

Memorandum**United States Department of Education
Institute of Education Sciences
National Center for Education Statistics**

DATE: July 27, 2017

TO: Robert Sivinski, OMB

THROUGH: Kashka Kubzdela, NCES

FROM: Richard Reeves, NCES

SUBJECT: Integrated Postsecondary Education Data System (IPEDS) 2017-18 through 2019-20
Instructions Change Request (OMB# 1850-0582 v.21)

The Integrated Postsecondary Education Data System (IPEDS) is a web-based data collection system designed to collect basic data from all postsecondary institutions in the United States and the other jurisdictions. IPEDS enables the National Center for Education Statistics (NCES) to report on key dimensions of postsecondary education such as student enrollment, degrees and other awards earned, tuition and fees, average net price, student financial aid, graduation rates, revenues and expenditures, faculty salaries, staff employed, and information on academic libraries. The IPEDS web-based data collection system was implemented in 2000-01 and collects basic data from approximately 7,300 postsecondary institutions in the United States and the other jurisdictions that are eligible to participate in Title IV Federal financial aid programs. All Title IV institutions are required to respond to IPEDS (Section 490 of the Higher Education Amendments of 1992 (HEA, P.L. 102-325)). IPEDS allows other (non-title IV) institutions to participate on a voluntary basis. Approximately 200 institutions elect to respond. IPEDS data are available to the public through the IPEDS website.

IPEDS 2017-18 through 2019-20 annual data collection was approved by the Office of Management and Budget (OMB) in February 2017 (OMB# 1850-0582 v.20).

This request is to make changes in IPEDS data collection materials so as to clarify online instructions, frequently asked questions, and data collection screens, and to provide the final version of the IPEDS Keyholder Handbook 2017-18.

NCES regularly receives feedback from the IPEDS reporting community on areas that require clarification. Clarification changes we made to the following IPEDS collections: Academic Libraries, Admissions, Completions, Fall Enrollment, Finance (for each scenario: FASB and GASB forms, FASB forms only, and GASB forms only), Graduation Rates, Graduation Rates 200, Human Resources, Institutional Characteristics, Outcome Measures, and Student Financial Aid. For Academic Libraries, a committee regularly provides feedback to NCES for improvements and, for Admissions, clarifications were made after discussions with the College Board, which recently changed the SAT Test.

The changes made are listed in the table below. Substantive changes were requested for the Outcome Measures survey component prior to the last clearance; at that time, NCES worked to create the screens for the changes but did not fully flush out the instructions in order to make the screens and changes available to institutions as quickly as possible, as well as to have the time to integrate feedback from the reporting community into the instructions to make them as clear as possible. Thus, NCES has now substantially modified the prior OM instructions to match the approved changes. The instructions changes are shown in Table 2.

This request does not introduce changes to respondent burden or the cost to the federal government.

Table 1. Detailed changes to IPEDS Survey Components and IPEDS Keyholder Handbook

Survey component/ Other	Changed instruction/FAQ/screen (where applicable; additions in red, deletions with strikethrough , rewording in blue)	Change type (e.g., addition/ deletion/ rewording)	Change in burden/ cost to gov't (Y/N)?
Academic Libraries	Deleted FAQ. Why do you no longer request a title count for the physical book collection? This has been done for many years. Beginning with the 2014-15, NCES requested a volume count only to simplify reporting. This change seemed logical in view of the recent focus on access rather than on ownership	Deletion. No longer necessary.	N/N
Academic Libraries	Reworded 2015-16 FAQ. Are music sheets collected? Old. Bound volumes of music sheets are collected under the category of "Physical Books". Digital music sheets are not collected. New. Include physical and digital/electronic music scores if searchable by title through the library catalog or discovery system.	Rewording. For clarification.	N/N
Academic Libraries	Instruction Change: Physical Books (include government documents) - Report physical book titles owned or leased by the library if individual titles are cataloged and/or searchable through the library catalog or discovery system. Exclude serials, microforms , maps, nonprint materials, and uncataloged items. Include music scores if searchable by title through the library catalog or discovery system. Include government documents that are accessible through the library's catalogs regardless of whether they are separately classified and/or shelved. "Cataloged" includes documents for which records are provided by the library or downloaded from other sources into the library catalog or discovery system.	Addition. For Clarification. Recommend by AL Joint Task Force Committee	N/N
Academic Libraries	Instruction Change: Physical Media – Report the number of titles of media materials. Include microforms , audiovisual materials, cartographic, and graphic materials and three-dimensional artifacts realia.	Addition. For Clarification. Recommend by AL Joint Task Force Committee	N/N
Academic Libraries	Instruction Change: Total interlibrary loans and documents provided to other libraries – Report the number of filled requests for material provided to other libraries. Include all returnable and non-returnable interlibrary loans and documents. Include direct borrowing between consortium members. Do not include transactions between the main or central library and branches, or transactions between branches.	Addition. For Clarification. Recommend by AL Joint Task Force Committee	N/N
Academic Libraries	Instruction Change: Total interlibrary loans and documents received – Report the number of filled requests for material received from other libraries. Include all returnable and non-returnable interlibrary loans and documents received from commercial services. Documents delivered from commercial services are all transactions for which the library pays even if library staff is not involved in the transaction. This includes documents received by regular or express mail, by fax, or in electronic form. Include direct borrowing between consortium members. Exclude transactions between the main or central library and branches and transactions between branches.	Addition. For Clarification. Recommend by AL Joint Task Force Committee	N/N
Academic Libraries	NEW FAQ: Our institution now has a Library and Learning Center, instead of a standalone Library, which is comprised of a library, tutoring, a writing center, and computer labs. Should we answer for the entire facility or just the library component? You should answer for the entire facility if it's under the library's administrative unit, reports to the head of libraries, and expenses are paid from the library's budget.	Addition. For Clarification.	N/N

