>	
IPEDS s	urveys, in fed orted incorrec	eral reporting, in net p tly in a previous year,	or institution. Errors on this question have an impact throughout to crice groupings, and on your institutions appearance to students. please contact the Help Desk at 877.225.2568 to correct the error
	0	Public - Select primary and or secondary controls below	
		Primary control	Secondary control (if applicable)
		Select One	Select One
	0	Private for-profit	
	0	Private not-for-profit in	dependent (no religious affiliation)
	0	Private not-for-profit re	eligious affiliation - Select affiliation below
		Select One	
		• •	stitution? [Check all that apply]
number	porting award lead of credit or correct.	evels for sub baccalaur ontact hours, NOT the	reate certificates (levels 1, 2, and 4), determine program length by the academic year length in parentheses. The academic year length is me
		should not be used unlons to fit the 'Other' cat	ess your program truly does not fit any of the other award levels. We egory.
consider length of	ed subbaccalar the Teacher P		rograms may require a bachelor's degree for admission, they are programs. Check the applicable award level 1, 2, or 4, depending on the
	d Level	D 4	and a sufficient and sufficient of (leasthern and analysis and
	1	less than 900 cless than 30 seless than 45 qu	ard, certificate, or diploma of (less than one academic year) contact or clock hours, or emester or trimester credit hours, or uarter credit hours
	2	years) - at least 900 bu - at least 30 but	rd, certificate, or diploma of (at least one but less than two academic t less than 1800 contact or clock hours, or less than 60 semester or trimester credit hours, or less than 90 quarter credit hours
	3	Associate's degree	

- 1800 or more contact or clock hours, or - 60 or more semester or trimester credit hours, or - 90 or more quarter credit hours

Postsecondary award, certificate, or diploma of (at least two but less than four academic

4

12

years)

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] 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 typ	es of students	?		
Include all levels offered by your institution, even if th	ere are no stud	dents currently	enrolled at tha	t 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-	<u>-time</u>	Part-t	<u>ime</u>
Students in academic or occupational programs	o No	Yes	o No	Yes
First-time students	o No	Yes	o No	Yes
6. For academic year 2013-14, did your institution enro	oll any full-time	e, <u>first-time</u> stu	dents?	
If you answer Yes to this question, you will be required to winter collection. If you answer No to this question, indicate for the cohort year requested. If you reported any full-time Fall Enrollment survey, the data will be preloaded below.	te the reason yo	ou are not requir	ed to report Gra	duation Rates

This institution did not enroll full-time, first-time degree/certificate-seeking students.
This institution was not in operation in 2013-14.

Full-time, first-time degree/certificate-seeking students from 2013-14 Fall Enrollment survey (GR Cohort)

C Yes

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 o	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 subsquestion is blank.	
No, this institution IS NOT a part of a multi-institution or multi-campus organizate governs, or controls the institution.	tion that owns,
Yes, this institution IS a part of a multi-institution or multi-campus organization t governs, or controls the institution.	hat owns,
If yes, select the name of the multi-institution or multi-campus organization that or controls the institution after clicking on 'Select System' below.	owns, governs,
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.
C No
C 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 2015-16?	
If you answer Yes to this question, you will be able to specify the levels of enrollment offered at your institution of 2015-16 and to report 12-month enrollment during the fall collection.	luring
C No	
Yes. Please specify the levels of enrollment offered during 2015-16.	
<u>Undergraduate</u>	
Graduate (not including doctor's-professional practice)	

Prepared by This survey component was prepared by: Keyholder HR Contact SFA Contact **Finance Contact** Academic Library Contact Name: Email: How long did it take to prepare hours minutes this survey component? The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers. The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System. Thank you for your assistance.

U.S. Department of Education

Software Provider Resources
Browsers Supported

Use of Cookies Troubleshooting Section 508 Compliance NCES Privacy Policy



date: 8/12/2016



NCES National Center for Education Statistics

2016-17 Survey Materials > Instructions

IC Header Full Instructions for less than 2-year institutions

Purpose of Institutional Characteristics Header Survey

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Open Admission

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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 2016-17 data collection period:

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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 <u>College Navigator Website</u>, 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 <u>College Navigator Website</u>, however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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 with Reporting

IPEDS Help Desk

Phone: 1-877-225-2568 Email: ipedshelp@rti.org

Web Tutorials

You can also consult the <u>IPEDS Website Trainings & Outreach</u> page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

The <u>IPEDS Website Reporting Tools</u> page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), and other valuable 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.

