

2017-18 Survey Materials > Form

date: 7/26/2017

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:

· A new screening question regarding access to library collections has been added for degree-granting institutions only.

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

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

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

To download survey materials package for this component: Survey Materials

Part A - Educational Offerings

rait A - Luuca	tional Offerings						
1. Which of the fo	lowing types of instruction/programs are offered by your institution? [Check one or more]						
If your institution d	f your institution does not offer occupational, academic or continuing professional 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						
	Continuing professional (postbaccalaureate only)						
П	Recreational or <u>avocational (leisure) programs</u>						
	Adult basic or remedial instruction or high school equivalency						
Г	Secondary (high school)						

Dart	R	- Orgai	nization	_	Control	and	Lavala
rart	D	- Oruai	IIIZation	-	Control	anu	Leveis

1. What is your institutional control or affiliation?

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

0	<u>Public</u> - 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 independent (no religious affiliation)	
0	<u>Private not-for-profit</u> religious affiliation - Select affiliation below	
	Select One 🔻	

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

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), determine program length by the number of credit or contact hours, NOT the academic

yea	ar length in parenthes	es. The	academic year length is meant only to provide context.
The	e 'Other' award level s	should n	ot be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.
			on certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check or 4, depending on the length of the Teacher Preparation program.
	Award Level		
	BELOW THE BACCA	ALAURE	ATE:
	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	Г	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	Г	Postsecondary award, certificate, or diploma of (at least two but less than four academic years) - 1800 or more contact or clock hours, or - 60 or more semester or trimester credit hours, or - 90 or more quarter credit hours
	BACCALAUREATE	AND ABO	DVE:
	5		Bachelor's degree or equivalent
	6		Postbaccalaureate certificate
	7		Master's degree
	8		Post-master's certificate
	17		Doctor's degree - research/scholarship
	18		Doctor's degree - professional practice
	19		Doctor's degree - other
	12		Other (specify in box below)
Υοι	u may use the space	below t	o provide context for the data you've reported above.

_	,
ĺ	T P

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.

② 3. What is the predominant <u>calendar system</u> at the institution? [Choose one]
Academic Year Reporting Method (Standard academic terms)
Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a <u>FALL COHORT</u> and student charges data for a full <u>ACADEMIC YEAR</u> .
O Semester
O Quarter
O Trimester
O 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 <u>FULL-YEAR</u> <u>COHORT</u> , and student charges data by <u>PROGRAM</u> .
O Differs by program
O 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 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.

data	(on the	IC compor	nent) and	Stud	lent Fin	ancial Ai	d data	for t	thes	e stu	idents.	i.			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						,				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, , , , , , , , , , , , , , , , , , , ,		
												<u>Full-time</u>																
<u>Und</u>	Undergraduate (academic or occupational programs)													0	No		0	Yes		0	No	(,	Yes				
First-time, degree/certificate-seeking undergraduate Graduate (not including doctor's-professional practice)											С	No		С	Yes		O	No	(,	Yes							
Grac	luate (no	ot includin	g doctor	's-pr	ofessio	nal prac	tice)											O	No		0	Yes		C	No	(,	Yes
5. Do	5. Does your institution enroll students in doctor's degree - professional practice programs?																											
	Checking Yes for this question will allow your institution to report graduate level students in Fall Enrollment. If you select Yes to enrolling students in one of the listed programs, you will also report tuition for the appropriate program(s).																											
C	No																											
C	Yes																											
	Chiro	o you enro practic (D.0 P.M.), Veter	C. or D.C.	М.), І	Dentistr	y (D.D.S.	. or D.I	M.D.,).), M	1edicii	ine (M.	I.D.), O _l)ptom	netry ((O.D.),	Oste	eopat	hic N	ledicine	e (D.0	O.), P	harma	cy (Pl	harm.D	.), Podi	atry (Po	d.D.	, D.P.,
			C	No																								
			С	Yes	3																							
6. Fc	r Fall 20	11, did yo	ur institut	tion h	nave an	y <u>full-tim</u>	ne, <u>firs</u>	st-tim	<u>me</u> d	legre	e/certi	tificate	e-see	eking	stude	ents e	enrol	ed iı	progi	ams	at th	e bacc	alau	reate le	evel or	below?		
		r Yes to thi reason you														1-12	coho	rt in i	he win	ter co	ollect	ion. If y	ou ar	nswer N	lo to th	is quest	on,	
If you	ı reporte	ed any full-	time, first	t-time	e degre	e/certifica	ate-se	eking	ig un	ndergr	raduat	ites on	the 2	2011	-12 En	rollm	nent s	urve	y, the c	lata ı	will b	e prelo	aded	below.				
	_																											
	0	No -																										
	This institution did not enroll full-time, first-time (undergraduate) students.																											
			This inst				Ū					baccal	laure	eate I	evel.													
			This inst	titutic	on was	not in op	eration	n in 2	2011	1-12.																		
	0	Yes																										

Full-time, first-time degree/certificate-seeking students from 2011-12 Enrollment survey (GR Cohort)

Part E	Part B - Multi-institution or Multi-campus Organization							
7. Mul	7. Multi-institution or multi-campus organization							
	Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that information is collected separately.							
If you	need assistance, contact the Help Desk at 1-877-225-2568. You will not be able to lock your submission if this question is blank.							
0	No, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.							
0	Yes, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.							
	If yes, select the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution after clicking on 'Select System' below.							
	Select System							

Part C - Other Survey Screening Questions - Open Admission
2. Does your institution have an open admission policy for all or most entering first-time degree/certificate-seeking undergraduate-level students?
If the only requirement for admission is a high school diploma or GED/other equivalent, your institution is still considered open admission. Institutions that require only an Ability to Benefit or similar test beyond the diploma/equivalent, and only reject a very small number of students based on the test, are also considered open admission.
(2) 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
Tou 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 - O	Part C - Other Survey Screening Questions - Library Access and Expenses								
Does your in	Does your institution have access to a library collection?								
O	No								
0	C Yes (receives AL component)								
Were your a	nnual total <u>library expenses</u> for Fiscal Year 2017 greater than zero?								
С	No								
О	Yes (receives AL component)								

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

Was your institution in operation during the academic year 2016-17?

you answer \ llection.	/es to this qu	estion, you will be able to specify the levels of enrollment offered at your institution during 2016-17 and to report 12-month enrollment during the fall							
0	No								
C	Yes. Please	Yes. Please specify the levels of enrollment offered during 2016-17.							
		Undergraduate							
		Graduate (not including doctor's-professional practice)							
		Doctor's-professional practice							

U.S. Department of Education

Software Provider Resources
Browsers Supported

Use of Cookies
Troubleshooting

Section 508 Compliance

NCES Privacy Policy





2017-18 Survey Materials > Instructions

date: 7/26/2017

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

Purpose of Institutional Characteristics Header Survey

Changes in Reporting

General instructions

Reporting Period for Institutional Characteristics Header

Context boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Educational Offerings

Part B - Organization

Control and Award Levels

Calendar System

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.

Top ▲

Changes in reporting

The following changes were implemented for the 2017-18 data collection period:

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

Top ▲

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.

Top ▲

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.

Top ▲

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 offcampus 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

Top ▲

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.

Top A

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

Top ▲

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.

Top ▲

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
 - 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, firsttime 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 8 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)

Top ▲

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 2017. Fiscal Year 2017 is defined as the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2017.

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 2017.

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.

Top ▲

Part D - Branch campus

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

Top ▲

Glossary date: 7/26/2017

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 summer session.
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 degree, 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 <u>academic year</u> .
Certificate	A formal award certifying the satisfactory completion of a <u>postsecondary education program</u> .
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Continuing professional education	Programs and courses designed specifically for individuals who have completed a <u>degree</u> in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A <u>calendar system</u> classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
Credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of <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 program of studies.
Differs by program (calendar system)	A <u>calendar system</u> classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the <u>program</u> desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Doctor's degree-other	A doctor's degree that does not meet the definition of a <u>doctor's degree - research/scholarship</u> or a <u>doctor's degree - professional practice</u> .
Doctor's degree-professional practice	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
Doctor's degree- research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.
Educational offerings	Educational <u>programs</u> offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as <u>postsecondary education</u> programs OR recreational or avocational, adult basic, remedial <u>instruction</u> , high school equivalency, or high school programs that are not deemed postsecondary.
Fall cohort	The group of students entering in the <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, 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 undergraduate [evel. This includes students enrolled in academic or occupational programs . It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits or postsecondary formal award 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.
Full-year cohort	This is a group of students entering at any time during the <u>12-month period</u> for tracking and reporting. For <u>Graduation Rate</u> (GR), a full-year cohort is from September 1 through August 31 and is used 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 <u>Outcome Measures</u> (OM) component, 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.
Graduate student	A student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Institutional affiliation	A classification that indicates whether a <u>private not-for-profit institution</u> is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Academic Libraries (AL).
Less than 2-year institution	A postsecondary institution that offers <u>programs</u> of less than 2-years duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1800 <u>contact hours</u> .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Library collections	Comprise of 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.

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 <u>program</u> of study of at least the full-time equivalent of 1 but not more than 2 <u>academic years</u> of work beyond the <u>bachelor's degree</u> . Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as <u>"first-professional"</u> , may require more than two full-time equivalent academic years of work.
Occupational program	A <u>program</u> of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" <u>calendar systems</u> at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter</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.
Post-master's certificate	An award that requires completion of an organized <u>program</u> beyond the <u>master's degree</u> , but does not meet the requirements of academic <u>degrees</u> at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.
	NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered 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 <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or designed for completion in at least 30 but less than 60 semester or trimester <u>credit hours</u> , or in at least 45 but less than 90 quarter <u>credit hours</u> , or in at least 900 but less than 1,800 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or designed for completion in at least 60 but less than 120 semester or trimester <u>credit hours</u> , or in at least 90 but less than 180 quarter <u>credit hours</u> , or in at least 1,800 but less than 3,600 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester <u>credit hours</u> , or in less than 45 quarter <u>credit hours</u> , or in less than 900 <u>contact</u> or <u>clock hours</u> .
Private for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives compensation other than wages, rent, or other <u>expenses</u> for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including <u>associate's degrees</u> and <u>programs</u> that can be completed in at least 1,800 but less than 3,600 <u>contact hours</u> to obtain a degree, <u>diploma</u> , <u>certificate</u> , or other formal award.
Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, <u>diploma</u> , or other formal award. Includes <u>programs</u> resulting in all <u>bachelor's degrees</u> and other baccalaureate level or equivalent degrees, as well as 5-year <u>cooperative</u> programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 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 instruction. 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

Software Provider Resources Browsers Supported

Use of Cookies

Section 508 Compliance

Troubleshooting NCES Privacy Policy



2017-18 Survey Materials > FAQ

date: 7/26/2017

IC Header

Click one of the following questions to view the answer.

General

- 1) If my institution offers an award level but currently does not have any students enrolled at that level how should I report?
- 2) Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?
- 3) <u>In what award level category should Teachers Preparation certificates be reported?</u>
- 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.

Back to top

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.

Back to top

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.

Back to top

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.

Back to top

U.S. Department of Education

Software Provider Resources
Browsers Supported

Use of Cookies
Troubleshooting

Section 508 Compliance

NCES Privacy Policy



2017-18 Survey Materials > Form

date: 7/26/2017

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:

· A new screening question regarding access to library collections has been added for degree-granting institutions only.

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

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

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

To download survey materials package for this component: Survey Materials

Part A - Educational Offerings

rait A - Luuca	uonai Onenngs					
1. Which of the fol	lowing types of instruction/programs are offered by your institution? [Check one or more]					
If your institution de	f your institution does not offer occupational, academic or continuing professional 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					
	Continuing professional (postbaccalaureate only)					
	Recreational or <u>avocational (leisure) programs</u>					
	Adult basic or remedial instruction or high school equivalency					
	Secondary (high school)					

Part B	- Oro	anization	_	Control	and	Levels
I ait D	Oic	jai iizatioi i		COLICIO	anu	LCVCIS

1. What is your institutional control or affiliation?

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

0	<u>Public</u> - 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 independent (no religious affiliation)					
0	<u>Private not-for-profit</u> religious affiliation - Select affiliation below					
	Select One 🔻					

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

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), determine program length by the number of credit or contact hours, NOT the academic

The 'Other' award leve	l should n	ot be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.
		on certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check or 4, depending on the length of the Teacher Preparation program.
Award Level		
BELOW THE BAC	CALAURE	ATE:
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	Г	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
BACCALAUREATI	E AND ABO	DVE:
5		Bachelor's degree or equivalent
6		Postbaccalaureate certificate
7		Master's degree
8		Post-master's certificate
17		Doctor's degree - research/scholarship
18		Doctor's degree - professional practice
19		Doctor's degree - other
12		Other (specify in box below)
You may use the space	ce below t	o 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 th	e predominant <u>calendar system</u> at the institution? [Choose one]							
	Academic Ye	ar Reporting Method (Standard academic terms)							
		of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a <u>FALL COHORT</u> and les data for a full <u>ACADEMIC YEAR</u> .							
	O <u>Semester</u>								
	0	O Quarter							
	0	<u>Trimester</u>							
	0	4-1-4 or similar plan							
	Program Rep	oorting Method (Other calendar system)							
		of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a <u>FULL-YEAR</u> d student charges data by <u>PROGRAM</u> .							
	0	<u>Differs by program</u>							
	0	Continuous basis (every 2 weeks, monthly, or other period)							
	Hybrid/Mixed	Reporting Method (Standard academic terms, other academic calendar)							
		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 les data for a full <u>ACADEMIC YEAR</u> .							
	0	Hybrid (Other academic calendar)							

Part B - Organization - Student Enrollment

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

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

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

data (on the IC component) and Student Financial Aid data for these students.										-				-										
									Full-time Part-time							t-time								
Undergraduate (academic or occupational programs)											C	N	0)	Yes	C	N	No	C	Yes			
First-time, degree/certificate-seeking undergraduate										C	N	О	ı	- ·	Yes	С	N	No	0	Yes				
Graduate (n	ot includin	g doctor'	's-profe	ssional p	ractice	<u>e)</u>								C	N	0	1)	Yes	C	N	No	C	Yes
5. Does you	Does your institution enroll students in doctor's degree - professional practice programs?																							
	Checking Yes for this question will allow your institution to report graduate level students in Fall Enrollment. If you select Yes to enrolling students in one of the listed programs, you will also report tuition for the appropriate program(s).																							
C No																								
C Yes																								
Chiro	Do you enro opractic (D. o P.M.), Vete	C. or D.C.I	M.), Dei	ntistry (D.L	D.S. or	r D.M.I	.D.), Me	edicine (I	(M.D.), (Optor	metry	(O.D.),	Oste	opathic	Med	icine	(D.O.)	Pha	armacy ((Pharm.l	O.),	Podia	try (Pod.	D., D.P.,
		C	No																					
		C	Yes																					
6. For Fall 2	011, did yo	ur instituti	tion hav	e any <u>full-</u>	<u>-time, f</u>	first-t	<u>time</u> de	egree/ce	ertificat	ite-se	eking	g stude	nts e	nrolled	in p	rogra	ıms at	the	baccala	aureate	leve	el or b	elow?	
If you answe indicate the		,		,		,							1-12 c	ohort in	the	winte	er colle	ctior	n. If you	answer	No	to this	questio	n,
If you report	ed any full-	time, first-	t-time de	egree/certi	ificate-	-seeki	ing und	dergradu	uates or	on the	2011	1-12 En	rollme	ent surv	ey, t	he da	ata wil	be p	oreloade	ed below	<i>'</i> .			
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. 																							
						_			ne bacca	calaur	reate	level.												
_		This inst	titution v	was not in	opera	ition ir	in 2011-	12.																
0	Yes																							

Full-time, first-time degree/certificate-seeking students from 2011-12 Enrollment survey (GR Cohort)

Part E	3 - Multi-institution or Multi-campus Organization								
7. Mul	7. Multi-institution or multi-campus organization								
	Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that information is collected separately.								
If you	need assistance, contact the Help Desk at 1-877-225-2568. You will not be able to lock your submission if this question is blank.								
C	No, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.								
0	C Yes, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.								
	If yes, select the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution after clicking on 'Select System' below.								
	Select System								

Part C - Other Survey Screening Questions - Open Admission
2. Does your institution have an open admission policy for all or most entering first-time degree/certificate-seeking undergraduate-level students?
If the only requirement for admission is a high school diploma or GED/other equivalent, your institution is still considered open admission. Institutions that require only an Ability to Benefit or similar test beyond the diploma/equivalent, and only reject a very small number of students based on the test, are also considered open admission.
(2) 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 2016-17?

ou answer \ llection.	'es to this que	estion, you will be able to specify the levels of enrollment offered at your institution during 2016-17 and to report 12-month enrollment during the fall
0	No	
0	Yes. Please	specify the levels of enrollment offered during 2016-17.
		Undergraduate
		Graduate (not including doctor's-professional practice)
		Doctor's-professional practice

U.S. Department of Education



Software Provider Resources
Browsers Supported

Use of Cookies
Troubleshooting

Section 508 Compliance

NCES Privacy Policy



2017-18 Survey Materials > Instructions

date: 7/26/2017

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

Purpose of Institutional Characteristics Header Survey

Changes in Reporting

General instructions

Reporting Period for Institutional Characteristics Header

Context boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Educational Offerings

Part B - Organization

Control and Award Levels

Calendar System

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.

Top ▲

Changes in reporting

The following changes were implemented for the 2017-18 data collection period:

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

Top ▲

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.

Top ▲

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.

Top ▲

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

Top ▲

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.

Top ▲

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

Top ▲

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.

Top ▲

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, firsttime 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.

- 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)

Top ▲

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

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.

Top ▲

Glossary date: 7/26/2017

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 summer session.
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 degree, 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 <u>academic year</u> .
Certificate	A formal award certifying the satisfactory completion of a <u>postsecondary education program</u> .
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Continuing professional education	Programs and courses designed specifically for individuals who have completed a <u>degree</u> in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A <u>calendar system</u> classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
Credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of <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 program of studies.
Differs by program (calendar system)	A <u>calendar system</u> classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the <u>program</u> desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Doctor's degree-other	A doctor's degree that does not meet the definition of a <u>doctor's degree - research/scholarship</u> or a <u>doctor's degree - professional practice</u> .
Doctor's degree-professional practice	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
Doctor's degree- research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.
Educational offerings	Educational <u>programs</u> offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as <u>postsecondary education</u> programs OR recreational or avocational, adult basic, remedial <u>instruction</u> , high school equivalency, or high school programs that are not deemed postsecondary.
Fall cohort	The group of students entering in the <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, 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 undergraduate [evel. This includes students enrolled in academic or occupational programs . It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits or postsecondary formal award 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.
Full-year cohort	This is a group of students entering at any time during the <u>12-month period</u> for tracking and reporting. For <u>Graduation Rate</u> (GR), a full-year cohort is from September 1 through August 31 and is used 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 <u>Outcome Measures</u> (OM) component, 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.
Graduate student	A student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Institutional affiliation	A classification that indicates whether a <u>private not-for-profit institution</u> is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Academic Libraries (AL).
Less than 2-year institution	A postsecondary institution that offers <u>programs</u> of less than 2-years duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1800 <u>contact hours</u> .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Library collections	Comprise of 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.

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 <u>program</u> of study of at least the full-time equivalent of 1 but not more than 2 <u>academic years</u> of work beyond the <u>bachelor's degree</u> . Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as <u>"first-professional"</u> , may require more than two full-time equivalent academic years of work.
Occupational program	A <u>program</u> of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" <u>calendar systems</u> at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter</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.
Post-master's certificate	An award that requires completion of an organized <u>program</u> beyond the <u>master's degree</u> , but does not meet the requirements of academic <u>degrees</u> at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.
	NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered 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 <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in at least 1 but less than 2 full-time equivalent <u>academic vears</u> , or designed for completion in at least 30 but less than 60 semester or trimester <u>credit hours</u> , or in at least 45 but less than 90 quarter <u>credit hours</u> , or in at least 900 but less than 1,800 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or designed for completion in at least 60 but less than 120 semester or trimester <u>credit hours</u> , or in at least 90 but less than 180 quarter <u>credit hours</u> , or in at least 1,800 but less than 3,600 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester <u>credit hours</u> , or in less than 45 quarter <u>credit hours</u> , or in less than 900 <u>contact</u> or <u>clock hours</u> .
Private for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives compensation other than wages, rent, or other <u>expenses</u> for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including <u>associate's degrees</u> and <u>programs</u> that can be completed in at least 1,800 but less than 3,600 <u>contact hours</u> to obtain a degree, <u>diploma</u> , <u>certificate</u> , or other formal award.
Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, <u>diploma</u> , or other formal award. Includes <u>programs</u> resulting in all <u>bachelor's degrees</u> and other baccalaureate level or equivalent degrees, as well as 5-year <u>cooperative</u> programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 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 instruction. 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

Software Provider Resources Browsers Supported

Use of Cookies

Section 508 Compliance

Troubleshooting NCES Privacy Policy



2017-18 Survey Materials > FAQ

date: 7/26/2017

IC Header

Click one of the following questions to view the answer.

General

- 1) If my institution offers an award level but currently does not have any students enrolled at that level how should I report?
- 2) Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?
- 3) <u>In what award level category should Teachers Preparation certificates be reported?</u>
- 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.

Back to top

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.

Back to top

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.

Back to top

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.

Back to top

U.S. Department of Education

Software Provider Resources
Browsers Supported

Use of Cookies
Troubleshooting

Section 508 Compliance

NCES Privacy Policy



2017-18 Survey Materials > Form

date: 7/26/2017

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:

· A new screening question regarding access to library collections has been added for degree-granting institutions only.

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

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

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

To download survey materials package for this component: Survey Materials

Part A - Educational Offerings

rait A - Educational Orientings		
1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]		
If your institution does not offer occupational or academic programs, you are not expected to complete this or any other IPEDS survey.		
	Г	Occupational, may lead to a certificate, degree, or other formal award
		Academic, leading to a certificate, degree, or diploma
		Recreational or <u>avocational (leisure) programs</u>
		Adult basic or remedial instruction or high school equivalency
		Secondary (high school)

Part R	- Organization	- Control	and	Levels
ганы	- Organizacion	- Control	anu	LEVEIS

1. What is your institutional control or affiliation?

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

0	<u>Public</u> - 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 independent (no religious affiliation)		
0	<u>Private not-for-profit</u> religious affiliation - Select affiliation below		
	Select One 🔻		

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

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), determine program length by the number of credit or contact hours, NOT the academic

year length in parentheses. The academic year length is meant only to provide context.			
The	'Other' award level s	should n	ot be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.
Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check the applicable award level 1, 2, or 4, depending on the length of the Teacher Preparation program.			
	Award Level		
	BELOW THE BACCA	ALAURE	ATE:
	1	Г	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	Г	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	Г	Postsecondary award, certificate, or diploma of (at least two but less than four academic years) - 1800 or more contact or clock hours, or - 60 or more semester or trimester credit hours, or - 90 or more quarter credit hours
	BACCALAUREATE	AND ABO	DVE:
	5		Bachelor's degree or equivalent
	6		Postbaccalaureate certificate
	7		Master's degree
	8		Post-master's certificate
	17	Г	Doctor's degree - research/scholarship
	18		Doctor's degree - professional practice
	19	Г	Doctor's degree - other
	12		Other (specify in box below)
You may use the space below to provide context for the data you've reported above.			
4			<u>→</u>

Part B - Organization - Calendar System

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

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

3. What is the predominant calendar system at the institution? [Choose one]				
	Academic Year Reporting Method (Standard academic terms)			
Selecting one of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a <u>FALL COHORT</u> and student charges data for a full <u>ACADEMIC YEAR</u> .				
	0	<u>Semester</u>		
	0	<u>Quarter</u>		
	0	<u>Trimester</u>		
	0	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 <u>FULL-YEAR</u> <u>COHORT</u> , and student charges data by <u>PROGRAM</u> .				
	0	<u>Differs by program</u>		
	0	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> .				
	0	Hybrid (Other academic calendar)		

Part B - Organization - Student Enrollment

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

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

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

data (on the	e IC comp	ponent) and Student Financial Aid data for these students.								
				<u>Ful</u>	I-time			<u>Par</u>	t-time	
Undergrad	uate (aca	demic or occupational programs)	0	No	0	Yes	0	No	0	Yes
<u>Firs</u>	t-time, de	egree/certificate-seeking undergraduate	С	No	C	Yes	C	No	C	Yes
Graduate (not includ	ding doctor's-professional practice)	0	No	0	Yes	0	No	0	Yes
6. For acad	emic yea	r 2014-15, did your institution enroll any full-time, first-time students?								
indicate the	reason y	this question, you will be required to provide Graduation Rates data for the 2014-15 c you are not required to report Graduation Rates for the cohort year requested. If you re collment survey, the data will be preloaded below.				-			•	
C	No									
		This institution did not enroll full-time, first-time degree/certificate-seeking students								
		This institution was not in operation in 2014-15.								
0	Yes									
Full-time, f	irst-time	degree/certificate-seeking students from 2014-15 Fall Enrollment survey (GR Cohc	ort)							

Part E	3 - Multi-institution or Multi-campus Organization
7. Mul	ti-institution or multi-campus organization
	institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that nation 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.
0	No, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.
0	Yes, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.
	If yes, select the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution after clicking on 'Select System' below.
	Select System

Part C - Other Survey Screening Questions - Open Admission
2. Does your institution have an <u>open admission policy</u> for all or most entering <u>first-time</u> 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.
(2) 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 - Ot	ther Survey Screening Questions - Library Access and Expenses
Does your ins	stitution have access to a library collection?
0	No
О	Yes (receives AL component)
Were your ar	nnual total <u>library expenses</u> for Fiscal Year 2017 greater than zero?
C	No
C	Yes (receives AL component)

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

Was your institution in operation during the academic year 2016-17?

