

# Institutional Characteristics

Integrated Postsecondary Education Data System (IPEDS) 2019-20  
to 2021-22

Changes for 2019-20 and 2020-21 are described on the next page, with screen mock-ups starting on p. 3. Screen changes are not included on the attached screens and can only be seen on mock-ups, however, instructional changes and changes to FAQs are included and highlighted within the instructions.

**2019-20 Changes for IC:**

- Add an FAQ to explain how to report room and board when an institution provides one but not the other:

New FAQ: If my institution offers room or board, but not both, how should I report this on the Cost of Attendance page?

In this case, the “room and board” value must include both the known value and an estimate for the unknown value. Inclusion of both meal cost and housing cost is necessary to generate a total cost of attendance, which is subsequently needed for Net Price calculations. For example, if the institution offers meals but no housing, in the “on-campus room and board” field they would need to enter a total that includes the cost of the meal plan plus an estimate of housing (such as a housing cost similar to that of off-campus housing).

- Replace “formal award” terminology with “recognized postsecondary credential”
- Replace “contact hour” with “clock hour”
- Add instruction to exclude students receiving Experimental Pell.

**2020-21 Changes for IC:**

- Segment subbaccalaureate certificates that are less than one year in length on ICH (Former category 1 will be split into 1a and 1b; for screen changes see mock-up p.3)
- Remove academic year equivalencies (e.g., One academic year equals 900 contact or clock hours of instruction, 30 semester credit hours or its equivalent, or 45 quarter credit hours.)
- Remove the term dual credit and replace with dual enrollment in Part C, Question 1 and throughout the instructions (for screen changes, see mock-up p. 4)

Segment subbaccalaureate certificates that are less than one year in length on ICH

2. What award levels are offered by your institution? [Check all that apply]		
<p>When reporting award levels for subbaccalaureate certificates (levels 1, 2, and 4), <b>determine program length by the number of credit or clock hours</b>, NOT the academic year length in parentheses. The academic year length is meant only to provide context.</p> <p>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.</p> <p>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 a or b, 2, or 4, depending on the length of the Teacher Preparation program.</p>		
Award Level		
<b>BELOW THE BACCALAUREATE:</b>		
1a.	<input type="checkbox"/>	<u>Postsecondary award, certificate, or diploma of</u> - less than 300 clock hours, or - less than 9 semester or trimester credit hours, or - less than 13 quarter credit hours
1b.	<input type="checkbox"/>	<u>Postsecondary award, certificate, or diploma of</u> - 300-899 clock hours, or - 9-29 semester or trimester credit hours, or - 13-44 quarter credit hours
2.	<input type="checkbox"/>	<u>Postsecondary award, certificate, or diploma of</u> - at least 900 but less than 1,800 clock hours, or - at least 30 but less than 60 semester or trimester credit hours, or - at least 45 but less than 90 quarter credit hours
3.	<input type="checkbox"/>	<u>Associate's degree</u>
4.	<input type="checkbox"/>	<u>Postsecondary award, certificate, or diploma of</u> - 1,800 or more clock hours, or - 60 or more semester or trimester credit hours, or - 90 or more quarter credit hours
5.	<input type="checkbox"/>	<u>Bachelor's degree</u> or equivalent
6.	<input type="checkbox"/>	<u>Postbaccalaureate certificate</u>
7.	<input type="checkbox"/>	<u>Master's degree</u>
8.	<input type="checkbox"/>	<u>Post-master's certificate</u>
17.	<input type="checkbox"/>	<u>Doctor's degree – research/scholarship</u>
18.	<input type="checkbox"/>	<u>Doctor's degree – professional practice</u>
19.	<input type="checkbox"/>	<u>Doctor's degree – other</u>
12.	<input type="checkbox"/>	<u>Other</u> (please specify in context box below)
<input type="checkbox"/>	<b>Yes, I confirm that I reviewed the award levels offered by my institution above</b>	
<p>You may use the space below to provide context for the data you've reported above.</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		

Remove the term dual credit and replace with dual enrollment in Part C, Question 1 and throughout the instructions.

**Part C - Student Services - Special Learning Opportunities**

1. Does your institution accept any of the following? [Check all that apply]		
<input type="checkbox"/>		<u>Dual enrollment</u>
<input type="checkbox"/>		<u>Credit for life experiences</u>
<input type="checkbox"/>		<u>Advanced Placement (AP) credits</u>
<input type="checkbox"/>		None of the above

## 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!

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 collection.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring collection. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

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

## Part A - Educational Offerings

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

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

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

## Part B - Organization - Control and Levels

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

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

- Public - Select primary and/or secondary controls below
- |   |   |
|---|---|
| Primary control                         | Secondary control (if applicable)       |
| <input type="text" value="Select One"/> | <input type="text" value="Select One"/> |
- Private for-profit
- Private not-for-profit independent (no religious affiliation)
- Private not-for-profit religious affiliation - Select affiliation below
- 

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

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

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

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

#### Award Level

#### BELOW THE BACCALAUREATE:

- |   |                          |   |
|---|--------------------------|---|
| 1 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (less than 1 academic year)<br>- less than 900 contact or clock hours, or<br>- less than 30 semester or trimester credit hours, or<br>- less than 45 quarter credit hours  |
| 2 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (at least 1 but less than 2 academic years)<br>- at least 900 but less than 1,800 contact or clock hours, or<br>- at least 30 but less than 60 semester or trimester credit hours, or<br>- at least 45 but less than 90 quarter credit hours |
| 3 | <input type="checkbox"/> | <u>Associate's degree</u>   |
| 4 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (at least 2 but less than 4 academic years)<br>- 1,800 or more contact or clock hours, or<br>- 60 or more semester or trimester credit hours, or<br>- 90 or more quarter credit hours  |

#### BACCALAUREATE AND ABOVE:

- |    |                          |  |
|----|--------------------------|--|
| 5  | <input type="checkbox"/> | <u>Bachelor's degree</u> or equivalent         |
| 6  | <input type="checkbox"/> | <u>Postbaccalaureate certificate</u>           |
| 7  | <input type="checkbox"/> | <u>Master's degree</u>                         |
| 8  | <input type="checkbox"/> | <u>Post-master's certificate</u>               |
| 17 | <input type="checkbox"/> | <u>Doctor's degree - research/scholarship</u>  |
| 18 | <input type="checkbox"/> | <u>Doctor's degree - professional practice</u> |
| 19 | <input type="checkbox"/> | <u>Doctor's degree - other</u>                 |
| 12 | <input type="checkbox"/> | <u>Other</u> (specify in box below)            |

**Yes, I confirm that I reviewed the award levels offered by my institution above.**

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 IPEDS Help Desk at 877.225.2568.

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

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

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

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

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

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

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

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

Selecting the hybrid calendar type determines that your institution will provide Graduation Rates data based on a FULL-YEAR COHORT, student charges data for a full ACADEMIC YEAR, and Student Financial Aid data for students enrolling between August 1 and October 31.

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

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

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

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

No

Yes

Do you enroll students in one of the following?

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

No

Yes

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

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

No

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

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

This institution was not in operation in 2012-13.

Yes

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

Part B - Multi-institution or Multi-campus Organization

7. Multi-institution or multi-campus organization

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

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

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

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


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

**Select System**

## Part C - Other Survey Screening Questions - Open Admission


**1. Does your institution have an open admission policy for all or most entering first-time degree/certificate-seeking undergraduate-level students?**

If the only requirement for admission is a high school diploma or GED/other equivalent, your institution is still considered open admission. Institutions that require only an Ability to Benefit or similar test beyond the diploma/equivalent, and only reject a very small number of students based on the test, are also considered open admission.

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

No

Yes

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written so they can be understood by students and parents.

Part C - Other Survey Screening Questions - Library Access and Expenses

**2. Does your institution have access to a library collection?**

- No
- Yes (receives Academic Libraries component)

**Were your annual total library expenses for Fiscal Year 2018 greater than zero?**

- No
- Yes (receives Academic Libraries component)

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

### 3. Was your institution in operation during the academic year 2017-2018?

If you answer **Yes** to this question, you will be able to specify the levels of enrollment offered at your institution during 2017-2018 and to report 12-month enrollment during the fall collection.

<input type="radio"/>	No
<input type="radio"/>	Yes. Please specify the levels of enrollment offered during 2017-2018.
	<input type="checkbox"/> Undergraduate
	<input type="checkbox"/> Graduate (not including doctor's-professional practice)
	<input type="checkbox"/> Doctor's-professional practice

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### [Purpose of Survey](#)

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

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### [Changes in reporting](#)

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### [General instructions](#)

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

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

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

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### [Context Boxes](#)

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#), however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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## Coverage

Carefully read each question in the Institutional Characteristics Header (IC-H) survey to ensure that 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 **recognized postsecondary credential**, **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 **recognized postsecondary credential**
- 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
- Students 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
- **Students in Experimental Pell programs.**

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## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's 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's 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.

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## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution and aggregate levels. At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

## Reporting Directions

### Part A - Educational Offerings

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

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

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### Part B – Organization

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

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

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresent your institution to the public on College Navigator and other search tools that use IPEDS data, and place 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 **CLOCK** or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
- Award levels **1a and b**, 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 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 **1a or b**, 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 that the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

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



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

### **GR 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 collection.
- **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 collection.

### **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 IPEDS Help Desk.

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

Do not include:

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

## Part C - Other Survey Screening Questions

### ***Open admission policy***

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

If your institution requires only a high school diploma/equivalent and/or Ability to Benefit (or similar) test, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.

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

### ***Library Access and Expenses***

Indicate whether the institution has access to a library collection and/or the annual total library expenses at your institution were greater than zero for Fiscal Year 2018. Fiscal Year 2018 is defined as the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2018.

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 2018.

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.

### ***Levels of Enrollment***

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

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## Part D - Branch campus

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

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## IC Header

Click one of the following questions to view the answer.

### General

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

### Answers:

#### General

- 1) **If my institution offers an award level but currently does not have any students enrolled at that level how should I report?**  
You should indicate all levels of awards that your institution is authorized to grant.  
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- 2) **Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?**  
It is important to report IC Header data correctly the first time, as changes to this component affect all of the other surveys. If you made an error that impacts your ability to respond appropriately to other components, call the Help Desk at 877-225-2568, and they will change the necessary data. For example, if you indicated that you do not enroll any full-time, first-time students (thus no GRS or SFA surveys are generated), you may correct your answer so that you can complete this survey.  
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- 3) **In what award level category should Teachers Preparation certificates be reported?**  
Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.  
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- 4) **My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?**  
Any system or central office that employs 15 or more full-time staff OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics - Header survey. The administrative office **must** indicate all types and levels of instruction and programs offered at all of the institutions in its system. This will ensure that each institution in the system is represented.  
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## IC Header for 4-year 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!

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 collection.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring collection. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

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

## Part A - Educational Offerings

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

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

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

## Part B - Organization - Control and Levels

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

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

- Public - Select primary and/or secondary controls below
- |   |   |
|---|---|
| Primary control                         | Secondary control (if applicable)       |
| <input type="text" value="Select One"/> | <input type="text" value="Select One"/> |
- Private for-profit
- Private not-for-profit independent (no religious affiliation)
- Private not-for-profit religious affiliation - Select affiliation below
- 

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

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

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

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

#### Award Level

#### BELOW THE BACCALAUREATE:

- |   |                          |   |
|---|--------------------------|---|
| 1 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (less than 1 academic year)<br>- less than 900 contact or clock hours, or<br>- less than 30 semester or trimester credit hours, or<br>- less than 45 quarter credit hours  |
| 2 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (at least 1 but less than 2 academic years)<br>- at least 900 but less than 1,800 contact or clock hours, or<br>- at least 30 but less than 60 semester or trimester credit hours, or<br>- at least 45 but less than 90 quarter credit hours |
| 3 | <input type="checkbox"/> | <u>Associate's degree</u>   |
| 4 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (at least 2 but less than 4 academic years)<br>- 1,800 or more contact or clock hours, or<br>- 60 or more semester or trimester credit hours, or<br>- 90 or more quarter credit hours  |

#### BACCALAUREATE AND ABOVE:

- |    |                          |  |
|----|--------------------------|--|
| 5  | <input type="checkbox"/> | <u>Bachelor's degree</u> or equivalent         |
| 6  | <input type="checkbox"/> | <u>Postbaccalaureate certificate</u>           |
| 7  | <input type="checkbox"/> | <u>Master's degree</u>                         |
| 8  | <input type="checkbox"/> | <u>Post-master's certificate</u>               |
| 17 | <input type="checkbox"/> | <u>Doctor's degree - research/scholarship</u>  |
| 18 | <input type="checkbox"/> | <u>Doctor's degree - professional practice</u> |
| 19 | <input type="checkbox"/> | <u>Doctor's degree - other</u>                 |
| 12 | <input type="checkbox"/> | <u>Other</u> (specify in box below)            |

**Yes, I confirm that I reviewed the award levels offered by my institution above.**

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 IPEDS Help Desk at 877.225.2568.

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

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

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

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

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

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

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

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

Selecting the hybrid calendar type determines that your institution will provide Graduation Rates data based on a FULL-YEAR COHORT, student charges data for a full ACADEMIC YEAR, and Student Financial Aid data for students enrolling between August 1 and October 31.

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

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

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

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

No

Yes

Do you enroll students in one of the following?

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

No

Yes

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

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

No

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

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

This institution was not in operation in 2012-13.

Yes

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



Part B - Multi-institution or Multi-campus Organization

7. Multi-institution or multi-campus organization

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

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

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

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


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

**Select System**

## Part C - Other Survey Screening Questions - Open Admission


### 1. Does your institution have an open admission policy for all or most entering first-time degree/certificate-seeking undergraduate-level students?

If the only requirement for admission is a high school diploma or GED/other equivalent, your institution is still considered open admission. Institutions that require only an Ability to Benefit or similar test beyond the diploma/equivalent, and only reject a very small number of students based on the test, are also considered open admission.

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

No

Yes

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written so they can be understood by students and parents.

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

### 3. Was your institution in operation during the academic year 2017-2018?

If you answer **Yes** to this question, you will be able to specify the levels of enrollment offered at your institution during 2017-2018 and to report 12-month enrollment during the fall collection.

<input type="radio"/>	No
<input type="radio"/>	Yes. Please specify the levels of enrollment offered during 2017-2018.
	<input type="checkbox"/> Undergraduate
	<input type="checkbox"/> Graduate (not including doctor's-professional practice)
	<input type="checkbox"/> Doctor's-professional practice

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### [Purpose of Survey](#)

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

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### [Changes in reporting](#)

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### [General instructions](#)

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

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

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

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### [Context Boxes](#)

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#), however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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## Coverage

Carefully read each question in the Institutional Characteristics Header (IC-H) survey to ensure that 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 **recognized postsecondary credential**, **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 **recognized postsecondary credential**
- 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
- Students 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
- **Students in Experimental Pell programs**

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## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's 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's 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.

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## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution and aggregate levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Reporting Directions

### Part A - Educational Offerings

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

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

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### Part B – Organization

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

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

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresent your institution to the public on College Navigator and other search tools that use IPEDS data, and place 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 **CLOCK** or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
- Award levels **1a and b**, 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 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 **1a or b**, 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 that the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

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

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

### **GR 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 collection.
- **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 collection.

### **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 IPEDS Help Desk.

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

Do not include:

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

## Part C - Other Survey Screening Questions

### ***Open admission policy***

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

If your institution requires only a high school diploma/equivalent and/or Ability to Benefit (or similar) test, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.

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

### ***Levels of Enrollment***

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

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## Part D - Branch campus

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

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## IC Header

Click one of the following questions to view the answer.

### General

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

### Answers:

#### General

- 1) **If my institution offers an award level but currently does not have any students enrolled at that level how should I report?**  
You should indicate all levels of awards that your institution is authorized to grant.  
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- 2) **Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?**  
It is important to report IC Header data correctly the first time, as changes to this component affect all of the other surveys. If you made an error that impacts your ability to respond appropriately to other components, call the Help Desk at 877-225-2568, and they will change the necessary data. For example, if you indicated that you do not enroll any full-time, first-time students (thus no GRS or SFA surveys are generated), you may correct your answer so that you can complete this survey.  
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- 3) **In what award level category should Teachers Preparation certificates be reported?**  
Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.  
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- 4) **My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?**  
Any system or central office that employs 15 or more full-time staff OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics - Header survey. The administrative office **must** indicate all types and levels of instruction and programs offered at all of the institutions in its system. This will ensure that each institution in the system is represented.  
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## IC Header for 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!

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 collection.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring collection. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

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

## Part A - Educational Offerings

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

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

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

## Part B - Organization - Control and Levels

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

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

- Public - Select primary and/or secondary controls below
- |   |   |
|---|---|
| Primary control                         | Secondary control (if applicable)       |
| <input type="text" value="Select One"/> | <input type="text" value="Select One"/> |
- Private for-profit
- Private not-for-profit independent (no religious affiliation)
- Private not-for-profit religious affiliation - Select affiliation below
- 

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

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

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

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

#### Award Level

#### BELOW THE BACCALAUREATE:

- |   |                          |   |
|---|--------------------------|---|
| 1 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (less than 1 academic year)<br>- less than 900 contact or clock hours, or<br>- less than 30 semester or trimester credit hours, or<br>- less than 45 quarter credit hours  |
| 2 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (at least 1 but less than 2 academic years)<br>- at least 900 but less than 1,800 contact or clock hours, or<br>- at least 30 but less than 60 semester or trimester credit hours, or<br>- at least 45 but less than 90 quarter credit hours |
| 3 | <input type="checkbox"/> | <u>Associate's degree</u>   |
| 4 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (at least 2 but less than 4 academic years)<br>- 1,800 or more contact or clock hours, or<br>- 60 or more semester or trimester credit hours, or<br>- 90 or more quarter credit hours  |

#### BACCALAUREATE AND ABOVE:

- |    |                          |  |
|----|--------------------------|--|
| 5  | <input type="checkbox"/> | <u>Bachelor's degree</u> or equivalent         |
| 6  | <input type="checkbox"/> | <u>Postbaccalaureate certificate</u>           |
| 7  | <input type="checkbox"/> | <u>Master's degree</u>                         |
| 8  | <input type="checkbox"/> | <u>Post-master's certificate</u>               |
| 17 | <input type="checkbox"/> | <u>Doctor's degree - research/scholarship</u>  |
| 18 | <input type="checkbox"/> | <u>Doctor's degree - professional practice</u> |
| 19 | <input type="checkbox"/> | <u>Doctor's degree - other</u>                 |
| 12 | <input type="checkbox"/> | <u>Other</u> (specify in box below)            |

**Yes, I confirm that I reviewed the award levels offered by my institution above.**

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 IPEDS Help Desk at 877.225.2568.

