Integrated Postsecondary Education Data System (IPEDS) 2022-23 through 2024-25

Institutional Characteristics (IC)

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Institutional Characteristics Package 2022-23 through 2024-25 Data Collections

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Changes for 2022-23

Throughout the materials, additions are indicated in red, deletions are indicated in ~~red strikethrough~~.

Institutional Identification	
Change from DUNS to UEI	Change from collecting Dun & Bradstreet (DUNS) numbers to collecting Unique Entity Identifiers (UEIs).
IC-Header and Institutional Characteristics	
Mission Statement	Mission Statement (or URL) collection will be moved from IC (Part A) to ICH (Part B Question 1).
IC-Header	
Part B – Reordering of questions	
Questions 2. – 8.	Formerly Questions B1. – B7. These questions have all been renumbered due to the addition of the Mission Statement.
Institutional Characteristics	
Reordering of parts (due to removal of Mission Statement) – Academic Reporters	
Previous years	**2022-23 and beyond**
Part A – Mission Statement	**Removed:** The mission statement has been moved to the IC Header from the Institutional Characteristics survey component.
Part B - Services and Programs for Servicemembers and Veterans	Part A - Services and Programs for Servicemembers and Veterans
Part C – Student Services	Part B – Student Services
Part D – Student Charges Questions	Part C – Student Charges
Part E – Student Charges	Part C – Student Charges
Part F – Athletic Association	Part D – Athletic Association
Reordering of parts (due to removal of Mission Statement) – Program Reporters	
Part A – Mission Statement	**Removed:** The mission statement has been moved to the IC Header from the Institutional Characteristics survey component.
Part B - Services and Programs for Servicemembers and Veterans	Part A - Services and Programs for Servicemembers and Veterans
Part C – Student Services	Part B – Student Services
Part D – Student Charges – Cost of Attendance	Part C – Student Charges – Cost of Attendance
Part E – Student Charges – Program Data and Room and Board	Part C – Student Charges – Program Data and Room and Board
Part F – Athletic Association	Part D – Athletic Association
General	
Throughout all Parts	Minor wording changes for clarification.
Part B (previously Part C) – for all institutions	
Question 2	Added new options for special learning opportunities. - Marine option (under Navy ROTC) - Undergraduate research Comprehensive transition and postsecondary program for students with intellectual disabilities
Question 6b	Added a question about 'Promise Programs'.

New pre-scripted context box options
The following options will be provided for the existing Price of Attendance context box as drop down options along with the existing open response option. • The Cost of Attendance varies by program. • The Cost of Attendance or tuition and fee methodology changed from last year. • ~~Our tuition and fee methodology changed from last year.~~ • We allow special Cost of Attendance allowance additions for some programs and student categories. • Cost of Attendance updates are based on a recent (prior or current year) cost survey. • Tuition and fee charges increased/decreased when compared to last year. • Tuition and fees, and/or Cost of Attendance components are the same as last year. • Tuition and fees, and Cost of Attendance components vary by campus location. • This is a U.S. Service Academy. All costs are covered, and students receive a stipend in exchange for a U.S. Armed Forces service commitment. • First-year students must live on campus. • ~~Tuition and fee prices include the cost of books and supplies.~~ • ~~Tuition and fee prices include the estimated cost of a computer required for all students.~~ • The Tuition and Fees ~~COA component~~ includes the estimated cost of a computer required for all students. • The Tuition and Fees ~~COA component~~ includes the cost of books and supplies. • The Books and Supplies ~~COA component~~ includes the estimated cost of a computer required for all students. • The Cost of Attendance (COA) is based on a weighted average of student living arrangement categories while enrolled. • The Cost of Attendance (COA) is based on a weighted average of ~~estimated~~ costs for all students across Title IV eligible programs. • ~~The Cost of Attendance (COA) is based on a weighted average of actual costs for all students enrolled in Title IV eligible programs.~~

Changes for 2023-24

Throughout the materials, additions are indicated in red, deletions are indicated in ~~red strikethrough~~.

IC-Header	
Part A	
Question 1.	Part A Question 1 has been shortened to remove noncredit education activities (moved to the noncredit education screening question in Part C Question 5)
Part C	
Question 4	New screening question for dual enrollment.
Question 5	New screening question for noncredit education.
Institutional Characteristics	
Part B	
Question 4	Removed remedial services option.
Question 6	Removed dual enrollment option.

Questions with applicability that varies

Some questions are not applicable to all institutions, or the years differ by institution type. Please see the table below for information. In the forms below, variability is indicated with [purple].

IC-Header	
Part B	
Question 6.	Only applicable to 4-year institutions.
Part C	
Question 2.	Only applicable to degree-granting institutions.
Institutional Characteristics	
Academic Reporters Form	
Part B	
Question 3.	Applicable to 4-year institutions only.
Question 7.	**Graduate row:** Applicable to 4-year institutions only.

Part C	
Question 2.	Applicable to public institutions only.
Questions 5, 6, & 11.	**In-district, in-state, and out-of-state breakdowns:** Applicable to public institutions only.
Question 7.	Applicable to 4-year institutions only. **In-district, in-state, and out-of-state breakdowns:** Applicable to public institutions only.
Questions 8 & 9.	Applicable to 4-year institutions only. **In-district, in-state, and out-of-state breakdowns:** Applicable to public institutions only.
Question 10.	Applicable to degree-granting institutions only
Part D	
All Questions	Applicable to degree-granting institutions only
Program Reporters Form	
Part B	
Question 3.	Applicable to 4-year institutions only.
Question 7.	**Graduate row:** Applicable to 4-year institutions only.
Part C	
Question 10.	Applicable to degree-granting institutions only
Part D	
All Questions	Applicable to degree-granting institutions only

Years that change across the 3 years of clearance

Dates change for some elements depending on the collection year. Please see the table below for information. Dates currently included throughout the materials are for the 2023-24 data collection and are highlighted in [green].

IC-Header	
Part B	
Question 7	Year is loaded based on institution level and year of data collection. **2022-23 data collection:** For 4-year institutions: Academic Year 2017-18 (From Fall Enrollment 2017-18 collection) For 2- and less-than-2-years: Academic Year 2019-20 (From Fall Enrollment 2019-20 collection) **2023-24 data collection:** For 4-year institutions: Academic Year 2018-19 (From Fall Enrollment 2018-19 collection) For 2- and less-than-2-years: Academic Year 2020-21 (From Fall Enrollment 2020-21 collection) **2024-25 data collection:** For 4-year institutions: Academic Year 2019-20 (From Fall Enrollment 2019-20 collection) For 2- and less-than-2-years: Academic Year 2021-22 (From Fall Enrollment 2021-22 collection)
Part C	
Question 2	Fiscal year changes each collection. **2022-23 data collection:** Fiscal Year 2022 (already illustrated throughout 2022-23 materials) **2023-24 data collection:** Fiscal Year 2023 (already illustrated throughout 2023-24 through 2024-25 materials) **2024-25 data collection:** Fiscal Year 2024
Question 3	Operation year changes each collection. **2022-23 data collection:** Academic year 2021-22 (already illustrated throughout 2022-23 materials) **2023-24 data collection:** Academic year 2022-23 (already illustrated throughout 2023-24 through 2024-25 materials) **2024-25 data collection:** Academic year 2023-24
Institutional Characteristics	
Academic Reporters Form	
Part B	
Question 9.	Year is loaded based on data collection cycle. **Collection Year 2022-23:** Fall 2021 (already illustrated throughout 2022-23 materials) **Collection Year 2023-24**: Fall 2022 (already illustrated throughout 2023-24 through 2024-25 materials) **Collection Year 2024-25:** Fall 2023
Part C	
Questions 3, 5, 7, 9, & 10	Academic year is loaded based on data collection cycle. **Collection Year 2022-23:** 2022-23 (already illustrated throughout 2022-23 materials) **Collection Year 2023-24**: 2023-24 (already illustrated throughout 2023-24 through 2024-25 materials) **Collection Year 2024-25:** 2024-25