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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)

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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Glossary date: 8/12/2016

Definition
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> .
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 <u>4-1-4 calendar system</u> .
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.
An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
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.
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 <u>degrees</u> conferred in a 5-year <u>cooperative</u> (work-study) <u>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.
The method by which an institution structures most of its courses for the academic year.
A formal award certifying the satisfactory completion of a postsecondary education program.
A specific group of students established for tracking purposes.
A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.
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.
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.
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).
A unit of measure representing the equivalent of an hour (50 minutes) of <u>instruction</u> 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.
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.
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.
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> .
A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (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.
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 <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.
The group of students entering in the <u>fall term</u> 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</u> -seeking <u>undergraduate</u> students during the fall term of a given year. For the <u>Outcome Measures</u> component, all <u>degree/certificate</u> -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.
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).

redits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution. Part group of students entering at any time during the 12-month period September 1 through August 31 lbd is established for tracking and reporting includince facts (CIS) and Ciscom Measures (OII) data for standard and reporting includince facts (CIS) and Ciscom Measures (OII) data for standard in the collect for Part of Part o		Undergraduate: A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more
established for tracking and reporting <u>Graduation Ray</u> (GR) and <u>Dutrome Neasures</u> (ON) date for institutions by printing volter occupational programs of any army lengths. Statestin must be fullition and mixed time to be considered part time, first time; and part time, non-first time; and part time, non-first time. Graduate student A student who holds a bachedor's degree or above and is traing courses at the posthaccalaureate level. These students may or may not be enrolled in graduate programs. Institutional affiliation A consciliation that inclinates whether a sprice on first profit institution is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated. Institutional affiliation. Private not-for-profit institutions may be either independent or religiously affiliated. Institutional part of the control of		contact hours a week each term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution. Doctor's degree - Professional practice - as defined by the institution.
Students may or may not be enrolled in graduate programs. Integrated Postsecondary Education Deta System (IPEDS) A classification that includes whether a private not-for-profit institutions 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) A program of Postsecondary Education Data System (IPEDS), conductated by the MCSs. Byte in 1986 and involve annual institution-level data collections. All postsecondary institutions that have a Fiorgram Participation Auresment (IPEDS) A postsecondary institution (PED). Department of Education (IPED) in the OFTICE of Postsecondary Education (IPED) (IPEDS), conductated (IPEDS), controlly consists of the (ADM). Student Enternacial Aid (ISEA) Illumian Resources (IRE) composed of Employees by Students (IPED) related to a single who beed data collection system. IPED Forefront to see the Academic Liberia (IPED) and A	Full-year cohort	established for tracking and reporting <u>Graduation Rate (GR)</u> and <u>Outcome Measures</u> (OM) 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;
Integrated Postsecondary Education Data System (IPEDS) Integrated Postsecondary Education Data System (IPEDS), conductate by the NECS, beginning and integrated and provided annual institution-level data collections. All postsecondary institutions that have a Florgram Participation Agreement (IPEDS) Integrated Postsecondary Education (IPED) System (IPEDS) Integrated Postsecondary (Integrated Postsecondary Integrated Postsec	Graduate student	
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Includes occupational and vocational schools with programs that do not exceed 1800 contact hours. 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 fevels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of reality academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load the would normally be completed by a full-time student attending within the stated time period. Library collections Comprise of documents held locally and remote resources for which permanent or though external funding Acquistions to be understood as securing access rights and microling it in the library catalog, other library expenses or discovery systems. Library expenses Funds expended by the library (regardless of when received) from its regular budget and from all other sources; e.g., research grants, special projects, gifts and endowments, and fees for services. Master's degree An award that requires the successful completion of a program 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>backelor's degrees.</u> Occupational program A program of study consisting of one or more courses, designed to provide the suthern with the strain of the program of the program of the providence of	Integrated Postsecondary Education Data System (IPEDS)	"Title IV") are required to report data using a web-based <u>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</u>
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 lives indicate levels indicate levels indicate levels indicate 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 redits or the course load the would normally be completed by a full-time student attending within the stated time period. Library collections Comprise of documents held locally and remote resources for which permanent or temporary access rights have been acquired. Access rights and including it in the library catalog, other library databases or discovery systems. Library expenses Library expenses Library expenses Library expenses Master's degree An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work. Occupational program A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge at skills to perform in a specific occupation. Other academic calendar systems of the student and the student and the student with sufficient knowledge at skills to perform in a specific occupation. Other academic values are successful to the student with sufficient knowledge at skills to perform in a specific occupation. Other academic values are successful to the student and the successful to the student and the successful to the successful to the student and the successful to the success	Less than 2-year institution	
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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	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	primarily by other than public funds, and operated by other than publicly elected or appointed officials. These
	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 associate's degrees and programs that can be completed in at least 1,800 but less than 3,600 contact hours to obtain a degree, diploma , certificate , 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</u> , <u>diploma</u> , <u>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.

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₩ IPEDS 2016-17 Data Collection System

IPEDS Help Desk

(877) 225-2568 or ipedshelp@rti.org

NCES National Center for Education Statistics

2016-17 Survey Materials > FAQ

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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) <u>Can I change my Institutional Characteristics Header data during the winter or spring</u> 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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