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

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

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

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

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

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

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

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

Selecting the hybrid calendar type determines that your institution will provide Graduation Rates data based on a FULL-YEAR COHORT, student charges data for a full ACADEMIC YEAR, and Student Financial Aid data for students enrolling between August 1 and October 31.

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

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

6. For academic year 2015-16, did your institution enroll any full-time, first-time students?

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2015-16 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 2015-16 Fall Enrollment survey, the data will be preloaded below.

<input type="radio"/> No	<input type="checkbox"/> This institution did not enroll full-time, first-time degree/certificate-seeking students. <input type="checkbox"/> This institution was not in operation in 2015-16.
<input type="radio"/> Yes	

Full-time, first-time degree/certificate-seeking students from the 2015-16 Fall Enrollment survey (GR Cohort)

Part B - Multi-institution or Multi-campus Organization

7. Multi-institution or multi-campus organization

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

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

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

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


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

**Select System**

## Part C - Other Survey Screening Questions - Open Admission


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

If the only requirement for admission is a high school diploma or GED/other equivalent, your institution is still considered open admission. Institutions that require only an Ability to Benefit or similar test beyond the diploma/equivalent, and only reject a very small number of students based on the test, are also considered open admission.

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

No

Yes

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written so they can be understood by students and parents.



Part C - Other Survey Screening Questions - Library Access and Expenses

**2. Does your institution have access to a library collection?**

- No
- Yes (receives Academic Libraries component)

**Were your annual total library expenses for Fiscal Year 2018 greater than zero?**

- No
- Yes (receives Academic Libraries component)

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

### 3. Was your institution in operation during the academic year 2017-2018?

If you answer **Yes** to this question, you will be able to specify the levels of enrollment offered at your institution during 2017-2018 and to report 12-month enrollment during the fall collection.

No

Yes. Please specify the levels of enrollment offered during 2017-2018.

Undergraduate

Graduate (not including doctor's-professional practice)

U.S. Department of Education

[Software Provider Resources](#)

[Use of Cookies](#)

[Section 508](#)

[Compliance](#)

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

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

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### **Purpose of Survey**

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

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### **Changes in reporting**

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### **General instructions**

#### **Reporting period covered**

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

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

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#### **Context Boxes**

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#), however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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## Coverage

Carefully read each question in the Institutional Characteristics Header (IC-H) survey to ensure that 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 **recognized postsecondary credential**, **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 **recognized postsecondary credential**
- 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
- Students 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
- **Students in Experimental Pell Programs**

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## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's 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's 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.

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## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution and aggregate levels. At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

## Reporting Directions

### Part A - Educational Offerings

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

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

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### Part B – Organization

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

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

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresent your institution to the public on College Navigator and other search tools that use IPEDS data, and place 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 **CLOCK** or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
- Award levels **1 a and b**, 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 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 **1a or b**, 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 that the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

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

### **GR 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 collection.
- **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 collection.

### ***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 IPEDS Help Desk.

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

Do not include:

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

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## Part C - Other Survey Screening Questions

### **Open admission policy**

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

If your institution requires only a high school diploma/equivalent and/or Ability to Benefit (or similar) test, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.

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

### **Library 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 2018. Fiscal Year 2018 is defined as the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2018.

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 2018.

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.

### **Levels of Enrollment**

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

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## Part D - Branch campus

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

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## IC Header

Click one of the following questions to view the answer.

### General

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

### Answers:

#### General

- 1) **If my institution offers an award level but currently does not have any students enrolled at that level how should I report?**  
You should indicate all levels of awards that your institution is authorized to grant.  
[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.  
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## IC Header for public 2-year non-degree-granting institutions

### Overview

#### Institutional Characteristics Header Overview

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

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

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

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 collection.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring collection. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

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

## Part A - Educational Offerings

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

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

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

## Part B - Organization - Control and Levels

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

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

- Public - Select primary and/or secondary controls below
- |   |   |
|---|---|
| Primary control                         | Secondary control (if applicable)       |
| <input type="text" value="Select One"/> | <input type="text" value="Select One"/> |
- Private for-profit
- Private not-for-profit independent (no religious affiliation)
- Private not-for-profit religious affiliation - Select affiliation below
- 

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

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

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

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

#### Award Level

#### BELOW THE BACCALAUREATE:

- |   |                          |   |
|---|--------------------------|---|
| 1 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (less than 1 academic year)<br>- less than 900 contact or clock hours, or<br>- less than 30 semester or trimester credit hours, or<br>- less than 45 quarter credit hours  |
| 2 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (at least 1 but less than 2 academic years)<br>- at least 900 but less than 1,800 contact or clock hours, or<br>- at least 30 but less than 60 semester or trimester credit hours, or<br>- at least 45 but less than 90 quarter credit hours |
| 3 | <input type="checkbox"/> | <u>Associate's degree</u>   |
| 4 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (at least 2 but less than 4 academic years)<br>- 1,800 or more contact or clock hours, or<br>- 60 or more semester or trimester credit hours, or<br>- 90 or more quarter credit hours  |

#### BACCALAUREATE AND ABOVE:

- |    |                          |  |
|----|--------------------------|--|
| 5  | <input type="checkbox"/> | <u>Bachelor's degree</u> or equivalent         |
| 6  | <input type="checkbox"/> | <u>Postbaccalaureate certificate</u>           |
| 7  | <input type="checkbox"/> | <u>Master's degree</u>                         |
| 8  | <input type="checkbox"/> | <u>Post-master's certificate</u>               |
| 17 | <input type="checkbox"/> | <u>Doctor's degree - research/scholarship</u>  |
| 18 | <input type="checkbox"/> | <u>Doctor's degree - professional practice</u> |
| 19 | <input type="checkbox"/> | <u>Doctor's degree - other</u>                 |
| 12 | <input type="checkbox"/> | <u>Other</u> (specify in box below)            |

**Yes, I confirm that I reviewed the award levels offered by my institution above.**

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 IPEDS Help Desk at 877.225.2568.

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

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

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

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

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

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

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

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

Selecting the hybrid calendar type determines that your institution will provide Graduation Rates data based on a FULL-YEAR COHORT, student charges data for a full ACADEMIC YEAR, and Student Financial Aid data for students enrolling between August 1 and October 31.

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

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

6. For academic year 2015-16, did your institution enroll any full-time, first-time students?

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2015-16 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 2015-16 Fall Enrollment survey, the data will be preloaded below.

<input type="radio"/> No	<input type="checkbox"/> This institution did not enroll full-time, first-time degree/certificate-seeking students. <input type="checkbox"/> This institution was not in operation in 2015-16.
<input type="radio"/> Yes	

Full-time, first-time degree/certificate-seeking students from the 2015-16 Fall Enrollment survey (GR Cohort)

Part B - Multi-institution or Multi-campus Organization

7. Multi-institution or multi-campus organization

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

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

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

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


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

**Select System**

## Part C - Other Survey Screening Questions - Open Admission


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

If the only requirement for admission is a high school diploma or GED/other equivalent, your institution is still considered open admission. Institutions that require only an Ability to Benefit or similar test beyond the diploma/equivalent, and only reject a very small number of students based on the test, are also considered open admission.

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

No

Yes

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written so they can be understood by students and parents.

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

### 3. Was your institution in operation during the academic year 2017-2018?

If you answer **Yes** to this question, you will be able to specify the levels of enrollment offered at your institution during 2017-2018 and to report 12-month enrollment during the fall collection.

No

Yes. Please specify the levels of enrollment offered during 2017-2018.

Undergraduate

Graduate (not including doctor's-professional practice)

U.S. Department of Education

[Software Provider Resources](#)

[Use of Cookies](#)

[Section 508](#)

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

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

#### [Changes in Reporting](#)

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[Open Admission](#)

[Levels of Enrollment](#)

[Part D - Branch Campus](#)

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### [Purpose of Survey](#)

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

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### [Changes in reporting](#)

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### [General instructions](#)

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

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

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

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### [Context Boxes](#)

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#), however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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## Coverage

Carefully read each question in the Institutional Characteristics Header (IC-H) survey to ensure that 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 **recognized postsecondary credential**, **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 **recognized postsecondary credential**
- 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
- Students 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
- **Students in Experimental Pell Programs**

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## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's 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's 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.

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## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution and aggregate levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

## Reporting Directions

### Part A - Educational Offerings

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

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

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### Part B – Organization

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

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

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresent your institution to the public on College Navigator and other search tools that use IPEDS data, and place 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 **CLOCK** or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
- Award levels **1 a and b**, 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 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 a or b**, 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 that the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

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

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

### **GR 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 collection.
- **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 collection.

### **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 IPEDS Help Desk.

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

Do not include:

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

## Part C - Other Survey Screening Questions

### ***Open admission policy***

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

If your institution requires only a high school diploma/equivalent and/or Ability to Benefit (or similar) test, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.

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

### ***Levels of Enrollment***

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

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## Part D - Branch campus

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

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## IC Header

Click one of the following questions to view the answer.

### General

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

### Answers:

#### General

- 1) **If my institution offers an award level but currently does not have any students enrolled at that level how should I report?**  
You should indicate all levels of awards that your institution is authorized to grant.  
[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.  
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- 3) **In what award level category should Teachers Preparation certificates be reported?**  
Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.  
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- 4) **My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?**  
Any system or central office that employs 15 or more full-time staff OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics - Header survey. The administrative office **must** indicate all types and levels of instruction and programs offered at all of the institutions in its system. This will ensure that each institution in the system is represented.  
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## IC Header for 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!

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 collection.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring collection. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

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

## Part A - Educational Offerings

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

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

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



## Part B - Organization - Control and Levels

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

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

- Public - Select primary and/or secondary controls below
- |   |   |
|---|---|
| Primary control                         | Secondary control (if applicable)       |
| <input type="text" value="Select One"/> | <input type="text" value="Select One"/> |
- Private for-profit
- Private not-for-profit independent (no religious affiliation)
- Private not-for-profit religious affiliation - Select affiliation below
- 

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

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

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

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

#### Award Level

#### BELOW THE BACCALAUREATE:

- |   |                          |   |
|---|--------------------------|---|
| 1 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (less than 1 academic year)<br>- less than 900 contact or clock hours, or<br>- less than 30 semester or trimester credit hours, or<br>- less than 45 quarter credit hours  |
| 2 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (at least 1 but less than 2 academic years)<br>- at least 900 but less than 1,800 contact or clock hours, or<br>- at least 30 but less than 60 semester or trimester credit hours, or<br>- at least 45 but less than 90 quarter credit hours |
| 3 | <input type="checkbox"/> | <u>Associate's degree</u>   |
| 4 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (at least 2 but less than 4 academic years)<br>- 1,800 or more contact or clock hours, or<br>- 60 or more semester or trimester credit hours, or<br>- 90 or more quarter credit hours  |

#### BACCALAUREATE AND ABOVE:

- |    |                          |  |
|----|--------------------------|--|
| 5  | <input type="checkbox"/> | <u>Bachelor's degree</u> or equivalent         |
| 6  | <input type="checkbox"/> | <u>Postbaccalaureate certificate</u>           |
| 7  | <input type="checkbox"/> | <u>Master's degree</u>                         |
| 8  | <input type="checkbox"/> | <u>Post-master's certificate</u>               |
| 17 | <input type="checkbox"/> | <u>Doctor's degree - research/scholarship</u>  |
| 18 | <input type="checkbox"/> | <u>Doctor's degree - professional practice</u> |
| 19 | <input type="checkbox"/> | <u>Doctor's degree - other</u>                 |
| 12 | <input type="checkbox"/> | <u>Other</u> (specify in box below)            |

**Yes, I confirm that I reviewed the award levels offered by my institution above.**

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 IPEDS Help Desk at 877.225.2568.

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

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

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

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

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

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

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

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

Selecting the hybrid calendar type determines that your institution will provide Graduation Rates data based on a FULL-YEAR COHORT, student charges data for a full ACADEMIC YEAR, and Student Financial Aid data for students enrolling between August 1 and October 31.

- 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 these questions 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.

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

6. For academic year 2015-16, did your institution enroll any full-time, first-time students?

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2015-16 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 2015-16 Fall Enrollment survey, the data will be preloaded below.

<input type="radio"/> No	<input type="checkbox"/> This institution did not enroll full-time, first-time degree/certificate-seeking students. <input type="checkbox"/> This institution was not in operation in 2015-16.
<input type="radio"/> Yes	

Full-time, first-time degree/certificate-seeking students from the 2015-16 Fall Enrollment survey (GR Cohort)

Part B - Multi-institution or Multi-campus Organization

7. Multi-institution or multi-campus organization

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

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

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

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


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

**Select System**

## Part C - Other Survey Screening Questions - Open Admission


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

If the only requirement for admission is a high school diploma or GED/other equivalent, your institution is still considered open admission. Institutions that require only an Ability to Benefit or similar test beyond the diploma/equivalent, and only reject a very small number of students based on the test, are also considered open admission.

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

No

Yes

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written so they can be understood by students and parents.

Part C - Other Survey Screening Questions - Library Access and Expenses

**2. Does your institution have access to a library collection?**

- No
- Yes (receives Academic Libraries component)

**Were your annual total library expenses for Fiscal Year 2018 greater than zero?**

- No
- Yes (receives Academic Libraries component)

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

### 3. Was your institution in operation during the academic year 2017-2018?

If you answer **Yes** to this question, you will be able to specify the levels of enrollment offered at your institution during 2017-2018 and to report 12-month enrollment during the fall collection.

No

Yes. Please specify the levels of enrollment offered during 2017-2018.

Undergraduate

Graduate (not including doctor's-professional practice)

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

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[Open Admission](#)

[Library Expenses](#)

[Levels of Enrollment](#)

[Part D - Branch Campus](#)

### [Purpose of Survey](#)

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

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### [Changes in reporting](#)

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### [General instructions](#)

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

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

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

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### [Context Boxes](#)

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#), however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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## Coverage

Carefully read each question in the Institutional Characteristics Header (IC-H) survey to ensure that 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 **recognized postsecondary credential**, **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 **recognized postsecondary credential**
- 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
- Students 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
- **Students in Experimental Pell Programs**

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## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's 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's 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.

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## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution and aggregate levels. At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

## Reporting Directions

### Part A - Educational Offerings

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

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

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### Part B – Organization

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

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

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresent your institution to the public on College Navigator and other search tools that use IPEDS data, and place 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 **CLOCK** or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
- Award levels **1 a and b**, 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 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 a or b**, 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 that the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

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

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

### **GR 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 collection.
- **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 collection.

### **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 IPEDS Help Desk.

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

Do not include:

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

## Part C - Other Survey Screening Questions

### ***Open admission policy***

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

If your institution requires only a high school diploma/equivalent and/or Ability to Benefit (or similar) test, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.

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

### ***Library Access and Expenses***

Indicate whether the institution has access to a library collection and/or the annual total library expenses at your institution were greater than zero for Fiscal Year 2018. Fiscal Year 2018 is defined as the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2018.

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 2018.

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.

### ***Levels of Enrollment***

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

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## Part D - Branch campus

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

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## IC Header

Click one of the following questions to view the answer.

### General

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

### Answers:

### General

- 1) **If my institution offers an award level but currently does not have any students enrolled at that level how should I report?**  
You should indicate all levels of awards that your institution is authorized to grant.  
[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.  
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- 3) **In what award level category should Teachers Preparation certificates be reported?**  
Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.  
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- 4) **My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?**  
Any system or central office that employs 15 or more full-time staff OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics - Header survey. The administrative office **must** indicate all types and levels of instruction and programs offered at all of the institutions in its system. This will ensure that each institution in the system is represented.  
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## IC Header for 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!

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 collection.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring collection. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

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

## Part A - Educational Offerings

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

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

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

## Part B - Organization - Control and Levels

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

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

- Public - Select primary and/or secondary controls below
- |   |   |
|---|---|
| Primary control                         | Secondary control (if applicable)       |
| <input type="text" value="Select One"/> | <input type="text" value="Select One"/> |
- Private for-profit
- Private not-for-profit independent (no religious affiliation)
- Private not-for-profit religious affiliation - Select affiliation below
- 

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

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

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

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

#### Award Level

#### BELOW THE BACCALAUREATE:

- |   |                          |   |
|---|--------------------------|---|
| 1 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (less than 1 academic year)<br>- less than 900 contact or clock hours, or<br>- less than 30 semester or trimester credit hours, or<br>- less than 45 quarter credit hours  |
| 2 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (at least 1 but less than 2 academic years)<br>- at least 900 but less than 1,800 contact or clock hours, or<br>- at least 30 but less than 60 semester or trimester credit hours, or<br>- at least 45 but less than 90 quarter credit hours |
| 3 | <input type="checkbox"/> | <u>Associate's degree</u>   |
| 4 | <input type="checkbox"/> | <u>Postsecondary award, certificate, or diploma of</u> (at least 2 but less than 4 academic years)<br>- 1,800 or more contact or clock hours, or<br>- 60 or more semester or trimester credit hours, or<br>- 90 or more quarter credit hours  |

#### BACCALAUREATE AND ABOVE:

- |    |                          |  |
|----|--------------------------|--|
| 5  | <input type="checkbox"/> | <u>Bachelor's degree</u> or equivalent         |
| 6  | <input type="checkbox"/> | <u>Postbaccalaureate certificate</u>           |
| 7  | <input type="checkbox"/> | <u>Master's degree</u>                         |
| 8  | <input type="checkbox"/> | <u>Post-master's certificate</u>               |
| 17 | <input type="checkbox"/> | <u>Doctor's degree - research/scholarship</u>  |
| 18 | <input type="checkbox"/> | <u>Doctor's degree - professional practice</u> |
| 19 | <input type="checkbox"/> | <u>Doctor's degree - other</u>                 |
| 12 | <input type="checkbox"/> | <u>Other</u> (specify in box below)            |

**Yes, I confirm that I reviewed the award levels offered by my institution above.**

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 IPEDS Help Desk at 877.225.2568.