Question 11	Academic years at top of screen are loaded based on data collection cycle. **Collection Year 2022-23:** 2019-20, 2020-21, 2021-22, 2022-23 (already illustrated throughout 2022-23 materials) **Collection Year 2023-24**: 2020-21, 2021-22, 2022-23, 2023-24 (already illustrated throughout 2023-24 through 2024-25 materials) **Collection Year 2024-25:** 2021-22, 2022-23, 2023-24, 2024-25
Program Reporters Form	
Part B	
Question 9.	Year is loaded based on data collection cycle. **Collection Year 2022-23:** Fall 2021 (already illustrated throughout 2022-23 materials) **Collection Year 2023-24**: Fall 2022 (already illustrated throughout 2023-24 through 2024-25 materials) **Collection Year 2024-25:** Fall 2023
Part C	
Questions 3 & 10	Academic year is loaded based on data collection cycle. **Collection Year 2022-23:** 2022-23 (already illustrated throughout 2022-23 materials) **Collection Year 2023-24**: 2023-24 (already illustrated throughout 2023-24 through 2024-25 materials) **Collection Year 2024-25:** 2024-25
Question 7	Academic years at top of screen are loaded based on data collection cycle. **Collection Year 2022-23:** 2019-20, 2020-21, 2021-22, 2022-23 (already illustrated throughout 2022-23 materials) **Collection Year 2023-24**: 2020-21, 2021-22, 2022-23, 2023-24 (already illustrated throughout 2023-24 through 2024-25 materials) **Collection Year 2024-25:** 2021-22, 2022-23, 2023-24, 2024-25

Institution Identification Screens 2022-23 through 2024-25 Data Collections

Directions

- Please review all information of the General Info and Web Addresses tabs and complete or make changes as needed.
- Required fields are indicated with asterisks (*).
- IMPORTANT: Make sure to view the page instructions found in the upper right hand corner of this page for important information about your institution's web page.

Institution Name

Official Name Change

Physical Location

City*

State*

Zip Code*

Mailing Address (if different than physical)

City

State

Zip Code Ext

General Information Telephone* Ext

Employer ID Number (EIN)

Unless you are an unincorporated sole proprietor who does not pay wages to employees, you must provide your institution's 9-digit Employer Identification Number (EIN)

If your institution has an EIN, please enter it in the field provided. Please double check preloaded numbers to make sure they are correct.

O Yes

O No

~~Dun and Bradstreet numbers*~~ Unique Entity Identifiers

If your institution has an assigned ~~Dun and Bradstreet numbers (DUNS)~~ Unique Entity Identifiers (UEI).

O Yes. Please enter your institution's ~~DUNS~~ UEI number(s).

O No. Please explain.

Chief Administrator Name*

Chief Administrator Title*

Chief Administrator E-Mail Address*

Data Feedback Report E-Mail Address

Two weeks after the keyholders are emailed an electronic copy of the Data Feedback Back Report, Institutional CEOs will be emailed the same copy. If there is an additional email address to which an electronic copy of the DFR should be sent, please enter it here. (Note: Please do not enter the Keyholder's email address.)

Web Address

Admissions Office Web Address http:// or https://

Financial Aid Office Web Address http:// or https://

Online Application Web Address http:// or https://

Net Price Calculator Web Address* http:// or https://

Does your institution post tuition policies specifically related to Veterans and Military Servicemembers on a website?*

O Yes. Please provide the URL

http:// or https://

O No. Please provide an explanation.

Does your institution post the Student Right-to-Know student athlete graduation rates on a website?*

O Yes. Please provide the URL

http:// or https://

O No

Disability Services Web Address* http:// or https://

General Info

Institution Identification Instructions 2022-23 through 2024-25 Data Collections

Institutional Identification
Required fields. A single asterisk (*) beside a field on a screen indicates a required entry.

General Information

Institution name and location. Provide the full name of the institution required to report to IPEDS. In addition, provide the physical location of the institution, including either the 5- or 9-digit ZIP Code, as it would appear in an institutional listing. DO NOT provide a Post Office box number in this field. If your institution's name has officially changed, enter the new name in the box provided.

Mailing address. If the mailing address differs from the physical location of the institution, provide the address to which correspondence should be mailed. This may be a P.O. Box or the address of a central, system, or corporate office, or a branch campus located elsewhere.

Telephone number. Enter the telephone number for general information inquiries.

Employer ID Number. Enter the Employer Identification Number (EIN), the 9-digit number assigned to the institution by the Internal Revenue Service (IRS) for tax purposes.

~~**Dun and Bradstreet (DUNS)**~~ **Unique Entity Identifier number(s)**. Enter any ~~Dun and Bradstreet (DUNS)~~ Unique Entity Identifier numbers for your institution. These numbers are 9 digits in length. If your institution has more than one number, please enter as a comma separated list of numbers as indicated on the screen. If your institution does not have any ~~DUNS~~ UEI numbers, please provide an explanation. For more information about UEI numbers and the transition from DUNS numbers, please visit: https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update.

Name and title of institution's chief administrator. Provide the name, title, and email address of the chief administrator of the entity covered by this report (e.g., President, Chancellor, Provost, etc.).

Data Feedback Report e-mail address. If you would like the DFR to be sent to someone other than the Keyholder and CEO, please enter the e-mail address in the box.

Web Addresses

Web address(es). If your institution maintains a webpage, please enter or update the address. In addition, please enter or update webpage addresses for admissions, financial aid, and online applications when applicable. Please begin the URL with http:// or https://, and be sure to indicate where the address is case sensitive. Web addresses will be made available on College Navigator.

Required web addresses. Web addresses for the institution's **net price calculator, disability services,** and **tuition policies specifically related to Veterans and Military Servicemembers** must be entered. If the institution does not have a webpage for tuition policies specifically related to Veterans and Military Servicemembers, an explanation must be entered.

IMPORTANT INFORMATION REGARDING INSTITUTIONAL WEBPAGES. The webpage reported to IPEDS must contain either the following information or links to the information from the reported page:

- Student activities offered by the institution
- Services offered by the institution for individuals with disabilities
- Career and placement services offered by the institution to students during and after enrollment
- Policies of the institution related to transfer of credit from other institutions

IC Header Screens 2022-23 Data Collection

Overview

IC 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.

The IC Header should be completed based on the **current year**. 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).

Data Reporting Reminder:

Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting.

Changes in reporting

The following changes have been made for 2022-23:

- The Mission Statement Question from Institutional Characteristics has been moved to the IC Header. Subsequent questions in Part B have been renumbered.

Resources:

- To download survey materials package for this component: Survey Materials

If you have questions about completing the survey, please contact the IPEDS Help Desk at 1-877-225-2568.

Part A – Educational Offerings

1. **Which of the following types of instruction/programs are offered by your institution? [Check one or more]**
   - Occupational, may lead to a certificate, degree, or other recognized postsecondary credential
   - Academic, may lead to a certificate, degree, or diploma
   - Continuing professional (postbaccalaureate only)
   - Recreational or avocational (leisure) programs
   - Adult basic or remedial instruction or high school equivalency
   - Secondary (high school)

Part B – Mission Statement

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

○ Mission Statement URL: http://

○ Mission Statement:

Part B – Organization – Control and Levels

~~1.~~ 2. 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: Select One

Secondary control (if applicable): Select One

○ Private for-profit

○ Private not-for-profit independence (no religious affiliation)

○ Private not-for-profit religious affiliation – select affiliation below

Select One

~~2.~~ ~~3.~~ **What award levels are offered by your institution? [Check all that apply]**
Award Levels reported should be completed based on the current year. When reporting award levels for subbaccalaureate certificates (levels 1a, 1b, 2, and 4), determine program length by the number of credit or clock hours.

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 1a, 1b, 2, or 4, depending on the length of the Teacher Preparation program.