If you collec		'es to this que	estion, you will be able to specify the levels of enrollment offered at your institution during 2016-17 and to report 12-month enrollment during the fall
	C	No	
	С	Yes. Please	specify the levels of enrollment offered during 2016-17.
			<u>Undergraduate</u>
			Graduate (not including doctor's-professional practice)

U.S. Department of Education

2

Software Provider Resources
Browsers Supported

Use of Cookies

Troubleshooting

Section 508 Compliance

NCES Privacy Policy



2017-18 Survey Materials > Instructions

date: 7/26/2017

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

Purpose of Institutional Characteristics Header Survey

Changes in Reporting

General instructions

Reporting Period for Institutional Characteristics Header

Context boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Educational Offerings

Part B - Organization

Control and Award Levels

Calendar System

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.

Top ▲

Changes in reporting

The following changes were implemented for the 2017-18 data collection period:

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

Top ▲

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.

Top ▲

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.

Top ▲

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 offcampus 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

Top ▲

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 IPEDS Website Trainings & Outreach page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

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.

Top ▲

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

Top ▲

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

Top ▲

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

- 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
 - 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, firsttime 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
- associations
- religious affiliation (requested in control question)

Top ▲

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 2017. Fiscal Year 2017 is defined as the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2017.

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 2017.

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.

Top ▲

Part D - Branch campus

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

Top ▲

Glossary date: 7/26/2017

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 summer session.
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 degree, 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 <u>academic year</u> .
Certificate	A formal award certifying the satisfactory completion of a <u>postsecondary education program</u> .
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Continuing professional education	Programs and courses designed specifically for individuals who have completed a <u>degree</u> in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A <u>calendar system</u> classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
Credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of <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 program of studies.
Differs by program (calendar system)	A <u>calendar system</u> classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the <u>program</u> desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Doctor's degree-other	A doctor's degree that does not meet the definition of a <u>doctor's degree - research/scholarship</u> or a <u>doctor's degree - professional practice</u> .
Doctor's degree-professional practice	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
Doctor's degree- research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.
Educational offerings	Educational <u>programs</u> offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as <u>postsecondary education</u> programs OR recreational or avocational, adult basic, remedial <u>instruction</u> , high school equivalency, or high school programs that are not deemed postsecondary.
Fall cohort	The group of students entering in the <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, 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 undergraduate [evel. This includes students enrolled in academic or occupational programs . It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits or postsecondary formal award 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.
Full-year cohort	This is a group of students entering at any time during the <u>12-month period</u> for tracking and reporting. For <u>Graduation Rate</u> (GR), a full-year cohort is from September 1 through August 31 and is used 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 <u>Outcome Measures</u> (OM) component, 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.
Graduate student	A student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Institutional affiliation	A classification that indicates whether a <u>private not-for-profit institution</u> is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Academic Libraries (AL).
Less than 2-year institution	A postsecondary institution that offers <u>programs</u> of less than 2-years duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1800 <u>contact hours</u> .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Library collections	Comprise of 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.

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 <u>program</u> of study of at least the full-time equivalent of 1 but not more than 2 <u>academic years</u> of work beyond the <u>bachelor's degree</u> . Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as <u>"first-professional"</u> , may require more than two full-time equivalent academic years of work.
Occupational program	A <u>program</u> of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" <u>calendar systems</u> at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter</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.
Post-master's certificate	An award that requires completion of an organized <u>program</u> beyond the <u>master's degree</u> , but does not meet the requirements of academic <u>degrees</u> at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.
	NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered 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 <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or designed for completion in at least 30 but less than 60 semester or trimester <u>credit hours</u> , or in at least 45 but less than 90 quarter <u>credit hours</u> , or in at least 900 but less than 1,800 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or designed for completion in at least 60 but less than 120 semester or trimester <u>credit hours</u> , or in at least 90 but less than 180 quarter <u>credit hours</u> , or in at least 1,800 but less than 3,600 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester <u>credit hours</u> , or in less than 45 quarter <u>credit hours</u> , or in less than 900 <u>contact</u> or <u>clock hours</u> .
Private for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives compensation other than wages, rent, or other <u>expenses</u> for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including <u>associate's degrees</u> and <u>programs</u> that can be completed in at least 1,800 but less than 3,600 <u>contact hours</u> to obtain a degree, <u>diploma</u> , <u>certificate</u> , or other formal award.
Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, <u>diploma</u> , or other formal award. Includes <u>programs</u> resulting in all <u>bachelor's degrees</u> and other baccalaureate level or equivalent degrees, as well as 5-year <u>cooperative</u> programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 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 instruction. 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

Software Provider Resources Browsers Supported

Use of Cookies

Section 508 Compliance

Troubleshooting NCES Privacy Policy





2017-18 Survey Materials > FAQ

date: 7/26/2017

IC Header

Click one of the following questions to view the answer.

General

- 1) If my institution offers an award level but currently does not have any students enrolled at that level how should I report?
- 2) Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?
- 3) <u>In what award level category should Teachers Preparation certificates be reported?</u>
- 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.

Back to top

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.

Back to top

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.

Back to top

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.

Back to top

U.S. Department of Education

Software Provider Resources
Browsers Supported

Use of Cookies
Troubleshooting

Section 508 Compliance

NCES Privacy Policy



2017-18 Survey Materials > Form

date: 7/26/2017

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:

· A new screening question regarding access to library collections has been added for degree-granting institutions only.

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

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

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

To download survey materials package for this component: Survey Materials

Part A - Educational Offerings

		lowing types of instruction/programs are offered by your institution? [Check one or more]
If your	institution de	pes 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 <u>avocational (leisure) programs</u>
		Adult basic or remedial instruction or high school equivalency
		Secondary (high school)

Part B -	Organization	- Control	and	Levels
ган Б	Organizacion	- COLLLO	anu	LEVEIS

1. What is your institutional control or affiliation?

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

0	<u>Public</u> - 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 independent (no religious affiliation)	
0	<u>Private not-for-profit</u> religious affiliation - Select affiliation below	
	Select One	

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

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

The 'Other' award leve	l should n	ot be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.
		on certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check or 4, depending on the length of the Teacher Preparation program.
Award Level		
BELOW THE BAC	CALAURE	ATE:
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	Г	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	Г	Postsecondary award, certificate, or diploma of (at least two but less than four academic years) - 1800 or more contact or clock hours, or - 60 or more semester or trimester credit hours, or - 90 or more quarter credit hours
BACCALAUREATE	E AND ABO	DVE:
5		Bachelor's degree or equivalent
6		Postbaccalaureate certificate
7		Master's degree
8		Post-master's certificate
17		Doctor's degree - research/scholarship
18		Doctor's degree - professional practice
19		Doctor's degree - other
12		Other (specify in box below)
You may use the space	e below t	o 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 th	e predominant <u>calendar system</u> at the institution? [Choose one]
	Academic Ye	ear Reporting Method (Standard academic terms)
		e of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a <u>FALL COHORT</u> and ges data for a full <u>ACADEMIC YEAR</u> .
	0	<u>Semester</u>
	0	<u>Quarter</u>
	0	<u>Trimester</u>
	0	4-1-4 or similar plan
	Program Rep	porting Method (Other calendar system)
		e of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a <u>FULL-YEAR</u> Id student charges data by <u>PROGRAM</u> .
	0	Differs by program
	0	Continuous basis (every 2 weeks, monthly, or other period)
	Hybrid/Mixed	Reporting Method (Standard academic terms, other academic calendar)
	_	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 ges data for a full <u>ACADEMIC YEAR</u> .
	0	Hybrid (Other academic calendar)

Part B - Organization - Student Enrollment

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

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

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

data (on the	e IC comp	ponent) and Student Financial Aid data for these students.								
				<u>Ful</u>	I-time			<u>Par</u>	t-time	
Undergrad	uate (aca	demic or occupational programs)	0	No	0	Yes	0	No	0	Yes
<u>Firs</u>	t-time, de	egree/certificate-seeking undergraduate	0	No	C	Yes	C	No	C	Yes
Graduate (not includ	ding doctor's-professional practice)	0	No	0	Yes	0	No	0	Yes
6. For acad	emic yea	r 2014-15, did your institution enroll any full-time, first-time students?								
indicate the	reason y	this question, you will be required to provide Graduation Rates data for the 2014-15 c you are not required to report Graduation Rates for the cohort year requested. If you re collment survey, the data will be preloaded below.				-			•	
C	C No									
		This institution did not enroll full-time, first-time degree/certificate-seeking students								
		This institution was not in operation in 2014-15.								
0	Yes									
Full-time, f	irst-time	degree/certificate-seeking students from 2014-15 Fall Enrollment survey (GR Cohc	ort)							

Part E	3 - Multi-institution or Multi-campus Organization
7. Mult	ti-institution or multi-campus organization
	institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that lation 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.
C	No, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.
0	Yes, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.
	If yes, select the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution after clicking on 'Select System' below.
	Select System

Part C - Other Survey Screening Questions - Open Admission
2. Does your institution have an <u>open admission policy</u> for all or most entering <u>first-time</u> 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.
(2) 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 2016-17?

If you collec		'es to this que	estion, you will be able to specify the levels of enrollment offered at your institution during 2016-17 and to report 12-month enrollment during the fall
	0	No	
	С	Yes. Please	specify the levels of enrollment offered during 2016-17.
			<u>Undergraduate</u>
			Graduate (not including doctor's-professional practice)

U.S. Department of Education



Software Provider Resources
Browsers Supported

Use of Cookies

Troubleshooting

Section 508 Compliance

NCES Privacy Policy



2017-18 Survey Materials > Instructions

date: 7/26/2017

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

Purpose of Institutional Characteristics Header Survey

Changes in Reporting

General instructions

Reporting Period for Institutional Characteristics Header

Context boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Educational Offerings

Part B - Organization

Control and Award Levels

Calendar System

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.

Top ▲

Changes in reporting

The following changes were implemented for the 2017-18 data collection period:

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

Top ▲

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.

Top ▲

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.

Top ▲

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 dearee

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

Top ▲

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 IPEDS Website Trainings & Outreach page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

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.

Top ▲

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

Top ▲

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.

Top ▲

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, firsttime 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 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.

- 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
- 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)

Top ▲

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.

Top ▲

Glossary date: 7/26/2017

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 summer session.
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 degree, 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 <u>academic year</u> .
Certificate	A formal award certifying the satisfactory completion of a <u>postsecondary education program</u> .
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Continuing professional education	Programs and courses designed specifically for individuals who have completed a <u>degree</u> in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A <u>calendar system</u> classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
Credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of <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 program of studies.
Differs by program (calendar system)	A <u>calendar system</u> classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the <u>program</u> desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Doctor's degree-other	A doctor's degree that does not meet the definition of a <u>doctor's degree - research/scholarship</u> or a <u>doctor's degree - professional practice</u> .
Doctor's degree-professional practice	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
Doctor's degree- research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.
Educational offerings	Educational <u>programs</u> offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as <u>postsecondary education</u> programs OR recreational or avocational, adult basic, remedial <u>instruction</u> , high school equivalency, or high school programs that are not deemed postsecondary.
Fall cohort	The group of students entering in the <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, 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 undergraduate [evel. This includes students enrolled in academic or occupational programs . It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits or postsecondary formal award 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.
Full-year cohort	This is a group of students entering at any time during the <u>12-month period</u> for tracking and reporting. For <u>Graduation Rate</u> (GR), a full-year cohort is from September 1 through August 31 and is used 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 <u>Outcome Measures</u> (OM) component, 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.
Graduate student	A student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Institutional affiliation	A classification that indicates whether a <u>private not-for-profit institution</u> is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Academic Libraries (AL).
Less than 2-year institution	A postsecondary institution that offers <u>programs</u> of less than 2-years duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1800 <u>contact hours</u> .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Library collections	Comprise of 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.

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 <u>program</u> of study of at least the full-time equivalent of 1 but not more than 2 <u>academic years</u> of work beyond the <u>bachelor's degree</u> . Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as <u>"first-professional"</u> , may require more than two full-time equivalent academic years of work.
Occupational program	A <u>program</u> of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" <u>calendar systems</u> at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter</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.
Post-master's certificate	An award that requires completion of an organized <u>program</u> beyond the <u>master's degree</u> , but does not meet the requirements of academic <u>degrees</u> at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.
	NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered 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 <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or designed for completion in at least 30 but less than 60 semester or trimester <u>credit hours</u> , or in at least 45 but less than 90 quarter <u>credit hours</u> , or in at least 900 but less than 1,800 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or designed for completion in at least 60 but less than 120 semester or trimester <u>credit hours</u> , or in at least 90 but less than 180 quarter <u>credit hours</u> , or in at least 1,800 but less than 3,600 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester <u>credit hours</u> , or in less than 45 quarter <u>credit hours</u> , or in less than 900 <u>contact</u> or <u>clock hours</u> .
Private for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives compensation other than wages, rent, or other <u>expenses</u> for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including <u>associate's degrees</u> and <u>programs</u> that can be completed in at least 1,800 but less than 3,600 <u>contact hours</u> to obtain a degree, <u>diploma</u> , <u>certificate</u> , or other formal award.
Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, <u>diploma</u> , or other formal award. Includes <u>programs</u> resulting in all <u>bachelor's degrees</u> and other baccalaureate level or equivalent degrees, as well as 5-year <u>cooperative</u> programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 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 instruction. 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

Software Provider Resources Browsers Supported

Use of Cookies

Section 508 Compliance

Troubleshooting NCES Privacy Policy



2017-18 Survey Materials > FAQ

date: 7/26/2017

IC Header

Click one of the following questions to view the answer.

General

- 1) If my institution offers an award level but currently does not have any students enrolled at that level how should I report?
- 2) Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?
- 3) <u>In what award level category should Teachers Preparation certificates be reported?</u>
- 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.

Back to top

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.

Back to top

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.

Back to top

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.

Back to top

U.S. Department of Education

Software Provider Resources
Browsers Supported

Use of Cookies
Troubleshooting

Section 508 Compliance

NCES Privacy Policy





2017-18 Survey Materials > Form

date: 7/26/2017

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:

· A new screening question regarding access to library collections has been added for degree-granting institutions only.

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

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

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

To download survey materials package for this component: Survey Materials

Part A - Educational Offerings

		lowing types of instruction/programs are offered by your institution? [Check one or more]
If your	institution de	pes 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 <u>avocational (leisure) programs</u>
		Adult basic or remedial instruction or high school equivalency
		Secondary (high school)

Part B -	Organization	- Control	and	Levels
ган Б	Organizacion	- COLLLO	anu	LEVEIS

1. What is your institutional control or affiliation?

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

0	<u>Public</u> - 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 independent (no religious affiliation)	
0	<u>Private not-for-profit</u> religious affiliation - Select affiliation below	
	Select One	

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

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), determine program length by the number of credit or contact hours, NOT the academic

yea	ar length in parenthes	es. The	academic year length is meant only to provide context.
The	e 'Other' award level s	should n	ot be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.
			on certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check or 4, depending on the length of the Teacher Preparation program.
	Award Level		
	BELOW THE BACCA	ALAURE	ATE:
	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	Г	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	Г	Postsecondary award, certificate, or diploma of (at least two but less than four academic years) - 1800 or more contact or clock hours, or - 60 or more semester or trimester credit hours, or - 90 or more quarter credit hours
	BACCALAUREATE	AND ABO	DVE:
	5		Bachelor's degree or equivalent
	6		Postbaccalaureate certificate
	7		Master's degree
	8		Post-master's certificate
	17		Doctor's degree - research/scholarship
	18		Doctor's degree - professional practice
	19		Doctor's degree - other
	12		Other (specify in box below)
You	u may use the space	below t	o 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 <u>calendar system</u> at the institution? [Choose one]				
	Academic Ye	ear 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 <u>FALL COHORT</u> and student charges data for a full <u>ACADEMIC YEAR</u> .				
	O <u>Semester</u>				
	O Quarter				
	O <u>Trimester</u>				
	O 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 <u>FULL-YEAR</u> <u>COHORT</u> , and student charges data by <u>PROGRAM</u> .				
	0	Differs by program			
	0	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 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.

data (on the IC component) and Student Financial Aid data for these students.								
	<u>Full-time</u>				Part-time			
Students in academic or occupational programs O No O Yes O No C Yes							Yes	
First-time s	<u>tudents</u>	C No	С	Yes	0	No	C	Yes
6. For academic year 2014-15, did your institution enroll any <u>full-time</u> , <u>first-time</u> students?								
indicate the reason	o this question, you will be required to provide Graduation Rates data for the 2 you are not required to report Graduation Rates for the cohort year requested prollment survey, the data will be preloaded below.				•		•	
C No	O No							
Г	This institution did not enroll full-time, first-time degree/certificate-seeking	students.						
Г	This institution was not in operation in 2014-15.							
C Yes								
Full-time, first-time degree/certificate-seeking students from 2014-15 Fall Enrollment survey (GR <u>Cohort</u>)								

Part B - Multi-institution or Multi-campus Organization				
7. Multi-institution or multi-campus organization				
Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that information is collected separately.				
If you need assistance, contact the Help Desk at 1-877-225-2568. You will not be able to lock your submission if this question is blank.				
C	No, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.			
0	Yes, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.			
	If yes, select the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution after clicking on 'Select System' below.			
	Select System			

Part C - Other Survey Screening Questions - Open Admission					
2. Does your institution have an <u>open admission policy</u> for all or most entering <u>first-time</u> 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.					
(2) 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 - Library Access and Expenses				
Does your institution have access to a library collection?				
0	No			
О	Yes (receives AL component)			
Were your annual total <u>library expenses</u> for Fiscal Year 2017 greater than zero?				
C	No			
C	Yes (receives AL component)			

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

Was your institution in operation during the academic year 2016-17?

If you answer Yes to this question, you will be able to specify the levels of enrollment offered at your institution during 2016-17 and to report 12-month enrollment during the fall collection.					
	0	No			
	С	Yes. Please	specify the levels of enrollment offered during 2016-17.		
			<u>Undergraduate</u>		
			Graduate (not including doctor's-professional practice)		

U.S. Department of Education



Software Provider Resources
Browsers Supported

Use of Cookies

Troubleshooting

Section 508 Compliance

NCES Privacy Policy



2017-18 Survey Materials > Instructions

date: 7/26/2017

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

Purpose of Institutional Characteristics Header Survey

Changes in Reporting

General instructions

Reporting Period for Institutional Characteristics Header

Context boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Educational Offerings

Part B - Organization

Control and Award Levels

Calendar System

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.

Top ▲

Changes in reporting

The following changes were implemented for the 2017-18 data collection period:

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

Top ▲

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.

Top ▲

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.

Top ▲

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

Top ▲

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.

Top A

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

Top ▲

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.

Top ▲

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
 - 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, firsttime 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 8 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)

Top ▲

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 2017. Fiscal Year 2017 is defined as the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2017.

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 2017.

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.

Top ▲

Part D - Branch campus

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

Top ▲

Glossary date: 7/26/2017

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 summer session.
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 degree, 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 <u>academic year</u> .
Certificate	A formal award certifying the satisfactory completion of a <u>postsecondary education program</u> .
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Continuing professional education	Programs and courses designed specifically for individuals who have completed a <u>degree</u> in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A <u>calendar system</u> classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
Credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of <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 program of studies.
Differs by program (calendar system)	A <u>calendar system</u> classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the <u>program</u> desired. For example, a school might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Doctor's degree-other	A doctor's degree that does not meet the definition of a <u>doctor's degree - research/scholarship</u> or a <u>doctor's degree - professional practice</u> .
Doctor's degree-professional practice	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
Doctor's degree- research/scholarship	A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.
Educational offerings	Educational <u>programs</u> offered by postsecondary institutions that are occupational, academic, or continuing professional that qualify as <u>postsecondary education</u> programs OR recreational or avocational, adult basic, remedial <u>instruction</u> , high school equivalency, or high school programs that are not deemed postsecondary.
Fall cohort	The group of students entering in the <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, 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 undergraduate [evel. This includes students enrolled in academic or occupational programs . It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits or postsecondary formal award 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.
Full-year cohort	This is a group of students entering at any time during the <u>12-month period</u> for tracking and reporting. For <u>Graduation Rate</u> (GR), a full-year cohort is from September 1 through August 31 and is used 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 <u>Outcome Measures</u> (OM) component, 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.
Graduate student	A student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Institutional affiliation	A classification that indicates whether a <u>private not-for-profit institution</u> is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Academic Libraries (AL).
Less than 2-year institution	A postsecondary institution that offers <u>programs</u> of less than 2-years duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1800 <u>contact hours</u> .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Library collections	Comprise of 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.

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 <u>program</u> of study of at least the full-time equivalent of 1 but not more than 2 <u>academic years</u> of work beyond the <u>bachelor's degree</u> . Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as <u>"first-professional"</u> , may require more than two full-time equivalent academic years of work.
Occupational program	A <u>program</u> of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" <u>calendar systems</u> at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter</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.
Post-master's certificate	An award that requires completion of an organized <u>program</u> beyond the <u>master's degree</u> , but does not meet the requirements of academic <u>degrees</u> at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.
	NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered 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 <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or designed for completion in at least 30 but less than 60 semester or trimester <u>credit hours</u> , or in at least 45 but less than 90 quarter <u>credit hours</u> , or in at least 900 but less than 1,800 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or designed for completion in at least 60 but less than 120 semester or trimester <u>credit hours</u> , or in at least 90 but less than 180 quarter <u>credit hours</u> , or in at least 1,800 but less than 3,600 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester <u>credit hours</u> , or in less than 45 quarter <u>credit hours</u> , or in less than 900 <u>contact</u> or <u>clock hours</u> .
Private for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives compensation other than wages, rent, or other <u>expenses</u> for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including <u>associate's degrees</u> and <u>programs</u> that can be completed in at least 1,800 but less than 3,600 <u>contact hours</u> to obtain a degree, <u>diploma</u> , <u>certificate</u> , or other formal award.
Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, <u>diploma</u> , or other formal award. Includes <u>programs</u> resulting in all <u>bachelor's degrees</u> and other baccalaureate level or equivalent degrees, as well as 5-year <u>cooperative</u> programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 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 instruction. 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

Software Provider Resources Browsers Supported

Use of Cookies

Section 508 Compliance

Troubleshooting NCES Privacy Policy





2017-18 Survey Materials > FAQ

date: 7/26/2017

IC Header

Click one of the following questions to view the answer.

General

- 1) If my institution offers an award level but currently does not have any students enrolled at that level how should I report?
- 2) Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?
- 3) <u>In what award level category should Teachers Preparation certificates be reported?</u>
- 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.

Back to top

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.

Back to top

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.

Back to top

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.

Back to top

U.S. Department of Education

Software Provider Resources
Browsers Supported

Use of Cookies
Troubleshooting

Section 508 Compliance

NCES Privacy Policy



2017-18 Survey Materials > Form

date: 7/26/2017

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:

· A new screening question regarding access to library collections has been added for degree-granting institutions only.

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

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

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

To download survey materials package for this component: Survey Materials

Part A - Educational Offerings

	1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]		
If your institution does not offer occupational or academic programs, you are not expected to complete this or any other IPEDS survey.			
		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 R	- Organization	- Control	and	Levels
ганы	- Organizacion	- Control	anu	LEVEIS

1. What is your institutional control or affiliation?

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

0	<u>Public</u> - 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 independent (no religious affiliation)	
0	<u>Private not-for-profit</u> religious affiliation - Select affiliation below	
	Select One 🔻	

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

When reporting award levels for sub baccalaureate certificates (levels 1, 2, and 4), determine program length by the number of credit or contact hours, NOT the academic

year length in pa	entheses. Th	e academic year length is meant only to provide context.
The 'Other' award	l level should	not be used unless your program truly does not fit any of the other award levels. We expect very few institutions to fit the 'Other' category.
•	•	tion certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs. Check , or 4, depending on the length of the Teacher Preparation program.
Award Leve		
BELOW THE	BACCALAUR	EATE:
1	Г	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	Г	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	Г	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
BACCALAUF	REATE AND A	BOVE:
5	Г	Bachelor's degree or equivalent
6		Postbaccalaureate certificate
7	Г	Master's degree
8	Г	Post-master's certificate
17		Doctor's degree - research/scholarship
18	Г	Doctor's degree - professional practice
19	Г	Doctor's degree - other
12	Г	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 th	e predominant <u>calendar system</u> at the institution? [Choose one]			
	Academic Year Reporting Method (Standard academic terms)				
		e of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a <u>FALL COHORT</u> and ges data for a full <u>ACADEMIC YEAR</u> .			
	0	<u>Semester</u>			
	0	<u>Quarter</u>			
	0	<u>Trimester</u>			
	0	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 <u>FULL-YEAR</u> <u>COHORT</u> , and student charges data by <u>PROGRAM</u> .					
	0	<u>Differs by program</u>			
	0	Continuous basis (every 2 weeks, monthly, or other period)			
Hybrid/Mixed Reporting Method (Standard academic terms, other academic calendar)					
		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 ges data for a full <u>ACADEMIC YEAR</u> .			
	0	Hybrid (Other academic calendar)			

Part B - Organization - Student Enrollment

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

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

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

data (on the IC comp	ponent) and Student Financial Aid data for these students.								
	Full-time Part-time								
Students in academ	nic or occupational programs	0	No	0	Yes	0	No	0	Yes
First-time st	<u>udents</u>	O	No	О	Yes	C	No	C	Yes
6. For academic year	ar 2014-15, did your institution enroll any <u>full-time</u> , <u>first-time</u> students?								
indicate the reason y	this question, you will be required to provide Graduation Rates data for the 2 you are not required to report Graduation Rates for the cohort year requested rollment survey, the data will be preloaded below.								
C No									
	This institution did not enroll full-time, first-time degree/certificate-seeking	students.							
	This institution was not in operation in 2014-15.								
C Yes									
Full-time first-time	degree/cortificate-seeking students from 2014-15 Fall Enrollment survey (GP Cohor	+\						

Part B - Multi-institution or Multi-campus Organization				
7. Mult	7. Multi-institution or multi-campus organization			
	Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that information is collected separately.			
If you	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.			
C	No, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.			
0	Yes, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.			
	If yes, select the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution after clicking on 'Select System' below.			
	Select System			

Part C - Other Survey Screening Questions - Open Admission
2. Does your institution have an <u>open admission policy</u> for all or most entering <u>first-time</u> 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.
(2) 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 2016-17?