Survey component/ Other	Changed instruction/FAQ/screen (where applicable; additions in red, deletions with strikethrough, rewording in blue)	Change type (e.g., addition/ deletion/ rewording)	Change in burden/ cost to gov't (Y/N)?
Academic Libraries	<p>NEW FAQ: Where are microfiche and microforms included? How does an institution count microfilm by titles Government Document collections are not in the library catalog or discovery system as individual titles?</p> <p>Microfiche, TITLES ONLY, are counted in physical media; DO NOT INCLUDE microfiche pieces. Microforms titles are counted in physical media only if the titles are searchable through the institution's catalog and discovery system. For example, while there may be thousands of titles in ERIC that may not be searchable through the institution's catalog or discovery system, ERIC should be counted as 1 title. Another example is the Congressional Record on Microfiche which would be counted as 1 title.</p>	Addition. For Clarification.	N/N
Academic Libraries	<p>NEW FAQ: If a title is not searchable through the institution's catalog or discovery system, but is searchable through their link resolver, is this counted in IPEDS?</p> <p>Yes, institutions should count titles that are searchable through their link resolver even if they are not searchable through their catalog or discovery system.</p>	Addition. For Clarification	N/N
Academic Libraries	<p>NEW FAQ: How should direct borrowing between consortium members be included?</p> <p>Direct borrowing transactions are included in interlibrary loan services reporting.</p>	Addition. For Clarification.	N/N
Academic Libraries	<p>NEW FAQ: Are proceedings included as an e-book or as an e-serial?</p> <p>Based on the definition of serials, numbered monographic series are included in the e-serial collection count. If the proceedings are numbered, then they may be a monographic series, which should be counted in e-serials.</p> <p>However, if the proceedings have an ISBN, then it is a monograph and should be counted as an e-book. If it has both an ISBN and ISSN, and if it is an individual volume within a series that can stand on its own (it is not dependent upon content before it or after it), then it would be counted as an e-book.</p>	Addition. For Clarification.	N/N
Academic Libraries	<p>NEW FAQ: Is ArtStor reported as a database or media? ArtStor is reported as a database.</p>	Addition. For Clarification.	N/N
Academic Libraries	<p>NEW FAQ: The instructions state to exclude DDA and PDA collection usage numbers until they have been purchased or leased by the library. How should an institution report usage if DDA and PDA numbers cannot be excluded in a COUNTER report?</p> <p>If DDA and PDA numbers cannot be excluded in the institution's COUNTER report, then please report the COUNTER report with DDA and PDA numbers included. However, please note this detail in the comment box available on the survey.</p> <p>The instructions state to exclude DDA and PDA collection usage numbers until they have been purchased or leased by the library. How should an institution report usage if DDA and PDA numbers cannot be excluded in a COUNTER report?</p> <p>If DDA and PDA numbers cannot be excluded in the institution's COUNTER report, then please report the COUNTER report with DDA and PDA numbers included. However, please note this detail in the comment box available on the survey.</p>	Addition. For Clarification.	N/N

Survey component/ Other	Changed instruction/FAQ/screen (where applicable; additions in red, deletions with strikethrough, rewording in blue)	Change type (e.g., addition/ deletion/ rewording)	Change in burden/ cost to gov't (Y/N)?
Academic Libraries	NEW FAQ: What should an institution report if they have platforms with BR1 and MR1 data, as well as, BR2 data? Please only report BR1 and MR1 data.	Addition. For Clarification.	N/N
Academic Libraries	NEW FAQ: Ebrary counts every page download as a chapter download. Should an institution report Ebrary counts in COUNTER BR2 data? Include COUNTER BR2 reports with Ebrary. However, please note the inclusion of Ebrary in the comments section on the survey.	Addition. For Clarification.	N/N
Academic Libraries	NEW FAQ: Should an institution include usage based collection model items (e.g., evidence-based programs) in e-book usage? The survey excludes DDA or PDA collections unless they have been purchased by the institution. However, if the title is purchased in an evidence-based model and it is searchable through the catalog or discovery system, then it is counted in e-book usage.	Addition. For Clarification.	N/N
Academic Libraries	NEW FAQ: Should expenditures for memberships (e.g., state and national associations) be reported? Yes, include membership costs if they are part of the library budget. These types of membership costs should be included in "all other materials/service cost."	Addition. For Clarification.	N/N
Academic Libraries	NEW FAQ: How does an institution report digitization expenditures? Report digitization expenditures as preservation expenditures, if it is an outsourced service. Additional digitization-related expenses are either reported as memberships or services and included in "all other materials/service cost" OR reported as computer systems/other technology-related expenditures and included in "All other operations and maintenance expenses."	Addition. For Clarification.	N/N
Academic Libraries	NEW FAQ: Where do we report annual access fees for e-journals or e-books? Report annual access fees under "Ongoing commitments to subscriptions."	Addition. For Clarification.	N/N
Admissions	Screen change Screen: Selection Process-Test scores - SAT Critical Reading SAT Evidence-Based Reading and Writing - SAT Math Instruction change Instructions related to Selection Process-Test scores screen SAT critical reading Evidence-Based Reading and Writing and math scores should be reported based on the new (2016) SAT score range 200-800. Institutions that have scores based on the old (2015) SAT score range should convert scores using the College Board concordance tables. If your institution is unable to convert test scores for any students, please omit them from reporting.	Rewording; The College Board changed the test	N/N

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Admissions	Screen change: Admissions Overview Recent changes Add bullet: SAT Evidence-Based Reading and Writing and math scores should be reported based on the new (2016) SAT score range 200-800.	Addition	N/N
Admissions	Screen change Admissions Information screen ADMISSIONS INFORMATION SAT Critical Reading SAT Evidence-Based Reading and Writing SAT Math ACT Composite ACT English ACT Math	Rewording; The College Board changed the test.	N/N
Completions	Instructions and FAQs: Postsecondary award, certificate, or diploma of less than 1 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	Addition to clarify meaning of less than 1 academic year	N/N
Completions	Instructions and FAQs: Postsecondary award, certificate, or diploma of at least 1 but less than 4 academic years: Less than 900 contact or clock hours, or less than 30 semester or trimester credit hours, or less than 45 quarter credit hours	Addition to clarify meaning of at least 1 but less than 4 academic years	N/N
Fall Enrollment	Instruction Change: Full-time, first-time degree/certificate-seeking students In column 1, report undergraduate students who have no prior postsecondary experience and have enrolled full-time with the intent to earn a degree, certificate, or other formal award. The following are also considered first-time: <ul style="list-style-type: none"> Students enrolled in the fall term who attended college for the first time in the prior summer session (applicable to academic reporters only) Students who entered with advanced standing (any college credits or postsecondary formal award earned before graduation from high school) 	Addition. For Clarification	N/N
Fall Enrollment	Glossary Change:First-time student (undergraduate) - A student who has no prior postsecondary experience (except as noted below) attending any institutions for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advance standing (college credits or postsecondary formal award earned before graduation from high school).	Addition. For Clarification	N/N