Award Level		
BELOW THE BACCALAUREATE:		
1a	•	Postsecondary award, certificate, or diploma of - less than 300 clock hours, or - less than 9 semester or trimester credit hours, or - less than 13 quarter credit hours
1b	•	Postsecondary award, certificate, or diploma of - 300-899 clock hours, or - 9-29 semester or trimester credit hours, or - 13-44 quarter credit hours
2	•	Postsecondary award, certificate, or diploma of - 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	•	Associate's degree
4	•	Postsecondary award, certificate, or diploma of - 1,800 or more clock hours, or - 60 or more semester or trimester credit hours, or - 90 or more quarter credit hours
BACCALAUREATE AND ABOVE:		
5	•	Bachelor's degree or equivalent
6	•	Postbaccalaureate certificate
7	•	Master's degree
8	•	Post-master's certificate
17	•	Doctor's degree - research/scholarship
18	•	Doctor's degree - professional practice
19	•	Doctor's degree - other
12	•	Other (please specify in context box below)

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

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

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.~~ 4. **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.

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

Program Reporting Method (Other calendar system)

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

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

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

Selecting the hybrid calendar type determines that your institution will provide 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.

- O Hybrid (Other academic calendar)

Part B - Organization - Student Enrollment

~~4.~~ 5. **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	
Undergraduate (academic or occupational programs)	O No	O Yes	O No	O Yes
First-time, degree/certificate-seeking undergraduate	O No	O Yes	O No	O Yes
Graduate (not including doctor's-professional practice)	O No	O Yes	O No	O Yes

~~5.~~ 6. **Does your institution enroll students in doctor's degree - professional practice programs?** [Applicable to 4-year institutions only]

*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).*

- O No
- O 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.)

- O No
- O Yes

~~6.~~ 7. **For** [year loaded based on institution level]**, 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 [year loaded based on institution level] 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 [year loaded based on institution level] 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 [year loaded based on institution level].
- ○ Yes

Full-time, first-time degree/certificate-seeking students from the [year loaded based on institution level] Enrollment survey (GR Cohort)

Part B - Multi-institution or Multi-campus Organization

~~7.~~ 8. **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 box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part C - Other Survey Screening Questions - Library Access and Expenses [Applicable to degree-granting institutions only]

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 2022 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 2021-22?

- ○ No
- ○ Yes. Please specify the levels of enrollment offered during 2021-22.
  - • Undergraduate
    - • Full-time
    - • Part-time
  - • Graduate (not including doctor's-professional practice)
  - • Doctor's-professional practice

IC Header Instructions 2022-23 Data Collection

Purpose of Institutional Characteristics Header Survey
Changes in Reporting
General instructions
    Reporting Period for Institutional Characteristics Header
    Context boxes
Coverage
Where to Get Help
Where the Data Will Appear
Reporting Directions
    Part A – Educational Offerings
    Part B – Organization
        Mission Statement
        Control and Award Levels
        Calendar System
        Enrollment Levels and GR cohort question
        Multi-institution or Multi-campus Organization
    Part C – Other Survey Screening Questions
        Open Admission
        Library Expenses (degree-granting institutions only)
        Level of Enrollment
    Part D – Branch Campus

Purpose of Survey

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

Changes in reporting

- The Mission Statement Question from Institutional Characteristics has been moved to the IC Header. Subsequent questions in Part B have been renumbered.

For 2023-24 changes, please review the preview screens available on the Survey Materials page.

General instructions

Reporting period covered

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

Cohort data in ~~B6~~ B7 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.

Context Boxes

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

Coverage

Carefully read each question in the Institutional Characteristics Header (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)
- 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

Where to Get Help with Reporting

IPEDS Help Desk

Phone: (877) 225-2568
E-mail: 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.

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.

Part B – Organization

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.

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).
  - References to length of study are the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
    - One academic year equals 900 clock hours of instruction, 30 semester credit hours or its equivalent, or 45 quarter credit hours.
- 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 recognized postsecondary credentials. 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 [Applicable to 4-year institutions only]

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 (only applicable to degree-granting institutions) [Applicable to degree-granting institutions only]

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 2022. Fiscal Year 2022 is defined as the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2022.

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 2022.

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 only)

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.

Part D - Branch campus

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

IC Header Screens 2023-24 through 2024-25 Data Collections

Overview

IC 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.

The IC Header should be completed based on the **current year**. 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).
- The noncredit education question will determine whether institutions report noncredit students in 12-month Enrollment (E12).
- The dual enrollment question will determine whether institutions report dual enrolled students in 12-month Enrollment (E12).

Data Reporting Reminder:

Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting.

Changes in reporting

The following changes have been made for 2023-24:

- Part A Question 1 has been shortened to remove noncredit education activities (moved to the noncredit education screening question - Part C Question 5)
- There are 2 new screening questions, along with additional guidance, to determine E12 reporting for:
  - Dual enrollment (Part C Question 4) AND
  - Noncredit education (Part C Question 5)

Resources:

- To download survey materials package for this component: Survey Materials

If you have questions about completing the survey, please contact the IPEDS Help Desk at 1-877-225-2568.

Part A – Educational Offerings

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

- Occupational, may lead to a certificate, degree, or other recognized postsecondary credential
- Academic, may lead to a certificate, degree, or diploma
- Continuing professional education ~~(postbaccalaureate only)~~
- Remedial education
- ~~Recreational or avocational (leisure) programs~~
- ~~Adult basic or remedial instruction or high school equivalency~~
- ~~Secondary (high school)~~
- None of the above

Part B – Mission Statement

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

- ○ Mission Statement URL: http://
- ○ Mission Statement:

Part B – Organization – Control and Levels

2. 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: Select One

  Secondary control (if applicable): Select One
- ○ Private for-profit
- ○ Private not-for-profit independence (no religious affiliation)
- ○ Private not-for-profit religious affiliation – select affiliation below

  Select One

3. What award levels are offered by your institution? [Check all that apply]
Award Levels reported should be completed based on the current year. When reporting award levels for subbaccalaureate certificates (levels 1a, 1b, 2, and 4), determine program length by the number of credit or clock hours.

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 1a, 1b, 2, or 4, depending on the length of the Teacher Preparation program.

Award Level		
BELOW THE BACCALAUREATE:		
1a	•	Postsecondary award, certificate, or diploma of - less than 300 clock hours, or - less than 9 semester or trimester credit hours, or - less than 13 quarter credit hours
1b	•	Postsecondary award, certificate, or diploma of - 300-899 clock hours, or - 9-29 semester or trimester credit hours, or - 13-44 quarter credit hours
2	•	Postsecondary award, certificate, or diploma of - 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	•	Associate's degree
4	•	Postsecondary award, certificate, or diploma of - 1,800 or more clock hours, or - 60 or more semester or trimester credit hours, or - 90 or more quarter credit hours
BACCALAUREATE AND ABOVE:		
5	•	Bachelor's degree or equivalent
6	•	Postbaccalaureate certificate
7	•	Master's degree
8	•	Post-master's certificate
17	•	Doctor's degree - research/scholarship
18	•	Doctor's degree - professional practice
19	•	Doctor's degree - other
12	•	Other (please specify in context box below)

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

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

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.

4. 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.

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

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

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

Hybrid/Mixed Reporting Method (Standard academic terms, other academic calendar)
Selecting the hybrid calendar type determines that your institution will provide 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.

- O Hybrid (Other academic calendar)

Part B - Organization - Student Enrollment

5. 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	
Undergraduate (academic or occupational programs)	O No	O Yes	O No	O Yes
First-time, degree/certificate-seeking undergraduate	O No	O Yes	O No	O Yes
Graduate (not including doctor's-professional practice)	O No	O Yes	O No	O Yes

6. Does your institution enroll students in doctor's degree - professional practice programs? [Applicable to 4-year institutions only]
*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).*

- O No
- O 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.)

- O No
- O Yes

7. For [year loaded based on institution level]**, 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 [year loaded based on institution level] 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 [year loaded based on institution level] Enrollment survey, the data will be preloaded below.

O 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 [year loaded based on institution level].

O Yes

Full-time, first-time degree/certificate-seeking students from the [year loaded based on institution level] Enrollment survey (GR Cohort)

Part B - Multi-institution or Multi-campus Organization

8. 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.

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

O No
O Yes

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part C - Other Survey Screening Questions - Library Access and Expenses [Applicable to degree-granting institutions only]

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

O No
O Yes (receives Academic Libraries component)

Were your annual total library expenses for Fiscal Year 2023 greater than zero?