If you answer Yes to this question, you will be able to specify the levels of enrollment offered at your institution during 2016-17 and to report 12-month enrollment during the fall collection.					
	0	No			
	С	Yes. Please	specify the levels of enrollment offered during 2016-17.		
			<u>Undergraduate</u>		
			Graduate (not including doctor's-professional practice)		

U.S. Department of Education



Software Provider Resources
Browsers Supported

Use of Cookies
Troubleshooting

Section 508 Compliance

NCES Privacy Policy



2017-18 Survey Materials > Instructions

date: 7/26/2017

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

Purpose of Institutional Characteristics Header Survey

Changes in Reporting

General instructions

Reporting Period for Institutional Characteristics Header

Context boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Educational Offerings

Part B - Organization

Control and Award Levels

Calendar System

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.

Top ▲

Changes in reporting

The following changes were implemented for the 2017-18 data collection period:

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

Top ▲

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.

Top ▲

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.

Top ▲

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 offcampus 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 dearee

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

Top ▲

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 IPEDS Website Trainings & Outreach page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

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.

Top ▲

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

Top ▲

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.

Top ▲

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, firsttime 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 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.

- 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
- 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)

Top ▲

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.

Top ▲

Glossary date: 7/26/2017

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 summer session.
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 degree, 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 <u>academic year</u> .
Certificate	A formal award certifying the satisfactory completion of a <u>postsecondary education program</u> .
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Continuing professional education	Programs and courses designed specifically for individuals who have completed a <u>degree</u> in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A <u>calendar system</u> classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
Credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of <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 program 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, c 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. Son degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.C.M.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D. 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, 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 undergraduate [evel. This includes students enrolled in academic or occupational programs . It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits or postsecondary formal award 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.
Full-year cohort	This is a group of students entering at any time during the <u>12-month period</u> for tracking and reporting. For <u>Graduation Rate</u> (GR), a full-year cohort is from September 1 through August 31 and is used 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 <u>Outcome Measures</u> (OM) component, 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.
Graduate student	A student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Institutional affiliation	A classification that indicates whether a <u>private not-for-profit institution</u> is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Academic Libraries (AL).
Less than 2-year institution	A postsecondary institution that offers <u>programs</u> of less than 2-years duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1800 <u>contact hours</u> .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Library collections	Comprise of 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.

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 <u>program</u> of study of at least the full-time equivalent of 1 but not more than 2 <u>academic years</u> of work beyond the <u>bachelor's degree</u> . Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as <u>"first-professional"</u> , may require more than two full-time equivalent academic years of work.
Occupational program	A <u>program</u> of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" <u>calendar systems</u> at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter</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.
Post-master's certificate	An award that requires completion of an organized <u>program</u> beyond the <u>master's degree</u> , but does not meet the requirements of academic <u>degrees</u> at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.
	NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered 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 <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in at least 1 but less than 2 full-time equivalent <u>academic years</u> , or designed for completion in at least 30 but less than 60 semester or trimester <u>credit hours</u> , or in at least 45 but less than 90 quarter <u>credit hours</u> , or in at least 900 but less than 1,800 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or designed for completion in at least 60 but less than 120 semester or trimester <u>credit hours</u> , or in at least 90 but less than 180 quarter <u>credit hours</u> , or in at least 1,800 but less than 3,600 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester <u>credit hours</u> , or in less than 45 quarter <u>credit hours</u> , or in less than 900 <u>contact</u> or <u>clock hours</u> .
Private for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives compensation other than wages, rent, or other <u>expenses</u> for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including <u>associate's degrees</u> and <u>programs</u> that can be completed in at least 1,800 but less than 3,600 <u>contact hours</u> to obtain a degree, <u>diploma</u> , <u>certificate</u> , or other formal award.
Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, <u>diploma</u> , or other formal award. Includes <u>programs</u> resulting in all <u>bachelor's degrees</u> and other baccalaureate level or equivalent degrees, as well as 5-year <u>cooperative</u> programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 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 instruction. 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

Software Provider Resources Browsers Supported

Use of Cookies

Section 508 Compliance

Troubleshooting NCES Privacy Policy



2017-18 Survey Materials > FAQ

date: 7/26/2017

IC Header

Click one of the following questions to view the answer.

General

- 1) If my institution offers an award level but currently does not have any students enrolled at that level how should I report?
- 2) Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?
- 3) <u>In what award level category should Teachers Preparation certificates be reported?</u>
- 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.

Back to top

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.

Back to top

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.

Back to top

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.

Back to top

U.S. Department of Education

Software Provider Resources
Browsers Supported

Use of Cookies
Troubleshooting

Section 508 Compliance

NCES Privacy Policy





2017-18 Survey Materials > Form

date: 7/26/2017

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:

· A new screening question regarding access to library collections has been added for degree-granting institutions only.

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

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

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

To download survey materials package for this component: Survey Materials

Part A - Educational Offerings

	1. Which of the following types of instruction/programs are offered by your institution? [Check one or more]			
If your institution de	pes 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 <u>avocational (leisure) programs</u>			
Adult basic or remedial instruction or high school equivalency				
Secondary (high school)				

Part B	- Organi	zation -	Control	and L	evels
1. What	is your inst	itutional <u>co</u>	ontrol or at	filiation	?

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

0	<u>Public</u> - 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 independent (no religious affiliation)		
0	<u>Private not-for-profit</u> religious affiliation - Select affiliation below		
	Select One 🔻		

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

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

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

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

Award Level		
1	Г	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	Г	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
12		Other (specify in box below)
You may use the space	e 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 <u>calendar system</u> at the institution? [Choose one]				
	Program Reporting Method (Other calendar system)				
	_	e of the following calendar types determines that your institution will provide Student Financial Aid and Graduation Rates data based on a <u>FULL-YEAR</u> and student charges data by <u>PROGRAM</u> .			
	0	<u>Differs by program</u>			
	0	Continuous basis (every 2 weeks, monthly, or other period)			
	Academic Ye	ear 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 <u>FALL COHORT</u> and student charges data for a full <u>ACADEMIC YEAR</u> .				
	0	<u>Semester</u>			
	0	<u>Quarter</u>			
	0	<u>Trimester</u>			
	0	4-1-4 or similar plan			

Part B - Organization - Student Enrollment

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

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

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

data (on the IC component) and Student Financial Aid data for these students.									
	Full-time Part-time								
Students in academ	nic or occupational programs	0	No	0	Yes	0	No	0	Yes
First-time st	<u>udents</u>	O	No	О	Yes	C	No	C	Yes
6. For academic year	ar 2014-15, did your institution enroll any <u>full-time</u> , <u>first-time</u> students?								
indicate the reason y	If you answer Yes to this question, you will be required to provide Graduation Rates data for the 2014-15 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 2014-15 Fall Enrollment survey, the data will be preloaded below.								
C No	C No								
	This institution did not enroll full-time, first-time degree/certificate-seeking	students.							
	This institution was not in operation in 2014-15.								
C Yes									
Full-time first-time	degree/cortificate-seeking students from 2014-15 Fall Enrollment survey (GP Cohor	+\						

Part E	Part B - Multi-institution or Multi-campus Organization				
7. Mult	7. Multi-institution or multi-campus organization				
	Is the institution part of a multi-institution or multi-campus organization that owns, governs, or controls the institution? Do NOT indicate a religious affiliation here; that information is collected separately.				
If you	need assistance, contact the Help Desk at 1-877-225-2568. You will not be able to lock your submission if this question is blank.				
C	No, this institution IS NOT a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.				
0	Yes, this institution IS a part of a multi-institution or multi-campus organization that owns, governs, or controls the institution.				
	If yes, select the name of the multi-institution or multi-campus organization that owns, governs, or controls the institution after clicking on 'Select System' below.				
	Select System				

Part C - Other Survey Screening Questions - Open Admission
2. Does your institution have an <u>open admission policy</u> for all or most entering <u>first-time</u> 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.
(2) 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 2016-17?

If you collec		'es to this que	estion, you will be able to specify the levels of enrollment offered at your institution during 2016-17 and to report 12-month enrollment during the fall
	0	No	
	С	Yes. Please	specify the levels of enrollment offered during 2016-17.
			<u>Undergraduate</u>
			Graduate (not including doctor's-professional practice)

U.S. Department of Education



Software Provider Resources
Browsers Supported

Use of Cookies
Troubleshooting

Section 508 Compliance

NCES Privacy Policy



2017-18 Survey Materials > Instructions

date: 7/26/2017

IC Header Full Instructions for less than 2-year institutions

Purpose of Institutional Characteristics Header Survey

Changes in Reporting

General instructions

Reporting Period for Institutional Characteristics Header Context boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Educational Offerings

Part B - Organization

Control and Award Levels

Calendar System

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.

Top ▲

Changes in reporting

The following changes were implemented for the 2017-18 data collection period:

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

Top ▲

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.

Top ▲

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.

Top ▲

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 offcampus 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 dearee

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

Top ▲

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 IPEDS Website Trainings & Outreach page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

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.

Top ▲

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

Top ▲

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.

Top ▲

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, firsttime 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 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.

- 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
- 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)

Top ▲

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.

Top ▲

Glossary date: 7/26/2017

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 summer session.
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 degree, 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 <u>academic year</u> .
Certificate	A formal award certifying the satisfactory completion of a <u>postsecondary education program</u> .
Cohort	A specific group of students established for tracking purposes.
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .
Continuing professional education	Programs and courses designed specifically for individuals who have completed a <u>degree</u> in a professional field (such as law, medicine, dentistry, education, or social work) to obtain additional training in their particular field of study.
Continuous basis	A <u>calendar system</u> classification that is used by institutions that allow students to enroll/start classes at any time during the year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
Control (of institution)	A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
Credit hour	A unit of measure representing the equivalent of an hour (50 minutes) of <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 program 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, c 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. Son degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.C.M.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D. 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, 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 undergraduate [evel. This includes students enrolled in academic or occupational programs . It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits or postsecondary formal award 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.
Full-year cohort	This is a group of students entering at any time during the <u>12-month period</u> for tracking and reporting. For <u>Graduation Rate</u> (GR), a full-year cohort is from September 1 through August 31 and is used 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 <u>Outcome Measures</u> (OM) component, 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.
Graduate student	A student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate <u>programs</u> .
Institutional affiliation	A classification that indicates whether a <u>private not-for-profit institution</u> is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Academic Libraries (AL).
Less than 2-year institution	A postsecondary institution that offers <u>programs</u> of less than 2-years duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1800 <u>contact hours</u> .
Levels of offering	Information collected in the Institutional Characteristics component which indicates all applicable levels for all credit programs offered at an institution. Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Degree-designated award levels indicate those degree levels for which the institution is authorized to make formal awards. Length of study is the equivalent of the number of full-time academic years. For example, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
Library collections	Comprise of 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.

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 <u>program</u> of study of at least the full-time equivalent of 1 but not more than 2 <u>academic years</u> of work beyond the <u>bachelor's degree</u> . Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as <u>"first-professional"</u> , may require more than two full-time equivalent academic years of work.
Occupational program	A <u>program</u> of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
Other academic calendar system	Category used to describe "non-traditional" <u>calendar systems</u> at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time."
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter</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.
Post-master's certificate	An award that requires completion of an organized <u>program</u> beyond the <u>master's degree</u> , but does not meet the requirements of academic <u>degrees</u> at the doctor's level.
Postbaccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.
	NOTE: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered 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 <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in at least 1 but less than 2 full-time equivalent <u>academic vears</u> , or designed for completion in at least 30 but less than 60 semester or trimester <u>credit hours</u> , or in at least 45 but less than 90 quarter <u>credit hours</u> , or in at least 900 but less than 1,800 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in at least 2 but less than 4 full-time equivalent <u>academic years</u> , or designed for completion in at least 60 but less than 120 semester or trimester <u>credit hours</u> , or in at least 90 but less than 180 quarter <u>credit hours</u> , or in at least 1,800 but less than 3,600 <u>contact</u> or <u>clock hours</u> .
Postsecondary award, certificate, or diploma (less than 1 academic year)	An award that requires completion of an organized <u>program</u> of study at the postsecondary <u>level</u> (below the baccalaureate <u>degree</u>) in less than 1 <u>academic year</u> (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester <u>credit hours</u> , or in less than 45 quarter <u>credit hours</u> , or in less than 900 <u>contact</u> or <u>clock hours</u> .
Private for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives compensation other than wages, rent, or other <u>expenses</u> for the assumption of risk.
Private institution	An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.
Private not-for-profit institution	A <u>private institution</u> in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Programs of at least 2 years but less than 4 years	Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including <u>associate's degrees</u> and <u>programs</u> that can be completed in at least 1,800 but less than 3,600 <u>contact hours</u> to obtain a degree, <u>diploma</u> , <u>certificate</u> , or other formal award.
Programs of at least 4 years	Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, <u>diploma</u> , or other formal award. Includes <u>programs</u> resulting in all <u>bachelor's degrees</u> and other baccalaureate level or equivalent degrees, as well as 5-year <u>cooperative</u> programs, and those programs in which the normal 4 years of work are designed to be completed in 3 years.
Programs of less than 2 years	Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 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 instruction. 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

Software Provider Resources Browsers Supported

Use of Cookies

Section 508 Compliance

Troubleshooting NCES Privacy Policy





2017-18 Survey Materials > FAQ

date: 7/26/2017

IC Header

Click one of the following questions to view the answer.

General

- 1) If my institution offers an award level but currently does not have any students enrolled at that level how should I report?
- 2) Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?
- 3) <u>In what award level category should Teachers Preparation certificates be reported?</u>
- 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.

Back to top

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.

Back to top

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.

Back to top

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.

Back to top

U.S. Department of Education

Software Provider Resources
Browsers Supported

Use of Cookies
Troubleshooting

Section 508 Compliance

NCES Privacy Policy



2017-18 Survey Materials > Form

date: 7/26/2017

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

The following changes were implemented for the 2016-17 data collection period:

- In Part C, the question about library services has been modified.
- In Part C, questions about distance education opportunities have been modified and moved to their own screen.

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

To access your prior year data submission for this component: Reported Data

Part A - Mission Statement

Part A - MISSION Statement		
1. Provide the institution's mission statement $\it or$ a web addre less. The mission statement will be available to the public on	ess (URL) where the mission statement can be found. Typed statements are limited to 2,000 characters of College Navigator.	
Mission Statement URL:	Please begin URL with "http://" or "https://"	
Mission Statement		
4		

Part B - 9	Services and Programs for Servicemembers and Veterans								
1. Which of	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.	ay 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 to be understood by students and parents.								
4									

Part C - S	tudent	Services - Special Learning	Opportunit	ies					
1. Does you	r instituti	on accept any of the following? [Chec	k all that app	y]					
	<u>Dual credit</u> (college credit earned while in high school)								
	Credit f	or life experiences							
	Advanc	ed placement (AP) credits							
	None o	f the above							
2. What type	es of spe	cial learning opportunities are offered	by your insti	tution? [Check all that apply]					
	ROTC								
	Г	Army		Navy		Air Force			
	Study abroad								
	Weeke	nd/evening college							
Г	<u>Teache</u>	r certification (for the elementary, midd	le school/junic	r high, or secondary level)					
	Do not	include certifications to teach at the po	stsecondary le	evel.					
	Г	Students can complete their prepara	tion in certain	areas of specialization					
		Students must complete their prepar	ation at anothe	er institution for certain areas of specia	alization				
	This institution is approved by the state for the initial certification or licensure of teachers								
	□ None of the above								
_		grants a bachelor's degree or higher l re required for entrance?	out does not o	ffer a full 4-year program of study at	the undergra	duate level, how many years of completed			
Number of y	ears			Select One					

		ices: Other Stud							
4. Which of the f	following se	lected student service	es are offered by your institution? [Check all that apply]						
	Remedial	Remedial services							
	Academic/	career counseling se	<u>rvices</u>						
	Employme	nt services for curren	t students						
	Placement	services for progran	completers						
	On-campu	s <u>day care</u> for childre	n of students						
	None of the	e above							
5. Which of the f	following <u>ac</u>	ademic library resou	rce or service does your institution provide? [Check all that apply]						
	Physical fa	acilities							
	An organiz	ed collection of printe	d materials						
	Access to	digital/electronic reso	urces						
	A staff train	ned to provide and int	erpret library materials						
	Establishe	d library hours							
	Access to	library collections tha	are shared with other institutions						
	None of the above								
6. Indicate wheth	her or not ar	ny of the following alt	ernative tuition plans are offered by your institution.						
		No							
	0	Yes							
		Г	<u>Tuition guarantee</u>						
			Prepaid tuition plan						
		Г	Tuition payment plan						
		Г	Other (specify in box below)						
			text for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator by students and parents.						
4									

Part C - Student Services - Distance Education									
7. Please indicate at what level(s) your institution does or does not offer distance education courses and/or distance education programs. Check all that apply.									
		Distance education courses	Distance education programs	Does not offer Distance Education					
	Undergraduate level	Г	Г						
	Graduate level	Г	Г	П					
	С	No							
	0	Yes							

Part C - Student Services:	Disability Service								
10. Please indicate the percentage of all undergraduate students enrolled during fall 2016 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).									
С	3 percent or less								
С	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.								
4	д У <u></u>								

Part D - 9	Student Charges Questions
1. Are all fu	Ill-time, first-time degree/certificate-seeking students required to live on campus or in institutionally-controlled housing?
If you answ	er Yes to this question, you will not be asked to report off-campus room and board in the price of attendance (D11).
This is only	a screening question, and your response does not show up on College Navigator.
,	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 Studen do survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.
О	No
C	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>out-of-state</u> students?
If you answ	er Yes to this question, you will be expected to report tuition amounts for in-district, in-state, and out-of-state students.
Please only	select Yes if you really charge different tuition rates, or you will be reporting the same numbers 3 times.
С	No
C	Yes
3. Does you	ur institution offer institutionally-controlled housing (either on or off campus)?
If you answ	er Yes to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D10).
0	No
0	Yes
	Specify housing capacity for academic year 2017-18
4. Do you o	ffer <u>board</u> or meal plans to your students?
If you answ	er Yes to this question, you will be expected to report a board charge or combined room and board charge (D10).

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 year Undergraduate application fee 5. Charges to $\underline{\text{full-time undergraduate students}}$ for the full $\underline{\text{academic year}}$ 2017-18 Please be sure to report an average tuition that includes all students at all levels (freshman, sophomore, etc.). In-district Prior year In-state Prior year Out-of-state Prior year All full-time undergraduates Average tuition Required fees 6. Per credit hour charge for part-time undergraduate students Please be sure to report an average per credit tuition that includes all students at all levels (freshman, sophomore, etc.). In-district Prior year In-state Prior year Out-of-state Prior year

Per credit hour charge

Part D - Graduate Student Charges If the institution charges an application fee, indicate the amount. Prior year Amount **Graduate application fee** Please do not include tuition for Doctor's Degree – Professional Practice programs.

Data for those programs are collected separately. 7. Charges to full-time graduate students for the full academic year 2017-18 In-district Prior year In-state Prior year Out-of-state Prior year Average tuition Required fees 8. Per credit hour charge for part-time graduate students

In-state

Prior year

Out-of-state

Prior year

Prior year

In-district

Per credit hour charge

Part D - Student Charges - Graduate, Doctor's Profes 9. List the typical <u>tuition</u> and <u>required fees</u> for a full-time <u>doctor's-pro</u>		full <u>academic year</u> 2017-18.
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.):		
<u>Tuition amount</u>		
Required fees		
2. Dentistry (D.D.S. or D.M.D.):		
<u>Tuition amount</u>		
Required fees		
3. Medicine (M.D.):		
Tuition amount		
Required fees		
4. Optometry (O.D.):		
Tuition amount		
Required fees		
5. Osteopathic Medicine (D.O.):		
Tuition amount		
Required fees		
6. Pharmacy (Pharm.D.):		
Tuition amount		
Required fees		
7. Podiatry (Pod.D., D.P., or D.P.M.):		
Tuition amount		
Required fees		
8. Veterinary Medicine (D.V.M.):		
Tuition amount		
Required fees		
9. Law (J.D.):		
Tuition amount		

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 academic year 2017-18?							
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 Prior year							
Board charge (Maximum plan)							
Combined room and board charge							

Part Γ) - 9	Student	Charges -	Price	of.	Δtten	danc	۵

11. Cost of attendance for <u>full-time</u>, <u>first-time</u> 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.

(a) If the 2017-18 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.

Charg	es for full academic year	2014-15	2015-16	2016-17	2017-18		
Published <u>tuition</u> and <u>required fees</u> :						② <u>Tuition Guarantee</u> (check only if applicable to entering students in 2017-18)	Guaranteed increase %
<u>In-c</u>	istrict						
	Tuition					□	
	Required fees					Г	
	Tuition + fees total						
In-s	<u>tate</u>						
	Tuition					□	
	Required fees					Г	
	Tuition + fees total						
Out	-of-state						
	Tuition					□	
	Required fees					П	
	Tuition + fees total						
Boo	ks and supplies						
On-ca	mpus:						
Roo	om and <u>board</u>						
<u>Oth</u>	er expenses						
Roo	om and board and other expenses						
Off-ca	impus (not with family):						
Roo	om and <u>board</u>						
<u>Oth</u>	er expenses						
Roo	om and board and other expenses						
Off-ca	impus (with family):						
<u>Oth</u>	<u>er expenses</u>						
	ou may use the space below to proviten to be understood by students			ata you've	reported a	above. These context notes will be posted on the College Nav	igator website, and should
4							

Part E - Athletic Association

1. Is this institution a member of a national athletic association?									
С	No								
C	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 NCA	A or NAIA	, specify the	conference FO	R EACH SPORT using the pull down n	nenu.				
Sport			NCAA or N	AIA member	Conference				
Football	0	No	C	Yes-Specify	Select One 🔻				
Basketball	0	No	C	Yes-Specify	Select One				
Baseball	0	No Yes-Specify Select One							
Cross country and/or track	0	No	C	Yes-Specify	Select One 🔽				

U.S. Department of Education



Software Provider Resources
Browsers Supported

Use of Cookies

Troubleshooting

Section 508 Compliance

NCES Privacy Policy





2017-18 Survey Materials > Instructions

date: 7/26/2017

Institutional Characteristics

Purpose of Institutional Characteristics Survey

Changes in Reporting

General Instructions

Context Boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Mission Statement and Distance Education

Part B - Services and Programs for Servicemembers and Veterans

Part C - Student Services

Part D - Student Charges

Part E - Athletic Association

Part F - Branch Campus

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.

Top ▲

Changes in Reporting

The following changes were implemented for the 2017-18 data collection period:

- •Part C, questions about distance education have been modified.
- •Part D, instructions about student chargers for cost (price) of attendance for public program reporters have been modified.

Top ▲

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 <u>College Navigator Website</u>; institutions should check grammar and spelling of their entries.

Top ▲

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.

Top ▲

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.

Top ▲

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

Top ▲

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.

Top ▲

Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

Services and Programs for Military Servicemembers and Veterans

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

Top ▲

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

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 course

A course in which the instructional content is delivered exclusively via distance education.

Distance education program

A program for which 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 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.

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.

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.

Тор ▲

Part D - Student Charges

Screening questions

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

On-campus or institutionally controlled off-campus housing requirement

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

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

Tuition based on residence

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

Institutionally controlled housing

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

Meal plans

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

Tuition and fees for undergraduate students (academic year reporters)

Undergraduate students include:

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

Undergraduate application fee

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

Tuition and required fees for undergraduate students

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

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

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

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

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

Tuition and fees for graduate students

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

Graduate application fee

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

Tuition and required fees for graduate students

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

- Do not include doctor's-professional practice tuition. This will be collected separately.
- Report the average tuition and required fees charged to full-time graduate students for the full academic year. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and

- indicate that you do not charge different tuitions.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.

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

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

Doctor's - professional practice tuition and fees

Report the tuition and fees (if applicable, for both in- and out-of-state) for students in the selected professional practice programs.

Number of programs (program reporters only)

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

Room and Board

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

Report the typical room charge for the full academic year (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers board but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

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

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

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

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

Indicate whether the tuition and/or fees reported are covered by a tuition guarantee plan. If they are, but it is not a flat rate, please provide the guaranteed maximum rate of increase.

Program reporters cost (price) of attendance

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. For public institutions, report the in-state or in-district costs if applicable.

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.