Survey component/ Other	Changed instruction/FAQ/screen (where applicable; additions in red , deletions with strikethrough , rewording in blue)	Change type (e.g., addition / deletion / rewording)	Change in burden/ cost to gov't (Y/N)?
Fall Enrollment	<p>Change FAQ : 1) What is NOT considered "prior postsecondary experience" when reporting first-time students?</p> <ul style="list-style-type: none"> • Credit for military service/training from an association such as the American Council on Education, • Credit from any non-credit courses, as defined by the institution, • Credit received for completion of test/assessments, • Credit received before the student earned a high school diploma (i.e., AP or dual enrollment credits), • Postsecondary award received before the students earned a high school diploma (e.g., certificate, associate's, bachelor's, etc.), or • Credit for life experience. <p>Students with prior postsecondary experience credit from attending a military academic institution (e.g., Community College of the Air Force, West Point, U.S. Naval Academy, etc.) would NOT be considered first-time students.</p>	Addition. For Clarification	N/N
Fall Enrollment	<p>NEW FAQ: How do I report a student who earned a postsecondary award while in high school (a dual enrolled student) and has now graduated high school and enrolled in my institution in the Fall? If the postsecondary award was earned prior to the student graduating high school, then this student would be considered a first-time student in the Fall. The definition of "first-time" allows for students to still be classified as first-time if the degree earned prior to their high school graduation. (Applies only to academic reporters)</p>	Addition. For Clarification	N/N
Finance (FASB and GASB forms)	<p>Adding instructions to Expense screens: Do NOT include O&M expenses in Salaries and Wages, Benefits, Depreciation, Interest, or Other Natural Expenses because O&M expense is reported in its own separate natural classification category.</p>	Addition. Clarifying instructions for how to report O&M expenses in Expenses, Part 2. There were no prior instructions related to this clarification.	N/N
Finance (FASB and GASB forms)	<p>General Information Screen, Item #2 (Audit Opinion), response option 3: "Don't know (Explain in box below)"</p> <p>Revise wording for response option 3 to: "Don't know OR in progress (Explain in box below)"</p>	Rewording. For clarification.	N/N
Finance (FASB forms only)	<p>Screen change and instruction change Part C - Scholarships and Fellowships items 05 and 06:</p> <ul style="list-style-type: none"> -institutional grants (funded) -institutional grants (unfunded) <p>Revise to:</p> <ul style="list-style-type: none"> -institutional grants (restricted) -institutional grants (unrestricted) 	Rewording to align with GASB forms. The definition for "funded" refers to restricted institutional grants and "unfunded" refers to unrestricted institutional grants anyway.	N/N

Survey component/ Other	Changed instruction/FAQ/screen (where applicable; additions in red , deletions with strikethrough , rewording in blue)	Change type (e.g., addition / deletion / rewording)	Change in burden/ cost to gov't (Y/N)?
Finance (GASB forms only)	<p>Part D, Line 05: Adjustments to beginning net position and other gains or losses – This amount is generated by subtracting lines 03 and 04 from line 06. In addition to adjustments to the beginning net position, it may also reflect other gains or losses from transactions of extraordinary items. In addition to adjustments to the beginning net position, it may also reflect other gains or losses such as those associated with the sale of plant assets or other extraordinary transactions. System offices absorbing all the pension expenses, liabilities, and deferrals for all their campuses should answer “Yes” to the screening question and the campuses should answer “No” Institutions that share audited financials with another entity (e.g., with districts, high schools, hospitals, etc.) should report only its proportionate share of pension expense, liability, and deferrals Pension expenses should be allocated to "Other functional expenses" (Part C-1) and "benefits" (Part C-2)</p> <p>Adding FAQ: Q: Where should the gains or loss on the disposal of capital/plant asset be reported? A: If the disposal of capital/plant asset is not considered an extraordinary or special item, then it should be reported as nonoperating revenue or expense. Gains from the disposal of capital/plant asset should be reported as other nonoperating revenue in part B, line 18 and loss from the disposal of capital/plant asset should be reported as other expenses in part C-1, line 14 and C-2, line 19-7. However, if the disposal of capital/plant asset is considered an extraordinary or special item, then gains or loss should be reported as other revenue and additions in part B, line 23.</p>	<p>Rewording. Revised instructions on Part D, line 05 because it wasn't clear that gains/losses from extraordinary transactions may be included there.</p> <p>Addition. Also adding an FAQ to clarify instructions on how to report gains/losses from disposal of capital/plant assets.</p>	<p>Minimal burden on institutions with jointly audited financial statements.</p> <p>No burden on institutions from the revised instructions in Part D, line 05 or the FAQ because they already report this way in their financial statements.</p>
Graduation Rates	New FAQ. Who is considered a "recipient" of a Pell Grant or Subsidized Stafford Loan? For the purposes of the GR component, a recipient of a Pell Grant or Subsidized Stafford Loan is a student who receives and uses that award upon their entry into the institution.	Addition. Help with reporting of Pell and Stafford Loan cohorts.	N/N
Graduation Rates	Screens, Instructions, FAQs: Change wording from "Stafford Loan" to "Direct Loan"	Revision to reflect language used in financial aid offices.	N/N
Graduation Rates	Changes to each of the Pell/Direct Loan screens Add "(Upon Entry)" next to each row in the Pell/Direct Loan recipients screen: Recipients of a Pell Grant (Upon Entry) ; Recipients of a Direct Subsidized Loan (Upon Entry) that did not receive a Pell Grant; and Did not receive either a Pell Grant of Direct Subsidized Loan (Upon Entry)	Additional wording to clarify timeframe	N/N
Graduation Rates 200	REVISED Screening Questions: Do you have students to report who, 1) received an award between 151% and 200% of normal time to completion or 2) are still enrolled as of 200% of normal time?	Addition/Revision to ensure all students are included.	
Human Resources	Screen change: Removed weighted average column from salaries screen	Deletion - confusing	N/N

Survey component/ Other	Changed instruction/FAQ/screen (where applicable; additions in red, deletions with strikethrough, rewording in blue)	Change type (e.g., addition/ deletion/ rewording)	Change in burden/ cost to gov't (Y/N)?
Institutional Characteristics	<p>Instruction Change: Distance education</p> <p>Distance education opportunities are 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.</p> <p>Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education opportunities. 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.</p> <p>Distance education course A course in which the instructional content is delivered exclusively via distance education.</p> <p>Distance education program A program for which all the required coursework for program completion is able to be completed via distance education courses.</p> <p>Distance education levels Indicate whether you offer distance education courses and/or programs at the undergraduate level and/or graduate level. Please check all that apply. If you do not offer distance education courses and/or programs, please select "Does not offer distance education" at the undergraduate and/or graduate level.</p> <p>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.</p>	Addition/Deletion/ Rewording. For clarification. Deleted the word "opportunities" from distance education.	N/N
Institutional Characteristics	Addition to instructions for reporting cost of attendance for public program reporters: For public institutions, report the in-state or in-district costs if applicable.	Addition: for clarification	