O No
O 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 2022-23?

- ○ No
- ○ Yes. Please specify the levels of enrollment offered during 2022-23.
  - • Undergraduate
    - • Full-time
    - • Part-time
  - • Graduate (not including doctor's-professional practice)
  - • Doctor's-professional practice

4. Does your institution enroll high school students in college courses for credit?

- ○ Yes
  - • Within a dual enrollment program.
  - • Outside a dual enrollment program.
- ○ No

Note: Within a dual enrollment program is defined as within an organized system with special guidelines that allows high school students to take college-level courses. The guidelines might have to do with entrance or eligibility requirements, funding, limits on course taking, etc.

Outside a dual enrollment program is defined as high school students who simply enroll in credit courses through your institution, and are treated as regularly enrolled college students.

5. Which of the following categories of noncredit education are offered by your institution? [Check all that apply]

Note: Categories below may not be mutually exclusive.

- • Workforce Education
- • Contract Training/Customized Training
- • Remedial Education
- • Recreational/Avocational/Leisure/Personal Enrichment
- • Adult Basic Education
- • Adult High School Diploma or Equivalent
- • English as a Second Language
- • Continuing Professional Education

IC Header Instructions 2023-24 through 2024-25 Data Collections

Purpose of Institutional Characteristics Header Survey
Changes in Reporting
General instructions
    Reporting Period for Institutional Characteristics Header
    Context boxes
Coverage
Where to Get Help
Where the Data Will Appear
Reporting Directions
    Part A - Educational Offerings
    Part B - Organization
        Mission Statement
        Control and Award Levels
        Calendar System
        Enrollment Levels and GR cohort question
        Multi-institution or Multi-campus Organization
    Part C - Other Survey Screening Questions
        Open Admission
        Library Expenses (degree-granting institutions only)
        Level of Enrollment
        Dual Enrollment
        Noncredit Education
    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.

Changes in reporting

The following changes have been made for 2023-24:

- Part A Question 1 has been shortened to remove noncredit education activities (moved to the noncredit education screening question - Part C Question 5)
- There are 2 new screening questions, along with additional guidance, to determine E12 reporting for:
    - Dual enrollment (Part C Question 4) AND
    - Noncredit education (Part C Question 5)

General instructions

Reporting period covered

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

- Cohort data in B7 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.

Context Boxes

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

Coverage

Carefully read each question in the Institutional Characteristics Header (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.

C. Who to Include (for all questions except for Part B, Question 5 – Noncredit education)

- 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, for all other than noncredit education question)
- 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

D. Who NOT to Include (for all questions except for Part B, Question 5 – Noncredit education)

- Students enrolled exclusively in courses **not creditable** toward a recognized postsecondary credential (for all other than noncredit education question)
- Students enrolled exclusively in Continuing Education Units (CEUs; for all other than noncredit education question))
- High school students taking regular college courses for credit
- 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
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Where the Data Will Appear

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- 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~~ 'None of the above', you will be contacted by IPEDS to confirm your

exemption from IPEDS reporting.

Part B – Organization

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.

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).
  - References to length of study are the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time period.
    - One academic year equals 900 clock hours of instruction, 30 semester credit hours or its equivalent, or 45 quarter credit hours.
- 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 recognized postsecondary credentials. 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**.
  - For Student Financial Aid (aid awarded), report students enrolled in the **prior 12-month period of July 1 – June 30**, and the aid for an **award year**.
  - For Student Financial Aid (net price), report students enrolled in the **prior 12-month period of July 1 – June 30**, and the 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 (aid awarded), report students enrolled in the **prior 12-month period of July 1 – June 30**, and the aid for an **award year**.
    - For Student Financial Aid (net price), report students enrolled in the **prior 12-month period of July 1 – June 30**, and the aid 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 (aid awarded), report students enrolled in the **prior 12-month period of July 1 – June 30**, and the aid for an **award year**.
    - For Student Financial Aid (net price), report students enrolled in the **prior 12-month period of July 1 – June 30**, 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 [Applicable to 4-year institutions only]
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 (only applicable to degree-granting institutions) [Applicable to degree-granting institutions only]
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 2023. Fiscal Year 2023 is defined as the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2023.

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 2023.

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 only)
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.

Dual Enrollment
Indicate whether your institution enrolls high school students in college courses for credit. If 'Yes', indicate whether those students are enrolled:

- Within a dual enrollment program **OR**
- Outside a dual enrollment program

Note: Within a dual enrollment program is defined as within an organized system with special guidelines that allows high school students to take college-level courses. The guidelines might have to do with entrance or eligibility requirements, funding, limits on course taking, etc.

Outside a dual enrollment program is defined as high school students who simply enroll in credit courses through your institution and are treated as regularly enrolled college students.

Noncredit education
Please select which types of noncredit education are offered by your institution. Check all that apply.

Note: The categories may not be mutually exclusive.

Part D - Branch campus

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

IC Header FAQs 2022-23 through 2024-25 Data Collections

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.
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.
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.
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.
5	Should my institution, which is participating as an experimental site, report high school students or incarcerated students who have received a Pell Grant while taking college coursework? If your institution is participating in the Dual Enrollment experimental site or the Second Chance Pell experimental site program, exclude these students from reporting.

Institutional Characteristics Screens for Academic Year Tuition Reporters 2022-23 Data Collection

Overview

Institutional Characteristics Overview

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

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

Data Reporting Reminder:

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting.

Changes in reporting:

The following changes were implemented for the 2022-23 data collection period:

- The Mission Statement has been moved to the IC Header component and the Parts have been reorganized due to that move.
- There are new options for special learning opportunities.
- A new option (Promise Plan) has been added in Part B (question 6b).
- In Part C, Question 2, public institutions can select which of the tuition options are charged by their institution. [Applicable to public institutions only][Applicable to academic year reporters only]
- Context boxes have new pre-scripted options for Cost of Attendance from which you can choose, or you can provide your own context.
- There are other minor wording changes for clarification only.

Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting.

- 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.

Resources:

- To download the survey materials for this component: Survey Materials

If you have questions about completing this survey, please contact the IPEDS Help Desk at 1-877-225-2568.

Part A - 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 box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part B - Student Services - Special Learning Opportunities

1. Does your institution accept any of the following? [Check all that apply]
   - Dual enrollment
   - Credit for life experiences
   - Advanced placement (AP) credits
   - None of the above

2. Special Learning Opportunities
What types of special learning opportunities are offered by your institution? [Check all that apply]
   - ROTC
     - Army
     - Navy
     - Air Force
     - Marine option
   - Study abroad
   - Weekend/evening ~~college~~ courses or programs
   - Undergraduate research (co-curricula)
   - 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
   - Comprehensive transition and postsecondary program for students with intellectual disabilities
   - 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? [Applicable to 4-year institutions only]

Number of years Select One

Part B – 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~~ dependent care ~~for children of students~~
   - None of the above

5. Which of the following academic library resources or services 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

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

- ○ No
- ○ Yes [Check all that apply]
  - Tuition guarantee
  - Prepaid tuition plan
  - Tuition payment plan
  - Other (specify in box below)

6b. Indicate whether or not your institution participates in a Promise program.

- ○ No
- ○ Yes

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part B – Student Services – Distance Education

Reporting Reminders:

- When reporting distance education offerings, do not include remote learning implemented in response to Coronavirus Pandemic unless the program anticipates maintaining this modality permanently. Allowing program completion via distance education is not the same as having planned full distance education programs.

7. Please indicate at what level(s) your institution does or does not offer distance education courses and/or distance education programs. Check all that apply.

	Distance education courses	Distance education programs	Does not offer Distance Education
Undergraduate level	•	•	•
Graduate level [Applicable to 4-year institutions]	•	•	•

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

Select No if all programs at your institution are offered exclusively via distance education only temporarily in response to Coronavirus Pandemic.

- ○ No
- ○ Yes

Part B – Student Services – Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2021 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 box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part C - 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 your institution typically has this requirement but such requirement is temporarily suspended due to Coronavirus Pandemic, please answer Yes.