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

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

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

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

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

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

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

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

Selecting the hybrid calendar type determines that your institution will provide Graduation Rates data based on a FULL-YEAR COHORT, student charges data for a full ACADEMIC YEAR, and Student Financial Aid data for students enrolling between August 1 and October 31.

- 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 these questions 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.

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

6. For academic year 2015-16, did your institution enroll any full-time, first-time students?

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2015-16 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 2015-16 Fall Enrollment survey, the data will be preloaded below.

<input type="radio"/> No	<input type="checkbox"/> This institution did not enroll full-time, first-time degree/certificate-seeking students. <input type="checkbox"/> This institution was not in operation in 2015-16.
<input type="radio"/> Yes	

Full-time, first-time degree/certificate-seeking students from the 2015-16 Fall Enrollment survey (GR Cohort)

Part B - Multi-institution or Multi-campus Organization

7. Multi-institution or multi-campus organization

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

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

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

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


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

**Select System**

## Part C - Other Survey Screening Questions - Open Admission


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

If the only requirement for admission is a high school diploma or GED/other equivalent, your institution is still considered open admission. Institutions that require only an Ability to Benefit or similar test beyond the diploma/equivalent, and only reject a very small number of students based on the test, are also considered open admission.

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

No

Yes

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written so they can be understood by students and parents.

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

### 3. Was your institution in operation during the academic year 2017-2018?

If you answer **Yes** to this question, you will be able to specify the levels of enrollment offered at your institution during 2017-2018 and to report 12-month enrollment during the fall collection.

No

Yes. Please specify the levels of enrollment offered during 2017-2018.

Undergraduate

Graduate (not including doctor's-professional practice)

**U.S. Department of Education**

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

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### **Purpose of Survey**

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

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### **Changes in reporting**

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### **General instructions**

#### **Reporting period covered**

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

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

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Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#), however, institutions should check grammar and spelling of their entries. Inappropriate or repetitive contexts will be deleted.

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## Coverage

Carefully read each question in the Institutional Characteristics Header (IC-H) survey to ensure that 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 **recognized postsecondary credential**, **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 **recognized postsecondary credential**
- Students enrolled exclusively in Continuing Education Units (CEUs)
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- Residents or interns in Doctor's - professional practice (previously first-professional), since they have already received their Doctor's degree
- Students 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
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## Reporting Directions

### Part A - Educational Offerings

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

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

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### Part B – Organization

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

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

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresent your institution to the public on College Navigator and other search tools that use IPEDS data, and place 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 **CLOCK** or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
- Award levels **1 a and b**, 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 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 a or b**, 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 that the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

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



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

### **GR 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 collection.
- **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 collection.

### **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 IPEDS Help Desk.

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

Do not include:

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

## Part C - Other Survey Screening Questions

### ***Open admission policy***

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

If your institution requires only a high school diploma/equivalent and/or Ability to Benefit (or similar) test, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.

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

### ***Levels of Enrollment***

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

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## Part D - Branch campus

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

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## IC Header

Click one of the following questions to view the answer.

### General

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

### Answers:

#### General

- 1) **If my institution offers an award level but currently does not have any students enrolled at that level how should I report?**  
You should indicate all levels of awards that your institution is authorized to grant.  
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- 2) **Can I change my Institutional Characteristics Header data during the winter or spring surveys if I made a mistake in the fall?**  
It is important to report IC Header data correctly the first time, as changes to this component affect all of the other surveys. If you made an error that impacts your ability to respond appropriately to other components, call the Help Desk at 877-225-2568, and they will change the necessary data. For example, if you indicated that you do not enroll any full-time, first-time students (thus no GRS or SFA surveys are generated), you may correct your answer so that you can complete this survey.  
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- 3) **In what award level category should Teachers Preparation certificates be reported?**  
Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.  
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- 4) **My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?**  
Any system or central office that employs 15 or more full-time staff OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics - Header survey. The administrative office **must** indicate all types and levels of instruction and programs offered at all of the institutions in its system. This will ensure that each institution in the system is represented.  
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## IC Header for less-than-2-year institutions

### 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!

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 collection.
- The Academic Libraries expenses question determines whether the Academic Libraries component will be required in the Spring collection. This question is asked of degree-granting institutions only.
- The operations question for new institutions determines reporting of 12-month enrollment (E12).

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

## Part A - Educational Offerings

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

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

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

## Part B - Organization - Control and Levels

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

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

- Public - Select primary and/or secondary controls below
- |   |   |
|---|---|
| Primary control                         | Secondary control (if applicable)       |
| <input type="text" value="Select One"/> | <input type="text" value="Select One"/> |
- Private for-profit
- Private not-for-profit independent (no religious affiliation)
- Private not-for-profit religious affiliation - Select affiliation below
- 

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

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

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

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

Award Level		
1	<input type="checkbox"/>	<u>Postsecondary award, certificate, or diploma of</u> (less than 1 academic year) - less than 900 contact or clock hours, or - less than 30 semester or trimester credit hours, or - less than 45 quarter credit hours
2	<input type="checkbox"/>	<u>Postsecondary award, certificate, or diploma of</u> (at least 1 but less than 2 academic years) - at least 900 but less than 1,800 contact or clock hours, or - at least 30 but less than 60 semester or trimester credit hours, or - at least 45 but less than 90 quarter credit hours
3	<input type="checkbox"/>	<u>Associate's degree</u>
4	<input type="checkbox"/>	<u>Postsecondary award, certificate, or diploma of</u> (at least 2 but less than 4 academic years) - 1,800 or more contact or clock hours, or - 60 or more semester or trimester credit hours, or - 90 or more quarter credit hours
12	<input type="checkbox"/>	<u>Other</u> (specify in box below)
<input type="checkbox"/>		<b>Yes, I confirm that I reviewed the award levels offered by my institution above.</b>

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 IPEDS Help Desk at 877.225.2568.

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

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

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

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

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

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

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

Part B - Organization - Student Enrollment

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

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

Responses to these questions 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.

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

6. For academic year 2015-16, did your institution enroll any full-time, first-time students?

If you answer **Yes** to this question, you will be required to provide Graduation Rates data for the 2015-16 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 2015-16 Fall Enrollment survey, the data will be preloaded below.

<input type="radio"/> No	<input type="checkbox"/> This institution did not enroll full-time, first-time degree/certificate-seeking students. <input type="checkbox"/> This institution was not in operation in 2015-16.
<input type="radio"/> Yes	

Full-time, first-time degree/certificate-seeking students from the 2015-16 Fall Enrollment survey (GR Cohort)



Part B - Multi-institution or Multi-campus Organization

7. Multi-institution or multi-campus organization

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

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

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

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


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

**Select System**

## Part C - Other Survey Screening Questions - Open Admission


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

If the only requirement for admission is a high school diploma or GED/other equivalent, your institution is still considered open admission. Institutions that require only an Ability to Benefit or similar test beyond the diploma/equivalent, and only reject a very small number of students based on the test, are also considered open admission.

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

No

Yes

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written so they can be understood by students and parents.

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

### 3. Was your institution in operation during the academic year 2017-2018?

If you answer **Yes** to this question, you will be able to specify the levels of enrollment offered at your institution during 2017-2018 and to report 12-month enrollment during the fall collection.

No

Yes. Please specify the levels of enrollment offered during 2017-2018.

Undergraduate

Graduate (not including doctor's-professional practice)

U.S. Department of Education

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### [Purpose of Survey](#)

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### A. Who to Include

- Students enrolled in courses **creditable** toward a diploma, certificate, degree, or other **recognized postsecondary credential**, **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)
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### B. Who NOT to Include

- Students enrolled exclusively in courses **not creditable** toward a **recognized postsecondary credential**
- 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
- Students 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
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## Reporting Directions

### Part A - Educational Offerings

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

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

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### Part B – Organization

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

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

Correct reporting of control or affiliation is KEY to IPEDS reporting. Errors in reporting control or affiliation cause you to receive incorrect survey forms, misrepresent your institution to the public on College Navigator and other search tools that use IPEDS data, and place 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 **CLOCK** or CREDIT hours, as is appropriate to your calendar system (e.g., semester or quarter).
- Award levels **1 a and b**, 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 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 a or b**, 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 that the calendar system you select accurately represents your institution. Contact the IPEDS Help Desk if you are not sure which calendar system to select.

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

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

### **GR 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 collection.
- **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 collection.

### **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 IPEDS Help Desk.

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

Do not include:

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

## Part C - Other Survey Screening Questions

### ***Open admission policy***

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

If your institution requires only a high school diploma/equivalent and/or Ability to Benefit (or similar) test, and few students are not admitted based on the test, your institution is still considered open admission. For example, if you have students take the ATB test and allow 98% of those students to enroll, you are likely open admission. The 2% that were not admitted had unusual circumstances that kept them from being admitted.

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

### ***Levels of Enrollment***

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

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## Part D - Branch campus

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

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## IC Header

Click one of the following questions to view the answer.

### General

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

### Answers:

#### General

- 1) **If my institution offers an award level but currently does not have any students enrolled at that level how should I report?**  
You should indicate all levels of awards that your institution is authorized to grant.  
[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.  
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- 3) **In what award level category should Teachers Preparation certificates be reported?**  
Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.  
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- 4) **My institution has a system office. Does the system office need to complete an Institutional Characteristics - Header survey?**  
Any system or central office that employs 15 or more full-time staff OR has its own budget (and therefore must report IPEDS Finance data) must also complete the Institutional Characteristics - Header survey. The administrative office **must** indicate all types and levels of instruction and programs offered at all of the institutions in its system. This will ensure that each institution in the system is represented.  
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## 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

There are no changes for the 2018-19 collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- 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.

&nbsp;

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

## Part A - Mission Statement

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

<input type="radio"/>	Mission Statement URL:	http:// <input type="text"/>	<input type="text"/>
<input type="radio"/>	Mission Statement:	<input type="text"/>	

## 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 - Student Services - Special Learning Opportunities

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

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

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

- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (for the elementary, middle school/junior high, or secondary level)  
Do **not** include certifications to teach at the postsecondary level.
  - Students can complete their preparation in certain areas of specialization
  - Students must complete their preparation at another institution for certain areas of specialization
  - This institution is approved by the state for the initial certification or licensure of teachers
- None of the above

## Part C - Student Services: Other Student Services

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

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

### 5. Which of the following academic library resource or service does your institution provide? [Check all that apply]

- Physical facilities
-  An organized collection of printed materials
-  Access to digital/electronic resources
- A staff trained to provide and interpret library materials
- Established library hours
-  Access to library collections that are shared with other institutions
- None of the above

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

- No
- Yes

- Tuition guarantee
- Prepaid tuition plan
- Tuition payment plan
- Other (specify in box below)

 You may use the space below to provide context for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Student Services - Distance Education

**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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8. Are all the programs at your institution offered exclusively via distance education programs?**

<input type="radio"/> No	
<input type="radio"/> Yes	

## Part C - Student Services: Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2017 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

3 percent or less

More than 3 percent:

%



You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.



## Part D - Student Charges Questions

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

If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D7).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one 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.

No

Yes, and we do not make **ANY** (even one) exceptions to this rule

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

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

No

Yes

Specify housing capacity for academic year 2018-19

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

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

No

Yes - Enter the number of meals per week in the maximum meal plan available

Yes - Number of meals per week can vary (e.g., students charge meals against a meal card)

Part D - Student Charges - Number of programs

**5. How many programs are offered at your institution?**

*Be sure not to report single courses, report only full programs. If you do not know what a program is, review the definition in the glossary or call the Help Desk.*

Number of programs

## Part D - Student Charges - Price of Attendance

### 7. Cost of attendance for entering students

Please enter ALL amounts requested below. These data will be made available to the public on College Navigator. Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need. **Please talk to your financial aid office to get the correct numbers to use for this report.**

**Note:** The academic year length you report should be the same calculation used for required reporting for your Pell budget. This number will be used to calculate academic year costs for your institution and will impact your net price calculation. Please discuss this information with your student aid office to ensure accurate reporting.

#### LARGEST PROGRAM:

<b>CIP Code</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>
<b>Enter new largest program</b>	<i>If your largest program has changed from the one listed above, or if no program appears above, click the 'enter new largest program' link, choose a program and enter data for all three years. Note: if your institution participates in Title IV programs, you must complete all cells.</i>
How is your program measured?	<input type="radio"/> <u>Contact Hours</u> <input type="radio"/> <u>Credit Hours</u>
Total length of <u>PROGRAM</u> in contact or credit hours	<input type="text"/>
Total length of <u>PROGRAM</u> in <u>WEEKS</u> , as completed by a student attending full-time	<input type="text"/>
<b>?</b> Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in contact or credit hours	<input type="text"/>
<b>?</b> Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in <u>WEEKS</u>	<input type="text"/>

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

	<b>?</b> Amount	Prior year
<b>Application fee</b>	<input type="text"/>	

The following numbers need to be reported for the **entire length of the program**. For example, if your program is 18 months long, report 18 months worth of tuition, fees, books and supplies.

If your institution charges differently based on residence, please use in-state charges. The correct numbers should be available from your financial aid office.

Published student charges <b>for the entire program</b>	2015-16	2016-17	2017-18	<b>?</b> 2018-19
<u>Tuition and required fees for the entire program</u>				<input type="text"/>
<b>?</b> <u>Books and supplies for the entire program</u>				<input type="text"/>

The following numbers need to be reported for **4 weeks (1 month)**.

The correct numbers should be available from your financial aid office. Off-campus numbers should be based on costs for your area, not on national averages.

#### On-campus:

<u>Room and board for 4 weeks (1 month)</u>				<input type="text"/>
<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
<u>Room and board and other expenses for 4 weeks (1 month)</u>				
<b>Off-campus (not with family):</b>				
<u>Room and board for 4 weeks (1 month)</u>				<input type="text"/>
<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
<u>Room and board and other expenses for 4 weeks (1 month)</u>				

#### **?** Off-campus (with family):

<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
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You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

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 <b>for the entire program</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				
Published student charges <b>for an academic year</b>				
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				

Part D - Student Charges - Program Data

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

**Note:** The largest programs are the programs with the most students, **not** the programs with the longest lengths. Please make sure to report all costs for each program. As with the largest program, costs are for the **entire length of the program**. If your institution charges differently based on residence, please use in-state charges.

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

	CIP Code	Tuition and required fees	Cost of books and supplies	Total length of program	Program Measurement		# of months to complete
1st					<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	
	Title						
2nd	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
3rd	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
4th	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
5th	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
6th	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					

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

## Prepared by

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

### This survey component was prepared by:

<input type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact
<input type="radio"/>	Finance Contact	<input type="radio"/>	Academic Library Contact	<input type="radio"/>	Other
Name:	<input type="text"/>				
Email:	<input type="text"/>				

### How many staff from your institution only were involved in the data collection and reporting process of this survey component?

<input type="text"/>	Number of Staff (including yourself)
----------------------	--------------------------------------

### How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

*Exclude the hours spent collecting data for state and other reporting purposes.*

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours



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## Institutional Characteristics

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

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### [General Instructions](#)

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### [Part A - Mission Statement and Distance Education](#)

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### [Part E - Athletic Association](#)

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

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## Purpose of Survey

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

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## Changes in Reporting

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## General instructions

## Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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## Coverage

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

### A. Who to include

- Students enrolled in courses creditable toward a diploma, certificate, degree, or other **recognized postsecondary credential**.



- 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 **recognized postsecondary credential** 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 **recognized postsecondary credential**.
- 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.
- **Students in Experimental Pell Programs.**

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## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's 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's 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.

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## Where the Reported Data Will Appear

Data collected through IPEDS will be accessible at the institution and aggregate levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Reporting Directions

## Part A – Mission Statement

### ***Mission Statement***

Provide your institution's mission statement or a web address (please select http:// or https://) where the statement can be found. Typed statements are limited to 2,000 characters. The mission statement will be available to the public on College Navigator.

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

### **Services and Programs for Military Servicemembers and Veterans**

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

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

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## Part C - Student Services

### ***Special learning opportunities***

#### **Special credit**

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

#### **Special learning opportunities**

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

#### **Years of study required for entry (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 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.

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## **Part D - Student Charges**

### ***Screening questions***

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

### **On-campus or institutionally controlled off-campus housing requirement**

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

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

### **Tuition based on residence**

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

### **Institutionally controlled housing**

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

### **Meal plans**

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

### ***Tuition and fees for undergraduate students (academic year reporters)***

#### **Undergraduate students include:**

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

#### **Undergraduate application fee**

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

#### **Tuition and required fees for undergraduate students**

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

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

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

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

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

### ***Tuition and fees for graduate students***

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

#### **Graduate application fee**

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

#### **Tuition and required fees for graduate students**

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

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

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

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

### ***Doctor's - professional practice tuition and fees***

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

### ***Number of programs (program reporters only)***

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

### ***Room and Board***

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

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

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

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

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

This question requires working with your student financial aid office.

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

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

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

### **Program reporters cost (price) of attendance**

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. **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 **clock** 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 **clock** 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 **clock** or credit hours.
- Report the number of months it takes a full-time student to complete the program.

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## **Part E - Athletic Association**

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

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

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## Part F - Campus information

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

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## Institutional Characteristics

Click one of the following questions to view the answer.

### General

- 1) [What is the purpose of the Institutional Characteristics survey?](#)
- 2) [What institutions are included in IPEDS?](#)
- 3) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)
- 5) [Are U.S. jurisdictions or territories \(like Guam, the U.S. Virgin Islands, etc.\) 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) [Do I have to report off campus living expenses?](#)
- 4) [What are "other expenses"?](#)
- 5) [What IC data are included on the College Navigator website?](#)

### Answers:

#### General

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

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

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##### 2) What institutions are included in IPEDS?

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

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

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

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

The Office of Postsecondary Education(OPE) website: OPE Accreditation database at <https://ope.ed.gov/accreditation/>.

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##### 5) Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Islands, etc.) considered in the U.S. for distance education location reporting?

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

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

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

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## Student Charges

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

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

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

You should report the meal plan that offers the maximum number of meals per week. If your institution offers an unlimited number of meals, enter 99.

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

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

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

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

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## Price of Attendance

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

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

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

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

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

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

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- 4) **What are "other expenses"?**

This is the amount of money, estimated by the financial aid office, that is needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings.