Survey component/ Other	Changed instruction/FAQ/screen (where applicable; additions in red, deletions with strikethrough, rewording in blue)	Change type (e.g., addition/ deletion/ rewording)	Change in burden/ cost to gov't (Y/N)?
Student Financial Aid	<p>New FAQ. The SFA survey indicates that the maximum amount of DOD TAP awarded per fiscal year per student is \$4500. What do I do if my DOD TAP average is greater than \$4500 per student? According to the 2014 final regulations set for the DOD Voluntary Education Programs - which include TAP (https://www.regulations.gov/document?D=DOD-2013-OS-0093-0048) - each branch of military service can pay no more than \$250/semester-unit (or equivalent) for tuition. Each service member is eligible for up to \$4500 in aggregate for each fiscal year. If your institution's DOD TAP average is greater than \$4500 per student per award year, then you should:</p> <ul style="list-style-type: none"> -Ask your financial aid office or VA certifying official to sort out the military aid and remove any non-DOD TAP aid (e.g., ROTC scholarships, tuition reimbursements for advanced civil schooling, education-related incentive or bonus); -Remove any non-Title 10 aid since TAP is a Title 10 program; and -Make sure that you are including one disbursement period for that award year. Even though DOD TAP aid are reported for the Oct 1 – Sep 30 timeframe, which technically covers two fall periods; only include one fall disbursement period per award year. 	Addition. New FAQ for help on reporting military aid	N/N
Student Financial Aid	Screens: Adding Prior Year values to military aid screens	Addition for context	N/N
Outcome Measures	New FAQ. Which award is higher between certificates that are more than 2 years, but less than 4 years or Associate's degree? In this example, Associate's degree is the higher award. The hierarchy of awards (from lowest to highest) is certificates, associate's degree, and bachelor's degree. For purposes of OM reporting, all certificates levels (i.e., less than 1 year; at least 1 year but less than 2 years; and at least 2 years, but less than 4 years) are aggregated together into the certificates column.	Addition	Y/N Decrease burden increased clarity
Outcome Measures	New FAQ. Who is considered a "recipient" of a Pell Grant? For the purposes of OM reporting, a Pell Grant recipient is a student who received a Pell Grant aid either partially or fully disbursed upon.	Addition	N/N
Outcome Measures	<p>New FAQ. How are Pell Grant recipients reported to OM to subcohorts? Noting that the OM cohort coverage period is July 1, 2009 and June 30, 2010, if at any time during the OM 2009-10 cohort year a student received a disbursed Pell Grant, this student should be counted in a Pell Grant subcohort. Do not include students in the Pell Grant subcohort if the student did not receive a Pell Grant during the OM cohort year, but received a Pell Grant outside of the OM 2009-10 cohort year. If a Pell Grant recipient does not continue to receive disbursed Pell Grants after the OM cohort year, the student remains in the OM Pell Grant subcohort because the student had a Pell Grant disbursed during the OM cohort year.</p> <p>If a student received a Pell Grant as well as additional forms of student aid (i.e., Stafford loans, state or institutional loans/grant aid, scholarships, third party loans etc.) during the OM cohort year, this student should still be included OM's Pell Grant recipient subcohort.</p>	Addition	N/N

Survey component/ Other	Changed instruction/FAQ/screen (where applicable; additions in red, deletions with strikethrough, rewording in blue)	Change type (e.g., addition/ deletion/ rewording)	Change in burden/ cost to gov't (Y/N)?
Outcome Measures	New FAQ. What is a Non-Pell Grant recipient? What if I have students that did not get a Pell Grant, but received other forms of student aid? For purposes of OM reporting, Non-Pell Grant recipients are students that did not receive a Pell Grant during the OM 2009-10 cohort year. Also, students that did not receive a Pell Grant during the OM cohort year, but received other types of student aid (i.e., Stafford loans, state loans or grants, institutional grants, scholarships, or third-party loans) would also be reported to one of the Non-Pell Grant recipient subcohorts.	Addition	N/N
Outcome Measures	New FAQ. Should my institution, which is participating as an experimental site, report high schools students who have received a Pell Grant while taking college coursework? If your institution is participating in the Pell Grant for high school student experimental site program, exclude these students from the OM reporting.	Addition	N/N
Outcome Measures	New FAQ. For transfer in students, do I need to track their Pell Grant awards prior to entering my institution (i.e., the Pell Grant was awarded by another institution)? No. Tracking of the Pell Grant awards prior to entry at your institution is not necessary for OM reporting purposes.	Addition	N/N
Outcome Measures	The instructions for the 2017-18 Outcome Measures survey component have been updated to reflect the OMB approved changes. Because of the approved changes are substantive, the entire instructions have been rewritten to reflect the changes. Please view the previous instructions and the new instructions compared in the next table and see the instructions in the attached packag: IPEDS 2017 OM Outcome Measures 2017-07-27.	All of the above - deletion, addition, and revision for clarification	Y/N Decrease burden increased clarity
Outcome Measures	New glossary term. Pell Grant program: (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides grant assistance to eligible undergraduate postsecondary students with demonstrated financial need to help meet education expenses.	Addition	N/N
Outcome Measures	Reworded glossary term. Adjusted cohort: The result of removing any allowable exclusions from a cohort (or subcohort). For the Fall Enrollment component, it is the cohort for calculating retention rate; for the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; and for the Outcome Measures component, these are the four cohorts (full-time, first-time; part-time-first-time; full-time, non-first-time; and part-time, non-first-time) for which outcomes rates are calculated at 4, 6 and 8 years.	Rewording (may be difficult to see - added '4')	N/N

Survey component/ Other	Changed instruction/FAQ/screen (where applicable; additions in red, deletions with strikethrough, rewording in blue)	Change type (e.g., addition/ deletion/ rewording)	Change in burden/ cost to gov't (Y/N)?
Outcome Measures	<p>Reworded glossary term. The This is a group of students entering at any time during a 12-month period September 1 through August 31 that is established for tracking and reporting purposes. For Graduation Rates (GR), a full-year cohort is from September 1 through August 31 and is used primarily for institutions that offer occupational programs of varying lengths. Students must be full-time and first time to be considered in the GR cohort. and For Outcome Measures (OM), all degree-granting institutions report on a full-year cohort from July 1 through June 30. Students are reported once in one of the four OM cohorts: first-time, full-time; first-time, part-time; non-first-time, full-time; or non-first-time, part-time. data for institutions that primarily offer occupational programs of varying lengths. Students must be full time and first time to be considered in the cohort. For OM component, undergraduate students must enter in one of four cohorts:</p>	Rewording	N/N
Outcome Measures	<p>Reworded glossary term. Outcome Measures: This annual component of IPEDS aims was added in 2015 to improve the collection of student progression and completion data on a more diverse group of undergraduate students at degree-granting institutions. Award and enrollment statuses are collected on four cohorts (first-time, full-time; first-time, part-time; non-first-time, full-time, and non-first-time, part-time) and eight subcohorts (based on Pell Grant recipient status) of degree/certificate-seeking undergraduate students (full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first time) at two three points of time (four, six and eight years from the point of entering the an institution's cohort).</p>	Rewording	N/N
Outcome Measures	<p>Additional screen instructions for Establishing cohorts screen. Establishing Cohorts 2009-10 Entering Undergraduate Cohort (July 1, 2009-June 30, 2010: Full Year)</p> <p>Directions: Begin by identifying your entering degree/certificate-seeking undergraduates for the full year of July 1, 2009 and June 30, 2010. Then report each student under one of the eight subcohorts (Pell or Non-Pell Grant recipients FTFT, PTFT, NFTFT, NPTFT). Each entering student should be reported only once. The four cohorts and total entering students will be calculated based on your subcohort reporting.</p> <p>NOTE: Once a student is in the cohort, the student remains in the cohort, even if the student's attendance status changes (i.e., full-time to part-time, or vice versa) or s/he drops out, transfers out, or transfers back into the institution. However, adjustments can be made to the cohort for allowable exclusions, which include the death of a student, permanent disability, military deployment, or service on an official church mission or with a foreign aid service of the Federal government. Exclusions are for the ENTIRE eight years upon entering the 2009-10 cohort year.</p>	Addition: Providing instructions on screen to clarify	N/N