Top ▲

Part E - Athletic Association

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

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

Top ▲

Part F - Campus information

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

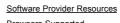
Top ▲

Glossary date: 7/26/2017

Application fee The is Board charges Cr. Board plan The mode Books and supplies The foot CIP code Are Classification of Instructional Programs (CIP) Comprehensive fee Are Comprehensive fee Are Counseling service Acc Credit for life experiences Credit for Military Training Pot Credit hour Are Counseling service Acc Credit for Military Training Pot Credit hour Are Counseling Service Acc Credit for Military Training Pot Credit hour Are Counseling Service Acc Credit for Military Training Pot Credit hour Are Counseling Service	he period of time generally extending from September to June; usually equated to 2 semesters or trimesters, 3 guarters, or the eriod covered by a 4-1-4 calendar system. hat 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. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted 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. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted 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. This amount is not creditable toward the support of students of the specific charge for a specified number of nearly specified amount against which students may charge their meals. The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. Six-digit code in the form xx.xxxxx that identifies instructional programs. It is intended to facilitate the organization, six-digit code in the form xx.xxxxx that identifies instructional programs. It is intended to facilitate the organization, ollection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted aderal government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. The majority of reportable data. The CIP is the accepted program data using classifications for a s
Application fee This Board charges Ch Board plan Thim Books and supplies Thing CIP code As Classification of Instructional Programs (CIP) Coperation of Example 1 Clock hour As Comprehensive fee Anthory According service According service Credit for life experiences Credit for Military Training Potential Coperation of Example 2 Day care service According Students Students	hat amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward <u>futition or required fees</u> , nor is it refundable if the student is not admitted to the institution. This amount harges assessed students for an <u>academic year</u> for meals. The method for providing meals to students during an <u>academic year</u> . Plans may include a specific charge for a specified number of heals per week or a specified amount against which students may charge their meals. 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 or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. Six-digit code in the form xx.xxxx that identifies instructional <u>programs</u> specialties within educational institutions. It axonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted ederal government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. Unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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, his amount may also cover <u>books and supplies</u> . Unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Tredit earned by students for what they have learned through independent study, noncredit adult courses, work experience, por
Board plan The metal Books and supplies CIP code Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences Credit hour Accordit hour Credit hour Accordit hour Accordit hour Accordit hour Credit hour Accordit hour	he method for providing meals to students during an <u>academic year</u> . Plans may include a specific charge for a specified number of neals per week or a specified amount against which students may charge their meals. he 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 or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted aderal government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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, his amount may also cover <u>books and supplies</u> . unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. iredit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. sutudents ervice designed to provide appropriate care and protection of infants, preschool, and school-age children so their
Books and supplies CIP code A : Classification of Instructional Programs (CIP) Clock hour Comprehensive fee A : Contact hour A Counseling service Credit for life experiences Credit for Military Training Credit hour A : Day care service Degree/certificate-seeking students The for for the supplies of the service of the se	he average cost of books and supplies for a typical student for an entire <u>academic vear</u> (or <u>program</u>). Does not include unusual costs or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted ederal government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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, his amount may also cover <u>books and supplies</u> . unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. irredit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. such as a such as a credit provide appropriate care and protection of infants, preschool, and school-age children so their parents 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. This includes students who: - received any type of federal financial a
CIP code CIP code Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students A CIP Code Instructional A CIP Code Care Care Care Care Care Care Care Car	or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted ederal government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, his amount may also cover books and supplies. unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. Tredit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). Tredit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward to total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. students ervice designed to provide appropriate care and protection of infants, preschool, and
Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students A coordinate of the coor	taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted ederal government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. In unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. In single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, his amount may also cover books and supplies. In unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. In the decident of the second of the second of the learned of the decident of the education, career, or personal development. In the decident of the second of the learning opportunities (military, government, or professional). In the service of the learning opportunities (military, government, or professional). In the service of the learning opportunities (military, government, or professional). In the service of the learning opportunities (military, government, or professional). In the service of the learning opportunities (military, government, or professional). In the service of the s
Programs (CIP) co fer su Clock hour A Comprehensive fee A Contact hour A Counseling service Ac Credit for life experiences Cr Credit for Military Training Po Credit hour A Day care service Ac Degree/certificate-seeking students or	ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted ederal government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. In unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . In 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, his amount may also cover <u>books and supplies</u> . In unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . In the decident of the students in making plans and decisions related to their education, career, or personal development. In the decident of the students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). It is tredit may also be awarded through a credit by examination program. In other contents of the equivalent of an hour (50 minutes) of <u>instruction</u> per week over the entire term. It is applied toward he 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. It is subject to the students enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: - received any state or locally based 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 obtained a student visa to study at a U.S. postsecondary institution
Comprehensive fee A th Contact hour A Counseling service Acc Credit for life experiences Cr decredit for Military Training Po Credit hour A th Day care service Asc Degree/certificate-seeking students or	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, his amount may also cover <u>books and supplies</u> . In unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . In unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . In unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . In the control of the reduction, career, or personal development. It is redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). It is the redit may also be awarded through a credit by examination program. In ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. It is 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. In student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in <u>postsecondary education programs</u> . In the transfer of locally based financial aid, regardless of what courses they took at any time; In received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or obtained a student visa to study at a U.S. postsecondary institution
Contact hour A Counseling service Acc Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students th	unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Intervities designed to assist students in making plans and decisions related to their education, career, or personal development. Interdit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). Interdit may also be awarded through a credit by examination program. In ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. In unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward he total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. In student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. In tudents enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: In received any type of federal financial aid, regardless of what courses they took at any time; In received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or obtained a student visa to study at a U.S. postsecondary institution
Counseling service Ac Credit for life experiences Cr de Cr Credit for Military Training Po Credit hour A th Day care service As Ca Degree/certificate-seeking students	citivities designed to assist students in making plans and decisions related to their education, career, or personal development. Tredit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). Tredit may also be awarded through a credit by examination program. Ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. It unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward he total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. Istudent service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. Istudents 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 obtained a student visa to study at a U.S. postsecondary institution
Credit for life experiences Credit for Military Training Credit hour A th Day care service Degree/certificate-seeking students Credit for Military Training Po Credit hour A th Ca	redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. In unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward he total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. Istudent service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. Istudents 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 obtained a student visa to study at a U.S. postsecondary institution
Credit for Military Training Po Credit hour A th Day care service A: Degree/certificate-seeking students or	emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). Iredit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward to total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. Is student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. It uddents 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 obtained a student visa to study at a U.S. postsecondary institution
Credit hour Ahth Day care service Asca Degree/certificate-seeking students or	unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward he total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. Is student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. It defense the postsecondary education programs. It is received any type of federal financial aid, regardless of what courses they took at any time; I received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or obtained a student visa to study at a U.S. postsecondary institution
Day care service A ca Degree/certificate-seeking students or	he 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. Is student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in <u>postsecondary education programs</u> . Is 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution
Degree/certificate-seeking students St	an participate in <u>postsecondary education programs</u> . Itudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution
students	 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, r transfer-seeking program; or obtained a student visa to study at a U.S. postsecondary institution
l	lish echael students also enrolled in nectocondary courses for credit are not considered degree/contificate-cooking
Hi	ngn school students also em oned in postsecondary courses for credit are not considered degree/certificate-seeking.
Department of Defense 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 Prito	rograms designed to provide reasonable academic accommodations and support services to empower students who have disabilities o competitively pursue postsecondary education. May also include assistance to campus departments in providing access to services nd programs in the most integrated setting possible.
Distance education	
	ducation that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support egular and substantive interaction between the students and the instructor synchronously or asynchronously.
cle	echnologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, losed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and ideo cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies sted above.
	course in which the instructional content is delivered exclusively via <u>distance education</u> . Requirements for coming to campus for rientation, 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 distance education courses.
practice lic in de (J.	doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or cense 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 egrees 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, leterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
	program through which high school students are enrolled in <u>Advanced Placement</u> (AP) courses, taught at their high school, that fulfill igh school graduation requirements and may earn the student college <u>credits</u> .
Employment services for current students	ctivities intended to assist students in obtaining part-time employment as a means of defraying part of the cost of their education.
(undergraduate) <u>un</u>	student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the ndergraduate level. This includes students enrolled in academic or nccupational programs . It also includes students enrolled in the all term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college redits or postsecondary formal award earned before graduation from high school).
ea dis	Indergraduate: 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 ach term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or issertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
ma	n entity that ensures on behalf of the public the performance of an institution or a group of institutions. Responsibilities of the board hay include appointing, supporting, and monitoring the president of the institution; reviewing educational and public service programs; asisting on strategic planning; and, ensuring good management and adequate resources.
	student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may ot be enrolled in graduate <u>programs</u> .
Housing capacity Th	he maximum number of students for which an institution can provide residential facilities, whether on or off campus.
	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 y the institution.
	he <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 han <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 Th	he <u>tuition</u> charged by institutions to those students who meet the state's or institution's residency requirements.
	ny residence hall or housing facility located on- or off-campus that is owned or controlled by an institution and used by the institution of direct support of or in a manner related to, the institution's educational purposes.

Education Data System (IPEDS)	level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Libraries (AL)</u> .
Library	An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.
Off-campus (not with family)	A living arrangement in which a student does not live with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus (with family)	A living arrangement in which a student lives with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus housing	Any housing facility that is occupied by students but is not owned or controlled by the educational institution.
On-campus housing	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.
Other expenses	The amount of money (estimated by the financial aid office) needed by a student to cover expenses such as laundry, transportation, and entertainment.
Out-of-state student	A student who is not a legal resident of the state in which he/she attends school.
Out-of-state tuition	The <u>tuition</u> charged by institutions to those students who do not meet the institution's or state's residency requirements.
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter</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 postsecondary education.
Prepaid tuition plan	A program that allows students or their families to purchase college tuition or tuition credits for future years, at current prices.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Remedial services	Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Required fees	Fixed sum charged to students for items not covered by <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 credit.
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 percredit-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.

U.S. Department of Education



Use of Cookies Troubleshooting Section 508 Compliance NCES Privacy Policy



2017-18 Survey Materials > FAQ

date: 7/26/2017

Institutional Characteristics

Click one of the following questions to view the answer.

- 1) What is the purpose of the Institutional Characteristics survey?
- 2) What institutions are included in IPEDS?
- 3) Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?
- 4) Where can I find my accrediting agency information since it is no longer collected in IPEDS?
- 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?
- For academic year tuition reporters, what is the difference between the undergraduate tuition and fees charges in 3) Part D question 5, and the tuition and fees charges in Part D question 11?
- How do I calculate or determine "average tuition"? 4)

Price of Attendance

- 1) How do I know what amounts to report for room and board and other expenses for institutionally-controlled housing both on and off campus?
- 2) How do I know what amounts to report for room and board and other expenses for off campus?
- 3) Do I have to report off campus living expenses?
- 4) What are "other expenses"?
- 5 What IC data are included on the College Navigator website?

Answers:

General

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

> 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.

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.

> > Back to top

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).

Back to top

Where can I find my accrediting agency information since it is no longer collected in IPEDS? 4)

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

Back to top

Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Island, etc.) considered in the U.S. 5) 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

Back to top

We offer courses that combine distance education and traditional teaching methods ("hybrid' 6) 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.

Back to top

Back to top

Student Charges

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

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

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.

Back to top

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.

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!

1) How do I know what amounts to report for room and board and other expenses for institutionallycontrolled 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.**

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.

Back to top

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

> 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).

> > Back to top

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.

Back to top

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 $\underline{\text{College Navigator}}.$

Back to top

U.S. Department of Education

Software Provider Resources

Use of Cookies

Section 508 Compliance



Browsers Supported NCES Privacy Policy **Troubleshooting**



2017-18 Survey Materials > Form

date: 7/26/2017

Institutional Characteristics for 4-year program tuition reporters

Overview

Institutional Characteristics Overview

Welcome to the Institutional Characteristics (IC) component. This component collects important information about your institution's mission, student services, and student charges.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data has been 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

The following changes were implemented for the 2016-17 data collection period:

- In Part C, the question about library services has been modified.
- In Part C, questions about distance education opportunities have been modified and moved to their own screen.

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

To access your prior year data submission for this component: Reported Data

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://" Mission Statement

Part B - S	Services and Programs for Servicemembers and Veterans
1. Which 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
-	ay 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 to be understood by students and parents.
4	

Part C - S	tudent	Services - Special Learning	Opportunit	ies		
1. Does you	r instituti	on accept any of the following? [Chec	k all that apply	y]		
	Dual cr	edit (college credit earned while in high	school)			
	Credit f	or life experiences				
	Advanc	ed placement (AP) credits				
	None o	f the above				
2. What type	s of spe	cial learning opportunities are offered	by your instit	ution? [Check all that apply]		
	ROTC					
		Army		Navy	Г	Air Force
	Study a	<u>ıbroad</u>				
	Weeke	nd/evening college				
Г	Teache	r certification (for the elementary, midd	le school/junio	r high, or secondary level)		
	Do not	include certifications to teach at the po	stsecondary le	vel.		
	Г	Students can complete their prepara	tion in certain a	areas of specialization		
		Students must complete their prepar	ation at anothe	er institution for certain areas of specia	alization	
		This institution is approved by the sta	te for the initia	I certification or licensure of teachers		
	None o	f the above				
-		grants a bachelor's degree or higher l re required for entrance?	out does not o	ffer a full 4-year program of study at	the undergrad	luate level, how many years of completed
Number of y	ears			Select One		

Part C - Si	tud	ent Serv	ices: Other 9	Stud	ent Services
4. Which of t	the f	ollowing se	lected student s	ervic	es are offered by your institution? [Check all that apply]
	П	Remedial	<u>services</u>		
		Academic	career counselin	g ser	<u>vices</u>
		Employme	nt services for cu	urren	<u>students</u>
		Placemen	services for pro	gram	completers
		On-campu	s day care for ch	ildrer	of students
		None of th	e above		
5. Which of t	the f	ollowing <u>ac</u>	ademic library re	esoui	ce or service does your institution provide? [Check all that apply]
		Physical fa	acilities		
		An organiz	ed collection of p	rinte	d materials
	П	Access to	digital/electronic	reso	urces
		A staff trai	ned to provide an	d inte	rpret library materials
		Establishe	d library hours		
	П	Access to	library collections	s that	are shared with other institutions
		None of th	e above		
6. Indicate w	heth	ner or not a	ny of the followin	g alt	ernative tuition plans are offered by your institution.
		0	No		
		0	Yes		
					<u>Tuition guarantee</u>
					Prepaid tuition plan
					Tuition payment plan
				Г	Other (specify in box below)
4					text for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator
website, and	sho	ould be writ	ten to be unders	tood	by students and parents.
)

Part C - Student Service	es - Distance Education		
7. Please indicate at what	level(s) your institution does or does not of	ffer <u>distance education</u> courses and/or distan	ce education programs. Check all that apply.
	Distance education courses	Distance education programs	Does not offer Distance Education
Undergraduate level	Г	Г	
Graduate level	Г	П	⊏
8. Are all the programs at y	your institution offered exclusively via <u>dista</u>	ance education programs?	
С	No		
C	Yes		

Part C - S	tudent Services:	Disability Service	
	•	of all undergraduate students enrolled during fall 2016 who were formally registered vices (or the equivalent office).	as students with disabilities with the
	0	3 percent or less	
	О	More than 3 percent:	%
-	y use the space below o be understood by st	to provide context for the data you've reported above. These context notes will be post dents and parents.	ted on the College Navigator website, and should
		<u>~</u>	
4		E	

rait 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 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 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 No
C Yes, and we do not make ANY (even one) exceptions to this rule
3. Does your institution offer institutionally-controlled housing (either on or off campus)?
If you answer Yes to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D10).
C No
C Yes
Specify housing capacity for academic year 2017-18
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 or combined room and board charge (D10).
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	- Student Charges - Number of programs	
5. How m	any programs are offered at your institution?	
Be sure r	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	

Cost of attendan	ce for entering stude	ents					
oard, and other ex		m the Cost of Attend	be made available to the public dance report used by the finance				
ear costs for your i	nstitution and will imp		ne calculation used for required alculation. Please discuss this in				
ARGEST PROGRAI	M:						
CIP Code							
Title	<u> </u>						
Enter new largest program			I from the one listed above, or it or all three years. Note: if your in				
How is your program measured?	C	Contact Hours		С	Credit Hours		
Total length of PR	OGRAM in contact o	r credit hours					
Total length of PR	OGRAM in WEEKS, a	as completed by a st	udent attending full-time				
he institution cha	arges an <u>application</u>	<u>ı fee,</u> indicate the am	ount.				
		<u>fee,</u> indicate the am	ount.	② A	mount		Prior year
	arges an <u>application</u> te application fee	<u>fee,</u> indicate the am	ount.	2	Amount		Prior year
Undergradua	te application fee		gth of the program. For examp	le, if your program is 18 mor			·
Undergradua le following number	te application fee ers need to be report	ted for the entire len e	gth of the program. For examp	le, if your program is 18 mores.	ouths long, report	18 months worth	of tuition, fees, boo
Undergradua e following number If your institution student of	te application fee ers need to be report itution charges differe	ted for the entire len t ently based on reside e program	gth of the program . For examp and supplie	le, if your program is 18 mor	oths long, report	18 months worth	of tuition, fees, boo
Undergradua e following number If your institution and requ	te application fee ers need to be report itution charges differe charges for the entire	ted for the entire lenge ently based on reside e program ire program	gth of the program . For examp and supplie	le, if your program is 18 mores.	ouths long, report	18 months worth	of tuition, fees, boo
Undergradua e following number If your institution and requ	te application fee ers need to be report itution charges differe	ted for the entire lenge ently based on reside e program ire program	gth of the program . For examp and supplie	le, if your program is 18 mores.	ouths long, report	18 months worth	of tuition, fees, boo
Undergradua e following number If your institution and requ	te application fee ers need to be report itution charges differe charges for the entire	ted for the entire lenge ently based on reside e program ire program	gth of the program . For examp and supplie	le, if your program is 18 mores. es. The correct numbers sho	ould be available	18 months worth	of tuition, fees, bo
Undergradua e following number If your institution and required Books and s	te application fee ers need to be report itution charges differe charges for the entire ired fees for the entire	ted for the entire lenge ently based on reside e program ire program re program	gth of the program . For examp and supplie ence, please use in-state charg	le, if your program is 18 mores. es. The correct numbers shown and the correct numbers of	ould be available	18 months worth from your finance 2016-17	of tuition, fees, bootial aid office.
Undergradua e following number If your institution and required Books and second to the correct of the correc	te application fee ers need to be report itution charges differe charges for the entire ired fees for the entire	ted for the entire lenge ently based on reside e program ire program re program	gth of the program. For examp and supplie ence, please use in-state charge lowing numbers need to be rep	le, if your program is 18 mores. es. The correct numbers shown and the correct numbers of	ould be available	18 months worth from your finance 2016-17	of tuition, fees, bocial aid office.
Undergradua e following number If your institution and requal Books and second to the correct of the correct	te application fee ers need to be report itution charges differe charges for the entire ired fees for the entire	ently based on reside e program ire program The fol available from your fi	gth of the program. For examp and supplie ence, please use in-state charge lowing numbers need to be rep	le, if your program is 18 mores. es. The correct numbers shown and the correct numbers of	ould be available	18 months worth from your finance 2016-17	of tuition, fees, bocial aid office.
Undergradua e following number If your institution and required Books and some some some some some some some some	ers need to be report itution charges differe charges for the entire ired fees for the entire supplies for the entire	ently based on reside e program ire program The fol available from your fi	gth of the program. For examp and supplie ence, please use in-state charge lowing numbers need to be rep	le, if your program is 18 mores. es. The correct numbers shown and the correct numbers of	ould be available	18 months worth from your finance 2016-17	of tuition, fees, bocial aid office.
Undergradua If your institublished student of Tuition and required Books and student of Tuition and Student of Tu	ers need to be report itution charges differe charges for the entire ired fees for the entire supplies for the entire numbers should be a	ently based on residence program ire program The followavailable from your finith)	gth of the program. For examp and supplie ence, please use in-state charge lowing numbers need to be repinancial aid office. Off-campus in	le, if your program is 18 mores. es. The correct numbers shown and the correct numbers of	ould be available	18 months worth from your finance 2016-17	of tuition, fees, bocial aid office.
Undergradua If your institublished student of the correct in-campus: Room and board Other expenses	ers need to be report itution charges differe charges for the entire ired fees for the entire supplies for the entire numbers should be a	ently based on residence program ire program The followavailable from your finith)	gth of the program. For examp and supplie ence, please use in-state charge lowing numbers need to be repinancial aid office. Off-campus in	le, if your program is 18 mores. es. The correct numbers shown and the correct numbers of	ould be available	18 months worth from your finance 2016-17	of tuition, fees, bocial aid office.
Undergradua If your institublished student of Tuition and required Books and second The correct in-campus: Room and board Other expenses Room and board ff-campus (not with the following the first property of the correct in-campus and board ff-campus (not with the following first property of the following first prop	ers need to be report itution charges differe charges for the entire ired fees for the entire supplies for the entire numbers should be a	ted for the entire lenger ently based on reside e program ire program The followard available from your finth) th) s for 4 weeks (1 more	gth of the program. For examp and supplie ence, please use in-state charge lowing numbers need to be repinancial aid office. Off-campus in	le, if your program is 18 mores. es. The correct numbers shown and the correct numbers of	ould be available	18 months worth from your finance 2016-17	of tuition, fees, bocial aid office.

Tou 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

Room and board and other expenses for 4 weeks (1 month)

Off-campus (with family):

Other expenses for 4 weeks (1 month)

be written to be understood by students and parents.

Part D - Student Charges - Price of Attendance - Calculated values 7. Cost of attendance - Calculated values Please review the numbers below for accuracy. If something looks incorrect, please go to the previous page and make sure all of the numbers reported on that page are correct. If you still do not think the numbers are correct, please contact the IPEDS Help Desk at 877-225-2568. CIP CODE OF LARGEST PROGRAM TITLE OF LARGEST PROGRAM Published student charges for the entire program 2014-15 2015-16 2016-17 2017-18 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): $\underline{\text{Room}} \text{ and } \underline{\text{board}}$ Other expenses

Room and board and other expenses

Other expenses

Part D - Student Charges - Program Data

8. Please list your second through sixth largest programs and provide the requested information for each program. To enter a CIP code and program title, click on the select button, and then click on the program from the list provided. Choosing clear will remove the CIP code and title. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Also report the length of the entire program in terms of contact or credit hours and provide the number of months it takes a full-time student to complete the entire program.

Note: The largest programs are the programs with the most students, **not** the programs with the longest lengths.

Please make sure to report all costs for each program. As with the largest program, costs are for the **entire length of the program**. If your institution charges differently based on residence, please use in-state charges.

Do not skip lines when reporting programs. Your 2nd largest program should be listed as 2nd, your 3rd as 3rd, etc

CIP Code	<u>Tuition</u> and <u>required</u> <u>fees</u>	Cost of books and supplies	Total length of program		Program Measurement			# of months to complete
				0	Contact hours	0	Credit hours	
				C	Contact hours	0	Credit hours	
				C	Contact hours	О	Credit hours	
				C	Contact hours	0	Credit hours	
				С	Contact hours	С	Credit hours	
				C	Contact hours	С	Credit hours	
the space below	w to provide context for th	ne data you've reported above).					
		fees fees	the space below to provide context for the data you've reported above	the space below to provide context for the data you've reported above.	the space below to provide context for the data you've reported above.	Supplies program Meas Contact hours Contact hours	Supplies program Measurement O Contact hours O Contact hours C C Contact hours C C Contact hours C C Contact hours C C C C C C C C C C C C C C C C C C C	Contact hours Credit hours Credit hours Credit hours Contact hours Credit hours Credit hours Credit hours Contact hours Credit hours Credit hours Credit hours Contact hours Credit hours Contact hours Credit hours

Part D - Student Charges - Room and Board

10. What are the typical room and board charges for a student for the full academic year 2017-18?								
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						
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?								
С	No							
C	Yes - Ch	s - Check all that apply						
		National Co	llegiate Athletic	Association (NCAA)				
		National As	National Association of Intercollegiate Athletics (NAIA)					
		National Jui	nior College Ath	letic Association (NJCAA)				
		United State	United States Collegiate Athletic Association (USCAA)					
		National Ch	ristian College A	Athletic Association (NCCAA)				
		Other						
2. If this institution is a member of the NCA	A or NAIA	, specify the	conference FO	R EACH SPORT using the pull down n	nenu.			
Sport			NCAA or N	AIA member	Conference			
Football	0	No	C	Yes-Specify	Select One 🔻			
Basketball	0	No	C	Yes-Specify	Select One			
Baseball	0	No	C	Yes-Specify	Select One			
Cross country and/or track	0	No	C	Yes-Specify	Select One 🔽			

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

2017-18 Survey Materials > Instructions

date: 7/26/2017

Institutional Characteristics

Purpose of Institutional Characteristics Survey

Changes in Reporting

General Instructions

Context Boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Mission Statement and Distance Education

Part B - Services and Programs for Servicemembers and Veterans

Part C - Student Services

Part D - Student Charges

Part E - Athletic Association

Part F - Branch Campus

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.

Top ▲

Changes in Reporting

The following changes were implemented for the 2017-18 data collection period:

- •Part C, questions about distance education have been modified.
- •Part D, instructions about student chargers for cost (price) of attendance for public program reporters have been modified.

Top ▲

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 <u>College Navigator Website</u>; institutions should check grammar and spelling of their entries.

Top ▲

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.

Top ▲

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.

Top ▲

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

Top ▲

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.

Top ▲

Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

Services and Programs for Military Servicemembers and Veterans

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

Top ▲

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

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 course

A course in which the instructional content is delivered exclusively via distance education.

Distance education program

A program for which 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 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.

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.

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.

Тор ▲

Part D - Student Charges

Screening questions

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

On-campus or institutionally controlled off-campus housing requirement

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

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

Tuition based on residence

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

Institutionally controlled housing

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

Meal plans

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

Tuition and fees for undergraduate students (academic year reporters)

Undergraduate students include:

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

Undergraduate application fee

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

Tuition and required fees for undergraduate students

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

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

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

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

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

Tuition and fees for graduate students

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

Graduate application fee

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

Tuition and required fees for graduate students

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

- Do not include doctor's-professional practice tuition. This will be collected separately.
- Report the average tuition and required fees charged to full-time graduate students for the full academic year. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and

- indicate that you do not charge different tuitions.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.

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

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

Doctor's - professional practice tuition and fees

Report the tuition and fees (if applicable, for both in- and out-of-state) for students in the selected professional practice programs.

Number of programs (program reporters only)

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

Room and Board

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

Report the typical room charge for the full academic year (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers board but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

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

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

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

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

Indicate whether the tuition and/or fees reported are covered by a tuition guarantee plan. If they are, but it is not a flat rate, please provide the guaranteed maximum rate of increase.

Program reporters cost (price) of attendance

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. For public institutions, report the in-state or in-district costs if applicable.

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.