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

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

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- 6) **If my institution offers room or board, but not both, how should I report this on the Cost of Attendance page?**

In this case, the "room and board" value must include both the known value and an estimate for the unknown value. Inclusion of both meal cost and housing cost is necessary to generate a total cost of attendance, which is subsequently needed for Net Price calculations. For example, if the institution offers meals but no housing, in the "on-campus room and board" field they would need to enter a total that includes the cost of the meal plan plus an estimate of housing (such as a housing cost similar to that of off-campus housing).



## 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

There are no changes for the 2018-19 collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- 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.

&nbsp;

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

## Part A - Mission Statement

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

<input type="radio"/>	Mission Statement URL:	http:// <input type="text"/>	<input type="text"/>
<input type="radio"/>	Mission Statement:	<input type="text"/>	

## 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 - Student Services - Special Learning Opportunities

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

<input type="checkbox"/>	<u>Dual credit</u> (college credit earned while in high school)
<input type="checkbox"/>	<u>Credit for life experiences</u>
<input type="checkbox"/>	<u>Advanced placement (AP) credits</u>
<input type="checkbox"/>	None of the above

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

<input type="checkbox"/>	ROTC				
<input type="checkbox"/>	Army	<input type="checkbox"/>	Navy	<input type="checkbox"/>	Air Force
<input type="checkbox"/>	<u>Study abroad</u>				
<input type="checkbox"/>	<u>Weekend/evening college</u>				
<input type="checkbox"/>	<u>Teacher certification</u> (for the elementary, middle school/junior high, or secondary level)				
	Do <b>not</b> include certifications to teach at the postsecondary level.				
<input type="checkbox"/>	Students can complete their preparation in certain areas of specialization				
<input type="checkbox"/>	Students must complete their preparation at another institution for certain areas of specialization				
<input type="checkbox"/>	This institution is approved by the state for the initial certification or licensure of teachers				
<input type="checkbox"/>	None of the above				

### 3. If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?

Number of years

Select One ▾

Part C - Student Services: Other Student Services

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

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

5. Which of the following academic library resource or service does your institution provide? [Check all that apply]

- Physical facilities
-  An organized collection of printed materials
-  Access to digital/electronic resources
- A staff trained to provide and interpret library materials
- Established library hours
-  Access to library collections that are shared with other institutions
- None of the above

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

- No
- Yes

- Tuition guarantee
- Prepaid tuition plan
- Tuition payment plan
- Other (specify in box below)

 You may use the space below to provide context for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Student Services - Distance Education

**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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8. Are all the programs at your institution offered exclusively via distance education programs?**

<input type="radio"/> No	
<input type="radio"/> Yes	

## Part C - Student Services: Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2017 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

3 percent or less

More than 3 percent:

%



You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.



## Part D - Student Charges Questions

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

If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D7).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one 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.

No

Yes, and we do not make **ANY** (even one) exceptions to this rule

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

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

No

Yes

Specify housing capacity for academic year 2018-19

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

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

No

Yes - Enter the number of meals per week in the maximum meal plan available

Yes - Number of meals per week can vary (e.g., students charge meals against a meal card)

Part D - Student Charges - Number of programs

**5. How many programs are offered at your institution?**

*Be sure not to report single courses, report only full programs. If you do not know what a program is, review the definition in the glossary or call the Help Desk.*

Number of programs

## Part D - Student Charges - Price of Attendance

### 7. Cost of attendance for entering students

Please enter ALL amounts requested below. These data will be made available to the public on College Navigator. Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need. **Please talk to your financial aid office to get the correct numbers to use for this report.**

**Note:** The academic year length you report should be the same calculation used for required reporting for your Pell budget. This number will be used to calculate academic year costs for your institution and will impact your net price calculation. Please discuss this information with your student aid office to ensure accurate reporting.

#### LARGEST PROGRAM:

<b>CIP Code</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>
<b>Enter new largest program</b>	<i>If your largest program has changed from the one listed above, or if no program appears above, click the 'enter new largest program' link, choose a program and enter data for all three years. Note: if your institution participates in Title IV programs, you must complete all cells.</i>
How is your program measured?	<input type="radio"/> <u>Contact Hours</u> <input type="radio"/> <u>Credit Hours</u>
Total length of <u>PROGRAM</u> in contact or credit hours	<input type="text"/>
Total length of <u>PROGRAM</u> in <u>WEEKS</u> , as completed by a student attending full-time	<input type="text"/>
<b>?</b> Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in contact or credit hours	<input type="text"/>
<b>?</b> Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in <u>WEEKS</u>	<input type="text"/>

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

	<b>?</b> Amount	Prior year
<b>Undergraduate application fee</b>	<input type="text"/>	

The following numbers need to be reported for the **entire length of the program**. For example, if your program is 18 months long, report 18 months worth of tuition, fees, books and supplies.

If your institution charges differently based on residence, please use in-state charges. The correct numbers should be available from your financial aid office.

Published student charges <b>for the entire program</b>	2015-16	2016-17	2017-18	<b>?</b> 2018-19
<u>Tuition and required fees for the entire program</u>				<input type="text"/>
<b>?</b> <u>Books and supplies for the entire program</u>				<input type="text"/>

The following numbers need to be reported for **4 weeks (1 month)**.

The correct numbers should be available from your financial aid office. Off-campus numbers should be based on costs for your area, not on national averages.

#### On-campus:

<u>Room and board for 4 weeks (1 month)</u>				<input type="text"/>
<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
<u>Room and board and other expenses for 4 weeks (1 month)</u>				

#### Off-campus (not with family):

<u>Room and board for 4 weeks (1 month)</u>				<input type="text"/>
<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
<u>Room and board and other expenses for 4 weeks (1 month)</u>				

#### **?** Off-campus (with family):

<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
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You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

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 <b>for the entire program</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				
Published student charges <b>for an academic year</b>				
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				

Part D - Student Charges - Program Data

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

**Note:** The largest programs are the programs with the most students, **not** the programs with the longest lengths. Please make sure to report all costs for each program. As with the largest program, costs are for the **entire length of the program**. If your institution charges differently based on residence, please use in-state charges.

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

	CIP Code	Tuition and required fees	 Cost of books and supplies	Total length of program	Program Measurement		# of months to complete
1st					<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	
	Title						
2nd	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
3rd	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
4th	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
5th	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
6th	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					

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

Part D - Student Charges - Room and Board

**10. What are the typical room and board charges for a student for the full academic year 2018-19?**

*If your institution offers room or board at no charge to students, enter zero.*

*If you report room and board separately, leave the combined charge blank. If you report a combined charge, leave the room and board charges blank.*

Room and board charges	Amount	Prior year
? Room charge (Double occupancy)	<input type="text"/>	
? Board charge (Maximum plan)	<input type="text"/>	
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)	<input type="text"/>	

## Part E - Athletic Association

### 1. Is this institution a member of a national athletic association?

No

Yes - Check all that apply

National Collegiate Athletic Association (NCAA)

National Association of Intercollegiate Athletics (NAIA)

National Junior College Athletic Association (NJCAA)

United States Collegiate Athletic Association (USCAA)

National Christian College Athletic Association (NCCAA)

Other

### 2. If this institution is a member of the NCAA or NAIA, specify the conference FOR EACH SPORT using the pull down menu.

Sport	NCAA or NAIA member		Conference
Football	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Basketball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Baseball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Cross country and/or track	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾



## Prepared by

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

### This survey component was prepared by:

<input type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact
<input type="radio"/>	Finance Contact	<input type="radio"/>	Academic Library Contact	<input type="radio"/>	Other
Name:	<input type="text"/>				
Email:	<input type="text"/>				

### How many staff from your institution only were involved in the data collection and reporting process of this survey component?

<input type="text"/>	Number of Staff (including yourself)
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### How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

*Exclude the hours spent collecting data for state and other reporting purposes.*

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours



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## Institutional Characteristics

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### [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](#)

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## Purpose of Survey

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

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## Changes in Reporting

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## General instructions

## Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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## Coverage

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

### A. Who to include

- Students enrolled in courses creditable toward a diploma, certificate, degree, or other **recognized postsecondary credential**.

- 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 **recognized postsecondary credential** 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 **recognized postsecondary credential**.
- 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.
- **Students in Experimental Pell Programs.**

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## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's 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's 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.

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## Where the Reported Data Will Appear

Data collected through IPEDS will be accessible at the institution and aggregate levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Reporting Directions

## Part A – Mission Statement

### ***Mission Statement***

Provide your institution's mission statement or a web address (please select http:// or https://) where the statement can be found. Typed statements are limited to 2,000 characters. The mission statement will be available to the public on College Navigator.

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

### **Services and Programs for Military Servicemembers and Veterans**

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

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

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## Part C - Student Services

### ***Special learning opportunities***

#### **Special credit**

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

#### **Special learning opportunities**

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

#### **Years of study required for entry (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 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.

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## **Part D - Student Charges**

### ***Screening questions***

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

### **On-campus or institutionally controlled off-campus housing requirement**

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

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

### **Tuition based on residence**

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

### **Institutionally controlled housing**

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

### **Meal plans**

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

### ***Tuition and fees for undergraduate students (academic year reporters)***

#### **Undergraduate students include:**

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

#### **Undergraduate application fee**

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

#### **Tuition and required fees for undergraduate students**

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

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

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

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

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

### ***Tuition and fees for graduate students***

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

#### **Graduate application fee**

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

#### **Tuition and required fees for graduate students**

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

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

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

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

### ***Doctor's - professional practice tuition and fees***

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

### ***Number of programs (program reporters only)***

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

### ***Room and Board***

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

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

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

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

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

This question requires working with your student financial aid office.

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

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

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

### **Program reporters cost (price) of attendance**

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. **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 **clock** 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 **clock** 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 **clock** or credit hours.
- Report the number of months it takes a full-time student to complete the program.

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## **Part E - Athletic Association**

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

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

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## Part F - Campus information

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

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## Institutional Characteristics

Click one of the following questions to view the answer.

### General

- 1) [What is the purpose of the Institutional Characteristics survey?](#)
- 2) [What institutions are included in IPEDS?](#)
- 3) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)
- 5) [Are U.S. jurisdictions or territories \(like Guam, the U.S. Virgin Islands, etc.\) 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) [Do I have to report off campus living expenses?](#)
- 4) [What are "other expenses"?](#)
- 5) [What IC data are included on the College Navigator website?](#)

### Answers:

#### General

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

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

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##### 2) What institutions are included in IPEDS?

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

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

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

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

The Office of Postsecondary Education(OPE) website: OPE Accreditation database at <https://ope.ed.gov/accreditation/>.

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##### 5) Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Islands, etc.) considered in the U.S. for distance education location reporting?

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

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

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

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## Student Charges

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

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

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

You should report the meal plan that offers the maximum number of meals per week. If your institution offers an unlimited number of meals, enter 99.

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

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

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

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

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## Price of Attendance

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

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

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

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

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

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

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- 4) **What are "other expenses"?**

This is the amount of money, estimated by the financial aid office, that is needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings.

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

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

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- 6) **If my institution offers room or board, but not both, how should I report this on the Cost of Attendance page?**

In this case, the "room and board" value must include both the known value and an estimate for the unknown value. Inclusion of both meal cost and housing cost is necessary to generate a total cost of attendance, which is subsequently needed for Net Price calculations. For example, if the institution offers meals but no housing, in the "on-campus room and board" field they would need to enter a total that includes the cost of the meal plan plus an estimate of housing (such as a housing cost similar to that of off-campus housing).



## 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

There are no changes for the 2018-19 collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- 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.

&nbsp;

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

## Part A - Mission Statement

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

<input type="radio"/>	Mission Statement URL:	http:// <input type="text"/>	<input type="text"/>
<input type="radio"/>	Mission Statement:	<input type="text"/>	

## 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 - Student Services - Special Learning Opportunities

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

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <u>Dual credit</u> (college credit earned while in high school) |
| <input type="checkbox"/> | <u>Credit for life experiences</u>                              |
| <input type="checkbox"/> | <u>Advanced placement (AP) credits</u>                          |
| <input type="checkbox"/> | None of the above   |

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


- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | ROTC  |
| <input type="checkbox"/> | Army  |
| <input type="checkbox"/> | Navy  |
| <input type="checkbox"/> | Air Force   |
| <input type="checkbox"/> | <u>Study abroad</u>   |
| <input type="checkbox"/> | <u>Weekend/evening college</u>  |
| <input type="checkbox"/> | <u>Teacher certification</u> (for the elementary, middle school/junior high, or secondary level)    |
|                          | Do <b>not</b> include certifications to teach at the postsecondary level.                           |
| <input type="checkbox"/> | Students can complete their preparation in certain areas of specialization                          |
| <input type="checkbox"/> | Students must complete their preparation at another institution for certain areas of specialization |
| <input type="checkbox"/> | This institution is approved by the state for the initial certification or licensure of teachers    |
| <input type="checkbox"/> | None of the above   |

Part C - Student Services: Other Student Services

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

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

5. Which of the following academic library resource or service does your institution provide? [Check all that apply]

- Physical facilities
-  An organized collection of printed materials
-  Access to digital/electronic resources
- A staff trained to provide and interpret library materials
- Established library hours
-  Access to library collections that are shared with other institutions
- None of the above

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

- No
- Yes

- Tuition guarantee
- Prepaid tuition plan
- Tuition payment plan
- Other (specify in box below)

 You may use the space below to provide context for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.



Part C - Student Services - Distance Education

**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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8. Are all the programs at your institution offered exclusively via distance education programs?**

<input type="radio"/> No	
<input type="radio"/> Yes	

## Part C - Student Services: Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2017 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

3 percent or less

More than 3 percent:

%



You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

## Part D - Student Charges Questions

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

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

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one 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.

No

Yes, and we do not make **ANY** (even one) exceptions to this rule

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

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

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

No

Yes

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

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

No

Yes

Specify housing capacity for academic year 2018-19

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

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

No

Yes - Enter the number of meals per week in the maximum meal plan available

Yes - Number of meals per week can vary (e.g., students charge meals against a meal card)

## Part D - Undergraduate Student Charges

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

	Amount	Prior year
<u>Application fee</u>	<input type="text"/>	

### 5. Charges to full-time students for the full academic year 2018-19

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

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
All full-time students						
Average <u>tuition</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Required fees	<input type="text"/>		<input type="text"/>		<input type="text"/>	

### 6. Per credit hour charge for part-time students

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

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
<u>Per credit hour charge</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

Part D - Student Charges - Room and Board

**10. What are the typical room and board charges for a student for the full academic year 2018-19?**

*If your institution offers room or board at no charge to students, enter zero.*


*If you report room and board separately, leave the combined charge blank. If you report a combined charge, leave the room and board charges blank.*

Room and board charges	Amount	Prior year
? Room charge (Double occupancy)	<input type="text"/>	
? Board charge (Maximum plan)	<input type="text"/>	
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)	<input type="text"/>	


## Part D - Student Charges - Price of Attendance

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

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

 If the **2018-19 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	2015-16	2016-17	2017-18	2018-19		
<b>Published tuition and required fees:</b>					 <b>Tuition Guarantee</b> (check only if applicable to <b>entering students in 2018-19</b> )	<b>Guaranteed increase %</b>
In-district						
Tuition				<input type="text"/>		
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
In-state						
Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
Out-of-state						
Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
Books and supplies				<input type="text"/>		
<b>On-campus:</b>						
Room and board				<input type="text"/>		
Other expenses				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (not with family):</b>						
Room and board				<input type="text"/>		
Other expenses				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (with family):</b>						
Other expenses				<input type="text"/>		

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

## Part E - Athletic Association

### 1. Is this institution a member of a national athletic association?

No

Yes - Check all that apply

National Collegiate Athletic Association (NCAA)

National Association of Intercollegiate Athletics (NAIA)

National Junior College Athletic Association (NJCAA)

United States Collegiate Athletic Association (USCAA)

National Christian College Athletic Association (NCCAA)

Other

### 2. If this institution is a member of the NCAA or NAIA, specify the conference FOR EACH SPORT using the pull down menu.

Sport	NCAA or NAIA member		Conference
Football	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Basketball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Baseball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Cross country and/or track	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾

## Prepared by

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

### This survey component was prepared by:

<input type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact
<input type="radio"/>	Finance Contact	<input type="radio"/>	Academic Library Contact	<input type="radio"/>	Other
Name:	<input type="text"/>				
Email:	<input type="text"/>				

### How many staff from your institution only were involved in the data collection and reporting process of this survey component?

<input type="text"/>	Number of Staff (including yourself)
----------------------	--------------------------------------

### How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

*Exclude the hours spent collecting data for state and other reporting purposes.*

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours





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## Institutional Characteristics

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

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## Purpose of Survey

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

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## Changes in Reporting

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## General instructions

## Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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## Coverage

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

### A. Who to include

- Students enrolled in courses creditable toward a diploma, certificate, degree, or other **recognized postsecondary credential**.

- 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 **recognized postsecondary credential** 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 **recognized postsecondary credential**.
- 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.
- **Students in Experimental Pell Programs.**

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## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's 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's 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.

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## Where the Reported Data Will Appear

Data collected through IPEDS will be accessible at the institution and aggregate levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Reporting Directions

## Part A – Mission Statement

### ***Mission Statement***

Provide your institution's mission statement or a web address (please select http:// or https://) where the statement can be found. Typed statements are limited to 2,000 characters. The mission statement will be available to the public on College Navigator.

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

### **Services and Programs for Military Servicemembers and Veterans**

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

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

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## Part C - Student Services

### ***Special learning opportunities***

#### **Special credit**

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

#### **Special learning opportunities**

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

#### **Years of study required for entry (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 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.

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## **Part D - Student Charges**

### ***Screening questions***

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

### **On-campus or institutionally controlled off-campus housing requirement**

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

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

### **Tuition based on residence**

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

### **Institutionally controlled housing**

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

### **Meal plans**

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

### ***Tuition and fees for undergraduate students (academic year reporters)***

#### **Undergraduate students include:**

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

#### **Undergraduate application fee**

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

#### **Tuition and required fees for undergraduate students**

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

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

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

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

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

### ***Tuition and fees for graduate students***

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

#### **Graduate application fee**

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

#### **Tuition and required fees for graduate students**

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

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

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

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

### ***Doctor's - professional practice tuition and fees***

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

### ***Number of programs (program reporters only)***

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

### ***Room and Board***

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

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

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

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

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

This question requires working with your student financial aid office.

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

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

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

### **Program reporters cost (price) of attendance**

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. **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 **clock** 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 **clock** 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 **clock** or credit hours.
- Report the number of months it takes a full-time student to complete the program.