Survey component/ Other	Changed instruction/FAQ/screen (where applicable; additions in red, deletions with strikethrough, rewording in blue)	Change type (e.g., addition/ deletion/ rewording)	Change in burden/ cost to gov't (Y/N)?
Outcome Measures	Additional screen instructions for Award Status at 4 years screen. Award Status at Four Years After Entry : 2009-10 Entering Undergraduate Cohort (July 1, 2009-June 30, 2010: Full Year) Directions: From the adjusted 2009-10 cohort, report the number of students who earned an award after four years of entry for each subcohort. If a student earns multiple awards, report only the highest award conferred to the student by the status point (August 31, 2013).	Addition: Providing instructions on screen to clarify	N/N
Outcome Measures	Additional screen instructions for Award Status at 6 years screen. Award Status at Six Years After Entry: 2009-10 Entering Undergraduate Cohort (July 1, 2009-June 30, 2010: Full Year) Directions: From the adjusted 2009-10 cohort, report the number of students who earned an award after six years of entry for each subcohort. If a student earns multiple awards, report only the highest award conferred to the student by the status point (August 31, 2015).	Addition: Providing instructions on screen to clarify	N/N
IPEDS New Keyholder Handbook	Updated dates, websites ,etc. as needed.	General annual updates	N/N
IPEDS New Keyholder Hand	Removed the section ' Key survey Concepts and Common Pitfalls '	Deletion – This takes up a large amount of government time and there is limited evidence it is used; Keeping information shorter often keeps it more useful.	N/Y (decreased cost to government)

Table 2. Outcome Measures Instructions Changes

Previously approved instructions	New instructions
<p>Purpose of Survey The purpose of the IPEDS Outcome Measures (OM) survey component is to provide the award and enrollment statuses of four undergraduate student cohorts at degree-granting institutions. Student completion awarded by the reporting institution and enrollment status are collected at the six- and eight-year points of time after they entered the reporting institution.</p> <p>General Instructions Reporting Period Covered This report requests data on four cohorts of entering degree/certificate-</p>	<p>Purpose of Survey The purpose of the IPEDS Outcome Measures (OM) survey component is to provide the award and enrollment statuses of four undergraduate student cohorts at degree-granting institutions. Student completion awarded by the reporting institution and enrollment status are collected at the six- and eight-year points of time after they entered the reporting institution.</p> <p>General Instructions Reporting Period Covered This OM component requests data on four cohorts of entering</p>

Previously approved instructions	New instructions
<p>seeking undergraduates enrolled in your institution either (1) as of October 15, 2008 (or the institution's official Fall census date) or (2) during the period between September 1, 2008 and August 31, 2009. Institutions are to report the award status of these students as of August 31, 2014 (Six Year Status) and the award and enrollment status of these students as of August 31, 2016 (Eight Year Status).</p> <p>Context Boxes Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the College Navigator Website, which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the College Navigator Website; institutions should check grammar and spelling of their entries.</p> <p>Coverage The Outcome Measures component collects data from degree-granting institutions on four degree/certificate-seeking student cohorts: Full-time, first-time entering students Part-time, first-time entering students Full-time, non-first-time entering students Part-time, non-first-time entering students</p> <p>Who to Include in the Cohorts All degree/certificate-seeking undergraduate students entering the institution (either during the fall term or during the 12-month period as described in the "Reporting Period Covered" section above) should be included in one of these four cohorts. Include students enrolled in the fall term who entered the institution for the first time in the prior summer term. For institutions that will report using a full-year cohort, count as entering students all those students who entered the institution between September 1, 2008 and August 31, 2009, and who were enrolled for at least 15 days in a program of up to, and including, one year in length, or 30 days in a program of greater than one year in length.</p> <p>Students must be enrolled in courses creditable toward a degree,</p>	<p>degree/certificate-seeking undergraduates enrolled in your institution during the cohort coverage period between July 1, 2009 and June 30, 2010. To report data on the four cohorts, institutions will report on eight subcohorts of undergraduates who either received a Pell Grant or did not during the cohort coverage period. Institutions are to report the award status of these students as of August 31, 2013 (Four Year Status) and August 31, 2015 (Six Year Status), and the award and enrollment status of these students as of August 31, 2017 (Eight Year Status).</p> <p>Context Boxes Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the College Navigator Website, which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the College Navigator Website; institutions should check grammar and spelling of their entries.</p> <p>Coverage The Outcome Measures component collects data from degree-granting institutions on the following degree/certificate-seeking undergraduate student cohorts and subcohorts: First-time, full-time entering students Pell Grant recipients Non-Pell Grant recipients First-time, part-time entering students Pell Grant recipients Non-Pell Grant recipients Non-first-time, full-time entering students Pell Grant recipients Non-Pell Grant recipients Non-first-time, part-time entering students Pell Grant recipients Non-Pell Grant recipients Each of the four cohorts will be calculated from the reported Pell Grant and Non-Pell Grant recipient subcohorts.</p> <p>Who to Include in the Cohorts</p>