If you answer Yes to this question, you will not be asked to report off-campus room and board in the price of attendance (C11).

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? [Applicable to public institutions only]
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, please check all tuition rates charged by your institution
  - In-district
  - In-state
  - Out-of-state

3. Does your institution offer institutionally-controlled housing (~~either~~ on-campus and/or ~~off~~-campus)?
If your institution typically offers institutionally-controlled housing but has temporarily suspended such offerings due to Coronavirus Pandemic, please answer Yes.

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 (C10).

- ○ No
- ○ Yes
  Specify housing capacity for academic year 2022-23
  [ ]

4. Do you offer board or meal plans to your students?
If your institution typically offers institutionally-controlled housing but has temporarily suspended such offerings due to Coronavirus Pandemic, please answer Yes.

If you answer Yes to this question, you will be expected to report a board charge or combined room and board charge (C10).

- ○ No
- ○ Yes - Enter the number of meals per week ~~in the maximum meal plan~~ for the meal plan with the largest number of meals available
  [ ]
- ○ Yes - Number of meals per week can vary (e.g., students charge meals against a meal card)

Part C - Undergraduate Student Charges

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

	Amount	Prior year
Undergraduate application fee		

5. Charges to full-time undergraduate students for the full academic year 2022-23 [in-district, in-state, and out-of-state breakdowns applicable to public institutions only]

Please be sure to report an average tuition that includes all students at all levels (~~freshman, sophomore, etc~~ 1st year, 2nd year, etc.).

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
All full-time undergraduates						
Average tuition						
Required fees						

6. Per credit hour charge for part-time undergraduate students [in-district, in-state, and out-of-state breakdowns applicable to public institutions only]

Please be sure to report an average per credit tuition that includes all students at all levels (~~freshman, sophomore, etc~~ 1st year, 2nd year, etc.). Do not include fees.

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
Per credit hour charge						

[Applicable to 4-year institutions] *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 2022-23 [Applicable to 4-year institutions only][in-district, in-state, and out-of-state breakdowns applicable to public institutions only]

Please be sure to report an average tuition that includes all students at all levels (1st year, 2nd year, etc.).

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
Average tuition						
Required fees						

8. Per credit hour charge for part-time graduate students [Applicable to 4-year institutions only] [in-district, in-state, and out-of-state breakdowns applicable to public institutions only]

Please be sure to report an average per credit tuition that includes all graduate students (NOT doctor's degree-professional practice students). Do not include fees.

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
Per credit hour charge						

Part C - Student Charges - Graduate, Doctor's-Professional Practice Tuition [Applicable to 4-year institutions only] [In-state and out-of-state breakdowns applicable to public institutions only]

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 2022-23.

DO NOT include room and board charges

	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		

Part C - Student Charges - Room and Board [Applicable to degree-granting institutions only]

10. What are the typical room and board charges for a student for the full academic year 2022-23?

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

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

Room and board charges	Amount	Prior year
Room charge (Double occupancy)		
Board charge (Maximum plan)		
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)		

Part C – Student Charges – Cost of Attendance

11. Cost of attendance for full-time, first-time undergraduate students: [in-district, in-state, and out-of-state breakdowns applicable to public institutions only]

These numbers are carried forward to the Student Financial Aid and used in net price calculations. Please enter the amounts requested below for each Cost of Attendance (COA) category. These data will be made available to the public on College Navigator. You must complete all information if your institution participates in any Title IV financial aid programs (e.g., Federal Pell Grant, Federal Direct Loans). ~~, you must provide all information.~~ ~~Estimates of expenses for b~~ Books and supplies, room and board, and other expenses cost estimates are those ~~from the COA report used by the financial aid office in determining~~ reported to the U.S. Department of Education and used by the financial aid office to determine financial need. Please work with the financial aid office at your institution to make sure the values reported are correct. ~~confirm with your institution's financial aid office the correct values for these COA categories, as its staff are most familiar with federal guidance (e.g., Federal Student Aid Handbook) and professional standards in determining COA.~~

Notes:

- If your institution offers room (housing) but does not offer board, refer to your institution's COA budgets to report an estimate of how much students would spend on board.
- Similarly, if your institution offers board but does not offer room (housing), refer to your institution's COA budgets to report an estimate of how much students would spend on room.

If the **2022-23 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	2019-20	2020-21	2021-22	2022-23		
Published tuition and required fees:					Tuition Guarantee (check only if applicable to **entering students in 2022-23**)	Guaranteed increase %
In-district						
Tuition				☐	•	☐
Required fees				☐	•	☐
Tuition + fees total						
In-state						
Tuition				☐	•	☐
Required fees				☐	•	☐
Tuition + fees total						
Out-of-state						
Tuition				☐	•	☐
Required fees				☐	•	☐
Tuition + fees total						
Books and supplies				☐		
On-campus:						
Room and board				☐		
Other expenses				☐		
Room and board and other expenses						
Off-campus (not with family):						
Room and board				☐		
Other expenses				☐		
Room and board and other expenses						
Off-campus (with family):						
Other expenses				☐		

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part D - Athletic Association [Applicable to degree-granting institutions only]

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

- ○ No
- ○ Yes [Check all that apply]
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other

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

Sport	NCAA or NAIA member		Conference
Football	○ No	○ Yes-Specify	Select One
Basketball	○ No	○ Yes-Specify	Select One
Baseball	○ No	○ Yes-Specify	Select One
Cross country and/or track	○ No	○ Yes-Specify	Select One

Prepared by

Prepared by

Reporting Reminders:

- 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:		
○ Keyholder	○ SFA Contact	○ HR Contact
○ Finance Contact	○ Academic Library Contact	○ Other
Name:		
Email:		

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

[ ] 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	[ ] hours	[ ] hours	[ ] hours	[ ] hours
Other offices	[ ] hours	[ ] hours	[ ] hours	[ ] hours

Institutional Characteristics Screens for Program Year Tuition Reporters 2022-23 Data Collection

Overview

Institutional Characteristics Overview

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

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

Data Reporting Reminder:

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting.

Changes in reporting:

The following changes were implemented for the 2022-23 data collection period:

- The Mission Statement has been moved to the IC Header component and the Parts have been reorganized due to that move.
- There are new options for special learning opportunities.
- A new question (Promise program) has been added to Part B Question 6.
- Context boxes have new pre-scripted options for Cost of Attendance from which you can choose, or you can provide your own context.
- There are other minor wording changes for clarification only.

Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting.

- 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.

Resources:

- To download the survey materials for this component: Survey Materials

If you have questions about completing this survey, please contact the IPEDS Help Desk at 1-877-225-2568.

Part A - 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 box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part B - Student Services - Special Learning Opportunities

1. Does your institution accept any of the following? [Check all that apply]
- Dual enrollment
- Credit for life experiences
- Advanced placement (AP) credits
- None of the above

2. Special Learning Opportunities

2a. What types of special learning opportunities are offered by your institution? [Check all that apply]
- ROTC
  - Army
  - Navy
  - Marine option
  - Air Force
- Study abroad
- Weekend/evening ~~college~~ courses or programs
- Undergraduate research (co-curricula)
- 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
- Comprehensive transition and postsecondary program for students with intellectual disabilities
- 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? [Applicable to 4-year institutions only]

Number of years Select One

Part B – 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~~ dependent care ~~for children of students~~
- None of the above

5. Which of the following academic library resources or services 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

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

- ○ No
- ○ Yes [Check all that apply]
  - Tuition guarantee
  - Prepaid tuition plan
  - Tuition payment plan
  - Other (specify in box below)

6b. Indicate whether or not your institution participates in a Promise program.

- ○ No
- ○ Yes

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part B – Student Services – Distance Education

Reporting Reminders:

- When reporting distance education offerings, do not include remote learning implemented in response to Coronavirus Pandemic unless the program anticipates maintaining this modality permanently. Allowing program completion via distance education is not the same as having planned full distance education programs.

7. Please indicate at what level(s) your institution does or does not offer distance education courses and/or distance education programs. Check all that apply.