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## **Part E - Athletic Association**

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

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

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## Part F - Campus information

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

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## Institutional Characteristics

Click one of the following questions to view the answer.

### General

- 1) [What is the purpose of the Institutional Characteristics survey?](#)
- 2) [What institutions are included in IPEDS?](#)
- 3) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)
- 5) [Are U.S. jurisdictions or territories \(like Guam, the U.S. Virgin Islands, etc.\) 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) [Do I have to report off campus living expenses?](#)
- 4) [What are "other expenses"?](#)
- 5) [What IC data are included on the College Navigator website?](#)

### Answers:

#### General

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

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

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##### 2) What institutions are included in IPEDS?

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

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

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

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

The Office of Postsecondary Education(OPE) website: OPE Accreditation database at <https://ope.ed.gov/accreditation/>.

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##### 5) Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Islands, etc.) considered in the U.S. for distance education location reporting?

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

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

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

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## Student Charges

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

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

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

You should report the meal plan that offers the maximum number of meals per week. If your institution offers an unlimited number of meals, enter 99.

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

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

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

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

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## Price of Attendance

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

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

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

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

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

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

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- 4) **What are "other expenses"?**

This is the amount of money, estimated by the financial aid office, that is needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings.

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

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

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- 6) If my institution offers room or board, but not both, how should I report this on the Cost of Attendance page?**

In this case, the "room and board" value must include both the known value and an estimate for the unknown value. Inclusion of both meal cost and housing cost is necessary to generate a total cost of attendance, which is subsequently needed for Net Price calculations. For example, if the institution offers meals but no housing, in the "on-campus room and board" field they would need to enter a total that includes the cost of the meal plan plus as estimate of housing (such as a housing cost similar to that of off-campus housing).



## 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

There are no changes for the 2018-19 collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- 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.

&nbsp;

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

## Part A - Mission Statement

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

<input type="radio"/>	Mission Statement URL:	http:// <input type="text"/>	<input type="text"/>
<input type="radio"/>	Mission Statement:	<input type="text"/>	

## 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 - Student Services - Special Learning Opportunities

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

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <u>Dual credit</u> (college credit earned while in high school) |
| <input type="checkbox"/> | <u>Credit for life experiences</u>                              |
| <input type="checkbox"/> | <u>Advanced placement (AP) credits</u>                          |
| <input type="checkbox"/> | None of the above   |

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

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | ROTC  |
| <input type="checkbox"/> | Army  |
| <input type="checkbox"/> | Navy  |
| <input type="checkbox"/> | Air Force   |
| <input type="checkbox"/> | <u>Study abroad</u>   |
| <input type="checkbox"/> | <u>Weekend/evening college</u>  |
| <input type="checkbox"/> | <u>Teacher certification</u> (for the elementary, middle school/junior high, or secondary level)    |
|                          | Do <b>not</b> include certifications to teach at the postsecondary level.                           |
| <input type="checkbox"/> | Students can complete their preparation in certain areas of specialization                          |
| <input type="checkbox"/> | Students must complete their preparation at another institution for certain areas of specialization |
| <input type="checkbox"/> | This institution is approved by the state for the initial certification or licensure of teachers    |
| <input type="checkbox"/> | None of the above   |

## Part C - Student Services: Other Student Services

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

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

### 5. Which of the following academic library resource or service does your institution provide? [Check all that apply]

- Physical facilities
-  An organized collection of printed materials
-  Access to digital/electronic resources
- A staff trained to provide and interpret library materials
- Established library hours
-  Access to library collections that are shared with other institutions
- None of the above

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

- No
- Yes

- Tuition guarantee
- Prepaid tuition plan
- Tuition payment plan
- Other (specify in box below)

 You may use the space below to provide context for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Student Services - Distance Education

**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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8. Are all the programs at your institution offered exclusively via distance education programs?**

<input type="radio"/> No	
<input type="radio"/> Yes	



## Part C - Student Services: Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2017 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

3 percent or less

More than 3 percent:

%



You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

## Part D - Student Charges Questions

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

If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D7).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one 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.

No

Yes, and we do not make **ANY** (even one) exceptions to this rule

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

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

No

Yes

Specify housing capacity for academic year 2018-19

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

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

No

Yes - Enter the number of meals per week in the maximum meal plan available

Yes - Number of meals per week can vary (e.g., students charge meals against a meal card)

Part D - Student Charges - Number of programs

**5. How many programs are offered at your institution?**

*Be sure not to report single courses, report only full programs. If you do not know what a program is, review the definition in the glossary or call the Help Desk.*

Number of programs

## Part D - Student Charges - Price of Attendance

### 7. Cost of attendance for entering students

Please enter ALL amounts requested below. These data will be made available to the public on College Navigator. Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need. **Please talk to your financial aid office to get the correct numbers to use for this report.**

**Note:** The academic year length you report should be the same calculation used for required reporting for your Pell budget. This number will be used to calculate academic year costs for your institution and will impact your net price calculation. Please discuss this information with your student aid office to ensure accurate reporting.

#### LARGEST PROGRAM:

<b>CIP Code</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>
<b>Enter new largest program</b>	<i>If your largest program has changed from the one listed above, or if no program appears above, click the 'enter new largest program' link, choose a program and enter data for all three years. Note: if your institution participates in Title IV programs, you must complete all cells.</i>
How is your program measured?	<input type="radio"/> <u>Contact Hours</u> <input type="radio"/> <u>Credit Hours</u>
Total length of <u>PROGRAM</u> in contact or credit hours	<input type="text"/>
Total length of <u>PROGRAM</u> in <b>WEEKS</b> , as completed by a student attending full-time	<input type="text"/>
<b>?</b> Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in contact or credit hours	<input type="text"/>
<b>?</b> Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in <b>WEEKS</b>	<input type="text"/>

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

	<b>?</b> Amount	Prior year
<b>Application fee</b>	<input type="text"/>	

The following numbers need to be reported for the **entire length of the program**. For example, if your program is 18 months long, report 18 months worth of tuition, fees, books and supplies.

If your institution charges differently based on residence, please use in-state charges. The correct numbers should be available from your financial aid office.

Published student charges <b>for the entire program</b>	2015-16	2016-17	2017-18	<b>?</b> 2018-19
<u>Tuition and required fees for the entire program</u>				<input type="text"/>
<b>?</b> <u>Books and supplies for the entire program</u>				<input type="text"/>

The following numbers need to be reported for **4 weeks (1 month)**.

The correct numbers should be available from your financial aid office. Off-campus numbers should be based on costs for your area, not on national averages.

#### On-campus:

<u>Room and board for 4 weeks (1 month)</u>				<input type="text"/>
<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
<u>Room and board and other expenses for 4 weeks (1 month)</u>				
<b>Off-campus (not with family):</b>				
<u>Room and board for 4 weeks (1 month)</u>				<input type="text"/>
<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
<u>Room and board and other expenses for 4 weeks (1 month)</u>				

#### **?** Off-campus (with family):

<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
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You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

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 <b>for the entire program</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				
Published student charges <b>for an academic year</b>				
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				

Part D - Student Charges - Program Data

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

**Note:** The largest programs are the programs with the most students, **not** the programs with the longest lengths. Please make sure to report all costs for each program. As with the largest program, costs are for the **entire length of the program**. If your institution charges differently based on residence, please use in-state charges.

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

	CIP Code	Tuition and required fees	Cost of books and supplies	Total length of program	Program Measurement		# of months to complete
1st					<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	
	Title						
2nd	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
3rd	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
4th	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
5th	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
6th	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					

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

Part D - Student Charges - Room and Board

**10. What are the typical room and board charges for a student for the full academic year 2018-19?**

*If your institution offers room or board at no charge to students, enter zero.*

*If you report room and board separately, leave the combined charge blank. If you report a combined charge, leave the room and board charges blank.*

Room and board charges	Amount	Prior year
? Room charge (Double occupancy)	<input type="text"/>	
? Board charge (Maximum plan)	<input type="text"/>	
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)	<input type="text"/>	



## Part E - Athletic Association

### 1. Is this institution a member of a national athletic association?

No

Yes - Check all that apply

National Collegiate Athletic Association (NCAA)

National Association of Intercollegiate Athletics (NAIA)

National Junior College Athletic Association (NJCAA)

United States Collegiate Athletic Association (USCAA)

National Christian College Athletic Association (NCCAA)

Other

### 2. If this institution is a member of the NCAA or NAIA, specify the conference FOR EACH SPORT using the pull down menu.

Sport	NCAA or NAIA member		Conference
Football	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Basketball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Baseball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Cross country and/or track	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾

## Prepared by

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

### This survey component was prepared by:

<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input type="radio"/> Other
Name: <input type="text"/>		
Email: <input type="text"/>		

### How many staff from your institution only were involved in the data collection and reporting process of this survey component?

<input type="text"/>	Number of Staff (including yourself)
----------------------	--------------------------------------

### How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

*Exclude the hours spent collecting data for state and other reporting purposes.*

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours



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## Institutional Characteristics

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

### [Changes in Reporting](#)

### [General Instructions](#)

### [Context Boxes](#)

### [Coverage](#)

### [Where to Get Help](#)

### [Where the Data Will Appear](#)

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### [Part A - Mission Statement and Distance Education](#)

### [Part B - Services and Programs for Servicemembers and Veterans](#)

### [Part C - Student Services](#)

### [Part D - Student Charges](#)

### [Part E - Athletic Association](#)

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

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## Purpose of Survey

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

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## Changes in Reporting

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## General instructions

## Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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## Coverage

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

### A. Who to include

- Students enrolled in courses creditable toward a diploma, certificate, degree, or other **recognized postsecondary credential**.

- 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 **recognized postsecondary credential** 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 **recognized postsecondary credential**.
- 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.
- **Students in Experimental Pell Programs.**

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## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's 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's 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.

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## Where the Reported Data Will Appear

Data collected through IPEDS will be accessible at the institution and aggregate levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Reporting Directions

## Part A – Mission Statement

### ***Mission Statement***

Provide your institution's mission statement or a web address (please select http:// or https://) where the statement can be found. Typed statements are limited to 2,000 characters. The mission statement will be available to the public on College Navigator.

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

### **Services and Programs for Military Servicemembers and Veterans**

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

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

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## Part C - Student Services

### ***Special learning opportunities***

#### **Special credit**

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

#### **Special learning opportunities**

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

#### **Years of study required for entry (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 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.

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## **Part D - Student Charges**

### ***Screening questions***

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

### **On-campus or institutionally controlled off-campus housing requirement**

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

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

### **Tuition based on residence**

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

### **Institutionally controlled housing**

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

### **Meal plans**

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

### ***Tuition and fees for undergraduate students (academic year reporters)***

#### **Undergraduate students include:**

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

#### **Undergraduate application fee**

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

#### **Tuition and required fees for undergraduate students**

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

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

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

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

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

### ***Tuition and fees for graduate students***

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

#### **Graduate application fee**

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

#### **Tuition and required fees for graduate students**

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

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

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

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

### ***Doctor's - professional practice tuition and fees***

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

### ***Number of programs (program reporters only)***

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

### ***Room and Board***

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

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

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

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

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

This question requires working with your student financial aid office.

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

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

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



### ***Program reporters cost (price) of attendance***

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. **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 **clock** 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 **clock** 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 **clock** or credit hours.
- Report the number of months it takes a full-time student to complete the program.

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## **Part E - Athletic Association**

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

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

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## Part F - Campus information

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

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## Institutional Characteristics

Click one of the following questions to view the answer.

### General

- 1) [What is the purpose of the Institutional Characteristics survey?](#)
- 2) [What institutions are included in IPEDS?](#)
- 3) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)
- 5) [Are U.S. jurisdictions or territories \(like Guam, the U.S. Virgin Islands, etc.\) 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) [Do I have to report off campus living expenses?](#)
- 4) [What are "other expenses"?](#)
- 5) [What IC data are included on the College Navigator website?](#)

### Answers:

#### General

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

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

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##### 2) What institutions are included in IPEDS?

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

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

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

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

The Office of Postsecondary Education(OPE) website: OPE Accreditation database at <https://ope.ed.gov/accreditation/>.

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##### 5) Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Islands, etc.) considered in the U.S. for distance education location reporting?

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

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

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

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## Student Charges

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

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

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

You should report the meal plan that offers the maximum number of meals per week. If your institution offers an unlimited number of meals, enter 99.

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

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

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

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

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## Price of Attendance

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

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

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

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

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

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

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- 4) **What are "other expenses"?**

This is the amount of money, estimated by the financial aid office, that is needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings.

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

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

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- 6) If my institution offers room or board, but not both, how should I report this on the Cost of Attendance page?**

In this case, the "room and board" value must include both the known value and an estimate for the unknown value. Inclusion of both meal cost and housing cost is necessary to generate a total cost of attendance, which is subsequently needed for Net Price calculations. For example, if the institution offers meals but no housing, in the "on-campus room and board" field they would need to enter a total that includes the cost of the meal plan plus an estimate of housing (such as a housing cost similar to that of off-campus housing).



## 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

There are no changes for the 2018-19 collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- 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.

&nbsp;

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

## Part A - Mission Statement

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

<input type="radio"/>	Mission Statement URL:	http:// <input type="text"/>	<input type="text"/>
<input type="radio"/>	Mission Statement:	<input type="text"/>	

## 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 - Student Services - Special Learning Opportunities

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

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <u>Dual credit</u> (college credit earned while in high school) |
| <input type="checkbox"/> | <u>Credit for life experiences</u>                              |
| <input type="checkbox"/> | <u>Advanced placement (AP) credits</u>                          |
| <input type="checkbox"/> | None of the above   |

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

- |                          |   |                          |      |                          |           |
|--------------------------|---|--------------------------|------|--------------------------|-----------|
| <input type="checkbox"/> | ROTC  |                          |      |                          |           |
| <input type="checkbox"/> | Army  | <input type="checkbox"/> | Navy | <input type="checkbox"/> | Air Force |
| <input type="checkbox"/> | <u>Study abroad</u>   |                          |      |                          |           |
| <input type="checkbox"/> | <u>Weekend/evening college</u>  |                          |      |                          |           |
| <input type="checkbox"/> | <u>Teacher certification</u> (for the elementary, middle school/junior high, or secondary level)    |                          |      |                          |           |
|                          | Do <b>not</b> include certifications to teach at the postsecondary level.                           |                          |      |                          |           |
| <input type="checkbox"/> | Students can complete their preparation in certain areas of specialization                          |                          |      |                          |           |
| <input type="checkbox"/> | Students must complete their preparation at another institution for certain areas of specialization |                          |      |                          |           |
| <input type="checkbox"/> | This institution is approved by the state for the initial certification or licensure of teachers    |                          |      |                          |           |
| <input type="checkbox"/> | None of the above   |                          |      |                          |           |



Part C - Student Services: Other Student Services

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

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


5. Which of the following academic library resource or service does your institution provide? [Check all that apply]

- Physical facilities
-  An organized collection of printed materials
-  Access to digital/electronic resources
- A staff trained to provide and interpret library materials
- Established library hours
-  Access to library collections that are shared with other institutions
- None of the above

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

- No
- Yes

- Tuition guarantee
- Prepaid tuition plan
- Tuition payment plan
- Other (specify in box below)

 You may use the space below to provide context for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Student Services - Distance Education

**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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8. Are all the programs at your institution offered exclusively via distance education programs?**

<input type="radio"/> No	
<input type="radio"/> Yes	

## Part C - Student Services: Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2017 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

3 percent or less

More than 3 percent:

%



You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

## Part D - Student Charges Questions

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

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

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one 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.

No

Yes, and we do not make **ANY** (even one) exceptions to this rule

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

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

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

No

Yes

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

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

No

Yes

Specify housing capacity for academic year 2018-19

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

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

No

Yes - Enter the number of meals per week in the maximum meal plan available

Yes - Number of meals per week can vary (e.g., students charge meals against a meal card)

## Part D - Undergraduate Student Charges

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

	Amount	Prior year
<u>Application fee</u>	<input type="text"/>	

### 5. Charges to full-time students for the full academic year 2018-19

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

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
All full-time students						
Average <u>tuition</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Required fees	<input type="text"/>		<input type="text"/>		<input type="text"/>	

### 6. Per credit hour charge for part-time students


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

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
<u>Per credit hour charge</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	


## Part D - Student Charges - Price of Attendance

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

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

 If the **2018-19 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	2015-16	2016-17	2017-18	2018-19		
<b>Published tuition and required fees:</b>					 <u>Tuition Guarantee</u> (check only if applicable to <b>entering students in 2018-19</b> )	<b>Guaranteed increase %</b>
In-district						
Tuition				<input type="text"/>		
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
In-state						
Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
Out-of-state						
Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
Books and supplies				<input type="text"/>		
<b>On-campus:</b>						
Room and board				<input type="text"/>		
Other expenses				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (not with family):</b>						
Room and board				<input type="text"/>		
Other expenses				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (with family):</b>						
Other expenses				<input type="text"/>		

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

## Prepared by

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

### This survey component was prepared by:

<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input type="radio"/> Other
Name: <input type="text"/>		
Email: <input type="text"/>		

### How many staff from your institution only were involved in the data collection and reporting process of this survey component?

<input type="text"/>	Number of Staff (including yourself)
----------------------	--------------------------------------

### How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

*Exclude the hours spent collecting data for state and other reporting purposes.*

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours



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## Institutional Characteristics

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

### [Changes in Reporting](#)

### [General Instructions](#)

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### [Part C - Student Services](#)

### [Part D - Student Charges](#)

### [Part E - Athletic Association](#)

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

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## Purpose of Survey

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

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## Changes in Reporting

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## General instructions

## Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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## Coverage

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

### A. Who to include

- Students enrolled in courses creditable toward a diploma, certificate, degree, or other **recognized postsecondary credential**.



- 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 **recognized postsecondary credential** 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 **recognized postsecondary credential**.
- 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.
- **Students in Experimental Pell Programs.**

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## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's 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's 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.

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## Where the Reported Data Will Appear

Data collected through IPEDS will be accessible at the institution and aggregate levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Reporting Directions

## Part A – Mission Statement

### ***Mission Statement***

Provide your institution's mission statement or a web address (please select http:// or https://) where the statement can be found. Typed statements are limited to 2,000 characters. The mission statement will be available to the public on College Navigator.