Top ▲

Part E - Athletic Association

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

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

Top ▲

Part F - Campus information

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

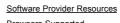
Top ▲

Glossary date: 7/26/2017

Application fee ii Board charges C Board plan T Books and supplies T CIP code A Classification of Instructional Programs (CIP) C Clock hour A Comprehensive fee t Contact hour A Counseling service A Credit for life experiences C	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> . That amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward <u>tuition</u> or <u>required fees</u> , nor is it refundable if the student is not admitted to the institution. Charges assessed students for an <u>academic year</u> for meals. 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. 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. A six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions. 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. A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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> . A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . Activities designed to assist students in making plans and decisions re
Application fee Tister Section 1 Tister Section 1 Tister Section 1 Tister Section 2 Tister Section 2 Tister Section 3 Tister	That amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. Charges assessed students for an academic year for meals. The method for providing meals to students during an academic year. Plans may include a specific charge for a specified number of meals per week or a specified amount against which students may charge their meals. The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Activities designed to assist students in making plans and decisions related to their education, career, or personal development.
Board plan Tr Books and supplies CIP code Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences	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. 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. A six-digit code in the form xx.xxxxx that identifies instructional <u>program</u> specialties within educational institutions. 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. A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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> . A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . A ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
Books and supplies The supplies of from the suppli	meals per week or a specified amount against which students may charge their meals. The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
CIP code Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences	for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
Classification of Instructional Programs (CIP) f S Clock hour A Comprehensive fee t Contact hour A Counseling service A Credit for life experiences	A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour . A single fixed amount of money charged by an institution that covers tuition , required fees , room , and <a a="" href="mailto:board. For some institutions, this amount may also cover <a href=" mailto:board<="">. For some institutions, this amount may also cover <a a="" href="mailto:board. Board and <a href=" mailto:board<="">. Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio">mailto:board and <a a="" href="mailto:board and <a href=" mailto:board<=""> and <a href="mailto:board and <a href=" mailto:board<="" td="">
Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences C	collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
Comprehensive fee t Contact hour A Counseling service A Credit for life experiences	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> . A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
Contact hour Counseling service Credit for life experiences	this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
Counseling service A Credit for life experiences	Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
Credit for life experiences	Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
<u>c</u>	
Credit for Military Training	<u>Credit</u> may also be awarded through a credit by examination program.
create for mineary framing F	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.
	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, diploma, certificate,</u> or other formal award.
	A student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents can participate in <u>postsecondary education programs</u> .
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
	High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Department of Defense A	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 F	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.
C	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.
	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	A program for which all the required coursework for program completion is able to be completed via distance education courses.
practice Ii	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
	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.
(undergraduate) $\underline{\underline{u}}$	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> or postsecondary formal award earned before graduation from high school).
e	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.
_ n	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.
	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 T	The maximum number of students for which an institution can provide residential facilities, whether on or off campus.
	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.
	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	A student who is a legal resident of the state in which he/she attends school.
In-state tuition T	The <u>tuition</u> charged by institutions to those students who meet the state's or institution's residency requirements.
	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.

Education Data System (IPEDS)	level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Libraries (AL)</u> .		
Library	An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.		
Net price The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charge full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In average institutional net price is generated by subtracting the average amount of federal, state/local government, or in and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and requi of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid dat 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 postsecondary education.		
Prepaid tuition plan	A program that allows students or their families to purchase college tuition or tuition credits for future years, at current prices.		
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.		
Remedial services	Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.		
Required fees	Fixed sum charged to students for items not covered by <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 credit.		
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 percredit-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.		

U.S. Department of Education



Use of Cookies Troubleshooting Section 508 Compliance NCES Privacy Policy



NCES National Center for Education Statistics

2017-18 Survey Materials > FAQ

date: 7/26/2017

Institutional Characteristics

Click one of the following questions to view the answer.

- 1) What is the purpose of the Institutional Characteristics survey?
- 2) What institutions are included in IPEDS?
- 3) Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?
- 4) Where can I find my accrediting agency information since it is no longer collected in IPEDS?
- 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?
- For academic year tuition reporters, what is the difference between the undergraduate tuition and fees charges in 3) Part D question 5, and the tuition and fees charges in Part D question 11?
- How do I calculate or determine "average tuition"? 4)

Price of Attendance

- 1) How do I know what amounts to report for room and board and other expenses for institutionally-controlled housing both on and off campus?
- 2) How do I know what amounts to report for room and board and other expenses for off campus?
- 3) Do I have to report off campus living expenses?
- 4) What are "other expenses"?
- 5 What IC data are included on the College Navigator website?

Answers:

General

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

> 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.

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.

> > Back to top

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).

Back to top

Where can I find my accrediting agency information since it is no longer collected in IPEDS? 4)

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

Back to top

Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Island, etc.) considered in the U.S. 5) 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

Back to top

We offer courses that combine distance education and traditional teaching methods ("hybrid' 6) 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.

Back to top

Back to top

Student Charges

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

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

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.

Back to top

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.

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!

1) How do I know what amounts to report for room and board and other expenses for institutionallycontrolled 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.**

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.

Back to top

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

> 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).

> > Back to top

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.

Back to top

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 $\underline{\text{College Navigator}}.$

Back to top

U.S. Department of Education

Software Provider Resources

Use of Cookies

Section 508 Compliance



Browsers Supported NCES Privacy Policy **Troubleshooting**



NCES National Center for Education Statistics

2017-18 Survey Materials > Form

date: 7/26/2017

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

The following changes were implemented for the 2016-17 data collection period:

- In Part C, the question about library services has been modified.
- In Part C, questions about distance education opportunities have been modified and moved to their own screen.

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

To access your prior year data submission for this component: Reported Data

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://" Mission Statement

Part B	- Se	ervices and Programs for Servicemembers and Veterans
1. Which	h of t	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
⊕ You	ı 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 writte	en to	be understood by students and parents.
		▼
4		E.

Part C	- St	tudent	Services - Special Learning	Opportunities									
1. Does	your	instituti	on accept any of the following? [Chec	k all that apply]									
		Dual cre	Dual credit (college credit earned while in high school)										
		Credit for	or life experiences										
		Advanc	Advanced placement (AP) credits										
		None of	None of the above										
2. What	t type:	s of spec	cial learning opportunities are offered	by your institution? [Check all that apply]									
		ROTC											
			Army	Navy		Air Force							
		Study a	Study abroad										
		Weekend/evening college											
	Г	<u>Teacher certification</u> (for the elementary, middle school/junior high, or secondary level)											
		Do not include certifications to teach at the postsecondary level.											
		☐ Students can complete their preparation in certain areas of specialization											
			Students must complete their preparation at another institution for certain areas of specialization										
		Г	This institution is approved by the sta	te for the initial certification or licensure of teachers									
		None of	the above										

Part C - S	tud	ent Serv	ices: Other	Stuc	ent Services				
4. Which of t	the f	ollowing se	lected student	servic	es are offered by your institution? [Check all that apply]				
		Remedial	services						
		Academic	career counseli	ing se	<u>vices</u>				
		Employme	ent services for	<u>curren</u>	<u>students</u>				
		Placemen	t services for pr	ogram	completers				
	Г	On-campu	ıs <u>day care</u> for c	childre	n of students				
	Г	None of th	e above						
,									
5. Which of t	the f	ollowing <u>ac</u>	ademic library	resou	ce or service does your institution provide? [Check all that apply]				
		Physical fa	acilities						
		An organiz	zed collection of	f printe	d materials				
		Access to	access to digital/electronic resources						
		A staff trai	A staff trained to provide and interpret library materials						
	Г	Establishe	ed library hours						
	Г	Access to	Access to library collections that are shared with other institutions						
	Г	None of th	None of the above						
6. Indicate w	vheth	er or not a	ny of the follow	ing alt	ernative tuition plans are offered by your institution.				
		0	No						
		C	Yes						
					<u>Tuition guarantee</u>				
					Prepaid tuition plan				
					Tuition payment plan				
					Other (specify in box below)				
You may	y use	the space	below to provid	de con	text for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator				
website, and	d sho	ould be writ	ten to be under	stood	by students and parents.				
4					>				

Part C - Student Service	es - Distance Education								
3. Please indicate at what level(s) your institution does or does not offer distance education courses and/or distance education programs. Check all that apply.									
	Distance education courses	Distance education programs	Does not offer Distance Education						
Undergraduate level	Г	П							
Graduate level	Г	П	⊏						
3 8. Are all the programs at	your institution offered exclusively via <u>dista</u>	ance education programs?							
С	No								
C	Yes								

10. Please indicate the percentage of all undergraduate students enrolled during fall 2016 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office). C 3 percent or less C More than 3 percent: **O 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 - S	tudent Services:	Disability Service	
More than 3 percent: Wore than 3 percent: % % % % % % % %		• •	, ,	as students with disabilities with the
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		С	3 percent or less	
		О	More than 3 percent:	%
				ed on the College Navigator website, and should
	4			

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 room and board in the price of attendance (D11).
This is only a screening question, and your response does not show up on College Navigator.
If you make any exceptions to this rule, and have even one 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 No
C Yes, and we do not make ANY (even one) exceptions to this rule
2. Does your institution charge different <u>tuition</u> for <u>in-district</u> , <u>in-state</u> , or <u>out-of-state</u> students?
If you answer Yes to this question, you will be expected to report tuition amounts for in-district, in-state, and out-of-state students.
Please only select Yes if you really charge different tuition rates, or you will be reporting the same numbers 3 times.
C No
C Yes
3. Does your institution offer institutionally-controlled housing (either on or off campus)?
If you answer Yes to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D10).
C No
C Yes
Specify housing capacity for academic year 2017-18
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 or combined room and board charge (D10).

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 year Application fee 5. Charges to $\underline{\text{full-time students}}$ for the full $\underline{\text{academic year}}$ 2017-18 Please be sure to report an average tuition that includes all students at all levels (freshman, sophomore, etc.). In-district Prior year In-state Prior year Out-of-state Prior year All full-time students Average tuition Required fees 6. Per credit hour charge for part-time students Please be sure to report an average per credit tuition that includes all students at all levels (freshman, sophomore, etc.).

In-state

Prior year

Out-of-state

Prior year

Prior year

In-district

Per credit hour charge

Part D - Student Charges - Room and Board

10. What are the typical room and board charges for a student for the full academic year 2017-18?							
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					
Board charge (Maximum plan)							
Combined room and board charge							

Dart	D -	Student	Charges	- Drico	of Atto	ndance
Part	D -	Student	Charties	- Price	or Arre	nuance

11. Cost of attendance for <u>full-time</u>, <u>first-time</u> 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.

(a) If the 2017-18 tuition and/or fees as reported on this page for full-time, first-time students are covered by a tuition guarantee program, check the applicable box(es) under Tuition Guarantee. Additionally, please indicate the maximum % increase that is guaranteed. These numbers are expected to be fairly small. Please contact the Help Desk if you are confused about these values and how to report them.

Charges for full academic year	2014-15	2015-16	2016-17	2017-18		
Published <u>tuition</u> and <u>required fees</u> :					② <u>Tuition Guarantee</u> (check only if applicable to entering students in 2017-18)	Guaranteed increase %
<u>In-district</u>						
Tuition					□	
Required fees					Г	
Tuition + fees total						
<u>In-state</u>						
Tuition					П	
Required fees					Г	
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 expense	es					
Off-campus (not with family):						
Room and board						
Other expenses						
Room and board and other expense	es					
Off-campus (with family):						
Other expenses						
You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.						
4						

Part E - Athletic Association

1. Is this institution a member of a national athletic association?						
С	No					
C	Yes - Ch	Yes - Check all that apply				
		National Co	llegiate 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			AIA member	Conference	
Football	0	No	C	Yes-Specify	Select One 🔻	
Basketball	0	No	C	Yes-Specify	Select One	
Baseball	0	No	C	Yes-Specify	Select One	
Cross country and/or track	0	No	0	Yes-Specify	Select One 🔽	

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

2017-18 Survey Materials > Instructions

date: 7/26/2017

Institutional Characteristics

Purpose of Institutional Characteristics Survey

Changes in Reporting

General Instructions

Context Boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Mission Statement and Distance Education

Part B - Services and Programs for Servicemembers and Veterans

Part C - Student Services

Part D - Student Charges

Part E - Athletic Association

Part F - Branch Campus

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.

Top ▲

Changes in Reporting

The following changes were implemented for the 2017-18 data collection period:

- •Part C, questions about distance education have been modified.
- •Part D, instructions about student chargers for cost (price) of attendance for public program reporters have been modified.

Top ▲

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 <u>College Navigator Website</u>; institutions should check grammar and spelling of their entries.

Top ▲

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.

Top ▲

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.

Top ▲

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

Top ▲

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.

Top ▲

Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

Services and Programs for Military Servicemembers and Veterans

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

Top ▲

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

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 course

A course in which the instructional content is delivered exclusively via distance education.

Distance education program

A program for which 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 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.

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.

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.

Тор ▲

Part D - Student Charges

Screening questions

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

On-campus or institutionally controlled off-campus housing requirement

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

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

Tuition based on residence

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

Institutionally controlled housing

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

Meal plans

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

Tuition and fees for undergraduate students (academic year reporters)

Undergraduate students include:

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

Undergraduate application fee

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

Tuition and required fees for undergraduate students

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

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

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

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

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

Tuition and fees for graduate students

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

Graduate application fee

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

Tuition and required fees for graduate students

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

- Do not include doctor's-professional practice tuition. This will be collected separately.
- Report the average tuition and required fees charged to full-time graduate students for the full academic year. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and

- indicate that you do not charge different tuitions.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.

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

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

Doctor's - professional practice tuition and fees

Report the tuition and fees (if applicable, for both in- and out-of-state) for students in the selected professional practice programs.

Number of programs (program reporters only)

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

Room and Board

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

Report the typical room charge for the full academic year (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers board but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

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

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

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

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

Indicate whether the tuition and/or fees reported are covered by a tuition guarantee plan. If they are, but it is not a flat rate, please provide the guaranteed maximum rate of increase.

Program reporters cost (price) of attendance

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. For public institutions, report the in-state or in-district costs if applicable.

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.

Top ▲

Part E - Athletic Association

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

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

Top ▲

Part F - Campus information

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

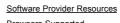
Top ▲

Glossary date: 7/26/2017

Application fee The is is a Board charges Che Board plan The mes Books and supplies The for CIP code As Classification of Instructional Programs (CIP) Clock hour Au Comprehensive fee As this Contact hour Au Counseling service Acc Credit for life experiences Credit for Military Training Poor Credit hour Au Che Counseling Service Acc Credit for Military Training Poor Credit hour Au Che Credit	he period of time generally extending from September to June; usually equated to 2 <u>semesters or trimesters</u> , 3 <u>quarters</u> , or the eriod covered by a <u>4-1-4 calendar system</u> . hat 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. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted 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. harges assessed students for an <u>academic year</u> for meals. He method for providing meals to students during an <u>academic year</u> . Plans may include a specific charge for a specified number of neals per week or a specified amount against which students may charge their meals. he 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 or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted deral government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned
Application fee This is in the second plan The mee Books and supplies The for CIP code As Classification of Instructional Programs (CIP) Clock hour As Comprehensive fee As Comprehensive fee This Contact hour As Counseling service According to Credit for life experiences Credit for Military Training Poor Credit hour As Counseling Service As	hat amount of money that an institution charges for processing a student's application for admittance to the institution. This amount in creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. This amount in creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. This amount harges assessed students for an academic year for meals. The method for providing meals to students during an academic year. Plans may include a specific charge for a specified number of neals per week or a specified amount against which students may charge their meals. The waverage cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. Six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. Taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted deral government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. Unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. Single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, is amount may also cover books and supplies. Unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Citivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what t
Board plan Books and supplies The for CIP code Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense A service Accelerate Acceler	he method for providing meals to students during an <u>academic year</u> . Plans may include a specific charge for a specified number of heals per week or a specified amount against which students may charge their meals. he 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 or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted dederal government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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, nis amount may also cover <u>books and supplies</u> . unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. sostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in
Books and supplies The for CIP code A second Seco	heals per week or a specified amount against which students may charge their meals. he 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 or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted dedral government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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, institution may also cover <u>books and supplies</u> . unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. sostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of <u>instruction</u> per week over the entire term. I
CIP code A s Classification of Instructional Programs (CIP) Clock hour Comprehensive fee A s Contact hour Counseling service Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense	or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted deral government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, his amount may also cover books and supplies. unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional), redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward ne total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. students errolled in courses for credit who are seeking a degree, certificate, or other formal awa
Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense	taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted aderal government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, nis amount may also cover books and supplies. unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward ne total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: - received any type of federal fina
Programs (CIP) Colfect suit Clock hour Comprehensive fee A sthick Contact hour Counseling service Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense A structure of service A structure of	ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted detail government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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, nis amount may also cover <u>books and supplies</u> . unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. 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 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. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in <u>postsecondary education programs</u> . **Ludents enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: - received any state or locally based financial aid, regardless of what courses they took at any time; - received any state or loca
Comprehensive fee thi Contact hour A to Counseling service Accounts for life experiences de Credit for life experiences Credit for Military Training Poor Credit hour A to the Day care service A second Degree/certificate-seeking students Students Students A to Contact the Department of Defense A second Department Department of Defense A second Department Dep	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, his amount may also cover <u>books and supplies</u> . unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. 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. Student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in <u>postsecondary education programs</u> . tudents 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, received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, rebained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/c
Contact hour A to Counseling service According to Figure 1 According to Credit for life experiences Credit for Military Training Post Credit hour A to the Day care service A second Degree/certificate-seeking students Students Credit hour A to the Credit hour A	unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward to total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Counseling service Act Credit for life experiences Credit for Military Training Credit hour At the Day care service Degree/certificate-seeking students Department of Defense Act Credit hour At the Credi	ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. Tredit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). Tredit may also be awarded through a credit by examination program. Ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. Unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward not total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. Student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. Tudents 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 type of federal financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. Voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by
Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense A variable of defense A va	redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Credit for Military Training Post Credit hour A to the Care Day care service A service Degree/certificate-seeking students Or High	emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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 obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by
Credit hour A to the Day care service A s call Degree/certificate-seeking students Students In the Department of Defense A s A s A s A s A s A s A s A s A s A	unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward ne total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by
Day care service A scal Degree/certificate-seeking students or Hig Department of Defense A scal	ne total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by
Degree/certificate-seeking students Or Hig Department of Defense A	an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by
students or Hig	- 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by
Department of Defense A	voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by
Department of Defense A	voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by
Memorandum of Understanding	ne Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).
Disability services Protection	rograms designed to provide reasonable academic accommodations and support services to empower students who have disabilities o 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	
	ducation that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support egular and substantive interaction between the students and the instructor synchronously or asynchronously.
clo	echnologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, losed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and ideo cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies sted above.
	course in which the instructional content is delivered exclusively via <u>distance education</u> . Requirements for coming to campus for rientation, testing, or academic support services do not exclude a course from being classified as distance education.
Distance education program A p	program for which all the required coursework for program completion is able to be completed via distance education courses.
practice lice inc de (1.	doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or cense 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 egrees 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, eterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
	program through which high school students are enrolled in <u>Advanced Placement</u> (AP) courses, taught at their high school, that fulfill igh school graduation requirements and may earn the student college <u>credits</u> .
Employment services for current students	ctivities intended to assist students in obtaining part-time employment as a means of defraying part of the cost of their education.
(undergraduate) <u>un</u>	student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the ndergraduate_level . This includes students enrolled in academic or occupational programs . It also includes students enrolled in the all term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college redits or postsecondary formal award earned before graduation from high school).
ea dis	ndergraduate: 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 ach term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or issertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
ma	n entity that ensures on behalf of the public the performance of an institution or a group of institutions. Responsibilities of the board nay include appointing, supporting, and monitoring the president of the institution; reviewing educational and public service programs; asisting on strategic planning; and, ensuring good management and adequate resources.
	student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may ot be enrolled in graduate <u>programs</u> .
Housing capacity Th	he maximum number of students for which an institution can provide residential facilities, whether on or off campus.
	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 y the institution.
	he <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 nan <u>in-state tuition</u> if offered by the institution.
In-state student A s	student who is a legal resident of the state in which he/she attends school.
In-state tuition Th	he <u>tuition</u> charged by institutions to those students who meet the state's or institution's residency requirements.
	ny residence hall or housing facility located on- or off-campus that is owned or controlled by an institution and used by the institution a direct support of or in a manner related to, the institution's educational purposes.

Education Data System (IPEDS)	level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Libraries (AL)</u> .
Library	An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.
Off-campus (not with family)	A living arrangement in which a student does not live with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus (with family)	A living arrangement in which a student lives with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus housing	Any housing facility that is occupied by students but is not owned or controlled by the educational institution.
On-campus housing	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.
Other expenses	The amount of money (estimated by the financial aid office) needed by a student to cover expenses such as laundry, transportation, and entertainment.
Out-of-state student	A student who is not a legal resident of the state in which he/she attends school.
Out-of-state tuition	The <u>tuition</u> charged by institutions to those students who do not meet the institution's or state's residency requirements.
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter</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 credit.
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 percredit-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.

U.S. Department of Education



Use of Cookies Troubleshooting Section 508 Compliance NCES Privacy Policy



NCES National Center for Education Statistics

2017-18 Survey Materials > FAQ

date: 7/26/2017

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 I made a mistake in the fall?</u>
- 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.

Back to top

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.

Back to top

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).

Back to top

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

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

Back to top

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 $\,$

Back to top

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."

Back to top

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.

Back to top

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.

Back to top

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.

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!

1) How do I know what amounts to report for room and board and other expenses for institutionallycontrolled 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.**

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.

Back to top

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

> 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).

> > Back to top

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.

Back to top

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 $\underline{\text{College Navigator}}.$

Back to top

U.S. Department of Education

Software Provider Resources

Use of Cookies

Section 508 Compliance



Browsers Supported NCES Privacy Policy **Troubleshooting**



NCES National Center for Education Statistics

2017-18 Survey Materials > Form

date: 7/26/2017

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.

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

The following changes were implemented for the 2016-17 data collection period:

- In Part C, the question about library services has been modified.
- In Part C, questions about distance education opportunities have been modified and moved to their own screen.

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

To access your prior year data submission for this component: Reported Data

Part A - Mission Statement

rait A - Mission Statement		
1. Provide the institution's mission statement or a web address. The mission statement will be available to the public on 0	ss (URL) where the mission statement can be found. Typed statements are limited to 2,000 characters or College Navigator.	f
Mission Statement URL:		
	Please begin URL with "http://" or "https://"	
Mission Statement		
	A.	
1	<u> </u>	

Part B -	Services and Programs for Servicemembers and Veterans						
1. Which	of the following are available to veterans, military servicemembers, or their families?						
Г	Yellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)						
Г	Credit for military training						
Г	Dedicated point of contact for support services for veterans, military servicemembers, and their families						
	Recognized student veteran organization						
Г	Member of Department of Defense Voluntary Educational Partnership Memorandum of Understanding						
Г	None of the above						
	You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.						
4	▼						

		Services - Special Learning (
1. Does your	rinstitutio	on accept any of the following? [Chec	k all that appl	y]						
	<u>Dual credit</u> (college credit earned while in high school)									
	Credit for life experiences									
	Advanced placement (AP) credits									
Г	None of the above									
2. What type	s of spec	cial learning opportunities are offered	by your instit	tution? [Check all that apply]						
	ROTC									
		Army		Navy		Air Force				
	Study a	broad								
	Weeker	nd/evening college								
Г	Teacher	r certification (for the elementary, middl	e school/junio	r high, or secondary level)						
	Do not	include certifications to teach at the pos	stsecondary le	evel.						
		Students can complete their preparat	ion in certain	areas of specialization						
		Students must complete their prepara	ation at anothe	er institution for certain areas of specia	alization					
		This institution is approved by the sta	te for the initia	al certification or licensure of teachers						
	None of	f the above								

Part C - Stu	Jde	ent Serv	ices:	Other S	tud	ent Services
4. Which of the	e fo	llowing se	lected	student se	rvic	es are offered by your institution? [Check all that apply]
Г		Remedial	service	<u>es</u>		
Г		Academic/	career	counseling	ser	<u>vices</u>
Г		Employme	nt serv	ices for cu	rrent	students
Г		Placement	servic	es for prog	ıram	<u>completers</u>
Г		On-campu	s <u>day c</u>	care for chi	ldrer	of students
Г		None of the	e above	Э		
5. Which of the	e fo	llowing <u>ac</u>	ademic	library re	sour	ce or service does your institution provide? [Check all that apply]
		Physical fa	cilities			
Г		An organiz	ed coll	ection of p	rinte	d materials
Г		Access to	digital/	electronic r	eso	urces
Г		A staff train	ned to p	orovide and	d inte	rpret library materials
Г		Establishe	d libraı	ry hours		
Г		Access to	library	collections	that	are shared with other institutions
Г		None of the	e above	Э		
6. Indicate who	eth	er or not ar	y of th	e following	g alte	rnative tuition plans are offered by your institution.
		C	No			
		C	Yes			
						Tuition guarantee
						Prepaid tuition plan
	Tuition payment plan			Tuition payment plan		
	Other (specify in box below)					
φ You may ι	use	the space	below	to provide	con	ext for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator
website, and s	sho	uld be writ	ten to b	e underst	ood	by students and parents.
4						

Part C - Student Services - Distance Education									
7. Please indicate at what level(s) your institution does or does not offer distance education courses and/or distance education programs. Check all that apply.									
	Distance education courses	Distance education programs	Does not offer Distance Education						
Undergraduate level	Г	Г							
Graduate level	Г	П	⊏						
8. Are all the programs at y	② 8. Are all the programs at your institution offered exclusively via <u>distance education programs</u> ?								
С	No								
C	Yes								

Part C - Student Servi	ces: Disability Service							
· ·	10. Please indicate the percentage of all undergraduate students enrolled during fall 2016 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).							
	C 3 percent or less							
	More than 3 percent:	%						
You may use the space be written to be understood	below to provide context for the data you've reported above. These context notes by students and parents.	will be posted on the College Navigator website, and should						

rait 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 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 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 No
C Yes, and we do not make ANY (even one) exceptions to this rule
3. Does your institution offer institutionally-controlled housing (either on or off campus)?
If you answer Yes to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D10).
C No
C Yes
Specify housing capacity for academic year 2017-18
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 or combined room and board charge (D10).
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	Part D - Student Charges - Number of programs						
5. How m	any programs are offered at your institution?						
Be sure r	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						

	: Charges - Price of Attendance e for entering students					
Please enter ALL am board, and other exp	ounts requested below. These data will be made availenses are those from the Cost of Attendance report of the made will be made availenses are those from the Cost of Attendance report.					
	year length you report should be the same calculation stitution and will impact your net price calculation. Ple					
LARGEST PROGRAM			your olduo	a.a ooo to oo	are accurate rep	g.
CIP Code						
Title						
Enter new largest program	If your largest program has changed from the one program and enter data for all three yea					
How is your program measured?	C Contact Hours		С	Credit Hours		
Total length of PRO	GRAM in contact or credit hours					
Total length of PRO	GRAM in WEEKS, as completed by a student attendi	ng full-time				
☑ Total length of A	ACADEMIC YEAR (as used to calculate your Pell budge	et) in contact or credit hours				
_	ACADEMIC YEAR (as used to calculate your Pell budge	,				
Total length of A	ACADEMIC TEAN (as used to calculate your Fell budge	et) III WEEKS				
If the institution char	ges an <u>application fee,</u> indicate the amount.					
		② Amo	ount		Prior y	/ear
Application	<u>fee</u>					
_	rs need to be reported for the entire length of the pro	and supplies.	-	- '		
•	ution charges differently based on residence, please un parges for the entire program	ise in-state charges. The cori	rect numbers sho	uld be available 2015-16	2016-17	ial aid office. 2017-18
	ed fees for the entire program		2014-13	2013-10	2010-17	2017-10
	upplies for the entire program					
	The following numbe	ers need to be reported for 4 v	weeks (1 month)			
	numbers should be available from your financial aid of	fice. Off-campus numbers sh	ould be based or	costs for your a	irea, not on natio	nal averages.
On-campus:						
	for 4 weeks (1 month)					
	or 4 weeks (1 month)					
	and other expenses for 4 weeks (1 month)					
Off-campus (not with	ı ramıry):					

Room and board for 4 weeks (1 month)

Other expenses for 4 weeks (1 month)

Room and board and other expenses for 4 weeks (1 month)

Off-campus (with family):

Other expenses for 4 weeks (1 month)

• 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.

be written to be understood by students and parents.