Previously approved instructions	New instructions
<p>diploma, certificate, or other formal award. Include students enrolled in courses that are part of a vocational or occupational program, INCLUDING those enrolled in off-campus centers and those enrolled in distance learning/home study programs.</p> <p>Be sure to include students taking remedial courses if the student is considered degree-seeking for the purpose of student financial aid determination.</p> <p>A student who is designated as a member of a cohort remains in that cohort, even if the student:</p> <ul style="list-style-type: none"> Started as either a full-time or part-time student and later changes enrollment intensity. Transfers to another institution. Drops out of the institution. Stops out of the institution. Has not fulfilled the institution's requirements to receive a degree or certificate. Went on a study abroad program the first year upon entering the institution. <p>Who to Exclude from the Cohort</p> <p>DO NOT include students in the cohort who are:</p> <ul style="list-style-type: none"> Enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program. Exclusively taking Continuing Education Units (CEUs). Exclusively auditing classes. Foreign students who are only taking coursework at a host institution (e.g., an American institution overseas), if these students are not enrolled at a U.S. institution. <p>Where to Get Help with Reporting</p> <p>IPEDS Help Desk</p> <p>Phone: 1-877-225-2568</p> <p>Email: ipedshelp@rti.org</p> <p>Web Tutorials</p> <p>You can also consult the IPEDS Website Trainings & Outreach page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.</p>	<p>All degree/certificate-seeking undergraduate students entering the institution (during the 12-month period as described in the "Reporting Period Covered" section above) should be included in one of these subcohorts. All institutions will report using a full-year cohort, count as entering students all those students who entered the institution between July 1, 2009 and June 30, 2010 (i.e., the coverage cohort year). For academic reporting institutions, report students who were enrolled through a term's Census Date for enrollment purposes. For program/hybrid reporting institutions, report students who were enrolled for at least 15 days in a program of up to, and including, one year in length, or 30 days in a program of greater than one year in length.</p> <p>Students must be enrolled in courses creditable toward a degree, diploma, certificate, or other formal award. Include students enrolled in courses that are part of a vocational or occupational program, INCLUDING those enrolled in off-campus centers and those enrolled in distance learning/home study programs.</p> <p>Be sure to include students taking remedial courses if the student is considered degree-seeking for the purpose of student financial aid determination.</p> <p>A student who is designated as a member of a cohort remains in that cohort, even if the student:</p> <ul style="list-style-type: none"> Started as either a full-time or part-time student and later changes enrollment intensity. Transfers to another institution. Drops out of the institution. Stops out of the institution. Has not fulfilled the institution's requirements to receive a degree or certificate. Went on a study abroad program the first year upon entering the institution. <p>Who to Exclude from the Cohort</p> <p>DO NOT include students in the cohort who are:</p> <ul style="list-style-type: none"> Enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program.

Previously approved instructions	New instructions
<p>IPEDS Resource Page</p> <p>The IPEDS Website Reporting Tools 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.</p> <p>Reporting Instructions</p> <p>I. Establishing Cohorts</p> <p>The method used to establish the cohort reported on this survey has been predetermined by your institution's response to the predominant calendar system question (D1) on the Institutional Characteristics Header survey component of the IPEDS Fall 2016 Data Collection, according to the following rules:</p> <p>Institutions that offer a predominant number of programs based on standard academic terms (semesters, trimesters, quarters, or 4-1-4 plan) are considered academic reporters and will report using a fall cohort of students. Institutions may use a census date of October 15, 2008, or the end of the institution's drop-add period, or another official fall reporting date to determine the cohort. This should be the same reporting date established for your IPEDS Fall Enrollment report.</p> <p>Institutions that do not offer a predominant number of programs based on standard academic terms (as defined above) are considered either program or hybrid reporters and will report using a full-year cohort. These institutions must count as entering students all those students who entered the institution between September 1, 2008 and August 31, 2009, and who were enrolled for at least 15 days in a program of up to, and including, one year in length, or 30 days in a program of greater than one year in length.</p> <p>II. Award Status at Six Years</p> <p>Report the status of the four cohorts of entering degree/certificate-seeking undergraduate students as of six years of entering your institution. All students entering in 2008 should be included in one of these four cohorts. Report each student only once.</p> <p>2008 Cohort: For some institutions, the initial 2008 cohort data will be preloaded from either the Fall Enrollment (e.g., part-time, first-time entering; full-time, non-first-time entering; and part-time, non-first-time</p>	<p>Exclusively taking Continuing Education Units (CEUs).</p> <p>Exclusively auditing classes.</p> <p>Foreign students who are only taking coursework at a host institution (e.g., an American institution overseas), if these students are not enrolled at a U.S. institution.</p> <p>Where to Get Help with Reporting</p> <p>IPEDS Help Desk</p> <p>Phone: 1-877-225-2568</p> <p>Email: ipedshelp@rti.org</p> <p>Web Tutorials</p> <p>You can also consult the IPEDS Website Trainings & Outreach page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.</p> <p>IPEDS Resource Page</p> <p>The IPEDS Website Reporting Tools 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.</p> <p>I. Establishing Cohorts</p> <p>OM has four cohorts: First-time, full-time (FTFT), First-time, part-time (FTPT), Non-first-time, full-time (NFTFT), and Non-first-time, part-time (NFTPT). OM has also eight subcohorts based on a student's Pell Grant recipient status. Students are reported only once in one of the subcohorts.</p> <p>A. Report on a Full Year Cohort</p> <p>Regardless of reporting type (i.e., academic, program, or hybrid), all institutions will report to OM using a full year cohort of students. Do not use a fall cohort. Entering students are identified as those students who entered the institution between July 1, 2009 and June 30, 2010 - the coverage cohort year.</p> <p>Determine if a student enters the OM cohort year based on official enrollment procedures. For academic reporters, include undergraduate students who were enrolled in your institution's official census date for their entering term (i.e., semester or quarter). For program/hybrid reporters, report students who were enrolled for at least 15 days in a</p>

Previously approved instructions	New instructions
<p>students) or the Graduation Rates (e.g., first-time, full-time cohort) survey components. If your institution did not respond to either survey, the information will not be preloaded and will be blank for data entry. Revised 2008 Cohort (through August 31, 2014): Please review the data in the 2008 cohort column, and make any necessary corrections for omissions or double counting in the revised cohort column through August 31, 2014. If your initial cohort data were preloaded for the first-time, full-time cohort, the revised cohort data will also be preloaded from the Graduation Rates survey. If your data do not appear in the initial 2008 cohort column, please provide the enrollment data as requested in the revised cohort column.</p> <p>Exclusions to 2008 Cohort (through August 31, 2014): Indicate the total number of students who left your institution as of August 31, 2014 for one of the following allowable reasons:</p> <p>The student is deceased or is totally and permanently disabled and thus unable to return to school.</p> <p>The student left school to serve in the armed forces or was called to active duty. (DO NOT include students already in the military who transfer to another duty station.)</p> <p>The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps.</p> <p>The student left school to serve on an official church mission.</p> <p>NOTE: Students who leave the institution for one of the reasons noted in b, c, or d above, but return prior to the status date of August 31, 2014, may be subtracted from the cohort.</p> <p>Adjusted 2008 Cohort: The adjusted cohort is calculated by subtracting the exclusions from the revised 2008 cohort.</p> <p>Awarded by your institution (through August 31, 2014): Report the number of students from the four entering cohorts who have received an award (i.e., degree, diploma, certificate, or other formal award) from your institution by August 31, 2014, which is six years after the students have entered your institution. Include in these columns students who have received an award from your institution even if they are still enrolled at your institution or have transferred to another institution. For students who have earned multiple awards at your institution: only</p>	<p>program of up to, and including, one year in length, or 30 days in a program of greater than one year in length.</p> <p>B. Determining Attendance Level</p> <p>The cohort attendance level of students is determined on the first full term (i.e., semester or quarter) at entry. For example, if a transfer-in student entered an institution in the Spring term of the coverage cohort year as part-time, this student should be in OM's part-time, non-first-time cohort.</p> <p>Degree/certificate-seeking undergraduate students who take a summer session preceding to the start of OM coverage cohort year (July 1 2009 and June 30, 2010) should be reported in the full year 2009-10 cohort. The cohort attendance level of a summer session student is determined by that student's immediate full-term enrollment. For example, a first-time student takes a summer session that starts May 31, 2009 and enrolls the following fall term as a full-time student. This student should be in OM's full-time, first-time cohort.</p> <p>C. Pell Grant and Non-Pell Grant Recipient Subcohorts</p> <p>Each OM cohort (FTFT, FTPT, NFTFT, and NFTPT) has two subcohorts of Pell Grant and Non-Pell Grant recipients. For each subcohort, report the number of students that received a Pell Grant and those that did not receive a Pell Grant (i.e., Non-Pell Grant recipients).</p> <p>Students with disbursed Pell Grant awards during the OM coverage cohort year of July 1, 2009 and June 30, 2010 are reported in a Pell Grant subcohort.</p> <p>Students who did not receive a disbursed Pell Grant during the cohort coverage period, but received a Pell Grant AFTER the coverage cohort year (i.e. July 1, 2010 to August 31, 2017) are not included in a Pell Grant subcohort. Rather, these students should be reported in one of the Non-Pell Grant subcohorts.</p> <p>Students who were awarded but not disbursed Pell Grant during the coverage cohort year should be excluded in the Pell Grant subcohort and reported in the Non-Pell Grant subcohort.</p> <p>Students who receive any other forms of student aid during the coverage cohort year, but no Pell Grant should be reported in the Non-Pell Grant subcohort.</p>