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

### **Services and Programs for Military Servicemembers and Veterans**

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

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

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## Part C - Student Services

### ***Special learning opportunities***

#### **Special credit**

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

#### **Special learning opportunities**

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

#### **Years of study required for entry (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 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.

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## **Part D - Student Charges**

### ***Screening questions***

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

### **On-campus or institutionally controlled off-campus housing requirement**

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

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

### **Tuition based on residence**

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

### **Institutionally controlled housing**

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

### **Meal plans**

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

### ***Tuition and fees for undergraduate students (academic year reporters)***

#### **Undergraduate students include:**

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

#### **Undergraduate application fee**

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

#### **Tuition and required fees for undergraduate students**

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

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

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

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

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

### ***Tuition and fees for graduate students***

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

#### **Graduate application fee**

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

#### **Tuition and required fees for graduate students**

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

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

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

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

### ***Doctor's - professional practice tuition and fees***

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

### ***Number of programs (program reporters only)***

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

### ***Room and Board***

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

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

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

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

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

This question requires working with your student financial aid office.

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

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

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

### **Program reporters cost (price) of attendance**

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. **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 **clock** 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 **clock** 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 **clock** or credit hours.
- Report the number of months it takes a full-time student to complete the program.

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## **Part E - Athletic Association**

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

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

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## Part F - Campus information

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

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## Institutional Characteristics

Click one of the following questions to view the answer.

### General

- 1) [What is the purpose of the Institutional Characteristics survey?](#)
- 2) [What institutions are included in IPEDS?](#)
- 3) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)
- 5) [Are U.S. jurisdictions or territories \(like Guam, the U.S. Virgin Islands, etc.\) 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) [Do I have to report off campus living expenses?](#)
- 4) [What are "other expenses"?](#)
- 5) [What IC data are included on the College Navigator website?](#)

### Answers:

#### General

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

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

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##### 2) What institutions are included in IPEDS?

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

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

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

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

The Office of Postsecondary Education(OPE) website: OPE Accreditation database at <https://ope.ed.gov/accreditation/>.

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##### 5) Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Islands, etc.) considered in the U.S. for distance education location reporting?

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

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

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

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## Student Charges

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

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

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

You should report the meal plan that offers the maximum number of meals per week. If your institution offers an unlimited number of meals, enter 99.

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

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

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

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

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## Price of Attendance

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

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

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

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

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

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

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- 4) **What are "other expenses"?**

This is the amount of money, estimated by the financial aid office, that is needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings.

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

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

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- 6) **If my institution offers room or board, but not both, how should I report this on the Cost of Attendance page?**

In this case, the "room and board" value must include both the known value and an estimate for the unknown value. Inclusion of both meal cost and housing cost is necessary to generate a total cost of attendance, which is subsequently needed for Net Price calculations. For example, if the institution offers meals but no housing, in the "on-campus room and board" field they would need to enter a total that includes the cost of the meal plan plus as estimate of housing (such as a housing cost similar to that of off-campus housing).



## 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

There are no changes for the 2018-19 collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- 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.

&nbsp;

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

## Part A - Mission Statement

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

<input type="radio"/>	Mission Statement URL:	http:// <input type="text"/>	<input type="text"/>
<input type="radio"/>	Mission Statement:	<input type="text"/>	

## 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 - Student Services - Special Learning Opportunities

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

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

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

- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (for the elementary, middle school/junior high, or secondary level)  
Do **not** include certifications to teach at the postsecondary level.
  - Students can complete their preparation in certain areas of specialization
  - Students must complete their preparation at another institution for certain areas of specialization
  - This institution is approved by the state for the initial certification or licensure of teachers
- None of the above

Part C - Student Services: Other Student Services

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

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

5. Which of the following academic library resource or service does your institution provide? [Check all that apply]

- Physical facilities
-  An organized collection of printed materials
-  Access to digital/electronic resources
- A staff trained to provide and interpret library materials
- Established library hours
-  Access to library collections that are shared with other institutions
- None of the above

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

- |                       |     |   |
|-----------------------|-----|---|
| <input type="radio"/> | No  |   |
| <input type="radio"/> | Yes |   |
|                       |     | <input type="checkbox"/> <u>Tuition guarantee</u>     |
|                       |     | <input type="checkbox"/> <u>Prepaid tuition plan</u>  |
|                       |     | <input type="checkbox"/> <u>Tuition payment plan</u>  |
|                       |     | <input type="checkbox"/> Other (specify in box below) |

 You may use the space below to provide context for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Student Services - Distance Education

**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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8. Are all the programs at your institution offered exclusively via distance education programs?**

<input type="radio"/> No	
<input type="radio"/> Yes	

## Part C - Student Services: Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2017 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

3 percent or less

More than 3 percent:

%



You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.



## Part D - Student Charges Questions

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

If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D7).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one 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.

No

Yes, and we do not make **ANY** (even one) exceptions to this rule

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

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

No

Yes

Specify housing capacity for academic year 2018-19

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

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

No

Yes - Enter the number of meals per week in the maximum meal plan available

Yes - Number of meals per week can vary (e.g., students charge meals against a meal card)

Part D - Student Charges - Number of programs

**5. How many programs are offered at your institution?**

*Be sure not to report single courses, report only full programs. If you do not know what a program is, review the definition in the glossary or call the Help Desk.*

Number of programs

## Part D - Student Charges - Price of Attendance

### 7. Cost of attendance for entering students

Please enter ALL amounts requested below. These data will be made available to the public on College Navigator. Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need. **Please talk to your financial aid office to get the correct numbers to use for this report.**

**Note:** The academic year length you report should be the same calculation used for required reporting for your Pell budget. This number will be used to calculate academic year costs for your institution and will impact your net price calculation. Please discuss this information with your student aid office to ensure accurate reporting.

#### LARGEST PROGRAM:

<b>CIP Code</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>
<b>Enter new largest program</b>	<i>If your largest program has changed from the one listed above, or if no program appears above, click the 'enter new largest program' link, choose a program and enter data for all three years. Note: if your institution participates in Title IV programs, you must complete all cells.</i>
How is your program measured?	<input type="radio"/> <u>Contact Hours</u> <input type="radio"/> <u>Credit Hours</u>
Total length of <u>PROGRAM</u> in contact or credit hours	<input type="text"/>
Total length of <u>PROGRAM</u> in <b>WEEKS</b> , as completed by a student attending full-time	<input type="text"/>
<b>?</b> Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in contact or credit hours	<input type="text"/>
<b>?</b> Total length of <u>ACADEMIC YEAR</u> (as used to calculate your Pell budget) in <b>WEEKS</b>	<input type="text"/>

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

	<b>?</b> Amount	Prior year
<b>Application fee</b>	<input type="text"/>	

The following numbers need to be reported for the **entire length of the program**. For example, if your program is 18 months long, report 18 months worth of tuition, fees, books and supplies.

If your institution charges differently based on residence, please use in-state charges. The correct numbers should be available from your financial aid office.

Published student charges <b>for the entire program</b>	2015-16	2016-17	2017-18	<b>?</b> 2018-19
<u>Tuition and required fees for the entire program</u>				<input type="text"/>
<b>?</b> <u>Books and supplies for the entire program</u>				<input type="text"/>

The following numbers need to be reported for **4 weeks (1 month)**.

The correct numbers should be available from your financial aid office. Off-campus numbers should be based on costs for your area, not on national averages.

#### On-campus:

<u>Room and board for 4 weeks (1 month)</u>				<input type="text"/>
<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
<u>Room and board and other expenses for 4 weeks (1 month)</u>				
<b>Off-campus (not with family):</b>				
<u>Room and board for 4 weeks (1 month)</u>				<input type="text"/>
<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
<u>Room and board and other expenses for 4 weeks (1 month)</u>				

#### **?** Off-campus (with family):

<u>Other expenses for 4 weeks (1 month)</u>				<input type="text"/>
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You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

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 <b>for the entire program</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				
Published student charges <b>for an academic year</b>				
<u>Tuition and required fees</u>				
<u>Books and supplies</u>				
<b>On-campus:</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (not with family):</b>				
<u>Room and board</u>				
<u>Other expenses</u>				
Room and board and other expenses				
<b>Off-campus (with family):</b>				
<u>Other expenses</u>				

Part D - Student Charges - Program Data

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

**Note:** The largest programs are the programs with the most students, **not** the programs with the longest lengths. Please make sure to report all costs for each program. As with the largest program, costs are for the **entire length of the program**. If your institution charges differently based on residence, please use in-state charges.

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

	CIP Code	Tuition and required fees	Cost of books and supplies	Total length of program	Program Measurement		# of months to complete
1st					<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	
	Title						
2nd	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
3rd	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
4th	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
5th	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					
6th	<input type="button" value="select"/> <input type="button" value="clear"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Contact hours	<input type="radio"/> Credit hours	<input type="text"/>
	Title	<input type="text"/>					

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

## Prepared by

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

### This survey component was prepared by:

<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input type="radio"/> Other
Name: <input type="text"/>		
Email: <input type="text"/>		

### How many staff from your institution only were involved in the data collection and reporting process of this survey component?

<input type="text"/>	Number of Staff (including yourself)
----------------------	--------------------------------------

### How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

*Exclude the hours spent collecting data for state and other reporting purposes.*

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours



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## Institutional Characteristics

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

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## Purpose of Survey

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

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## Changes in Reporting

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## General instructions

## Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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## Coverage

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

### A. Who to include

- Students enrolled in courses creditable toward a diploma, certificate, degree, or other **recognized postsecondary credential**.



- 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 **recognized postsecondary credential** 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 **recognized postsecondary credential**.
- 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.
- **Students in Experimental Pell Programs.**

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## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's 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's 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.

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## Where the Reported Data Will Appear

Data collected through IPEDS will be accessible at the institution and aggregate levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Reporting Directions

## Part A – Mission Statement

### ***Mission Statement***

Provide your institution's mission statement or a web address (please select http:// or https://) where the statement can be found. Typed statements are limited to 2,000 characters. The mission statement will be available to the public on College Navigator.

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

### **Services and Programs for Military Servicemembers and Veterans**

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

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

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## Part C - Student Services

### ***Special learning opportunities***

#### **Special credit**

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

#### **Special learning opportunities**

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

#### **Years of study required for entry (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 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.

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## **Part D - Student Charges**

### ***Screening questions***

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

### **On-campus or institutionally controlled off-campus housing requirement**

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

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

### **Tuition based on residence**

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

### **Institutionally controlled housing**

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

### **Meal plans**

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

### ***Tuition and fees for undergraduate students (academic year reporters)***

#### **Undergraduate students include:**

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

#### **Undergraduate application fee**

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

#### **Tuition and required fees for undergraduate students**

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

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

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

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

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

### ***Tuition and fees for graduate students***

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

#### **Graduate application fee**

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

#### **Tuition and required fees for graduate students**

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

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

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

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

### ***Doctor's - professional practice tuition and fees***

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

### ***Number of programs (program reporters only)***

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

### ***Room and Board***

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

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

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

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

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

This question requires working with your student financial aid office.

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

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

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

### ***Program reporters cost (price) of attendance***

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. **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 **clock** 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 **clock** 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 **clock** or credit hours.
- Report the number of months it takes a full-time student to complete the program.

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## **Part E - Athletic Association**

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

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

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## Part F - Campus information

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

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## Institutional Characteristics

Click one of the following questions to view the answer.

### General

- 1) [What is the purpose of the Institutional Characteristics survey?](#)
- 2) [What institutions are included in IPEDS?](#)
- 3) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)
- 5) [Are U.S. jurisdictions or territories \(like Guam, the U.S. Virgin Islands, etc.\) 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) [Do I have to report off campus living expenses?](#)
- 4) [What are "other expenses"?](#)
- 5) [What IC data are included on the College Navigator website?](#)

### Answers:

#### General

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

The primary purpose of the IPEDS Institutional Characteristics (IC) survey is to collect basic institutional information including mission, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost data for first-time, full-time students either for programs or for an academic year. This includes tuition and fee data as well as information on the estimated student budgets for students based on living situations (on-campus or off-campus). The cost numbers are also used in the SFA survey during the spring collection to calculate net price of attendance.

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##### 2) What institutions are included in IPEDS?

IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid.

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##### 3) Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?

No, you cannot change your IC data in the winter or spring, except in rare circumstances. Due to processing and the size of the database, it is difficult to make changes once a survey is closed. It is the responsibility of the institution's keyholder to report these data correctly in the fall, as they do impact other surveys (e.g., Student Financial Aid).

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##### 4) Where can I find my accrediting agency information since it is no longer collected in IPEDS?

The Office of Postsecondary Education(OPE) website: OPE Accreditation database at <https://ope.ed.gov/accreditation/>.

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##### 5) Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Islands, etc.) considered in the U.S. for distance education location reporting?

Yes, students located in a U.S. jurisdiction while they are enrolled in distance education courses should be reported as located in the U.S.

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##### 6) We offer courses that combine distance education and traditional teaching methods ("hybrid" courses). How should students enrolled in these courses be counted in the distance education portion of Fall Enrollment?

Hybrid courses are not considered by IPEDS as distance education. Students enrolled in "hybrid" courses should be reported as "not enrolled in any distance education courses."

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## Student Charges

- 1) **When determining the dormitory capacity, should we include off campus housing reserved for graduate and/or married students?**

Yes, if the institution is providing the housing and the students pay "rent" or "board" to the institution.

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- 2) **Our institution offers several meal plans. Which plan should I report?**

You should report the meal plan that offers the maximum number of meals per week. If your institution offers an unlimited number of meals, enter 99.

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- 3) **For academic year tuition reporters, what is the difference between the undergraduate tuition and fees charges in Part D question 5, and the tuition and fees charges in Part D question 11?**

The tuition and fees reported in question 5 are the average amounts charged to **all** full-time undergraduate students; the tuition and fees in question 11 represent the average amounts charged to **full-time, first-time** undergraduate students. The data in question 13 should be provided by your financial aid office as these are the amounts used to determine student budgets.

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- 4) **How do I calculate or determine "average tuition"?**

If your institution charges tuition on a per-credit-hour basis, then you should estimate average tuition based on the average full-time credit hour load for an entire academic year. If you have different charges for different programs at the undergraduate or graduate levels, calculate the "average" tuition using the amount that a typical student would expect to pay. **BE SURE TO REPORT TUITION FOR THE ENTIRE ACADEMIC YEAR!**

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## Price of Attendance

- 1) **How do I know what amounts to report for room and board and other expenses for institutionally-controlled housing both on and off campus?**

Report the room and board amounts used by your financial aid office for determining student budgets. The other expenses are the amount of money estimated by the financial aid office needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings. **Do not include the tuition and required fees with other expenses.**

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- 2) **How do I know what amounts to report for room and board and other expenses for off campus?**

You should enter the amount for a typical full-time student living off campus with family or not with family used by the financial aid office to determine the student budget.

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- 3) **Do I have to report off campus living expenses?**

Yes, if your institution does not require all of full-time, first-time students to live on campus (or makes ANY exceptions to this policy).

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- 4) **What are "other expenses"?**

This is the amount of money, estimated by the financial aid office, that is needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings.

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- 5) **What IC data are included on the College Navigator website?**

The Institutional Characteristics information that is made available on College Navigator includes special learning opportunities, student services, tuition and required fees, room and board charges, books and supplies, other expenses and the institution's mission statement. The best way to see what information is available about your institution is to look up your institution on [College Navigator](#).

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- 6) If my institution offers room or board, but not both, how should I report this on the Cost of Attendance page?**

In this case, the "room and board" value must include both the known value and an estimate for the unknown value. Inclusion of both meal cost and housing cost is necessary to generate a total cost of attendance, which is subsequently needed for Net Price calculations. For example, if the institution offers meals but no housing, in the "on-campus room and board" field they would need to enter a total that includes the cost of the meal plan plus an estimate of housing (such as a housing cost similar to that of off-campus housing).



## 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

There are no changes for the 2018-19 collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- 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.

&nbsp;

To download the survey materials for this component: [Survey Materials](#)

## Part A - Mission Statement

**1. Provide the institution's mission statement or a web address (URL) where the mission statement can be found. Typed statements are limited to 2,000 characters or less. The mission statement will be available to the public on College Navigator.**

<input type="radio"/>	Mission Statement URL:	http:// <input type="text"/>	<input type="text"/>
<input type="radio"/>	Mission Statement:	<input type="text"/>	

## 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 - Student Services - Special Learning Opportunities

### 1. Does your institution accept any of the following? [Check all that apply]

- Dual credit (college credit earned while in high school)
- Credit for life experiences
- Advanced placement (AP) credits
- None of the above

### 2. What types of special learning opportunities are offered by your institution? [Check all that apply]

- ROTC
  - Army
  - Navy
  - Air Force
- Study abroad
- Weekend/evening college
- Teacher certification (for the elementary, middle school/junior high, or secondary level)  
Do **not** include certifications to teach at the postsecondary level.
  - Students can complete their preparation in certain areas of specialization
  - Students must complete their preparation at another institution for certain areas of specialization
  - This institution is approved by the state for the initial certification or licensure of teachers
- None of the above

Part C - Student Services: Other Student Services

4. Which of the following selected student services are offered by your institution? [Check all that apply]

- Remedial services
- Academic/career counseling services
- Employment services for current students
- Placement services for program completers
- On-campus day care for children of students
- None of the above


5. Which of the following academic library resource or service does your institution provide? [Check all that apply]

- Physical facilities
-  An organized collection of printed materials
-  Access to digital/electronic resources
- A staff trained to provide and interpret library materials
- Established library hours
-  Access to library collections that are shared with other institutions
- None of the above

6. Indicate whether or not any of the following alternative tuition plans are offered by your institution.

- No
- Yes

- Tuition guarantee
- Prepaid tuition plan
- Tuition payment plan
- Other (specify in box below)

 You may use the space below to provide context for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Student Services - Distance Education

**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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8. Are all the programs at your institution offered exclusively via distance education programs?**

<input type="radio"/> No	
<input type="radio"/> Yes	

## Part C - Student Services: Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2017 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

3 percent or less

More than 3 percent:

%



You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.



## Part D - Student Charges Questions

### 1. Are all full-time, first-time degree/certificate-seeking students required to live on campus or in institutionally controlled housing?

If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D11).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one 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.

No

Yes, and we do not make **ANY** (even one) exceptions to this rule

### 2. Does your institution charge different tuition for in-district, in-state, or out-of-state students?

If you answer **Yes** to this question, you will be expected to report tuition amounts for in-district, in-state, and out-of-state students.