Part D - Student Charges - Price of Attendance - Calculated values 7. Cost of attendance - Calculated values Please review the numbers below for accuracy. If something looks incorrect, please go to the previous page and make sure all of the numbers reported on that page are correct. If you still do not think the numbers are correct, please contact the IPEDS Help Desk at 877-225-2568. CIP CODE OF LARGEST PROGRAM TITLE OF LARGEST PROGRAM Published student charges for the entire program 2014-15 2015-16 2016-17 2017-18 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): $\underline{\text{Room}} \text{ and } \underline{\text{board}}$ Other expenses

Room and board and other expenses

Other expenses

Part D - Student Charges - Program Data

8. Please list your second through sixth largest programs and provide the requested information for each program. To enter a CIP code and program title, click on the select button, and then click on the program from the list provided. Choosing clear will remove the CIP code and title. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Also report the length of the entire program in terms of contact or credit hours and provide the number of months it takes a full-time student to complete the entire program.

Note: The largest programs are the programs with the most students, **not** the programs with the longest lengths.

Please make sure to report all costs for each program. As with the largest program, costs are for the entire length of the program. If your institution charges differently based on residence, please use in-state charges.

on oc	ı skip ili	nes wnen reportii	ng programs. Your 2nd lar	gest program should be listed a	as 2na, your 3ra as 3ra,	etc.				
		CIP Code	<u>Tuition</u> and <u>required</u> <u>fees</u>	Cost of books and supplies	Total length of program			gram uremei	nt	# of months to complete
st						0	Contact hours	0	Credit hours	
	Title									
nd	select clear					C	Contact hours	С	Credit hours	
	Title									
ď	select clear					C	Contact hours	0	Credit hours	
	Title									
h	select clear					С	Contact hours	0	Credit hours	
	Title									
h	select clear					С	Contact hours	С	Credit hours	
	Title									
h	select clear					С	Contact hours	С	Credit hours	
	Title									
ou n	nay use	the space below	v to provide context for th	e data you've reported above.						
				K						
4				Þ						
				_						

Part D - Student Charges - Room and Board

10. What are the typical room and board charges for a student for the full academic year 2017-18?		
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 separately, leave the room and board separately.	ard charges blank.	
Room and board charges	Amount	Prior year
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?								
С	No							
C	Yes - Ch	es - 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 Ch	ristian College A	Athletic Association (NCCAA)				
		Other						
2. If this institution is a member of the NCA	A or NAIA	, specify the	conference FO	R EACH SPORT using the pull down n	nenu.			
Sport			NCAA or N	AIA member	Conference			
Football	0	No	C	Yes-Specify	Select One 🔻			
Basketball	0	No	C	Yes-Specify	Select One			
Baseball	0	No	О	Yes-Specify	Select One			
Cross country and/or track	0	No	C	Yes-Specify	Select One 🔽			

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

2017-18 Survey Materials > Instructions

date: 7/26/2017

Institutional Characteristics

Purpose of Institutional Characteristics Survey

Changes in Reporting

General Instructions

Context Boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Mission Statement and Distance Education

Part B - Services and Programs for Servicemembers and Veterans

Part C - Student Services

Part D - Student Charges

Part E - Athletic Association

Part F - Branch Campus

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.

Top ▲

Changes in Reporting

The following changes were implemented for the 2017-18 data collection period:

- •Part C, questions about distance education have been modified.
- •Part D, instructions about student chargers for cost (price) of attendance for public program reporters have been modified.

Top ▲

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 <u>College Navigator Website</u>; institutions should check grammar and spelling of their entries.

Top ▲

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.

Top ▲

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.

Top ▲

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

Top ▲

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.

Top ▲

Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

Services and Programs for Military Servicemembers and Veterans

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

Top ▲

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

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 course

A course in which the instructional content is delivered exclusively via distance education.

Distance education program

A program for which 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 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.

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.

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.

Тор ▲

Part D - Student Charges

Screening questions

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

On-campus or institutionally controlled off-campus housing requirement

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

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

Tuition based on residence

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

Institutionally controlled housing

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

Meal plans

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

Tuition and fees for undergraduate students (academic year reporters)

Undergraduate students include:

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

Undergraduate application fee

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

Tuition and required fees for undergraduate students

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

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

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

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

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

Tuition and fees for graduate students

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

Graduate application fee

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

Tuition and required fees for graduate students

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

- Do not include doctor's-professional practice tuition. This will be collected separately.
- Report the average tuition and required fees charged to full-time graduate students for the full academic year. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and

- indicate that you do not charge different tuitions.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.

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

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

Doctor's - professional practice tuition and fees

Report the tuition and fees (if applicable, for both in- and out-of-state) for students in the selected professional practice programs.

Number of programs (program reporters only)

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

Room and Board

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

Report the typical room charge for the full academic year (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers board but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

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

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

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

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

Indicate whether the tuition and/or fees reported are covered by a tuition guarantee plan. If they are, but it is not a flat rate, please provide the guaranteed maximum rate of increase.

Program reporters cost (price) of attendance

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. For public institutions, report the in-state or in-district costs if applicable.

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.

Top ▲

Part E - Athletic Association

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

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

Top ▲

Part F - Campus information

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

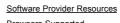
Top ▲

Glossary date: 7/26/2017

Term	Definition					
Academic year	The period of time generally extending from September to June; usually equated to 2 <u>semesters</u> or <u>trimesters</u> , 3 <u>quarters</u> , or the period covered by a 4-1-4 calendar system.					
Application fee	That amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward <u>tuition</u> or <u>required fees</u> , nor is it refundable if the student is not admitted to the institution.					
Board charges	Charges assessed students for an <u>academic year</u> for meals.					
Board plan	The method for providing meals to students during an <u>academic year</u> . Plans may include a specific charge for a specified number of meals per week or a specified amount against which students may charge their meals.					
Books and supplies	The average cost of books and supplies for a typical student for an entire <u>academic year</u> (or <u>program</u>). Does not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution.					
CIP code	A six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions.					
Classification of Instructional Programs (CIP)	A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases.					
Clock hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> .					
Comprehensive fee	A single fixed amount of money charged by an institution that covers <u>tuition</u> , <u>required fees</u> , <u>room</u> , and <u>board</u> . For some institutions, this amount may also cover <u>books and supplies</u> .					
Contact hour	A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> .					
Counseling service	Activities designed to assist students in making plans and decisions related to their education, career, or personal development.					
Credit for life experiences	Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio demonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). 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 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					
	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 distance education courses.					
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> or postsecondary formal award 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	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-					

Education Data System (IPEDS)	level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Libraries (AL)</u> .						
Library	An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.						
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.						
Off-campus (not with family)	A living arrangement in which a student does not live with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.						
Off-campus (with family)	A living arrangement in which a student lives with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.						
Off-campus housing	Any housing facility that is occupied by students but is not owned or controlled by the educational institution.						
On-campus housing	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.						
Other expenses	The amount of money (estimated by the financial aid office) needed by a student to cover expenses such as laundry, transportation, and entertainment.						
Out-of-state student	A student who is not a legal resident of the state in which he/she attends school.						
Out-of-state tuition	The <u>tuition</u> charged by institutions to those students who do not meet the institution's or state's residency requirements.						
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter</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 postsecondary education.						
Prepaid tuition plan	A program that allows students or their families to purchase college tuition or tuition credits for future years, at current prices.						
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.						
Remedial services	Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.						
Required fees	Fixed sum charged to students for items not covered by <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 credit.						
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 percredit-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.						

U.S. Department of Education



Use of Cookies Troubleshooting Section 508 Compliance NCES Privacy Policy



NCES National Center for Education Statistics

2017-18 Survey Materials > FAQ

date: 7/26/2017

Institutional Characteristics

Click one of the following questions to view the answer.

- 1) What is the purpose of the Institutional Characteristics survey?
- 2) What institutions are included in IPEDS?
- 3) Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?
- 4) Where can I find my accrediting agency information since it is no longer collected in IPEDS?
- 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?
- For academic year tuition reporters, what is the difference between the undergraduate tuition and fees charges in 3) Part D question 5, and the tuition and fees charges in Part D question 11?
- How do I calculate or determine "average tuition"? 4)

Price of Attendance

- 1) How do I know what amounts to report for room and board and other expenses for institutionally-controlled housing both on and off campus?
- 2) How do I know what amounts to report for room and board and other expenses for off campus?
- 3) Do I have to report off campus living expenses?
- 4) What are "other expenses"?
- 5 What IC data are included on the College Navigator website?

Answers:

General

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

> 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.

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.

> > Back to top

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).

Back to top

Where can I find my accrediting agency information since it is no longer collected in IPEDS? 4)

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

Back to top

Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Island, etc.) considered in the U.S. 5) 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

Back to top

We offer courses that combine distance education and traditional teaching methods ("hybrid' 6) 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.

Back to top

Back to top

Student Charges

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

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

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.

Back to top

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.

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!

1) How do I know what amounts to report for room and board and other expenses for institutionallycontrolled 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.**

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.

Back to top

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

> 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).

> > Back to top

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.

Back to top

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 $\underline{\text{College Navigator}}.$

Back to top

U.S. Department of Education

Software Provider Resources

Use of Cookies

Section 508 Compliance



Browsers Supported NCES Privacy Policy **Troubleshooting**

NCES National Center for Education Statistics

2017-18 Survey Materials > Form

date: 7/26/2017

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

The following changes were implemented for the 2016-17 data collection period:

- In Part C, the question about library services has been modified.
- In Part C, questions about distance education opportunities have been modified and moved to their own screen.

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

To access your prior year data submission for this component: Reported Data

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://" Mission Statement

Part B - 9	Services and Programs for Servicemembers and Veterans					
1. Which of	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					
-	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 - St	Part C - Student Services - Special Learning Opportunities									
1. Does your	Does your institution accept any of the following? [Check all that apply]									
	Dual cr	Dual credit (college credit earned while in high school)								
	Credit f	or life experiences								
	Advanc	Advanced placement (AP) credits								
	None of	None of the above								
2. What type	s of spec	cial learning opportunities are offered	by your institution? [Check all that apply]							
	ROTC									
		□ Army □ Navy □ Air Force								
	Study a	Study abroad								
	Weeker	nd/evening college								
Г	Teache	r certification (for the elementary, middl	e school/junior high, or secondary level)							
	Do not	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 - St	ud	ent Serv	ices: C	Other Stu	dent Services		
4. Which of th	ne f	ollowing se	lected st	tudent servi	ses are offered by your institution? [Check all that apply]		
Г		Remedial	services				
1		Academic/	career <u>c</u>	ounseling se	rvices		
ı		Employme	nt servic	es for curre	<u>it students</u>		
Г		Placemen	service	s for progran	n completers		
Г		On-campu	s <u>day ca</u>	re for childre	n of students		
1		None of th	e above				
5. Which of th	e fo	ollowing <u>ac</u>	ademic I	library resou	rce or service does your institution provide? [Check all that apply]		
ı		Physical fa	acilities				
ı		An organiz	ed colle	ction of print	ed materials		
ı		Access to	digital/el	ectronic res	purces		
ı		A staff train	ned to pr	ovide and in	erpret library materials		
ı		Establishe	d library	hours			
1		Access to library collections that are shared with other institutions					
Г		None of th	e above				
·							
6. Indicate wh	eth	er or not ar	ny of the	following al	ternative tuition plans are offered by your institution.		
		C	No				
		0	Yes				
					<u>Tuition guarantee</u>		
					Prepaid tuition plan		
					Tuition payment plan		
	Other (specify in box below)						
-	4 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.							
					<u> </u>		
1							

Part C - Student Services - Distance Education								
7. Please indicate at what level(s) your institution does or does not offer distance education courses and/or distance education programs. Check all that apply.								
		Distance education courses	Distance education programs	Does not offer Distance Education				
	Undergraduate level	Г	П					
	Graduate level	П	П					
8. Are all the programs at your institution offered exclusively via <u>distance education programs</u> ?								
	С	No						
	0	Yes						

Part C - Student Services: Disability Service									
10. Please indicate the percentage of all undergraduate students enrolled during fall 2016 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).									
C 3 percent or less									
C More than 3 percent:	C 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 room and board in the price of attendance (D11).					
This is only a screening question, and your response does not show up on College Navigator.					
If you make any exceptions to this rule, and have even one full-time, first-time student living off-campus, please answer No so that this does not cause conflicts with the Studer Financial Aid survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.					
C No					
Yes, and we do not make ANY (even one) exceptions to this rule					
2. Does your institution charge different <u>tuition</u> for <u>in-district</u> , <u>in-state</u> , or <u>out-of-state</u> students?					
If you answer Yes to this question, you will be expected to report tuition amounts for in-district, in-state, and out-of-state students.					
Please only select Yes if you really charge different tuition rates, or you will be reporting the same numbers 3 times.					
C No					
C Yes					
3. Does your institution offer institutionally-controlled housing (either on or off campus)?					
If you answer Yes to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D10).					
C No					
C Yes					
Specify housing capacity for academic year 2017-18					
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 or combined room and board charge (D10).					
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 year Application fee 5. Charges to $\underline{\text{full-time students}}$ for the full $\underline{\text{academic year}}$ 2017-18 Please be sure to report an average tuition that includes all students at all levels (freshman, sophomore, etc.). In-district Prior year In-state Prior year Out-of-state Prior year All full-time students Average tuition Required fees 6. Per credit hour charge for part-time students Please be sure to report an average per credit tuition that includes all students at all levels (freshman, sophomore, etc.).

In-state

Prior year

Out-of-state

Prior year

Prior year

In-district

Per credit hour charge

Part D - Student Charges - Price of Attendance

11. Cost of attendance for <u>full-time</u>, <u>first-time</u> 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.

(a) If the 2017-18 tuition and/or fees as reported on this page for full-time, first-time students are covered by a tuition guarantee program, check the applicable box(es) under Tuition Guarantee. Additionally, please indicate the maximum % increase that is guaranteed. These numbers are expected to be fairly small. Please contact the Help Desk if you are confused about these values and how to report them.

Charges for full academic year 2014-15 2015-16 2016-17 2017-18							
Charges for full academic year	2014-15	2015-16	2016-17	2017-18	0		
Published <u>tuition</u> and <u>required fees</u> :				<u>Tuition Guarantee</u> (check only if applicable to entering students in 2017-18)	Guaranteed increase %		
<u>In-district</u>							
Tuition					□		
Required fees					П		
Tuition + fees total							
<u>In-state</u>							
Tuition					Г		
Required fees					Г		
Tuition + fees total							
<u>Out-of-state</u>							
Tuition					П		
Required fees					П		
Tuition + fees total							
Books and supplies							
On-campus:							
Room and board							
Other expenses							
Room and board and other expenses							
Off-campus (not with family):							
Room and board							
Other expenses							
Room and board and other expenses							
Off-campus (with family):							
Other expenses							
You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should							
be written to be understood by students and parents.							
				A			
				₩.			
1				b			

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

2017-18 Survey Materials > Instructions

date: 7/26/2017

Institutional Characteristics

Purpose of Institutional Characteristics Survey

Changes in Reporting

General Instructions

Context Boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Mission Statement and Distance Education

Part B - Services and Programs for Servicemembers and Veterans

Part C - Student Services

Part D - Student Charges

Part E - Athletic Association

Part F - Branch Campus

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.

Top ▲

Changes in Reporting

The following changes were implemented for the 2017-18 data collection period:

- •Part C, questions about distance education have been modified.
- •Part D, instructions about student chargers for cost (price) of attendance for public program reporters have been modified.

Top ▲

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 <u>College Navigator Website</u>; institutions should check grammar and spelling of their entries.

Top ▲

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.

Top ▲

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.

Top ▲

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

Top ▲

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.

Top ▲

Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

Services and Programs for Military Servicemembers and Veterans

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

Top ▲

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

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 course

A course in which the instructional content is delivered exclusively via distance education.

Distance education program

A program for which 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 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.

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.

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.

Тор ▲

Part D - Student Charges

Screening questions

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

On-campus or institutionally controlled off-campus housing requirement

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

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

Tuition based on residence

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

Institutionally controlled housing

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

Meal plans

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

Tuition and fees for undergraduate students (academic year reporters)

Undergraduate students include:

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

Undergraduate application fee

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

Tuition and required fees for undergraduate students

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

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

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

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

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

Tuition and fees for graduate students

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

Graduate application fee

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

Tuition and required fees for graduate students

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

- Do not include doctor's-professional practice tuition. This will be collected separately.
- Report the average tuition and required fees charged to full-time graduate students for the full academic year. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and

- indicate that you do not charge different tuitions.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.

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

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

Doctor's - professional practice tuition and fees

Report the tuition and fees (if applicable, for both in- and out-of-state) for students in the selected professional practice programs.

Number of programs (program reporters only)

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

Room and Board

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

Report the typical room charge for the full academic year (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers board but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

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

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

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

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

Indicate whether the tuition and/or fees reported are covered by a tuition guarantee plan. If they are, but it is not a flat rate, please provide the guaranteed maximum rate of increase.

Program reporters cost (price) of attendance

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. For public institutions, report the in-state or in-district costs if applicable.

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.

Top ▲

Part E - Athletic Association

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

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

Top ▲

Part F - Campus information

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

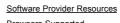
Top ▲

Glossary date: 7/26/2017

Application fee ii Board charges C Board plan T Books and supplies T CIP code A Classification of Instructional Programs (CIP) C Clock hour A Comprehensive fee t Contact hour A Counseling service A Credit for life experiences C	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> . That amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward <u>tuition</u> or <u>required fees</u> , nor is it refundable if the student is not admitted to the institution. Charges assessed students for an <u>academic year</u> for meals. 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. 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. A six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions. 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. A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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> . A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . Activities designed to assist students in making plans and decisions re
Application fee Tister Section 1 Tister Section 1 Tister Section 1 Tister Section 2 Tister Section 2 Tister Section 3 Tister	That amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. Charges assessed students for an academic year for meals. The method for providing meals to students during an academic year. Plans may include a specific charge for a specified number of meals per week or a specified amount against which students may charge their meals. The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Activities designed to assist students in making plans and decisions related to their education, career, or personal development.
Board plan Tr Books and supplies CIP code Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences	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. 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. A six-digit code in the form xx.xxxxx that identifies instructional <u>program</u> specialties within educational institutions. 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. A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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> . A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . A ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
Books and supplies The supplies of from the suppli	meals per week or a specified amount against which students may charge their meals. The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
CIP code Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences	for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
Classification of Instructional Programs (CIP) f S Clock hour A Comprehensive fee t Contact hour A Counseling service A Credit for life experiences	A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour . A single fixed amount of money charged by an institution that covers tuition , required fees , room , and <a a="" href="mailto:board. For some institutions, this amount may also cover <a href=" mailto:board<="">. For some institutions, this amount may also cover <a a="" href="mailto:board. Board and <a href=" mailto:board<="">. Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio">mailto:board and <a a="" href="mailto:board and <a href=" mailto:board<=""> and <a href="mailto:board and <a href=" mailto:board<="" td="">
Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences C	collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
Comprehensive fee t Contact hour A Counseling service A Credit for life experiences	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> . A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
Contact hour Counseling service Credit for life experiences	this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
Counseling service A Credit for life experiences	Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
Credit for life experiences	Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio
<u>c</u>	
Credit for Military Training	<u>Credit</u> may also be awarded through a credit by examination program.
create for mineary framing F	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.
	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, diploma, certificate,</u> or other formal award.
	A student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents can participate in <u>postsecondary education programs</u> .
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
	High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Department of Defense A	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 F	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.
C	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.
	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	A program for which all the required coursework for program completion is able to be completed via distance education courses.
practice Ii	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
	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.
(undergraduate) <u>u</u>	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> or postsecondary formal award earned before graduation from high school).
e	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.
_ n	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.
	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 T	The maximum number of students for which an institution can provide residential facilities, whether on or off campus.
	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.
	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	A student who is a legal resident of the state in which he/she attends school.
In-state tuition T	The <u>tuition</u> charged by institutions to those students who meet the state's or institution's residency requirements.
	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.

Education Data System (IPEDS)	level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Libraries (AL)</u> .
Library	An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.
Off-campus (not with family)	A living arrangement in which a student does not live with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus (with family)	A living arrangement in which a student lives with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus housing	Any housing facility that is occupied by students but is not owned or controlled by the educational institution.
On-campus housing	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.
Other expenses	The amount of money (estimated by the financial aid office) needed by a student to cover expenses such as laundry, transportation, and entertainment.
Out-of-state student	A student who is not a legal resident of the state in which he/she attends school.
Out-of-state tuition	The <u>tuition</u> charged by institutions to those students who do not meet the institution's or state's residency requirements.
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter</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 postsecondary education.
Prepaid tuition plan	A program that allows students or their families to purchase college tuition or tuition credits for future years, at current prices.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Remedial services	Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Required fees	Fixed sum charged to students for items not covered by <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 credit.
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 percredit-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.

U.S. Department of Education



Use of Cookies Troubleshooting Section 508 Compliance NCES Privacy Policy



2017-18 Survey Materials > FAQ

date: 7/26/2017

Institutional Characteristics

Click one of the following questions to view the answer.

- 1) What is the purpose of the Institutional Characteristics survey?
- 2) What institutions are included in IPEDS?
- 3) Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?
- 4) Where can I find my accrediting agency information since it is no longer collected in IPEDS?
- 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?
- For academic year tuition reporters, what is the difference between the undergraduate tuition and fees charges in 3) Part D question 5, and the tuition and fees charges in Part D question 11?
- How do I calculate or determine "average tuition"? 4)

Price of Attendance

- 1) How do I know what amounts to report for room and board and other expenses for institutionally-controlled housing both on and off campus?
- 2) How do I know what amounts to report for room and board and other expenses for off campus?
- 3) Do I have to report off campus living expenses?
- 4) What are "other expenses"?
- 5 What IC data are included on the College Navigator website?

Answers:

General

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

> 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.

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.

> > Back to top

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).

Back to top

Where can I find my accrediting agency information since it is no longer collected in IPEDS? 4)

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

Back to top

Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Island, etc.) considered in the U.S. 5) 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

Back to top

We offer courses that combine distance education and traditional teaching methods ("hybrid' 6) 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.

Back to top

Back to top

Student Charges

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

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

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.

Back to top

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.

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!

1) How do I know what amounts to report for room and board and other expenses for institutionallycontrolled 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.**

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.

Back to top

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

> 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).

> > Back to top

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.

Back to top

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 $\underline{\text{College Navigator}}.$

Back to top

U.S. Department of Education

Software Provider Resources

Use of Cookies

Section 508 Compliance



Browsers Supported NCES Privacy Policy **Troubleshooting**



2017-18 Survey Materials > Form

date: 7/26/2017

Institutional Characteristics for non-degree-granting 2-year program tuition reporters

Overview

Institutional Characteristics Overview

Welcome to the Institutional Characteristics (IC) component. This component collects important information about your institution's mission, student services, and student charges.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data has been 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

The following changes were implemented for the 2016-17 data collection period:

- In Part C, the question about library services has been modified.
- In Part C, questions about distance education opportunities have been modified and moved to their own screen.