	Distance education courses	Distance education programs	Does not offer Distance Education
Undergraduate level	•	•	•
Graduate level [Applicable to 4-year institutions only]	•	•	•

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

Select No if all programs at your institution are offered exclusively via distance education only temporarily in response to Coronavirus Pandemic.

- ○ No
- ○ Yes

Part B – Student Services – Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2021 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 (enter up to 2 decimal places) [ ] %

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part C - 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 your institution typically has this requirement but such requirement is temporarily suspended due to Coronavirus Pandemic, please answer Yes.

If you answer Yes to this question, you will not be asked to report off-campus room and board in the price of attendance (C7).

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-campus and/or ~~off~~-campus)?
If your institution typically offers institutionally-controlled housing but has temporarily suspended such offerings due to Coronavirus Pandemic, please answer Yes.

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 (C10).

- ○ No
- ○ Yes

  Specify housing capacity for academic year 2022-23

  [ ]

4. Do you offer board or meal plans to your students?
If your institution typically offers institutionally-controlled housing but has temporarily suspended such offerings due to Coronavirus Pandemic, please answer Yes.

If you answer Yes to this question, you will be expected to report a board charge or combined room and board charge (C10).

- ○ No
- ○ Yes - Enter the number of meals per week ~~in the maximum meal plan~~ for the meal plan with the largest number of meals available

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

Part C - 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 C – Student Charges – Cost of Attendance

7. Cost of attendance for entering students:

Please enter the amounts requested below for each Cost of Attendance (COA) category. These data will be made available to the public on College Navigator. If your institution participates in any Title IV programs (e.g., Pell, Direct Loans), you must provide all information. Estimates of expenses for books and supplies, room and board, and other expenses are those from the COA report used by the financial aid office in determining financial need. Please confirm with your institution's financial aid office the correct values for these COA categories, as its staff are most familiar with federal guidance (e.g., Federal Student Aid Handbook) and professional standards in determining COA.

Notes:

- If your institution offers room (housing) but does not offer board, refer to your institution's COA budgets to report an estimate of how much students would spend on board.
- Similarly, if your institution offers board but does not offer room (housing), refer to your institution's COA budgets to report an estimate of how much students would spend on room.
- 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 financial aid office to ensure accurate reporting.

LARGEST PROGRAM BY ENROLLMENT:		
CIP Code		
Title of largest program		
Enter new largest program	*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.*	
How is your program measured?	O Clock Hours	O Credit Hours
Total length of PROGRAM **in clock or credit hours**		
Total length of PROGRAM **in WEEKS, as completed by a student attending full-time**		
Total length of ACADEMIC YEAR (as used to calculate your Pell budget) **in clock or credit hours**		
Total length of ACADEMIC YEAR (as used to calculate your Pell budget) **in WEEKS**		

If the institution charges and application fee, indicate the amount.

	Amount	Prior year
Undergraduate application fee		

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

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

Published student charges for the entire program	2019-20	2020-21	2021-22	2022-23
Tuition and required fees **for the entire program**				
Books and supplies **for the entire program**				

The following numbers need to be reported for **one 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:				
Room and board **for 1 month (4.33 weeks)**				
Other expenses **for 1 month (4.33 weeks)**				
Room and board and other Expenses **for 1 month (4.33 weeks)**				
Off-campus (not with family):				
Room and board **for 1 month (4.33 weeks)**				
Other expenses **for 1 month (4.33 weeks)**				
Room and board and other Expenses **for 1 month (4.33 weeks)**				
Off-campus (with family):				
Other expenses **for 1 month (4.33 weeks)**				

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part C - Student Charges - Cost 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 BY ENROLLMENT				
TITLE OF LARGEST PROGRAM BY ENROLLMENT				
Published student charges **for the entire program**	2019-20	2020-21	2021-22	2022-23
Tuition and required fees				
Books and supplies				
On-campus:				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (not with family):				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (with family):				
Other expenses				
Published student charges **for an academic year**				
Tuition and required fees				
Books and supplies				
On-campus:				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (not with family):				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (with family):				
Other expenses				

Part C - Student Charges - Program Data

8. Please list your second through sixth largest programs by enrollment 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 clock 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 determined by enrollment size and NOT program length. Use total enrollment size from the last reporting year, as the total current year enrollment is unknown. Enrollment includes students enrolled for credit regardless of their full-time/part-time status or if they are Title IV eligible.*

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						O Clock hours	O Credit hours	
	Title							
2nd	select clear					O Clock hours	O Credit hours	
	Title							
3rd	select clear					O Clock hours	O Credit hours	
	Title							
4th	select clear					O Clock hours	O Credit hours	
	Title							
5th	select clear					O Clock hours	O Credit hours	
	Title							
6th	select clear					O Clock hours	O Credit hours	
	Title							

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part C - Student Charges - Room and Board [Applicable to degree-granting institutions]

10. What are the typical room and board charges for a student for the full academic year 2022-23?
If your institution offers room or board at no charge to students, enter zero.
If you report room and board separately, leave the combined charge blank. If you report a combined charge, leave the room and board charges blank.

Room and board charges	Amount	Prior year
Room charge (Double occupancy)		
Board charge (Maximum plan)		
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)		

Part D - Athletic Association [Applicable to degree-granting institutions]

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

- ○ No
- ○ Yes [Check all that apply]
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other

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

Sport	NCAA or NAIA member		Conference
Football	○ No	○ Yes-Specify	Select One
Basketball	○ No	○ Yes-Specify	Select One
Baseball	○ No	○ Yes-Specify	Select One
Cross country and/or track	○ No	○ Yes-Specify	Select One

Prepared by

Prepared by

Reporting Reminders:

- 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:		
○ Keyholder	○ SFA Contact	○ HR Contact
○ Finance Contact	○ Academic Library Contact	○ Other
Name:		
Email:		

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

[ ] 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	[ ] hours	[ ] hours	[ ] hours	[ ] hours
Other offices	[ ] hours	[ ] hours	[ ] hours	[ ] hours

Institutional Characteristics Instructions 2022-23 Data Collection

Purpose of Institutional Characteristics Survey
Changes in Reporting
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~~Part A – Mission Statement~~
Part A ~~B~~ - Services and Programs for Servicemembers and Veterans
Part B ~~C~~ - Student Services
Part C ~~D~~ - Student Charges
Part D ~~E~~ - Athletic Association
Part E ~~F~~ - Branch Campus

Purpose of Survey

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional information including 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.

Changes in reporting:

The following changes were implemented for the 2022-23 data collection period:

- The Mission Statement has been moved to the IC Header component and the Parts have been reorganized due to that move.
- There are new options for special learning opportunities.
- A new question (Promise program) has been added in Part B (question 6b)
- In Part C, Question 2, public institutions can select which of the tuition options are charged by their institution. [Applicable to public institutions only] [Applicable to academic year reporters only]
- Context boxes have new pre-scripted options for Cost of Attendance from which you can choose, or you can provide your own context.
- There are other minor wording changes for clarification only.

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.

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.

Where to Get Help with Reporting

IPEDS Help Desk

Phone: (877) 225-2568
E-mail: 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.

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 Use the Data portal
- IPEDS Data Feedback Reports
- College Affordability and Transparency Center Website

At the aggregate-level, data will appear in:

- IPEDS Data Explorer
- IPEDS Data Feedback Reports
- The Digest of Education Statistics
- The Condition of Education

Reporting Directions

Part A - 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 Bill Yellow Ribbon Program, please choose this only if the Yellow Ribbon Program is available at your institution.

Part B - 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

Other Student services
Indicate which of the listed services are offered by your 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.

Promise program
Indicate if your institution participates in any Promise programs. Promise programs are residency-based scholarship programs for high school graduates at selected postsecondary institutions. Programs may have additional requirements beyond residency and can be either a first-dollar or last-dollar benefit.

Distance education

Indicate the levels at which your institutions offers distance education courses and/or distance education programs. Check all options that apply.

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 during the time period indicated 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 (up to 2 decimal places).

Please use the context box on the page to provide information, such as the webpage for your disabilities services website.