Please only select **Yes** if you really charge different tuition rates, or you will be reporting the same numbers 3 times.

No

Yes

### 3. Does your institution offer institutionally-controlled housing (either on or off campus)?

If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D10).

No

Yes

Specify housing capacity for academic year 2018-19

### 4. Do you offer board or meal plans to your students?

If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D10).

No

Yes - Enter the number of meals per week in the maximum meal plan available

Yes - Number of meals per week can vary (e.g., students charge meals against a meal card)

## Part D - Undergraduate Student Charges

If the institution charges an application fee, indicate the amount.

	Amount	Prior year
<u>Application fee</u>	<input type="text"/>	

### 5. Charges to full-time students for the full academic year 2018-19

Please be sure to report an average tuition that includes all students at all levels (freshman, sophomore, etc.).

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
All full-time students						
Average <u>tuition</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Required fees	<input type="text"/>		<input type="text"/>		<input type="text"/>	

### 6. Per credit hour charge for part-time students


Please be sure to report an average per credit tuition that includes all students at all levels (freshman, sophomore, etc.).

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
<u>Per credit hour charge</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	


## Part D - Student Charges - Price of Attendance

### 11. Cost of attendance for full-time, first-time students:

Please enter the amounts requested below. These data will be made available to the public on College Navigator. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information. *Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need. Please talk to your financial aid office to get these numbers to ensure that you are reporting correctly.*

 If the **2018-19 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	2015-16	2016-17	2017-18	2018-19		Guaranteed increase %
<b>Published tuition and required fees:</b>					 <b>Tuition Guarantee</b> (check only if applicable to <b>entering students in 2018-19</b> )	
<u>In-district</u>						
Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
<u>In-state</u>						
Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
<u>Out-of-state</u>						
Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
<u>Books and supplies</u>				<input type="text"/>		
<b>On-campus:</b>						
<u>Room and board</u>				<input type="text"/>		
<u>Other expenses</u>				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (not with family):</b>						
<u>Room and board</u>				<input type="text"/>		
<u>Other expenses</u>				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (with family):</b>						
<u>Other expenses</u>				<input type="text"/>		

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

## Prepared by

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

### This survey component was prepared by:

<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input type="radio"/> Other
Name: <input type="text"/>		
Email: <input type="text"/>		

### How many staff from your institution only were involved in the data collection and reporting process of this survey component?

<input type="text"/>	Number of Staff (including yourself)
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### How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

*Exclude the hours spent collecting data for state and other reporting purposes.*

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours



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## Institutional Characteristics

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### [Purpose of Institutional Characteristics Survey](#)

### [Changes in Reporting](#)

### [General Instructions](#)

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### [Where the Data Will Appear](#)

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### [Part A - Mission Statement and Distance Education](#)

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### [Part C - Student Services](#)

### [Part D - Student Charges](#)

### [Part E - Athletic Association](#)

### [Part F - Branch Campus](#)

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## Purpose of Survey

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional information including mission, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost data for first-time, full-time students either for programs or for an academic year. This includes tuition and fee data as well as information on the estimated student budgets for students based on living situations (on-campus or off-campus). The cost numbers are also used in the SFA survey during the Winter collection to calculate net price of attendance.

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## Changes in Reporting

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## General instructions

## Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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## Coverage

Carefully read each question in the Institutional Characteristics survey to ensure you are reporting data for the appropriate students. The student groups for which data are collected vary throughout the IC survey (e.g., undergraduate and graduate). In general, for each group, ensure that the guidelines below are met.

### A. Who to include

- Students enrolled in courses creditable toward a diploma, certificate, degree, or other **recognized postsecondary credential**.

- 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 **recognized postsecondary credential** 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 **recognized postsecondary credential**.
- 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.
- Students in Experimental Pell Programs.

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## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's 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's 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.

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## Where the Reported Data Will Appear

Data collected through IPEDS will be accessible at the institution and aggregate levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Reporting Directions

## Part A – Mission Statement

### ***Mission Statement***

Provide your institution's mission statement or a web address (please select http:// or https://) where the statement can be found. Typed statements are limited to 2,000 characters. The mission statement will be available to the public on College Navigator.

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## Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

### **Services and Programs for Military Servicemembers and Veterans**

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

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## Part C - Student Services

### ***Special learning opportunities***

#### **Special credit**

Indicate if your institution accepts credit earned prior to admission through any of the sources listed.

#### **Special learning opportunities**

Indicate if the listed special learning opportunities are offered by your institution. Teacher certification refers to pre-K through 12; if the institution only provides certification for some levels (e.g., elementary only and not secondary), be sure to indicate that only certain levels are offered.

#### **Years of study required for entry (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 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.

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## **Part D - Student Charges**

### ***Screening questions***

If you responded to questions regarding full-time, first-time degree/certificate-seeking undergraduate students in the Institutional Characteristics Header survey, your institution will be required to answer all the questions.

### **On-campus or institutionally controlled off-campus housing requirement**

Indicate if ALL full-time, first-time degree/certificate-seeking students are required to live on campus or in institutionally controlled off-campus housing. **If you make ANY exceptions, you should not select this as a requirement, as this will cause inconsistencies in your reporting between this section and the Student Financial Aid survey calculation of net price.**

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

### **Tuition based on residence**

Indicate if the institution charges a different price for students from in-district, in-state, or out-of-state.

### **Institutionally controlled housing**

Indicate if the institution provides institutionally controlled housing (either on- or off-campus) and if so, specify the housing capacity.

### **Meal plans**



Indicate if the institution offers board or meal plans to students. If the institution offers fixed meal plans, provide the number of meals per week in the maximum plan available. Institutions will be asked to report the board charges or combined room and board charges on later screens.

### ***Tuition and fees for undergraduate students (academic year reporters)***

#### **Undergraduate students include:**

- Students who have not obtained a bachelor's degree;
- Students in bachelor's degree programs that require *at least 4 years but fewer than 6 years* of college work; or
- Students in occupational or general study programs requiring 1, 2, or 3 years of college work that are designed to prepare students for immediate employment or to provide general education rather than to serve as the first 1, 2, or 3 years of a bachelor's degree program.

#### **Undergraduate application fee**

If the institution charges an application fee, indicate the amount. An application fee is the amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.

#### **Tuition and required fees for undergraduate students**

This tuition value differs from cost of attendance as it is the average tuition and fees for ALL undergraduate students and all levels (freshman, sophomore, junior, senior, etc.). It is possible that this number will be different from the cost of attendance that you will report if you have first-time, full-time students.

Since tuition and required fees and room and board charges may be different for varying groups of **full-time undergraduate students** at an institution, adhere to the following rules regarding reporting:

- Report the average tuition and required fees for the full academic year charged to in-district, in-state, and out-of-state students. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.
- If the institution charges tuition on a per-credit-hour basis, estimate average tuition based on the average full-time credit-hour load for an entire academic year.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.
- If the institution has a single lump sum charge for tuition, required fees, and room and board, enter the amount as a comprehensive fee.

#### **Per-credit-hour charges for part-time undergraduate students**

Enter the average dollar amount your institution charges to part-time undergraduate students per credit hour of instruction. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.

### ***Tuition and fees for graduate students***

**Graduate students include** any student who holds a bachelor's degree or equivalent, and is taking courses at the post-baccalaureate level. These students may or may not be enrolled in graduate programs.

#### **Graduate application fee**

If the institution charges an application fee, indicate the amount. An application fee is the amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.

#### **Tuition and required fees for graduate students**

Since tuition and required fees may be different for varying groups of full-time graduate students at an institution, adhere to the following rules regarding reporting:

- **Do not include** doctor's-professional practice tuition. This will be collected separately.
- Report the average tuition and required fees charged to full-time graduate students for the full academic year. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.

### **Per-credit-hour charges for part-time graduate students**

Enter the dollar amount the institution most frequently charges to **part-time graduate students** per credit hour of instruction. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.

### ***Doctor's - professional practice tuition and fees***

Report the tuition and fees (if applicable, for both in- and out-of-state) for students in the selected professional practice programs.

### ***Number of programs (program reporters only)***

Provide the total number of occupational programs offered by your institution. A program is a combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution. Please do not count single courses as a program.

### ***Room and Board***

Institutions that offer institutionally controlled housing (either on- or off- campus) will be required to answer the questions in this section.

Report the typical room charge for the full academic year (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers **board** but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

### ***Academic year reporters cost of attendance for full-time, first-time undergraduate students***

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

Institutions with standard academic terms (semesters, quarters, trimesters, or 4-1-4 or hybrid institutions) should provide cost information for in-district, in-state, and out-of-state students for the **FULL ACADEMIC YEAR** in the columns indicated. The numbers reported for tuition, fees, books and supplies, room and board, and other expenses *must match the amounts used by your financial aid office for determining eligibility for student financial assistance*. If your institution has a single lump sum charge for tuition, required fees, and room and board, enter the amount as a comprehensive fee. You will not be able to lock your submission without these data.

Report BOTH tuition and fees, separately. Please report accurately as these numbers are used in the calculation of net price during the Student Financial Aid survey. Net price appears to the public in College Navigator, including the College Affordability and Transparency Center, as mandated in accordance with Sec. 111 of the Higher Education Opportunity Act of 2008 (HEOA).

Indicate whether the tuition and/or fees reported are covered by a tuition guarantee plan. If they are, but it is not a flat rate, please provide the guaranteed maximum rate of increase.

### **Program reporters cost (price) of attendance**

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. **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 **clock** 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 **clock** 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 **clock** or credit hours.
- Report the number of months it takes a full-time student to complete the program.

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## **Part E - Athletic Association**

Indicate if the institution is a member of a national athletic association.

For institutions belonging to NCAA or NAIA, select the conference (by sport) from the drop list provided.

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## Part F - Campus information

For campuses, refer to the instructions on the appropriate screen.

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## Institutional Characteristics

Click one of the following questions to view the answer.

### General

- 1) [What is the purpose of the Institutional Characteristics survey?](#)
- 2) [What institutions are included in IPEDS?](#)
- 3) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)
- 5) [Are U.S. jurisdictions or territories \(like Guam, the U.S. Virgin Islands, etc.\) 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) [Do I have to report off campus living expenses?](#)
- 4) [What are "other expenses"?](#)
- 5) [What IC data are included on the College Navigator website?](#)

### Answers:

#### General

##### 1) What is the purpose of the Institutional Characteristics survey?

The primary purpose of the IPEDS Institutional Characteristics (IC) survey is to collect basic institutional information including mission, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost data for first-time, full-time students either for programs or for an academic year. This includes tuition and fee data as well as information on the estimated student budgets for students based on living situations (on-campus or off-campus). The cost numbers are also used in the SFA survey during the spring collection to calculate net price of attendance.

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##### 2) What institutions are included in IPEDS?

IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid.

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##### 3) Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?

No, you cannot change your IC data in the winter or spring, except in rare circumstances. Due to processing and the size of the database, it is difficult to make changes once a survey is closed. It is the responsibility of the institution's keyholder to report these data correctly in the fall, as they do impact other surveys (e.g., Student Financial Aid).

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##### 4) Where can I find my accrediting agency information since it is no longer collected in IPEDS?

The Office of Postsecondary Education(OPE) website: OPE Accreditation database at <https://ope.ed.gov/accreditation/>.

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##### 5) Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Islands, etc.) considered in the U.S. for distance education location reporting?

Yes, students located in a U.S. jurisdiction while they are enrolled in distance education courses should be reported as located in the U.S.

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##### 6) We offer courses that combine distance education and traditional teaching methods ("hybrid" courses). How should students enrolled in these courses be counted in the distance education portion of Fall Enrollment?

Hybrid courses are not considered by IPEDS as distance education. Students enrolled in "hybrid" courses should be reported as "not enrolled in any distance education courses."

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## Student Charges

- 1) **When determining the dormitory capacity, should we include off campus housing reserved for graduate and/or married students?**

Yes, if the institution is providing the housing and the students pay "rent" or "board" to the institution.

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- 2) **Our institution offers several meal plans. Which plan should I report?**

You should report the meal plan that offers the maximum number of meals per week. If your institution offers an unlimited number of meals, enter 99.

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- 3) **For academic year tuition reporters, what is the difference between the undergraduate tuition and fees charges in Part D question 5, and the tuition and fees charges in Part D question 11?**

The tuition and fees reported in question 5 are the average amounts charged to **all** full-time undergraduate students; the tuition and fees in question 11 represent the average amounts charged to **full-time, first-time** undergraduate students. The data in question 13 should be provided by your financial aid office as these are the amounts used to determine student budgets.

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- 4) **How do I calculate or determine "average tuition"?**

If your institution charges tuition on a per-credit-hour basis, then you should estimate average tuition based on the average full-time credit hour load for an entire academic year. If you have different charges for different programs at the undergraduate or graduate levels, calculate the "average" tuition using the amount that a typical student would expect to pay. **BE SURE TO REPORT TUITION FOR THE ENTIRE ACADEMIC YEAR!**

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## Price of Attendance

- 1) **How do I know what amounts to report for room and board and other expenses for institutionally-controlled housing both on and off campus?**

Report the room and board amounts used by your financial aid office for determining student budgets. The other expenses are the amount of money estimated by the financial aid office needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings. **Do not include the tuition and required fees with other expenses.**

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- 2) **How do I know what amounts to report for room and board and other expenses for off campus?**

You should enter the amount for a typical full-time student living off campus with family or not with family used by the financial aid office to determine the student budget.

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- 3) **Do I have to report off campus living expenses?**

Yes, if your institution does not require all of full-time, first-time students to live on campus (or makes ANY exceptions to this policy).

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- 4) **What are "other expenses"?**

This is the amount of money, estimated by the financial aid office, that is needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings.

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- 5) **What IC data are included on the College Navigator website?**

The Institutional Characteristics information that is made available on College Navigator includes special learning opportunities, student services, tuition and required fees, room and board charges, books and supplies, other expenses and the institution's mission statement. The best way to see what information is available about your institution is to look up your institution on [College Navigator](#).

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- 6) **If my institution offers room or board, but not both, how should I report this on the Cost of Attendance page?**

In this case, the "room and board" value must include both the known value and an estimate for the unknown value. Inclusion of both meal cost and housing cost is necessary to generate a total cost of attendance, which is subsequently needed for Net Price calculations. For example, if the institution offers meals but no housing, in the "on-campus room and board" field they would need to enter a total that includes the cost of the meal plan plus an estimate of housing (such as a housing cost similar to that of off-campus housing).



## 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

There are no changes for the 2018-19 collection period.

#### Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting. Additional common errors or tips can be found in the New Keyholder Handbook under Resources.

- 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.

&nbsp;

To download the survey materials for this component: [Survey Materials](#)

## Part A - Mission Statement

**1. Provide the institution's mission statement or a web address (URL) where the mission statement can be found. Typed statements are limited to 2,000 characters or less. The mission statement will be available to the public on College Navigator.**

<input type="radio"/>	Mission Statement URL:	http:// <input type="text"/>	<input type="text"/>
<input type="radio"/>	Mission Statement:	<input type="text"/>	



## 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 - Student Services - Special Learning Opportunities

### 1. Does your institution accept any of the following? [Check all that apply]

<input type="checkbox"/>	<u>Dual credit</u> (college credit earned while in high school)
<input type="checkbox"/>	<u>Credit for life experiences</u>
<input type="checkbox"/>	<u>Advanced placement (AP) credits</u>
<input type="checkbox"/>	None of the above

### 2. What types of special learning opportunities are offered by your institution? [Check all that apply]

<input type="checkbox"/>	ROTC				
<input type="checkbox"/>	Army	<input type="checkbox"/>	Navy	<input type="checkbox"/>	Air Force
<input type="checkbox"/>	<u>Study abroad</u>				
<input type="checkbox"/>	<u>Weekend/evening college</u>				
<input type="checkbox"/>	<u>Teacher certification</u> (for the elementary, middle school/junior high, or secondary level)				
	Do <b>not</b> include certifications to teach at the postsecondary level.				
<input type="checkbox"/>	Students can complete their preparation in certain areas of specialization				
<input type="checkbox"/>	Students must complete their preparation at another institution for certain areas of specialization				
<input type="checkbox"/>	This institution is approved by the state for the initial certification or licensure of teachers				
<input type="checkbox"/>	None of the above				

### 3. If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?

Number of years

Select One ▾

## Part C - Student Services: Other Student Services

### 4. Which of the following selected student services are offered by your institution? [Check all that apply]

- Remedial services
- Academic/career counseling services
- Employment services for current students
- Placement services for program completers
- On-campus day care for children of students
- None of the above


### 5. Which of the following academic library resource or service does your institution provide? [Check all that apply]

- Physical facilities
-  An organized collection of printed materials
-  Access to digital/electronic resources
- A staff trained to provide and interpret library materials
- Established library hours
-  Access to library collections that are shared with other institutions
- None of the above

### 6. Indicate whether or not any of the following alternative tuition plans are offered by your institution.

- No
- Yes

- Tuition guarantee
- Prepaid tuition plan
- Tuition payment plan
- Other (specify in box below)

 You may use the space below to provide context for the alternative tuition plans you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Part C - Student Services - Distance Education

**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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8. Are all the programs at your institution offered exclusively via distance education programs?**

<input type="radio"/> No	
<input type="radio"/> Yes	

## Part C - Student Services: Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2017 who were formally registered as students with disabilities with the institution's office of disability services (or the equivalent office).

3 percent or less

More than 3 percent:

%



You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

## Part D - Student Charges Questions

### 1. Are all full-time, first-time degree/certificate-seeking students required to live on campus or in institutionally controlled housing?

If you answer **Yes** to this question, you will not be asked to report off-campus room and board in the price of attendance (D11).

This is only a screening question, and your response does not show up on College Navigator.

If you make any exceptions to this rule, and have even one 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.

No

Yes, and we do not make **ANY** (even one) exceptions to this rule

### 2. Does your institution charge different tuition for in-district, in-state, or out-of-state students?

If you answer **Yes** to this question, you will be expected to report tuition amounts for in-district, in-state, and out-of-state students.

Please only select **Yes** if you really charge different tuition rates, or you will be reporting the same numbers 3 times.

No

Yes

### 3. Does your institution offer institutionally-controlled housing (either on or off campus)?

If you answer **Yes** to this question, you will be expected to specify a housing capacity, and to report a room charge or a combined room and board charge (D10).