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

To access your prior year data submission for this component: Reported Data

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://" Mission Statement

Part B - S	Services and Programs for Servicemembers and Veterans
1. Which 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
	ay 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 to be understood by students and parents.
4	

Part C	- St	udent	Services - Special Learning	Opportunities						
1. Does	your	instituti	on accept any of the following? [Chec	k all that apply]						
		Dual cre	edit (college credit earned while in high	school)						
		Credit for	or life experiences							
		Advanc	ed placement (AP) credits							
		None of	the above							
2. What	2. What types of special learning opportunities are offered by your institution? [Check all that apply]									
		ROTC								
			Army	Navy		Air Force				
		Study a	broad							
		Weeker	nd/evening college							
	Г	Teache	r certification (for the elementary, middl	e school/junior high, or secondary level)						
		Do not	include certifications to teach at the po-	stsecondary level.						
			Students can complete their preparat	ion in certain areas of specialization						
			Students must complete their prepara	ation at another institution for certain areas of specia	alization					
			This institution is approved by the sta	te for the initial certification or licensure of teachers						
	П	None of	the above							

Part C - St	ud	ent Serv	ices: Ot	her Stud	ent Services
4. Which of th	ne f	ollowing se	lected stu	dent service	es are offered by your institution? [Check all that apply]
I		Remedial	<u>services</u>		
I		Academic/	career <u>cou</u>	unseling ser	<u>vices</u>
I		Employme	nt service	s for current	<u>students</u>
I		Placemen	services	for program	<u>completers</u>
I	Г	On-campu	s <u>day care</u>	for childrer	of students
I	Г	None of th	e above		
5. Which of th	ne f	ollowing <u>ac</u>	ademic lib	orary resour	ce or service does your institution provide? [Check all that apply]
I		Physical fa	acilities		
I		An organiz	ed collect	ion of printe	d materials
I		Access to	digital/ele	ctronic reso	urces
I		A staff train	ned to prov	ide and inte	rpret library materials
I	Г	Establishe	d library h	ours	
I		Access to	library coll	ections that	are shared with other institutions
I		None of th	e above		
6. Indicate wh	neth	er or not a	ny of the fo	ollowing alte	ernative tuition plans are offered by your institution.
		C	No		
		0	Yes		
					<u>Tuition guarantee</u>
					Prepaid tuition plan
					Tuition payment plan
					Other (specify in box below)
-					ext for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator
website, and	sho	ould be writ	ten to be ι	ınderstood	by students and parents.
1					

Part C	Part C - Student Services - Distance Education									
② 7. P	lease indicate at what	level(s) your institution does or does not of	ffer <u>distance education</u> courses and/or distan	ce education programs. Check all that apply.						
		Distance education courses	Distance education programs	Does not offer Distance Education						
	Undergraduate level	Г	Г							
	Graduate level	Г	Г							
② 8. A	re all the programs at	your institution offered exclusively via <u>dista</u>	ance education programs?							
	С	No								
	0	Yes								

Part C - S	tudent Services:	Disability Service	
		e of all undergraduate students enrolled during fall 2016 who were formally registered vices (or the equivalent office).	as students with disabilities with the
	С	3 percent or less	
	С	More than 3 percent:	%
	y use the space below be understood by st	to provide context for the data you've reported above. These context notes will be postudents and parents.	ed on the College Navigator website, and should
4		<u>></u>	

rait 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 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 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 No
C Yes, and we do not make ANY (even one) exceptions to this rule
3. Does your institution offer institutionally-controlled housing (either on or off campus)?
If you answer Yes to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D10).
C No
C Yes
Specify housing capacity for academic year 2017-18
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 or combined room and board charge (D10).
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	- Student Charges - Number of programs			
5. How n	5. How many <u>programs</u> are offered at your institution?			
Be sure	Be sure not to report single courses, report only full programs. If you do not know what a program is, review the definition in the glossary or call the Help Desk.			
	Number of programs			

Part D - Student	t Charges - Price of Attendance					
7. Cost of attendance	e for entering students					
board, and other exp	nounts requested below. These data will be made avail enses are those from the Cost of Attendance report to tumbers to use for this report.					
	year length you report should be the same calculation stitution and will impact your net price calculation. Plea					
LARGEST PROGRAM	l:					
CIP Code						alculate academic orting. ram' link, choose a all cells. rear of tuition, fees, books ial aid office.
Title						
Enter new largest program	If your largest program has changed from the one program and enter data for all three yea					
How is your program measured?	C Contact Hours		C	Credit Hours		
Total length of PRC	OGRAM in contact or credit hours					
Total length of PRC	OGRAM in WEEKS, as completed by a student attending	ng full-time				
☑ Total length of ₂	ACADEMIC YEAR (as used to calculate your Pell budge	et) in contact or credit hour	's			
② Total length of	ACADEMIC YEAR (as used to calculate your Pell budge	et) in WEEKS				
If the institution cha	rges an <u>application fee,</u> indicate the amount.					
		Am	ount		Prior y	/ear
Application	fee					
The following numbe	rs need to be reported for the entire length of the pro-	gram. For example, if your pand supplies.	program is 18 mor	nths long, report	18 months worth	of tuition, fees, books
If your instit	ution charges differently based on residence, please u	se in-state charges. The co	rrect numbers sho	ould be available	from your financ	ial aid office.
Published student ch	narges for the entire program		2014-15	2015-16	2016-17	2017-18
Tuition and requir	red fees for the entire program					
Books and su	upplies for the entire program					
	The following numbe	rs need to be reported for 4	weeks (1 month)).		
The correct r	numbers should be available from your financial aid off	fice. Off-campus numbers s	hould be based or	n costs for your	area, not on natio	nal averages.
On-campus:						
Room and board	for 4 weeks (1 month)					
Other expenses f	or 4 weeks (1 month)					
Room and board	and other expenses for 4 weeks (1 month)					
Off-campus (not with	h family):					

	Room and board for 4 weeks (1 month)		
	Other expenses for 4 weeks (1 month)		
	Room and board and other expenses for 4 weeks (1 month)		
0	ff-campus (not with family):		
	Doom and heard for A weeks (4 month)		

Room and board for 4 weeks (1 month) Other expenses for 4 weeks (1 month)

Room and board and other expenses for 4 weeks (1 month)

Off-campus (with family): Other expenses for 4 weeks (1 month) Tou 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 - Price of Attendance - Calculated values 7. Cost of attendance - Calculated values Please review the numbers below for accuracy. If something looks incorrect, please go to the previous page and make sure all of the numbers reported on that page are correct. If you still do not think the numbers are correct, please contact the IPEDS Help Desk at 877-225-2568. CIP CODE OF LARGEST PROGRAM TITLE OF LARGEST PROGRAM Published student charges for the entire program 2014-15 2015-16 2016-17 2017-18 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): $\underline{\text{Room}} \text{ and } \underline{\text{board}}$ Other expenses

Room and board and other expenses

Other expenses

Part D - Student Charges - Program Data

8. Please list your second through sixth largest programs and provide the requested information for each program. To enter a CIP code and program title, click on the select button, and then click on the program from the list provided. Choosing clear will remove the CIP code and title. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Also report the length of the entire program in terms of contact or credit hours and provide the number of months it takes a full-time student to complete the entire program.

Note: The largest programs are the programs with the most students, **not** the programs with the longest lengths.

Please make sure to report all costs for each program. As with the largest program, costs are for the entire length of the program. If your institution charges differently based on residence, please use in-state charges.

		CIP Code	<u>Tuition</u> and <u>required</u> <u>fees</u>	Cost of books and supplies	Total length of program		Prog Measu		nt	# of months to complete
st						0	Contact hours	0	Credit hours	
	Title									
nd	select clear					C	Contact hours	С	Credit hours	
	Title									
rd	select clear					C	Contact hours	0	Credit hours	
	Title									
th	select clear					0	Contact hours	0	Credit hours	
	Title									
th	select clear					0	Contact hours	C	Credit hours	
	Title									
th	select clear					C	Contact hours	С	Credit hours	
	Title									
ou n	nay use	the space below	v to provide context for the	ne data you've reported above).					
				_						
L.				▼						

U.S. Department of Education



Software Provider Resources
Browsers Supported

Use of Cookies
Troubleshooting

Section 508 Compliance

NCES Privacy Policy



2017-18 Survey Materials > Instructions

date: 7/26/2017

Institutional Characteristics

Purpose of Institutional Characteristics Survey

Changes in Reporting

General Instructions

Context Boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Mission Statement and Distance Education

Part B - Services and Programs for Servicemembers and Veterans

Part C - Student Services

Part D - Student Charges

Part E - Athletic Association

Part F - Branch Campus

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.

Top ▲

Changes in Reporting

The following changes were implemented for the 2017-18 data collection period:

- •Part C, questions about distance education have been modified.
- •Part D, instructions about student chargers for cost (price) of attendance for public program reporters have been modified.

Top ▲

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 <u>College Navigator Website</u>; institutions should check grammar and spelling of their entries.

Top ▲

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.

Top ▲

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.

Top ▲

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

Top ▲

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.

Top ▲

Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

Services and Programs for Military Servicemembers and Veterans

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

Top ▲

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

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 course

A course in which the instructional content is delivered exclusively via distance education.

Distance education program

A program for which 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 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.

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.

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.

Тор ▲

Part D - Student Charges

Screening questions

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

On-campus or institutionally controlled off-campus housing requirement

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

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

Tuition based on residence

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

Institutionally controlled housing

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

Meal plans

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

Tuition and fees for undergraduate students (academic year reporters)

Undergraduate students include:

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

Undergraduate application fee

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

Tuition and required fees for undergraduate students

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

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

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

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

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

Tuition and fees for graduate students

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

Graduate application fee

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

Tuition and required fees for graduate students

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

- Do not include doctor's-professional practice tuition. This will be collected separately.
- Report the average tuition and required fees charged to full-time graduate students for the full academic year. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and

- indicate that you do not charge different tuitions.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.

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

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

Doctor's - professional practice tuition and fees

Report the tuition and fees (if applicable, for both in- and out-of-state) for students in the selected professional practice programs.

Number of programs (program reporters only)

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

Room and Board

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

Report the typical room charge for the full academic year (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers board but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

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

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

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

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

Indicate whether the tuition and/or fees reported are covered by a tuition guarantee plan. If they are, but it is not a flat rate, please provide the guaranteed maximum rate of increase.

Program reporters cost (price) of attendance

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. For public institutions, report the in-state or in-district costs if applicable.

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.

Top ▲

Part E - Athletic Association

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

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

Top ▲

Part F - Campus information

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

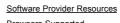
Top ▲

Glossary date: 7/26/2017

Application fee The is is a Board charges Che Board plan The mes Books and supplies The for CIP code As Classification of Instructional Programs (CIP) Clock hour Au Comprehensive fee As this Contact hour Au Counseling service Acc Credit for life experiences Credit for Military Training Poor Credit hour Au Che Counseling Service Acc Credit for Military Training Poor Credit hour Au Che Credit	he period of time generally extending from September to June; usually equated to 2 <u>semesters or trimesters</u> , 3 <u>quarters</u> , or the eriod covered by a <u>4-1-4 calendar system</u> . hat 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. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted 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. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. This amount is not required fees, and is a special group of students and subject to the students may charge their meals. he average cost of books and supplies for a typical student for an entire <u>reademic vear</u> (or <u>program</u>). Does not include unusual costs or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions. six-digit code in the form xx.xxxxx that identifies instructional <u>program</u> specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted deral government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students i	
Application fee This is in the second plan The mee Books and supplies The for CIP code As Classification of Instructional Programs (CIP) Clock hour As Comprehensive fee As Comprehensive fee This Contact hour As Counseling service According to Credit for life experiences Credit for Military Training Poor Credit hour As Counseling Service As	hat amount of money that an institution charges for processing a student's application for admittance to the institution. This amount in creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. This amount in creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. This amount harges assessed students for an academic year for meals. The method for providing meals to students during an academic year. Plans may include a specific charge for a specified number of neals per week or a specified amount against which students may charge their meals. The waverage cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. Six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. Taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted deral government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. Unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. Single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, is amount may also cover books and supplies. Unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Citivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what t	
Board plan Books and supplies The for CIP code Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense A service Accelerate Acceler	he method for providing meals to students during an <u>academic year</u> . Plans may include a specific charge for a specified number of heals per week or a specified amount against which students may charge their meals. he 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 or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted dederal government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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, nis amount may also cover <u>books and supplies</u> . unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. sostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in	
Books and supplies The for CIP code A second Seco	heals per week or a specified amount against which students may charge their meals. he 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 or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted dedral government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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, institution may also cover <u>books and supplies</u> . unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. sostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of <u>instruction</u> per week over the entire term. I	
CIP code A s Classification of Instructional Programs (CIP) Clock hour Comprehensive fee A s Contact hour Counseling service Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense	or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted deral government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, his amount may also cover books and supplies. unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional), redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward ne total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. students errolled in courses for credit who are seeking a degree, certificate, or other formal awa	
Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense	taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted aderal government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, nis amount may also cover books and supplies. unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward ne total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: - received any type of federal fina	
Programs (CIP) Colfect suit Clock hour Comprehensive fee A sthick Contact hour Counseling service Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense A structure of service A structure of	ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted detail government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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, nis amount may also cover <u>books and supplies</u> . unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. 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 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. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in <u>postsecondary education programs</u> . **Ludents enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: - received any state or locally based financial aid, regardless of what courses they took at any time; - received any state or loca	
Comprehensive fee thi Contact hour A to Counseling service Accounts for life experiences de Credit for life experiences Credit for Military Training Poor Credit hour A to the Day care service A second Degree/certificate-seeking students Students Students A to Contact the Department of Defense A second Department Department of Defense A second Department Dep	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, his amount may also cover <u>books and supplies</u> . unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. 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. Student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in <u>postsecondary education programs</u> . tudents 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, received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, rebained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/c	
Contact hour A to Counseling service According to Figure 1 According to Credit for life experiences Credit for Military Training Post Credit hour A to the Day care service A second Degree/certificate-seeking students Students Credit hour A to the Credit hour A	unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward to total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.	
Counseling service Act Credit for life experiences Credit for Military Training Credit hour At the Day care service Degree/certificate-seeking students Department of Defense Act Credit hour At the Credi	ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. Tredit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). Tredit may also be awarded through a credit by examination program. Ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. Unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward not total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. Student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. Tudents 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 type of federal financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. Voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense A value of the control of the contro	redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.	
Credit for Military Training Post Credit hour A to the Care Day care service A service Degree/certificate-seeking students Or High	emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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 obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
Credit hour A to the Day care service A s call Degree/certificate-seeking students Students In the Department of Defense A s A s A s A s A s A s A s A s A s A	unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward ne total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
Day care service A s car Degree/certificate-seeking students or Hig Department of Defense A s	ne total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
Degree/certificate-seeking students Or Hig Department of Defense A	an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
students or Hig	- 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
Department of Defense A	voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
Department of Defense A	voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
Memorandum of Understanding	ne Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).	
Disability services Protection	Programs designed to provide reasonable academic accommodations and support services to empower students who have disal to competitively pursue postsecondary education. May also include assistance to campus departments in providing access to sel and programs in the most integrated setting possible.	
Distance education		
	ducation that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support egular and substantive interaction between the students and the instructor synchronously or asynchronously.	
clo	echnologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, losed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and ideo cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies sted above.	
	course in which the instructional content is delivered exclusively via <u>distance education</u> . Requirements for coming to campus for rientation, testing, or academic support services do not exclude a course from being classified as distance education.	
Distance education program A p	program for which all the required coursework for program completion is able to be completed via distance education courses.	
practice lice inc de (1.	doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or cense 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 egrees 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, eterinary Medicine (D.V.M.), and others, as designated by the awarding institution.	
	program through which high school students are enrolled in <u>Advanced Placement</u> (AP) courses, taught at their high school, that fulfill igh school graduation requirements and may earn the student college <u>credits</u> .	
Employment services for current students	ctivities 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 ti undergraduate) Undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students fall term who attended college for the first time in the prior summer term, and students who entered with advanced some credits or postsecondary formal award earned before graduation from high school).		
ea dis	ndergraduate: 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 ach term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or issertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.	
ma	n entity that ensures on behalf of the public the performance of an institution or a group of institutions. Responsibilities of the board nay include appointing, supporting, and monitoring the president of the institution; reviewing educational and public service programs; asisting on strategic planning; and, ensuring good management and adequate resources.	
	student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may ot be enrolled in graduate <u>programs</u> .	
Housing capacity Th	he maximum number of students for which an institution can provide residential facilities, whether on or off campus.	
	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 y the institution.	
	he <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 nan <u>in-state tuition</u> if offered by the institution.	
In-state student A s	student who is a legal resident of the state in which he/she attends school.	
In-state tuition Th	he <u>tuition</u> charged by institutions to those students who meet the state's or institution's residency requirements.	
	ny residence hall or housing facility located on- or off-campus that is owned or controlled by an institution and used by the institution a direct support of or in a manner related to, the institution's educational purposes.	

Education Data System (IPEDS)	level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Libraries (AL)</u> .			
Library	An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.			
Net price The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In average institutional net price is generated by subtracting the average amount of federal, state/local government, or inst and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and require of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and of Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data 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 postsecondary education.			
Prepaid tuition plan	A program that allows students or their families to purchase college tuition or tuition credits for future years, at current prices.			
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.			
Remedial services	Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.			
Required fees	Fixed sum charged to students for items not covered by <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 credit.			
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 percredit-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.			

U.S. Department of Education



Use of Cookies Troubleshooting Section 508 Compliance NCES Privacy Policy



2017-18 Survey Materials > FAQ

date: 7/26/2017

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 I made a mistake in the fall?</u>
- 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.

Back to top

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.

Back to top

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).

Back to top

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

The Office of Postserondary Education (OPE) website: OPE Accreditation database at

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

Back to top

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 $\,$

Back to top

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."

Back to top

Back to top

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.

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.

Back to top

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.

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!

1) How do I know what amounts to report for room and board and other expenses for institutionallycontrolled 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.**

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.

Back to top

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

> 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).

> > Back to top

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.

Back to top

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 $\underline{\text{College Navigator}}.$

Back to top

U.S. Department of Education

Software Provider Resources

Use of Cookies

Section 508 Compliance



Browsers Supported NCES Privacy Policy **Troubleshooting**



2017-18 Survey Materials > Form

date: 7/26/2017

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

Overview

Institutional Characteristics Overview

Welcome to the Institutional Characteristics (IC) component. This component collects important information about your institution's mission, student services, and student charges.

Much of the data reported on IC appear on College Navigator, which is updated once after IC data has been 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

The following changes were implemented for the 2016-17 data collection period:

- In Part C, the question about library services has been modified.
- In Part C, questions about distance education opportunities have been modified and moved to their own screen.

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

To access your prior year data submission for this component: Reported Data

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://" Mission Statement

Part B - Services and Programs for Servicemembers and Veterans						
1. Which of the following are available to veterans, military servicemembers, or their families?						
	Yellow Ribbon Program (officially known as Post-9/11 GI Bill, Yellow Ribbon Program)					
	Credit for military training					
	Dedicated point of contact for support services for veterans, military servicemembers, and their families					
	Recognized student veteran organization					
	Member of Department of Defense Voluntary Educational Partnership Memorandum of Understanding					
	None of the above					
• You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.						

Part C - St	art C - Student Services - Special Learning Opportunities								
1. Does your	our institution accept any of the following? [Check all that apply]								
	<u>Dual credit</u> (college credit earned while in high school)								
	Credit for life experiences								
	Advanced placement (AP) credits								
	None of the above								
2. What types of special learning opportunities are offered by your institution? [Check all that apply]									
	ROTC								
	☐ Army ☐ Navy ☐ Air Force								
	Study abroad								
	Weekend/evening college								
	Teacher certification (for the elementary, middle school/junior high, or secondary level) Do not include certifications to teach at the postsecondary level.								
	☐ Students can complete their preparation in certain areas of specialization								
	☐ Students must complete their preparation at another institution for certain areas of specialization								
	This institution is approved by the state for the initial certification or licensure of teachers								
	None of the above								

Part C - St	ud	ent Serv	ices: O	ther Stud	lent Services			
4. Which of th	ne fo	ollowing se	lected st	udent servic	es are offered by your institution? [Check all that apply]			
Г		Remedial services						
Г		Academic/	Academic/career counseling services					
Г		Employment services for current students						
Г		Placemen	Placement services for program completers					
Г		On-campu	On-campus day care for children of students					
Г		None of th	e above					
5. Which of th	e fo	ollowing <u>ac</u>	ademic li	ibrary resou	rce or service does your institution provide? [Check all that apply]			
Г		Physical fa	acilities					
Г		An organiz	ed collec	ction of printe	d materials			
Г		Access to	digital/ele	ectronic reso	urces			
Г		A staff trained to provide and interpret library materials						
Г		Established library hours						
Г		Access to library collections that are shared with other institutions						
Г		None of the above						
6. Indicate wh	eth	er or not a	ny of the	following alt	ernative tuition plans are offered by your institution.			
		C	No					
		0	Yes					
					<u>Tuition guarantee</u>			
					Prepaid tuition plan			
					Tuition payment plan			
					Other (specify in box below)			
-					text for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator			
website, and	sho	ould be writ	ten to be	understood	by students and parents.			
					_			
1)			

Part C	- Student Servic	es - Distance Education				
?. Please indicate at what level(s) your institution does or does not offer distance education courses and/or distance education programs. Check all that apply.						
		Distance education courses	Distance education programs	Does not offer Distance Education		
Undergraduate level		Г	Г			
	Graduate level	Г	Г	П		
8. Are all the programs at your institution offered exclusively via <u>distance education programs</u> ?						
	С	No				
	0	Yes				

Part C - Student Services: Disability Service						
10. Please indicate the percentage of all undergraduate students enrinstitution's office of disability services (or the equivalent office).	olled during fall 2016 who were formally registered	as students with disabilities with the				
C 3 percent or less						
C 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 room and board in the price of attendance (D11).						
This is only a screening question, and your response does not show up on College Navigator.						
If you make any exceptions to this rule, and have even one full-time, first-time student living off-campus, please answer No so that this does not cause conflicts with the Studer Financial Aid survey. Making changes to the SFA component is very difficult and may lead to inaccurate reporting for your institution.						
C No						
Yes, and we do not make ANY (even one) exceptions to this rule						
2. Does your institution charge different <u>tuition</u> for <u>in-district</u> , <u>in-state</u> , or <u>out-of-state</u> students?						
If you answer Yes to this question, you will be expected to report tuition amounts for in-district, in-state, and out-of-state students.						
Please only select Yes if you really charge different tuition rates, or you will be reporting the same numbers 3 times.						
C No						
C Yes						
3. Does your institution offer institutionally-controlled housing (either on or off campus)?						
If you answer Yes to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D10).						
C No						
C Yes						
Specify housing capacity for academic year 2017-18						
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 or combined room and board charge (D10).						
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 year Application fee 5. Charges to $\underline{\text{full-time students}}$ for the full $\underline{\text{academic year}}$ 2017-18 Please be sure to report an average tuition that includes all students at all levels (freshman, sophomore, etc.). In-district Prior year In-state Prior year Out-of-state Prior year All full-time students Average tuition Required fees 6. Per credit hour charge for part-time students Please be sure to report an average per credit tuition that includes all students at all levels (freshman, sophomore, etc.).

In-state

Prior year

Out-of-state

Prior year

Prior year

In-district

Per credit hour charge

Part D - Student Charges - Price of Attendance

11. Cost of attendance for <u>full-time</u>, <u>first-time</u> 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.

(a) If the 2017-18 tuition and/or fees as reported on this page for full-time, first-time students are covered by a tuition guarantee program, check the applicable box(es) under Tuition Guarantee. Additionally, please indicate the maximum % increase that is guaranteed. These numbers are expected to be fairly small. Please contact the Help Desk if you are confused about these values and how to report them.

Charges for full academic year 2014-15 2015-16 2016-17 2017-18						
Charges for full academic year	2014-15	2015-16	2016-17	2017-18	0	
Published <u>tuition</u> and <u>required fees</u> :					<u>Tuition Guarantee</u> (check only if applicable to entering students in 2017-18)	Guaranteed increase %
<u>In-district</u>						
Tuition						
Required fees					П	
Tuition + fees total						
<u>In-state</u>						
Tuition					Г	
Required fees					Г	
Tuition + fees total						
<u>Out-of-state</u>						
Tuition					П	
Required fees					П	
Tuition + fees total						
Books and supplies						
On-campus:						
Room and board						
Other expenses						
Room and board and other expenses						
Off-campus (not with family):						
Room and board						
Other expenses						
Room and board and other expenses						
Off-campus (with family):						
Other expenses						
You may use the space below to prove	ide contex	ct for the d	ata you've	reported	above. These context notes will be posted on the College Nav	igator website, and should
be written to be understood by students	and parent	s.				
				A		
				₩.		
1				b		

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

2017-18 Survey Materials > Instructions

date: 7/26/2017

Institutional Characteristics

Purpose of Institutional Characteristics Survey

Changes in Reporting

General Instructions

Context Boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Mission Statement and Distance Education

Part B - Services and Programs for Servicemembers and Veterans

Part C - Student Services

Part D - Student Charges

Part E - Athletic Association

Part F - Branch Campus

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.

Top ▲

Changes in Reporting

The following changes were implemented for the 2017-18 data collection period:

- •Part C, questions about distance education have been modified.
- •Part D, instructions about student chargers for cost (price) of attendance for public program reporters have been modified.

Top ▲

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 <u>College Navigator Website</u>; institutions should check grammar and spelling of their entries.

Top ▲

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.

Top ▲

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.

Top ▲

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

Top ▲

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.

Top ▲

Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

Services and Programs for Military Servicemembers and Veterans

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

Top ▲

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

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 course

A course in which the instructional content is delivered exclusively via distance education.

Distance education program

A program for which 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 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.

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.

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.

Тор ▲

Part D - Student Charges

Screening questions

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

On-campus or institutionally controlled off-campus housing requirement

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

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

Tuition based on residence

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

Institutionally controlled housing

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

Meal plans

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

Tuition and fees for undergraduate students (academic year reporters)

Undergraduate students include:

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

Undergraduate application fee

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

Tuition and required fees for undergraduate students

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

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

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

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

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

Tuition and fees for graduate students

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

Graduate application fee

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

Tuition and required fees for graduate students

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

- Do not include doctor's-professional practice tuition. This will be collected separately.
- Report the average tuition and required fees charged to full-time graduate students for the full academic year. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and

- indicate that you do not charge different tuitions.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.

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

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

Doctor's - professional practice tuition and fees

Report the tuition and fees (if applicable, for both in- and out-of-state) for students in the selected professional practice programs.

Number of programs (program reporters only)

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

Room and Board

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

Report the typical room charge for the full academic year (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers board but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

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

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

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

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

Indicate whether the tuition and/or fees reported are covered by a tuition guarantee plan. If they are, but it is not a flat rate, please provide the guaranteed maximum rate of increase.