Part C - 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 [Applicable to public institutions only] [Applicable to academic reporting institutions only]
Indicate if the institution charges a different price for students from in-district, in-state, or out-of-state. If you select yes, indicate which of the tuition rates listed are charged by your institutions.

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) (Part C – Undergraduate Student Charges) [Applicable to academic reporting institutions only] [In-district, in-state, and out-of-state breakdowns applicable to public institutions only]

Undergraduate students include:

- Students who have not attained 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*~~ *1st year, 2nd year, 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. Do not include fees. 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 (Part C – Graduate Student Charges) [Applicable to 4-year institutions only] [In-district, in-state, and out-of-state breakdowns applicable to public institutions only] [Applicable to academic year reporting institutions only]

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. Do not include fees. 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 [Applicable to 4-year institutions only] [In-state and out-of-state breakdowns applicable to public institutions only] [Applicable to academic year reporting institutions only]
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) [Applicable to program reporting institutions 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 (Part C – Room and Board) [Applicable to degree-granting institutions only]
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.

Academic year reporters cost of attendance for full-time, first-time undergraduate students (Part C – Cost of Attendance) [In-district, in-state, and out-of-state breakdowns applicable to public institutions only] [Applicable to academic year reporting institutions only]
If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not 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.

Room and Board:

- 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.

Program reporters cost of attendance (Part C – Cost of Attendance) [Applicable to program reporting institutions only]
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 by enrollment
Errors can be corrected in the Student Financial Aid component in the Winter.

This question requires working with your student financial aid office.

The "largest" programs are determined by enrollment size and NOT program length. Use total enrollment size from the last reporting year, as the total current year enrollment is unknown. Enrollment includes students enrolled for credit regardless of full-time/part-time status or if they are Title IV eligible.

This section asks questions about the largest program by enrollment 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.

Reporting the next 5 largest programs by enrollment
This section asks questions about the next 5 largest programs by enrollment 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.

Part D - 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 pull-down menu provided.

Part E - Campus information

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

Institutional Characteristics Screens for Academic Year Tuition Reporters 2023-24 through 2024-25 Data Collections

Overview

Institutional Characteristics Overview

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

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

Data Reporting Reminder:

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting.

Changes in reporting:

The following changes were implemented for the 2023-24 data collection period:

- The remedial checkbox has been removed for Part B Question 4.
- The dual enrollment checkbox has been removed for Part B Question 6.

Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting.

- 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.

Resources:

- To download the survey materials for this component: Survey Materials

If you have questions about completing this survey, please contact the IPEDS Help Desk at 1-877-225-2568.

Part A - 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 box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part B - Student Services - Special Learning Opportunities

1. Does your institution accept any of the following? [Check all that apply]
- ~~Dual enrollment~~
- Credit for life experiences
- Advanced placement (AP) credits
- None of the above

2. Special Learning Opportunities
What types of special learning opportunities are offered by your institution? [Check all that apply]
- ROTC
  - Army
  - Navy
  - Air Force
  - Marine option
- Study abroad
- Weekend/evening courses or programs
- Undergraduate research (co-curricula)
- 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
- Comprehensive transition and postsecondary program for students with intellectual disabilities
- 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? [Applicable to 4-year institutions only]

Number of years Select One

Part B – 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 dependent care
- None of the above

5. Which of the following academic library resources or services 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 shared with other institutions
- None of the above

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

- ○ No
- ○ Yes [Check all that apply]
  - • Tuition guarantee
  - • Prepaid tuition plan
  - • Tuition payment plan
  - • Other (specify in box below)

6b. Indicate whether or not your institution participates in a Promise program.

- ○ No
- ○ Yes

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part B – Student Services – Distance Education

Reporting Reminders:

- When reporting distance education offerings, do not include remote learning implemented in response to Coronavirus Pandemic unless the program anticipates maintaining this modality permanently. Allowing program completion via distance education is not the same as having planned full distance education programs.

7. Please indicate at what level(s) your institution does or does not offer distance education courses and/or distance education programs. Check all that apply.

	Distance education courses	Distance education programs	Does not offer Distance Education
Undergraduate level	•	•	•
Graduate level [Applicable to 4-year institutions]	•	•	•

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

Select No if all programs at your institution are offered exclusively via distance education only temporarily in response to Coronavirus Pandemic.

- ○ No
- ○ Yes

Part B – Student Services – Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2022 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 box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part C - 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 your institution typically has this requirement but such requirement is temporarily suspended due to Coronavirus Pandemic, please answer Yes.

If you answer Yes to this question, you will not be asked to report off-campus room and board in the price of attendance (C11).

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? [Applicable to public institutions only]
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, please check all tuition rates charged by your institution
  - In-district
  - In-state
  - Out-of-state

3. Does your institution offer institutionally-controlled housing (on-campus and/or off-campus)?
If your institution typically offers institutionally-controlled housing but has temporarily suspended such offerings due to Coronavirus Pandemic, please answer Yes.

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 (C10).

- ○ No
- ○ Yes
  Specify housing capacity for academic year 2023-24
  ☐

4. Do you offer board or meal plans to your students?
If your institution typically offers institutionally-controlled housing but has temporarily suspended such offerings due to Coronavirus Pandemic, please answer Yes.

If you answer Yes to this question, you will be expected to report a board charge or combined room and board charge (C10).

- ○ No
- ○ Yes - Enter the number of meals per week for the meal plan with the largest number of meals available
  ☐
- ○ Yes - Number of meals per week can vary (e.g., students charge meals against a meal card)

Part C - Undergraduate Student Charges

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

	Amount	Prior year
Undergraduate application fee		

5. Charges to full-time undergraduate students for the full academic year 2023-24 [in-district, in-state, and out-of-state breakdowns applicable to public institutions only]

Please be sure to report an average tuition that includes all students at all levels (1st year, 2nd year, etc.).

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
All full-time undergraduates						
Average tuition						
Required fees						

6. Per credit hour charge for part-time undergraduate students [in-district, in-state, and out-of-state breakdowns applicable to public institutions only]

Please be sure to report an average per credit tuition that includes all students at all levels (~~freshman, sophomore, etc~~ 1st year, 2nd year, etc.). Do not include fees.

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
Per credit hour charge						

[Applicable to 4-year institutions] *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 2023-24 [Applicable to 4-year institutions only][in-district, in-state, and out-of-state breakdowns applicable to public institutions only]

Please be sure to report an average tuition that includes all students at all levels (1st year, 2nd year, etc.).

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
Average tuition						
Required fees						

8. Per credit hour charge for part-time graduate students [Applicable to 4-year institutions only] [in-district, in-state, and out-of-state breakdowns applicable to public institutions only]

Please be sure to report an average per credit tuition that includes all graduate students (NOT doctor's degree-professional practice students). Do not include fees.

	In-district	Prior year	In-state	Prior year	Out-of-state	Prior year
Per credit hour charge						

Part C - Student Charges - Graduate, Doctor's-Professional Practice Tuition [Applicable to 4-year institutions only] [In-state and out-of-state breakdowns applicable to public institutions only]

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 2023-24.

DO NOT include room and board charges

	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		

Part C - Student Charges - Room and Board [Applicable to degree-granting institutions only]

10. What are the typical room and board charges for a student for the full academic year 2023-24?

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

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

Room and board charges	Amount	Prior year
Room charge (Double occupancy)		
Board charge (Maximum plan)		
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)		

Part C – Student Charges – Cost of Attendance

11. Cost of attendance for full-time, first-time undergraduate students: [in-district, in-state, and out-of-state breakdowns applicable to public

institutions only]

These numbers are carried forward to the Student Financial Aid and used in net price calculations. Please enter the amounts requested below for each Cost of Attendance (COA) category. These data will be made available to the public on College Navigator. You must complete all information if your institution participates in any Title IV financial aid programs (e.g., Federal Pell Grant, Federal Direct Loans). ~~, you must provide all information.~~ ~~Estimates of expenses for b~~ Books and supplies, room and board, and other expenses cost estimates are those ~~from the COA report used by the financial aid office in determining~~ reported to the U.S. Department of Education and used by the financial aid office to determine financial need. Please work with the financial aid office at your institution to make sure the values reported are correct. ~~confirm with your institution's financial aid office the correct values for these COA categories, as its staff are most familiar with federal guidance (e.g., Federal Student Aid Handbook) and professional standards in determining COA.~~

Notes:

- If your institution offers room (housing) but does not offer board, refer to your institution's COA budgets to report an estimate of how much students would spend on board.
- Similarly, if your institution offers board but does not offer room (housing), refer to your institution's COA budgets to report an estimate of how much students would spend on room.