No

Yes

Specify housing capacity for academic year 2018-19

### 4. Do you offer board or meal plans to your students?

If you answer **Yes** to this question, you will be expected to report a board charge or combined room and board charge (D10).

No

Yes - Enter the number of meals per week in the maximum meal plan available

Yes - Number of meals per week can vary (e.g., students charge meals against a meal card)

Part D - Undergraduate Student Charges

If the institution charges an application fee, indicate the amount.

	Amount	Prior year
<u>Undergraduate application fee</u>	<input type="text"/>	

**5. Charges to full-time undergraduate students for the full academic year 2018-19**

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 <u>tuition</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Required fees	<input type="text"/>		<input type="text"/>		<input type="text"/>	

**6. Per credit hour charge for part-time undergraduate students**

Please be sure to report an average per credit tuition that includes all students at all levels (freshman, sophomore, etc.).

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
<u>Per credit hour charge</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

Part D - Graduate Student Charges

If the institution charges an application fee, indicate the amount.

	Amount	Prior year
<u>Graduate application fee</u>	<input type="text"/>	

*Please do not include tuition for Doctor's Degree – Professional Practice programs.  
Data for those programs are collected separately.*

7. Charges to full-time graduate students for the full academic year 2018-19

	<u>In-district</u>	<u>Prior year</u>	<u>In-state</u>	<u>Prior year</u>	<u>Out-of-state</u>	<u>Prior year</u>
Average <u>tuition</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Required <u>fees</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	

8. Per credit hour charge for part-time graduate students

	<u>In-district</u>	<u>Prior year</u>	<u>In-state</u>	<u>Prior year</u>	<u>Out-of-state</u>	<u>Prior year</u>
<u>Per credit hour charge</u>	<input type="text"/>		<input type="text"/>		<input type="text"/>	



Part D - Student Charges - Graduate, Doctor's Professional Practice Tuition

9. List the typical tuition and required fees for a full-time doctor's-professional practice student in any of the selected programs for the full academic year 2018-19.

**DO NOT include room and board charges**

Doctor's degree-professional practice

**In-state**

**Out-of-state**

1. **Chiropractic (D.C. or D.C.M.):**

Tuition amount

Required fees

2. **Dentistry (D.D.S. or D.M.D.):**

Tuition amount

Required fees

3. **Medicine (M.D.):**

Tuition amount

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



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## Part D - Student Charges - Room and Board

### 10. What are the typical room and board charges for a student for the full academic year 2018-19?

*If your institution offers room or board at no charge to students, enter zero.*


*If you report room and board separately, leave the combined charge blank. If you report a combined charge, leave the room and board charges blank.*

Room and board charges	Amount	Prior year
 Room charge (Double occupancy)	<input type="text"/>	
 Board charge (Maximum plan)	<input type="text"/>	
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)	<input type="text"/>	


## Part D - Student Charges - Price of Attendance

### 11. Cost of attendance for full-time, first-time undergraduate students:

Please enter the amounts requested below. These data will be made available to the public on College Navigator. If your institution participates in any Title IV programs (Pell, Stafford, etc.), you must complete all information. *Estimates of expenses for books and supplies, room and board, and other expenses are those from the **Cost of Attendance report** used by the financial aid office in determining financial need. Please talk to your financial aid office to get these numbers to ensure that you are reporting correctly.*

 If the **2018-19 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	2015-16	2016-17	2017-18	2018-19	 Tuition Guarantee (check only if applicable to <b>entering students in 2018-19</b> )	Guaranteed increase %
<b>Published tuition and required fees:</b>						
<u>In-district</u>						
Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
<u>In-state</u>						
Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
<u>Out-of-state</u>						
Tuition				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Required fees				<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Tuition + fees total						
<u>Books and supplies</u>				<input type="text"/>		
<b>On-campus:</b>						
<u>Room and board</u>				<input type="text"/>		
<u>Other expenses</u>				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (not with family):</b>						
<u>Room and board</u>				<input type="text"/>		
<u>Other expenses</u>				<input type="text"/>		
Room and board and other expenses						
<b>Off-campus (with family):</b>						
<u>Other expenses</u>				<input type="text"/>		

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

## Part E - Athletic Association

### 1. Is this institution a member of a national athletic association?

No

Yes - Check all that apply

National Collegiate Athletic Association (NCAA)

National Association of Intercollegiate Athletics (NAIA)

National Junior College Athletic Association (NJCAA)

United States Collegiate Athletic Association (USCAA)

National Christian College Athletic Association (NCCAA)

Other

### 2. If this institution is a member of the NCAA or NAIA, specify the conference FOR EACH SPORT using the pull down menu.

Sport	NCAA or NAIA member		Conference
Football	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Basketball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Baseball	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾
Cross country and/or track	<input type="radio"/> No	<input type="radio"/> Yes-Specify	Select One ▾

## Prepared by

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

### This survey component was prepared by:

<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input type="radio"/> Other
Name: <input type="text"/>		
Email: <input type="text"/>		

### How many staff from your institution only were involved in the data collection and reporting process of this survey component?

<input type="text"/>	Number of Staff (including yourself)
----------------------	--------------------------------------

### How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

*Exclude the hours spent collecting data for state and other reporting purposes.*

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours



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## Institutional Characteristics

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### [Purpose of Institutional Characteristics Survey](#)

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## Purpose of Survey

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional information including mission, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost data for first-time, full-time students either for programs or for an academic year. This includes tuition and fee data as well as information on the estimated student budgets for students based on living situations (on-campus or off-campus). The cost numbers are also used in the SFA survey during the Winter collection to calculate net price of attendance.

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## Changes in Reporting

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## General instructions

## Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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## Coverage

Carefully read each question in the Institutional Characteristics survey to ensure you are reporting data for the appropriate students. The student groups for which data are collected vary throughout the IC survey (e.g., undergraduate and graduate). In general, for each group, ensure that the guidelines below are met.

### A. Who to include

- Students enrolled in courses creditable toward a diploma, certificate, degree, or other **recognized postsecondary credential**.

- 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 **recognized postsecondary credential** 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 **recognized postsecondary credential**.
- 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.
- **Students in Experimental Pell Programs.**

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## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's 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's 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.

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## Where the Reported Data Will Appear

Data collected through IPEDS will be accessible at the institution and aggregate levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Reporting Directions

## Part A – Mission Statement

### ***Mission Statement***

Provide your institution's mission statement or a web address (please select http:// or https://) where the statement can be found. Typed statements are limited to 2,000 characters. The mission statement will be available to the public on College Navigator.

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## Part B - Services for Military Servicemembers, Veterans, and Eligible Family Members

### **Services and Programs for Military Servicemembers and Veterans**

Indicate which of the following are offered to veterans, military servicemembers, or their families.

For the Post-9/11 GI Bill Yellow Ribbon program, please choose this only if the Yellow Ribbon program is available at your institution.

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## Part C - Student Services

### ***Special learning opportunities***

#### **Special credit**

Indicate if your institution accepts credit earned prior to admission through any of the sources listed.

#### **Special learning opportunities**

Indicate if the listed special learning opportunities are offered by your institution. Teacher certification refers to pre-K through 12; if the institution only provides certification for some levels (e.g., elementary only and not secondary), be sure to indicate that only certain levels are offered.

#### **Years of study required for entry (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 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.

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## **Part D - Student Charges**

### ***Screening questions***

If you responded to questions regarding full-time, first-time degree/certificate-seeking undergraduate students in the Institutional Characteristics Header survey, your institution will be required to answer all the questions.

### **On-campus or institutionally controlled off-campus housing requirement**

Indicate if ALL full-time, first-time degree/certificate-seeking students are required to live on campus or in institutionally controlled off-campus housing. **If you make ANY exceptions, you should not select this as a requirement, as this will cause inconsistencies in your reporting between this section and the Student Financial Aid survey calculation of net price.**

This question is a screening question, and does not appear on College Navigator. Please respond correctly.

### **Tuition based on residence**

Indicate if the institution charges a different price for students from in-district, in-state, or out-of-state.

### **Institutionally controlled housing**

Indicate if the institution provides institutionally controlled housing (either on- or off-campus) and if so, specify the housing capacity.

### **Meal plans**

Indicate if the institution offers board or meal plans to students. If the institution offers fixed meal plans, provide the number of meals per week in the maximum plan available. Institutions will be asked to report the board charges or combined room and board charges on later screens.

### ***Tuition and fees for undergraduate students (academic year reporters)***

#### **Undergraduate students include:**

- Students who have not obtained a bachelor's degree;
- Students in bachelor's degree programs that require *at least 4 years but fewer than 6 years* of college work; or
- Students in occupational or general study programs requiring 1, 2, or 3 years of college work that are designed to prepare students for immediate employment or to provide general education rather than to serve as the first 1, 2, or 3 years of a bachelor's degree program.

#### **Undergraduate application fee**

If the institution charges an application fee, indicate the amount. An application fee is the amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.

#### **Tuition and required fees for undergraduate students**

This tuition value differs from cost of attendance as it is the average tuition and fees for ALL undergraduate students and all levels (freshman, sophomore, junior, senior, etc.). It is possible that this number will be different from the cost of attendance that you will report if you have first-time, full-time students.

Since tuition and required fees and room and board charges may be different for varying groups of **full-time undergraduate students** at an institution, adhere to the following rules regarding reporting:

- Report the average tuition and required fees for the full academic year charged to in-district, in-state, and out-of-state students. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.
- If the institution charges tuition on a per-credit-hour basis, estimate average tuition based on the average full-time credit-hour load for an entire academic year.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.
- If the institution has a single lump sum charge for tuition, required fees, and room and board, enter the amount as a comprehensive fee.

#### **Per-credit-hour charges for part-time undergraduate students**

Enter the average dollar amount your institution charges to part-time undergraduate students per credit hour of instruction. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.

### ***Tuition and fees for graduate students***

**Graduate students include** any student who holds a bachelor's degree or equivalent, and is taking courses at the post-baccalaureate level. These students may or may not be enrolled in graduate programs.

#### **Graduate application fee**

If the institution charges an application fee, indicate the amount. An application fee is the amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.

#### **Tuition and required fees for graduate students**

Since tuition and required fees may be different for varying groups of full-time graduate students at an institution, adhere to the following rules regarding reporting:

- **Do not include** doctor's-professional practice tuition. This will be collected separately.
- Report the average tuition and required fees charged to full-time graduate students for the full academic year. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.
- When reporting required fees, include all fixed sum charges that are REQUIRED of a majority of students.
- Do not include any charges that are clearly optional.

### **Per-credit-hour charges for part-time graduate students**

Enter the dollar amount the institution most frequently charges to **part-time graduate students** per credit hour of instruction. If you selected 'yes' for the screening question that you charge different tuitions for in-district, in-state, and out-of-state, provide amounts in all columns even if two are the same. If they are all the same, go back to the screening question that asks about this and indicate that you do not charge different tuitions.

### ***Doctor's - professional practice tuition and fees***

Report the tuition and fees (if applicable, for both in- and out-of-state) for students in the selected professional practice programs.

### ***Number of programs (program reporters only)***

Provide the total number of occupational programs offered by your institution. A program is a combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution. Please do not count single courses as a program.

### ***Room and Board***

Institutions that offer institutionally controlled housing (either on- or off- campus) will be required to answer the questions in this section.

Report the typical room charge for the full academic year (as indicated on screen) for a full-time student sharing a room with one other student. Report the board charge based on the maximum meal plan available for the full academic year (as indicated on screen) to a full-time student. Report a combined room and board charge only if room and board charges cannot be separated.

- If your institution offers **room** (housing) but does not offer board, refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on board.
- If your institution offers **board** but does not offer room (housing), refer to your institution's cost of attendance budgets from your financial aid office to report an estimate of how much students would spend on room.

### ***Academic year reporters cost of attendance for full-time, first-time undergraduate students***

If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. There are no changes in the Prior Year Revision System.

This question requires working with your student financial aid office.

Institutions with standard academic terms (semesters, quarters, trimesters, or 4-1-4 or hybrid institutions) should provide cost information for in-district, in-state, and out-of-state students for the **FULL ACADEMIC YEAR** in the columns indicated. The numbers reported for tuition, fees, books and supplies, room and board, and other expenses *must match the amounts used by your financial aid office for determining eligibility for student financial assistance*. If your institution has a single lump sum charge for tuition, required fees, and room and board, enter the amount as a comprehensive fee. You will not be able to lock your submission without these data.

Report BOTH tuition and fees, separately. Please report accurately as these numbers are used in the calculation of net price during the Student Financial Aid survey. Net price appears to the public in College Navigator, including the College Affordability and Transparency Center, as mandated in accordance with Sec. 111 of the Higher Education Opportunity Act of 2008 (HEOA).

Indicate whether the tuition and/or fees reported are covered by a tuition guarantee plan. If they are, but it is not a flat rate, please provide the guaranteed maximum rate of increase.

### **Program reporters cost (price) of attendance**

Institutions with no full-time, first-time students will report the six largest programs on one page, and should follow the directions under 'Reporting the next 5 largest programs' to report these data. **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 **clock** 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 **clock** 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 **clock** or credit hours.
- Report the number of months it takes a full-time student to complete the program.

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## **Part E - Athletic Association**

Indicate if the institution is a member of a national athletic association.

For institutions belonging to NCAA or NAIA, select the conference (by sport) from the drop list provided.

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## Part F - Campus information

For campuses, refer to the instructions on the appropriate screen.

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## Institutional Characteristics

Click one of the following questions to view the answer.

### General

- 1) [What is the purpose of the Institutional Characteristics survey?](#)
- 2) [What institutions are included in IPEDS?](#)
- 3) [Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?](#)
- 4) [Where can I find my accrediting agency information since it is no longer collected in IPEDS?](#)
- 5) [Are U.S. jurisdictions or territories \(like Guam, the U.S. Virgin Islands, etc.\) 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) [Do I have to report off campus living expenses?](#)
- 4) [What are "other expenses"?](#)
- 5) [What IC data are included on the College Navigator website?](#)

### Answers:

#### General

##### 1) What is the purpose of the Institutional Characteristics survey?

The primary purpose of the IPEDS Institutional Characteristics (IC) survey is to collect basic institutional information including mission, student services, and athletic association. IC also collects student charges data including tuition for different levels and cost data for first-time, full-time students either for programs or for an academic year. This includes tuition and fee data as well as information on the estimated student budgets for students based on living situations (on-campus or off-campus). The cost numbers are also used in the SFA survey during the spring collection to calculate net price of attendance.

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##### 2) What institutions are included in IPEDS?

IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid.

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##### 3) Can I change my Institutional Characteristics data during the winter or spring surveys if I made a mistake in the fall?

No, you cannot change your IC data in the winter or spring, except in rare circumstances. Due to processing and the size of the database, it is difficult to make changes once a survey is closed. It is the responsibility of the institution's keyholder to report these data correctly in the fall, as they do impact other surveys (e.g., Student Financial Aid).

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##### 4) Where can I find my accrediting agency information since it is no longer collected in IPEDS?

The Office of Postsecondary Education(OPE) website: OPE Accreditation database at <https://ope.ed.gov/accreditation/>.

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##### 5) Are U.S. jurisdictions or territories (like Guam, the U.S. Virgin Islands, etc.) considered in the U.S. for distance education location reporting?

Yes, students located in a U.S. jurisdiction while they are enrolled in distance education courses should be reported as located in the U.S.

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##### 6) We offer courses that combine distance education and traditional teaching methods ("hybrid" courses). How should students enrolled in these courses be counted in the distance education portion of Fall Enrollment?

Hybrid courses are not considered by IPEDS as distance education. Students enrolled in "hybrid" courses should be reported as "not enrolled in any distance education courses."

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## Student Charges

- 1) **When determining the dormitory capacity, should we include off campus housing reserved for graduate and/or married students?**

Yes, if the institution is providing the housing and the students pay "rent" or "board" to the institution.

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- 2) **Our institution offers several meal plans. Which plan should I report?**

You should report the meal plan that offers the maximum number of meals per week. If your institution offers an unlimited number of meals, enter 99.

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- 3) **For academic year tuition reporters, what is the difference between the undergraduate tuition and fees charges in Part D question 5, and the tuition and fees charges in Part D question 11?**

The tuition and fees reported in question 5 are the average amounts charged to **all** full-time undergraduate students; the tuition and fees in question 11 represent the average amounts charged to **full-time, first-time** undergraduate students. The data in question 13 should be provided by your financial aid office as these are the amounts used to determine student budgets.

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- 4) **How do I calculate or determine "average tuition"?**

If your institution charges tuition on a per-credit-hour basis, then you should estimate average tuition based on the average full-time credit hour load for an entire academic year. If you have different charges for different programs at the undergraduate or graduate levels, calculate the "average" tuition using the amount that a typical student would expect to pay. **BE SURE TO REPORT TUITION FOR THE ENTIRE ACADEMIC YEAR!**

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## Price of Attendance

- 1) **How do I know what amounts to report for room and board and other expenses for institutionally-controlled housing both on and off campus?**

Report the room and board amounts used by your financial aid office for determining student budgets. The other expenses are the amount of money estimated by the financial aid office needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings. **Do not include the tuition and required fees with other expenses.**

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- 2) **How do I know what amounts to report for room and board and other expenses for off campus?**

You should enter the amount for a typical full-time student living off campus with family or not with family used by the financial aid office to determine the student budget.

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- 3) **Do I have to report off campus living expenses?**

Yes, if your institution does not require all of full-time, first-time students to live on campus (or makes ANY exceptions to this policy).

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- 4) **What are "other expenses"?**

This is the amount of money, estimated by the financial aid office, that is needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings.

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- 5) **What IC data are included on the College Navigator website?**

The Institutional Characteristics information that is made available on College Navigator includes special learning opportunities, student services, tuition and required fees, room and board charges, books and supplies, other expenses and the institution's mission statement. The best way to see what information is available about your institution is to look up your institution on [College Navigator](#).

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- 6) **If my institution offers room or board, but not both, how should I report this on the Cost of Attendance page?**

In this case, the "room and board" value must include both the known value and an estimate for the unknown value. Inclusion of both meal cost and housing cost is necessary to generate a total cost of attendance, which is subsequently needed for Net Price calculations. For example, if the institution offers meals but no housing, in the "on-campus room and board" field they would need to enter a total that includes the cost of the meal plan plus as estimate of housing (such as a housing cost similar to that of off-campus housing).