Program reporters cost (price) of attendance

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. For public institutions, report the in-state or in-district costs if applicable.

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.

Top ▲

Part E - Athletic Association

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

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

Top ▲

Part F - Campus information

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

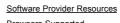
Top ▲

Glossary date: 7/26/2017

Application fee ii Board charges C Board plan T Books and supplies T CIP code A Classification of Instructional Programs (CIP) C Clock hour A Comprehensive fee t Contact hour A Counseling service A Credit for life experiences C	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> . That amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward <u>tuition</u> or <u>required fees</u> , nor is it refundable if the student is not admitted to the institution. Charges assessed students for an <u>academic year</u> for meals. 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. 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. A six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions. 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. A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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> . A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . Activities designed to assist students in making plans and decisions re				
Application fee Tister Section 1 Tister Section 1 Tister Section 1 Tister Section 2 Tister Section 2 Tister Section 3 Tister	That amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. Charges assessed students for an academic year for meals. The method for providing meals to students during an academic year. Plans may include a specific charge for a specified number of meals per week or a specified amount against which students may charge their meals. The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Activities designed to assist students in making plans and decisions related to their education, career, or personal development.				
Board plan Tr Books and supplies CIP code Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences	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. 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. A six-digit code in the form xx.xxxxx that identifies instructional <u>program</u> specialties within educational institutions. 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. A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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> . A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . A ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio				
Books and supplies The supplies CIP code Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences Code supplies	meals per week or a specified amount against which students may charge their meals. The average cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio				
CIP code Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences	for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio				
Classification of Instructional Programs (CIP) f s Clock hour A Comprehensive fee t Contact hour A Counseling service A Credit for life experiences	A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour . A single fixed amount of money charged by an institution that covers tuition , required fees , room , and <a a="" href="mailto:board. For some institutions, this amount may also cover <a href=" mailto:board<="">. For some institutions, this amount may also cover <a a="" href="mailto:board. Board and <a href=" mailto:board<="">. Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio">mailto:board and <a a="" href="mailto:board and <a href=" mailto:board<=""> and <a href="mailto:board and <a href=" mailto:board<="" td="">				
Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences C	collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. A single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio				
Comprehensive fee t Contact hour A Counseling service A Credit for life experiences	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> . A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio				
Contact hour Counseling service Credit for life experiences	this amount may also cover books and supplies. A unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio				
Counseling service A Credit for life experiences	Activities designed to assist students in making plans and decisions related to their education, career, or personal development. Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio				
Credit for life experiences	Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio				
<u>c</u>					
Credit for Military Training	<u>Credit</u> may also be awarded through a credit by examination program.				
create for mineary framing F	Postsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service.				
	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, diploma, certificate,</u> or other formal award.				
	A student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents can participate in <u>postsecondary education programs</u> .				
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				
	High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.				
Department of Defense A	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 F	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.				
C	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.				
	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	A program for which all the required coursework for program completion is able to be completed via distance education courses.				
practice Ii	A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as <u>first-professional</u> and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.				
	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.				
(undergraduate) $\underline{\underline{u}}$	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> or postsecondary formal award earned before graduation from high school).				
e	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.				
_ n	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.				
	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 T	The maximum number of students for which an institution can provide residential facilities, whether on or off campus.				
	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.				
	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	A student who is a legal resident of the state in which he/she attends school.				
In-state tuition T	The <u>tuition</u> charged by institutions to those students who meet the state's or institution's residency requirements.				
	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.				

Education Data System (IPEDS)	level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Libraries (AL)</u> .
Library	An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses. Cost of attendance data are collected in the Institutional Characteristics (IC) component of IPEDS, and financial aid data are collected in the Student Financial Aid (SFA) component of IPEDS.
Off-campus (not with family)	A living arrangement in which a student does not live with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus (with family)	A living arrangement in which a student lives with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution.
Off-campus housing	Any housing facility that is occupied by students but is not owned or controlled by the educational institution.
On-campus housing	Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes.
Other expenses	The amount of money (estimated by the financial aid office) needed by a student to cover expenses such as laundry, transportation, and entertainment.
Out-of-state student	A student who is not a legal resident of the state in which he/she attends school.
Out-of-state tuition	The <u>tuition</u> charged by institutions to those students who do not meet the institution's or state's residency requirements.
Part-time student	Undergraduate: A student enrolled for either less than 12 <u>semester</u> or <u>quarter</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 postsecondary education.
Prepaid tuition plan	A program that allows students or their families to purchase college tuition or tuition credits for future years, at current prices.
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.
Remedial services	Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.
Required fees	Fixed sum charged to students for items not covered by <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 credit.
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 percredit-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.

U.S. Department of Education



Use of Cookies Troubleshooting Section 508 Compliance NCES Privacy Policy



NCES National Center for Education Statistics

2017-18 Survey Materials > FAQ

date: 7/26/2017

Institutional Characteristics

Click one of the following questions to view the answer.

- 1) What is the purpose of the Institutional Characteristics survey?
- 2) What institutions are included in IPEDS?
- 3) Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?
- 4) Where can I find my accrediting agency information since it is no longer collected in IPEDS?
- 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?
- For academic year tuition reporters, what is the difference between the undergraduate tuition and fees charges in 3) Part D question 5, and the tuition and fees charges in Part D question 11?
- How do I calculate or determine "average tuition"? 4)

Price of Attendance

- 1) How do I know what amounts to report for room and board and other expenses for institutionally-controlled housing both on and off campus?
- 2) How do I know what amounts to report for room and board and other expenses for off campus?
- 3) Do I have to report off campus living expenses?
- 4) What are "other expenses"?
- 5 What IC data are included on the College Navigator website?

Answers:

General

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

> 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.

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.

> > Back to top

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).

Back to top

Where can I find my accrediting agency information since it is no longer collected in IPEDS? 4)

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

Back to top

Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Island, etc.) considered in the U.S. 5) 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

Back to top

We offer courses that combine distance education and traditional teaching methods ("hybrid' 6) 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.

Back to top

Back to top

Student Charges

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

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

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.

Back to top

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.

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!

1) How do I know what amounts to report for room and board and other expenses for institutionallycontrolled 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.**

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.

Back to top

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

> 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).

> > Back to top

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.

Back to top

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 $\underline{\text{College Navigator}}.$

Back to top

U.S. Department of Education

Software Provider Resources

Use of Cookies

Section 508 Compliance



Browsers Supported NCES Privacy Policy **Troubleshooting**

NCES National Center for Education Statistics

2017-18 Survey Materials > Form

date: 7/26/2017

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.

Changes to This Year's IC Component

The following changes were implemented for the 2016-17 data collection period:

- In Part C, the question about library services has been modified.
- In Part C, questions about distance education opportunities have been modified and moved to their own screen.

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

To access your prior year data submission for this component: Reported Data

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://" Mission Statement

Part B	Part B - Services and Programs for Servicemembers and Veterans					
1. Whic	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				
400	_	y 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 write	ten to	be understood by students and parents.				
4		<u>P</u>				

Part C	Part C - Student Services - Special Learning Opportunities								
1. Does	1. Does your institution accept any of the following? [Check all that apply]								
		Dual cre	Dual credit (college credit earned while in high school)						
		Credit for	Credit for life experiences						
		Advanc	ed placement (AP) credits						
		None of	the above						
2. What	type	s of spec	cial learning opportunities are offered	by your institution? [Check all that apply]					
		ROTC							
			Army	Navy		Air Force			
		Study a	broad						
		Weeker	nd/evening college						
	Г	Teache	r certification (for the elementary, middl	e school/junior high, or secondary level)					
		Do not	include certifications to teach at the po-	stsecondary level.					
			Students can complete their preparat	ion in certain areas of specialization					
			Students must complete their prepara	ation at another institution for certain areas of specia	alization				
			This institution is approved by the sta	te for the initial certification or licensure of teachers					
	П	None of	the above						

Part C - St	ud	ent Serv	ices: Ot	her Stud	ent Services			
4. Which of th	ne f	ollowing se	lected stu	dent service	es are offered by your institution? [Check all that apply]			
I		Remedial	Remedial services					
I		Academic/	career <u>cou</u>	unseling ser	<u>vices</u>			
I		Employme	nt service	s for current	<u>students</u>			
I		Placemen	services	for program	<u>completers</u>			
I	Г	On-campu	s <u>day care</u>	for childrer	of students			
I	Г	None of th	e above					
5. Which of th	ne f	ollowing <u>ac</u>	ademic lib	orary resour	ce or service does your institution provide? [Check all that apply]			
I		Physical fa	acilities					
I		An organiz	ed collect	ion of printe	d materials			
I		Access to	digital/ele	ctronic reso	urces			
I		A staff train	ned to prov	ide and inte	rpret library materials			
I	Г	Establishe	d library h	ours				
I		Access to	library coll	ections that	are shared with other institutions			
ı		None of th	e above					
6. Indicate wh	neth	er or not a	ny of the fo	ollowing alte	ernative tuition plans are offered by your institution.			
		C	No					
		0	Yes					
					<u>Tuition guarantee</u>			
					Prepaid tuition plan			
					Tuition payment plan			
					Other (specify in box below)			
-					ext for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator			
website, and	sho	ould be writ	ten to be ι	ınderstood	by students and parents.			
1								

Part C - Student Services - Distance Education									
7. Please indicate at what level(s) your institution does or does not offer distance education courses and/or distance education programs. Check all that apply.									
	<u>Distance education courses</u> <u>Distance education programs</u> Does not offer Distance Education								
	Undergraduate level	Г	Г						
Graduate level		Г	Г	Г					
	② 8. Are all the programs at your institution offered exclusively via <u>distance education programs</u> ?								
	С	No							
	0	Yes							

Part C - Student Services: Disability Service							
	10. Please indicate the percentage of all undergraduate students enrolled during fall 2016 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).						
	С	3 percent or less					
	С	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.						
4		<u>></u>					

rait 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 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 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 No
C Yes, and we do not make ANY (even one) exceptions to this rule
3. Does your institution offer institutionally-controlled housing (either on or off campus)?
If you answer Yes to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D10).
C No
C Yes
Specify housing capacity for academic year 2017-18
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 or combined room and board charge (D10).
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 - Student Charges - Number of programs								
5. How n	5. How many <u>programs</u> are offered at your institution?							
Be sure	Be sure not to report single courses, report only full programs. If you do not know what a program is, review the definition in the glossary or call the Help Desk.							
	Number of programs							

Part D - Student	t Charges - Price of Attendance					
7. Cost of attendance	e for entering students					
board, and other exp	nounts requested below. These data will be made avail enses are those from the Cost of Attendance report to tumbers to use for this report.					
	year length you report should be the same calculation stitution and will impact your net price calculation. Plea					
LARGEST PROGRAM	l:					
CIP Code						
Title						
Enter new largest program	If your largest program has changed from the one program and enter data for all three yea					
How is your program measured?	C Contact Hours		C	Credit Hours		
Total length of PRC	OGRAM in contact or credit hours					
Total length of PRC	OGRAM in WEEKS, as completed by a student attending	ng full-time				
☑ Total length of ₂	ACADEMIC YEAR (as used to calculate your Pell budge	et) in contact or credit hour	's			
② Total length of	ACADEMIC YEAR (as used to calculate your Pell budge	et) in WEEKS				
If the institution cha	rges an <u>application fee,</u> indicate the amount.					
		Am	ount		Prior y	/ear
Application	fee					
The following numbe	rs need to be reported for the entire length of the pro-	gram. For example, if your pand supplies.	program is 18 mor	nths long, report	18 months worth	of tuition, fees, books
If your instit	ution charges differently based on residence, please u	se in-state charges. The co	rrect numbers sho	ould be available	from your financ	ial aid office.
Published student ch	narges for the entire program		2014-15	2015-16	2016-17	2017-18
Tuition and requir	red fees for the entire program					
Books and su	upplies for the entire program					
	The following numbe	rs need to be reported for 4	weeks (1 month)).		
The correct r	numbers should be available from your financial aid off	fice. Off-campus numbers s	hould be based or	n costs for your	area, not on natio	nal averages.
On-campus:						
Room and board	for 4 weeks (1 month)					
Other expenses f	or 4 weeks (1 month)					
Room and board	and other expenses for 4 weeks (1 month)					
Off-campus (not with	h family):					

	Room and board for 4 weeks (1 month)			-
	Other expenses for 4 weeks (1 month)			Ξ
	Room and board and other expenses for 4 weeks (1 month)			
0	ff-campus (not with family):			
	Doom and heard for A weeks (4 month)			f

Room and board for 4 weeks (1 month) Other expenses for 4 weeks (1 month)

Room and board and other expenses for 4 weeks (1 month)

Off-campus (with family): Other expenses for 4 weeks (1 month) Tou 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 - Price of Attendance - Calculated values 7. Cost of attendance - Calculated values Please review the numbers below for accuracy. If something looks incorrect, please go to the previous page and make sure all of the numbers reported on that page are correct. If you still do not think the numbers are correct, please contact the IPEDS Help Desk at 877-225-2568. CIP CODE OF LARGEST PROGRAM TITLE OF LARGEST PROGRAM Published student charges for the entire program 2014-15 2015-16 2016-17 2017-18 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): $\underline{\text{Room}} \text{ and } \underline{\text{board}}$ Other expenses

Room and board and other expenses

Other expenses

Part D - Student Charges - Program Data

8. Please list your second through sixth largest programs and provide the requested information for each program. To enter a CIP code and program title, click on the select button, and then click on the program from the list provided. Choosing clear will remove the CIP code and title. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Also report the length of the entire program in terms of contact or credit hours and provide the number of months it takes a full-time student to complete the entire program.

Note: The largest programs are the programs with the most students, **not** the programs with the longest lengths.

Please make sure to report all costs for each program. As with the largest program, costs are for the entire length of the program. If your institution charges differently based on residence, please use in-state charges.

		CIP Code	<u>Tuition</u> and <u>required</u> <u>fees</u>	Cost of books and supplies	Total length of program	Program Measurement				# of months to complete
st						0	Contact hours	0	Credit hours	
	Title									
nd	select clear					C	Contact hours	С	Credit hours	
	Title									
rd	select clear					0	Contact hours	0	Credit hours	
	Title									
th	select clear					C	Contact hours	0	Credit hours	
	Title									
th	select clear					C	Contact hours	C	Credit hours	
	Title									
th	select clear					C	Contact hours	О	Credit hours	
	Title									
ou n	nay use	the space below	v to provide context for the	ne data you've reported above						
				_						
L.				V						

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

2017-18 Survey Materials > Instructions

date: 7/26/2017

Institutional Characteristics

Purpose of Institutional Characteristics Survey

Changes in Reporting

General Instructions

Context Boxes

Coverage

Where to Get Help

Where the Data Will Appear

Reporting Directions

Part A - Mission Statement and Distance Education

Part B - Services and Programs for Servicemembers and Veterans

Part C - Student Services

Part D - Student Charges

Part E - Athletic Association

Part F - Branch Campus

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.

Top ▲

Changes in Reporting

The following changes were implemented for the 2017-18 data collection period:

- •Part C, questions about distance education have been modified.
- •Part D, instructions about student chargers for cost (price) of attendance for public program reporters have been modified.

Top ▲

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 <u>College Navigator Website</u>; institutions should check grammar and spelling of their entries.

Top ▲

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.

Top ▲

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.

Top ▲

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

Top ▲

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.

Top ▲

Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

Services and Programs for Military Servicemembers and Veterans

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

Top ▲

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

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 course

A course in which the instructional content is delivered exclusively via distance education.

Distance education program

A program for which 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 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.

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.

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.

Тор ▲

Part D - Student Charges

Screening questions

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

On-campus or institutionally controlled off-campus housing requirement

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

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

Tuition based on residence

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

Institutionally controlled housing

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

Meal plans

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

Tuition and fees for undergraduate students (academic year reporters)

Undergraduate students include:

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

Undergraduate application fee

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

Tuition and required fees for undergraduate students

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

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

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

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

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

Tuition and fees for graduate students

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

Graduate application fee

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

Tuition and required fees for graduate students

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

- Do not include doctor's-professional practice tuition. This will be collected separately.
- Report the average tuition and required fees charged to full-time graduate students for the full academic year. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and

- indicate that you do not charge different tuitions.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.

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

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

Doctor's - professional practice tuition and fees

Report the tuition and fees (if applicable, for both in- and out-of-state) for students in the selected professional practice programs.

Number of programs (program reporters only)

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

Room and Board

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

Report the typical room charge for the full academic year (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers board but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

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

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

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

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

Indicate whether the tuition and/or fees reported are covered by a tuition guarantee plan. If they are, but it is not a flat rate, please provide the guaranteed maximum rate of increase.

Program reporters cost (price) of attendance

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. For public institutions, report the in-state or in-district costs if applicable.

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.

Top ▲

Part E - Athletic Association

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

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

Top ▲

Part F - Campus information

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

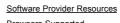
Top ▲

Glossary date: 7/26/2017

Application fee The is is a Board charges Che Board plan The mes Books and supplies The for CIP code As Classification of Instructional Programs (CIP) Clock hour Au Comprehensive fee As this Contact hour Au Counseling service Acc Credit for life experiences Credit for Military Training Poor Credit hour Au Che Counseling Service Acc Credit for Military Training Poor Credit hour Au Che Credit	he period of time generally extending from September to June; usually equated to 2 <u>semesters or trimesters</u> , 3 <u>quarters</u> , or the eriod covered by a <u>4-1-4 calendar system</u> . hat 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. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted 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. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. This amount is not required fees, and is a special group of students and subject to the students may charge their meals. he average cost of books and supplies for a typical student for an entire <u>reademic vear</u> (or <u>program</u>). Does not include unusual costs or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions. six-digit code in the form xx.xxxxx that identifies instructional <u>program</u> specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted deral government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students i	
Application fee This is in the second plan The mee Books and supplies The for CIP code As Classification of Instructional Programs (CIP) Clock hour As Comprehensive fee As Comprehensive fee This Contact hour As Counseling service According to Credit for life experiences Credit for Military Training Poor Credit hour As Counseling Service As	hat amount of money that an institution charges for processing a student's application for admittance to the institution. This amount in creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. This amount in creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution. This amount harges assessed students for an academic year for meals. The method for providing meals to students during an academic year. Plans may include a specific charge for a specified number of neals per week or a specified amount against which students may charge their meals. The waverage cost of books and supplies for a typical student for an entire academic year (or program). Does not include unusual costs or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. Six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. Taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted deral government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. Unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. Single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, is amount may also cover books and supplies. Unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. Citivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what t	
Board plan Books and supplies The for CIP code Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense A service Accelerate Acceler	he method for providing meals to students during an <u>academic year</u> . Plans may include a specific charge for a specified number of heals per week or a specified amount against which students may charge their meals. he 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 or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted dederal government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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, nis amount may also cover <u>books and supplies</u> . unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. sostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in	
Books and supplies The for CIP code A second Seco	heals per week or a specified amount against which students may charge their meals. he 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 or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional <u>program</u> specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted dedral government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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, institution may also cover <u>books and supplies</u> . unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. sostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of <u>instruction</u> per week over the entire term. I	
CIP code A s Classification of Instructional Programs (CIP) Clock hour Comprehensive fee A s Contact hour Counseling service Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense	or special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at an institution. six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted deral government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, his amount may also cover books and supplies. unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional), redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward ne total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. students errolled in courses for credit who are seeking a degree, certificate, or other formal awa	
Classification of Instructional Programs (CIP) Clock hour Comprehensive fee Contact hour Counseling service Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense	taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, ollection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted aderal government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. single fixed amount of money charged by an institution that covers tuition, required fees, room, and board. For some institutions, nis amount may also cover books and supplies. unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward ne total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: - received any type of federal fina	
Programs (CIP) Colfect suit Clock hour Comprehensive fee A sthick Contact hour Counseling service Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense A structure of service A structure of	ollection, and reporting of <u>program</u> data using classifications that capture the majority of reportable data. The CIP is the accepted detail government statistical standard on instructional program classifications and is used in a variety of education information urveys and databases. unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>contact hour</u> . 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, nis amount may also cover <u>books and supplies</u> . unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. 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 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. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in <u>postsecondary education programs</u> . **Ludents enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: - received any state or locally based financial aid, regardless of what courses they took at any time; - received any state or loca	
Comprehensive fee thi Contact hour A to Counseling service Accounts for life experiences de Credit for life experiences Credit for Military Training Poor Credit hour A to the Day care service A second Degree/certificate-seeking students Students Students A to Contact the Department of Defense A second Department Department of Defense A second Department Dep	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, his amount may also cover <u>books and supplies</u> . unit of measure that represents an hour of scheduled <u>instruction</u> given to students. Also referred to as <u>clock hour</u> . ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. 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. Student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in <u>postsecondary education programs</u> . tudents 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, received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, rebained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/c	
Contact hour A to Counseling service According to Figure 1 According to Credit for life experiences Credit for Military Training Post Credit hour A to the Day care service A second Degree/certificate-seeking students Students Credit hour A to the Credit hour A	unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward to total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.	
Counseling service Act Credit for life experiences Credit for Military Training Credit hour At the Day care service Degree/certificate-seeking students Department of Defense Act Credit hour At the Credi	ctivities designed to assist students in making plans and decisions related to their education, career, or personal development. Tredit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). Tredit may also be awarded through a credit by examination program. Ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. Unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward not total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. Student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. Tudents 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 type of federal financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. Voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
Credit for life experiences Credit for Military Training Credit hour Day care service Degree/certificate-seeking students Department of Defense A value of the control of the contro	redit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.	
Credit for Military Training Post Credit hour A to the Care Day care service A service Degree/certificate-seeking students Or High	emonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). redit may also be awarded through a credit by examination program. ostsecondary credit granted by institutions to military servicemen or veterans for experiences and training gained while in the service. unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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 obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
Credit hour the the Day care service A s cal Degree/certificate-seeking students Students In the Department of Defense A s a cal Department of Defense A s a c	unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward ne total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
Day care service A s car Degree/certificate-seeking students or Hig Department of Defense A s	ne total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
Degree/certificate-seeking students Or Hig Department of Defense A	an participate in postsecondary education programs. tudents 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
students or Hig	- 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, r transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution ligh school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
Department of Defense A	voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
Department of Defense A	voluntary program that functions to expand and improve postsecondary opportunities for servicemembers worldwide. It is funded by	
Memorandum of Understanding	ne Department of Defense through a contract with the American Association of State Colleges and Universities (AASCU).	
Disability services Protection	rograms designed to provide reasonable academic accommodations and support services to empower students who have disabilities o 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		
	ducation that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support egular and substantive interaction between the students and the instructor synchronously or asynchronously.	
clo	echnologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, losed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and ideo cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies sted above.	
	course in which the instructional content is delivered exclusively via <u>distance education</u> . Requirements for coming to campus for rientation, testing, or academic support services do not exclude a course from being classified as distance education.	
Distance education program A p	program for which all the required coursework for program completion is able to be completed via distance education courses.	
practice lice inc de (1.	doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or cense 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 egrees 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, eterinary Medicine (D.V.M.), and others, as designated by the awarding institution.	
	program through which high school students are enrolled in <u>Advanced Placement</u> (AP) courses, taught at their high school, that fulfill igh school graduation requirements and may earn the student college <u>credits</u> .	
Employment services for current students	ctivities intended to assist students in obtaining part-time employment as a means of defraying part of the cost of their education.	
(undergraduate) <u>un</u>	student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the ndergraduate_level . This includes students enrolled in academic or occupational programs . It also includes students enrolled in the all term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college redits or postsecondary formal award earned before graduation from high school).	
ea dis	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.	
ma	n entity that ensures on behalf of the public the performance of an institution or a group of institutions. Responsibilities of the board nay include appointing, supporting, and monitoring the president of the institution; reviewing educational and public service programs; asisting on strategic planning; and, ensuring good management and adequate resources.	
	student who holds a bachelor's <u>degree</u> or above and is taking courses at the postbaccalaureate level. These students may or may ot be enrolled in graduate <u>programs</u> .	
Housing capacity Th	he maximum number of students for which an institution can provide residential facilities, whether on or off campus.	
	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 y the institution.	
	he <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 nan <u>in-state tuition</u> if offered by the institution.	
In-state student A s	student who is a legal resident of the state in which he/she attends school.	
In-state tuition Th	he <u>tuition</u> charged by institutions to those students who meet the state's or institution's residency requirements.	
	ny residence hall or housing facility located on- or off-campus that is owned or controlled by an institution and used by the institution a direct support of or in a manner related to, the institution's educational purposes.	

Education Data System (IPEDS)	level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a 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 Libraries (AL)</u> .			
Library	An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.			
Net price	The Higher Education Opportunity Act of 2008 defines institutional net price as "the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid." In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional gran 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 postsecondary education.			
Prepaid tuition plan	A program that allows students or their families to purchase college tuition or tuition credits for future years, at current prices.			
Program	A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.			
Remedial services	Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.			
Required fees	Fixed sum charged to students for items not covered by <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 credit.			
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 percredit-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.			

U.S. Department of Education



Use of Cookies Troubleshooting Section 508 Compliance NCES Privacy Policy



NCES National Center for Education Statistics

2017-18 Survey Materials > FAQ

date: 7/26/2017

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 I made a mistake in the fall?</u>
- 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.

Back to top

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.

Back to top

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).

Back to top

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

The Office of Postserondary Education (OPE) website: OPE Accreditation database at

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

Back to top

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 $\,$

Back to top

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."

Back to top

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.

Back to top

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.

Back to top

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.

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!

1) How do I know what amounts to report for room and board and other expenses for institutionallycontrolled 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.**

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.

Back to top

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

> 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).

> > Back to top

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.

Back to top

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 $\underline{\text{College Navigator}}.$

Back to top

U.S. Department of Education

Software Provider Resources

Use of Cookies

Section 508 Compliance



Browsers Supported NCES Privacy Policy **Troubleshooting**