Previously approved instructions	New instructions
<p>count the student once and report on the first award conferred by your institution (not the highest award conferred by your institution). DO NOT include graduate awards conferred to undergraduate students. Percent of adjusted cohort who received award from your institution by August 31, 2014: This column will calculate the proportion of students who received an award from your institution for each entering cohort. The data from Awarded by your institution (through August 31, 2014) are divided by 2008 Cohort.</p> <p>III. Award and Enrollment Status at Eight Years Report the status of the four cohorts of entering degree/certificate-seeking undergraduate students as of eight years of entering your institution. All students entering in 2008 should be included in one of these four cohorts. Report each student only once. 2008 Cohort: This information will be preloaded from the Award Status at Six Years screen. Note: For the 2016-17 Collection Year, there will not be a column to enter a Revised 2008 Cohort (through August 31, 2014) on the eight-year OM screen. Revised cohorts can only be made on the six-year OM screen. Additional Exclusions to 2008 Cohort (September 1, 2014 through August 31, 2016): Indicate the total number of students who left your institution as of August 31, 2016. Enter the exclusions since the six-year status. Students may be excluded for the following allowable reasons: The student is deceased or is totally and permanently disabled and thus unable to return to school. The student left school to serve in the armed forces or was called to active duty. (DO NOT include students already in the military who transfer to another duty station.) The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps. The student left school to serve on an official church mission. NOTE: Students who leave the institution for one of the reasons noted in b, c, or d above, but return prior to the status date of August 31, 2016, may be subtracted from the cohort. Adjusted 2008 Cohort: The adjusted cohort for the eight-year OM</p>	<p>D. Exclusions to 2009-10 Cohort (from entry through August 31, 2017) Institutions may choose to exclude students who left your institution after the point of entry through August 31, 2017 for one of the following allowable reasons: The student is deceased or is totally permanently disabled and thus unable to return to school. The student left school to serve in the armed forces or was called to active duty. (DO NOT include students already in the military who transfer to another duty station.) The student left school to serve with a foreign aid service of the Federal Government, such as Peace Corps. The student left school to serve on an official church mission. NOTE: Students who leave the institution for one of the reasons noted in 2, 3, or 4 above, but return prior to the status date of August 31, 2017, may be subtracted from the cohort.</p> <p>E. Adjusted 2009-10 Cohort For each cohort and subcohort, the adjusted cohort is calculated by subtracting the "Exclusions to 2009-10 cohort" from the "2009-10 cohort".</p> <p>II. Award Status at Four Years For each subcohort of degree/certificate-seeking undergraduate students, report the number of students that received an award after four years of entering your institution. Awards are mutually exclusive from other OM time points. All students entering in 2009-10 full-year cohort should be reported in one of these eight subcohorts. Report each student only once. The adjusted 2009-10 Cohort has been brought forward to this screen from the "I. Establishing Cohorts" screen. The adjusted cohort is calculated by subtracting the 8-year exclusions from the 2009-10 cohort.</p> <p>Number of students conferred an award by your institution (highest award through August 31, 2013): From the adjusted 2009-10 cohort, report the number of degree/certificate-seeking undergraduate students who earned an award (i.e., certificates, associate's or bachelor's) after four years of entry for each subcohort. If a student</p>

Previously approved instructions	New instructions
<p>screen is calculated by subtracting the additional exclusions from the 2008 cohort, which is the preloaded adjusted cohort from the six-year OM screen.</p> <p>Awarded by your institution (through August 31, 2016): Report the number of students from the four entering cohorts who have received an award (i.e., degree, diploma, certificate, or other formal award) from your institution by August 31, 2016, which is eight years after the students entered your institution. Include in these columns students who have received an award from your institution even if they are still enrolled at your institution or have transferred to another institution. For students who have earned multiple awards at your institution: only count the student once and report on the first award conferred by your institution (not the highest award conferred by your institution). DO NOT include graduate awards conferred to undergraduate students. Students who did not receive an award from your institution by August 31, 2016:</p> <p>Report the enrollment status of each student from the four 2008 entering cohorts who have not received an award by August 31, 2016. Each student who has not received an award should be reported in only one of these columns.</p> <p>Number still enrolled at reporting institution: Report the number of students still enrolled at the institution as of August 31, 2016. Do not include any students who have received an award by August 31, 2016. You may include students who you know are enrolling at your institution in the fall term immediately following August 31, 2016.</p> <p>Number subsequently enrolled at another institution: Report the total number of students who transferred out of your institution (without an award - i.e., a degree, diploma, certificate, or other formal award) and enrolled in another institution as of August 31, 2016. You may include students who you know are enrolling at the other institution in the fall term immediately following August 31, 2016. Only include students for whom you have confirmed subsequent enrollment.</p> <p>Number of students whose subsequent enrollment status unknown: This column will be calculated by subtracting the sum of the Number still enrolled at your institution, Number who subsequently enrolled at</p>	<p>earned multiple awards, count the student once and report the highest award conferred to the student by the status point (August 31, 2013).</p> <p>Include non-degree awards in the "certificates" column. Report the highest award conferred by your institution at the 4-year status point even if the students are still enrolled at your institution or have transferred to another institution. DO NOT include graduate awards conferred to undergraduate students.</p> <p>Total number of adjusted cohort that received an award from your institution: This column will calculate total number of highest awards conferred by your institution by the 4-year status point (August 31, 2013).</p> <p>Percent of adjusted cohort who received award from your institution by August 31, 2013: This column will calculate the proportion of entering students who received their highest award from your institution for each adjusted subcohort. This four-year award rate is derived from the Total number of adjusted cohort that received an award from your institution divided by Adjusted 2009-10 Cohort.</p> <p>III. Award Status at Six Years</p> <p>For each subcohort of degree/certificate-seeking undergraduate students, report the number of students that received an award after six years of entering your institution. Awards are mutually exclusive from other OM time points.</p> <p>All students entering in 2009-10 full-year cohort should be reported in one of these eight subcohorts. Report each student only once. The adjusted 2009-10 Cohort has been brought forward to this screen from the "I. Establishing Cohorts" screen. The adjusted cohort is calculated by subtracting the 8-year exclusions from the 2009-10 cohort.</p> <p>Number of students conferred an award by your institution (highest award through August 31, 2015): From the adjusted 2009-10 cohort, report the number of degree/certificate-seeking undergraduate students who earned an award (i.e., certificates, associate's or bachelor's) after six years of entry for each subcohort. If a student earned multiple awards, count the student once and report the highest</p>

Previously approved instructions	New instructions
<p>another institution, and the Number awarded by your Institution (through August 31, 2016) from the adjusted 2008 cohort.</p> <p>Total number of students who did not receive an award from your institution: The total number of students who did not receive an award by August 31, 2016 will be calculated by summing three columns: Number still enrolled at your institution, Number who subsequently enrolled at another institution, and Number of students whose subsequent enrollment status is unknown.</p> <p>Percent of adjusted cohort who received an award from your institution by August 31, 2016: This column will calculate the proportion of students who received an award by August 31, 2016 from your institution for each entering cohort. The data from Awarded by your institution (through August 31, 2016) are divided by Adjusted 2008 Cohort.</p> <p>Percent of adjusted cohort who are still enrolled (at your institution or subsequently enrolled at another institution): This column will calculate the proportion of students who are still enrolled at your institution as of August 31, 2016, or left your institution and subsequently enrolled at another institution. The sum of data from the Number still enrolled at your institution and Number who subsequently enrolled at another institution are divided by Adjusted 2008 Cohort.</p>	<p>award conferred to the student by the status point (August 31, 2015). Include non-degree awards in the "certificates" column. Report the highest award conferred by your institution at the 6-year status point even if the students are still enrolled at your institution or have transferred to another institution. DO NOT include graduate awards conferred to undergraduate students.</p> <p>Total number of adjusted cohort that received an award from your institution: This column will calculate total number of highest awards conferred by your institution by the 6-year status point (August 31, 2015).</p> <p>Percent of adjusted cohort who received award from your institution by August 31, 2015: This column will calculate the proportion of entering students who received their highest award from your institution for each adjusted subcohort. This six-year award rate is derived from the Total number of adjusted cohort that received an award from your institution divided by Adjusted 2009-10 Cohort.</p> <p>IV. Award and Enrollment Status at Eight Years</p> <p>A. Award Status at Eight Years After Entry</p> <p>For each subcohort of degree/certificate-seeking undergraduate students, report the number of students that received an award after eight years of entering your institution. Awards are mutually exclusive from other OM time points.</p> <p>All students entering in 2009-10 full-year cohort should be reported in one of these eight subcohorts. Report each student only once. The adjusted 2009-10 Cohort has been brought forward to this screen from the "I. Establishing Cohorts" screen. The adjusted cohort is calculated by subtracting the 8-year exclusions from the 2009-10 cohort.</p> <p>Number of students conferred an award by your institution (highest award through August 31, 2017): From the adjusted 2009-10 cohort, report the number of degree/certificate-seeking undergraduate students who earned an award (i.e., certificates, associate's or bachelor's) after eight years of entry for each subcohort. If a student earned multiple awards, count the student once and report the highest award conferred to the student by the status point (August 31, 2017).</p>

Previously approved instructions	New instructions
	<p>Include non-degree awards in the "certificates" column. Report the highest award conferred by your institution at the 8-year status point even if the students are still enrolled at your institution or have transferred to another institution. DO NOT include graduate awards conferred to undergraduate students.</p> <p>Total number of adjusted cohort that received an award from your institution: This column will calculate total number of highest awards conferred by your institution by the 8-year status point (August 31, 2017).</p> <p>Percent of adjusted cohort who received award from your institution by August 31, 2017: This column will calculate the proportion of entering students who received their highest award from your institution for each adjusted subcohort. This eight-year award rate is derived from the Total number of adjusted cohort that received an award from your institution divided by Adjusted 2009-10 Cohort.</p> <p>B. Enrollment Status at Eight Years After Entry</p> <p>For the remaining students in your adjusted subcohorts who have not earned an award from your institution by August 31, 2017, report these students in the one of the enrollment status columns.</p> <p>Students who did not receive an award from your institution by August 31, 2017:</p> <p>Each student who has not received an award should be reported in only one of these columns.</p> <p>Number still enrolled at your institution: Report the number of students still enrolled at the institution as of August 31, 2017. Do not include any students who have received an award by August 31, 2017. You may include students who you know are enrolling at your institution in the fall term immediately following August 31, 2017.</p> <p>Number who enrolled at another institution after leaving your institution: Report the total number of students who transferred out of your institution (without an award - i.e., a degree, diploma, certificate, or other formal award) and enrolled in another institution as of August 31, 2017. You may include students who you know are enrolling at the other institution in the fall term immediately following August 31, 2017.</p>

Previously approved instructions	New instructions
	<p>Only include students for whom you have confirmed subsequent enrollment.</p> <p>Number of students whose subsequent enrollment status unknown: This column will be calculated by subtracting the sum of the Number still enrolled at your institution, the Number who enrolled at another institution after leaving your institution, and the Total number of adjusted cohort that received an award from your institution (through August 31, 2017) from the Adjusted 2009-10 cohort.</p> <p>Total number of students who did not receive an award from your institution: The total number of students who did not receive an award by August 31, 2017 will be calculated by summing three columns: Number still enrolled at your institution, Number who enrolled at another institution after leaving your institution, and Number of students whose subsequent enrollment status is unknown.</p> <p>Percent of adjusted cohort who are still enrolled (at your institution or enrolled at another institution after leaving your institution): This column will calculate the proportion of students who are still enrolled at your institution as of August 31, 2017, or left your institution and subsequently enrolled at another institution. The sum of data from the Number still enrolled at your institution and Number who enrolled at another institution after leaving your institution are divided by Adjusted 2009-10 Cohort.</p>