If the 2023-24 **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	2020-21	2021-22	2022-23	2023-24		
Published tuition and required fees:					Tuition Guarantee (check only if applicable to **entering students in 2023-24**)	Guaranteed increase %
In-district						
Tuition				☐	•	☐
Required fees				☐	•	☐
Tuition + fees total						
In-state						
Tuition				☐	•	☐
Required fees				☐	•	☐
Tuition + fees total						
Out-of-state						
Tuition				☐	•	☐
Required fees				☐	•	☐
Tuition + fees total						
Books and supplies				☐		
On-campus:						
Room and board				☐		
Other expenses				☐		
Room and board and other expenses						
Off-campus (not with family):						
Room and board				☐		
Other expenses				☐		
Room and board and other expenses						
Off-campus (with family):						
Other expenses				☐		

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Part D - Athletic Association [Applicable to degree-granting institutions only]

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

- ○ No
- ○ Yes [Check all that apply]
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other

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

Sport	NCAA or NAIA member		Conference
Football	○ No	○ Yes-Specify	Select One
Basketball	○ No	○ Yes-Specify	Select One
Baseball	○ No	○ Yes-Specify	Select One
Cross country and/or track	○ No	○ Yes-Specify	Select One

Prepared by

Prepared by

Reporting Reminders:

- 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:		
○ Keyholder	○ SFA Contact	○ HR Contact
○ Finance Contact	○ Academic Library Contact	○ Other
Name:		
Email:		

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

[ ] 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	[ ] hours	[ ] hours	[ ] hours	[ ] hours
Other offices	[ ] hours	[ ] hours	[ ] hours	[ ] hours

Institutional Characteristics Screens for Program Year Tuition Reporters 2023-24 through 2024-25 Data Collections

Overview

Institutional Characteristics Overview

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

Much of the data reported on IC appear on College Navigator, which is updated once after IC data have been reviewed. Thus, errors may stay on College Navigator for a full year.

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Changes in reporting:

The following changes were implemented for the 2023-24 data collection period:

- The remedial checkbox has been removed for Part B Question 4.
- The dual enrollment checkbox has been removed for Part B Question 6.

Common Errors

Quality control reviews of past IC data indicate frequently made errors. Please review the common errors below to ensure accurate reporting.

- 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.
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Resources:

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Part A - 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

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Part B - Student Services - Special Learning Opportunities

1. Does your institution accept any of the following? [Check all that apply]
- ~~Dual enrollment~~
- Credit for life experiences
- Advanced placement (AP) credits
- None of the above

2. Special Learning Opportunities

What types of special learning opportunities are offered by your institution? [Check all that apply]
- ROTC
  - Army
  - Navy
  - Marine option
  - Air Force
- Study abroad
- Weekend/evening courses or programs
- Undergraduate research (co-curricula)
- 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
- Comprehensive transition and postsecondary program for students with intellectual disabilities
- 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? [Applicable to 4-year institutions only]

Number of years Select One

Part B – 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 dependent care
- None of the above

5. Which of the following academic library resources or services 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 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 [Check all that apply]
  - Tuition guarantee
  - Prepaid tuition plan
  - Tuition payment plan
  - Other (specify in box below)

6b. Indicate whether or not your institution participates in a Promise program.

- ○ No
- ○ Yes

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part B – Student Services – Distance Education

Reporting Reminders:

- When reporting distance education offerings, do not include remote learning implemented in response to Coronavirus Pandemic unless the program anticipates maintaining this modality permanently. Allowing program completion via distance education is not the same as having planned full distance education programs.

7. Please indicate at what level(s) your institution does or does not offer distance education courses and/or distance education programs. Check all that apply.

	Distance education courses	Distance education programs	Does not offer Distance Education
Undergraduate level	•	•	•
Graduate level [Applicable to 4-year institutions only]	•	•	•

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

Select No if all programs at your institution are offered exclusively via distance education only temporarily in response to Coronavirus Pandemic.

- ○ No
- ○ Yes

Part B – Student Services – Disability Services

9. Please indicate the percentage of all undergraduate students enrolled during Fall 2022 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 (enter up to 2 decimal places) [ ] %

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part C - 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 your institution typically has this requirement but such requirement is temporarily suspended due to Coronavirus Pandemic, please answer Yes.

If you answer Yes to this question, you will not be asked to report off-campus room and board in the price of attendance (C7).

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 (on-campus and/or off-campus)?
If your institution typically offers institutionally-controlled housing but has temporarily suspended such offerings due to Coronavirus Pandemic, please answer Yes.

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 (C10).

- ○ No
- ○ Yes

  Specify housing capacity for academic year 2023-24

  [ ]

4. Do you offer board or meal plans to your students?
If your institution typically offers institutionally-controlled housing but has temporarily suspended such offerings due to Coronavirus Pandemic, please answer Yes.

If you answer Yes to this question, you will be expected to report a board charge or combined room and board charge (C10).

- ○ No
- ○ Yes - Enter the number of meals per week for the meal plan with the largest number of meals available

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

Part C - 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 C – Student Charges – Cost of Attendance

7. Cost of attendance for entering students:

Please enter the amounts requested below for each Cost of Attendance (COA) category. These data will be made available to the public on College Navigator. If your institution participates in any Title IV programs (e.g., Pell, Direct Loans), you must provide all information. Estimates of expenses for books and supplies, room and board, and other expenses are those from the COA report used by the financial aid office in determining financial need. Please confirm with your institution's financial aid office the correct values for these COA categories, as its staff are most familiar with federal guidance (e.g., Federal Student Aid Handbook) and professional standards in determining COA.

Notes:

- If your institution offers room (housing) but does not offer board, refer to your institution's COA budgets to report an estimate of how much students would spend on board.
- Similarly, if your institution offers board but does not offer room (housing), refer to your institution's COA budgets to report an estimate of how much students would spend on room.
- 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 financial aid office to ensure accurate reporting.

LARGEST PROGRAM BY ENROLLMENT:		
CIP Code		
Title of largest program		
Enter new largest program	*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.*	
How is your program measured?	O Clock Hours	O Credit Hours
Total length of PROGRAM **in clock or credit hours**		
Total length of PROGRAM **in WEEKS, as completed by a student attending full-time**		
Total length of ACADEMIC YEAR (as used to calculate your Pell budget) **in clock or credit hours**		
Total length of ACADEMIC YEAR (as used to calculate your Pell budget) **in WEEKS**		

If the institution charges and application fee, indicate the amount.

	Amount	Prior year
Undergraduate application fee		

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

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

Published student charges for the entire program	2020-21	2021-22	2022-23	2023-24
Tuition and required fees **for the entire program**				
Books and supplies **for the entire program**				

The following numbers need to be reported for **one 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:				
Room and board **for 1 month (4.33 weeks)**				
Other expenses **for 1 month (4.33 weeks)**				
Room and board and other Expenses **for 1 month (4.33 weeks)**				
Off-campus (not with family):				
Room and board **for 1 month (4.33 weeks)**				
Other expenses **for 1 month (4.33 weeks)**				
Room and board and other Expenses **for 1 month (4.33 weeks)**				
Off-campus (with family):				
Other expenses **for 1 month (4.33 weeks)**				

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part C - Student Charges - Cost 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 BY ENROLLMENT				
TITLE OF LARGEST PROGRAM BY ENROLLMENT				
Published student charges **for the entire program**	2020-21	2021-22	2022-23	2023-24
Tuition and required fees				
Books and supplies				
On-campus:				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (not with family):				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (with family):				
Other expenses				
Published student charges **for an academic year**				
Tuition and required fees				
Books and supplies				
On-campus:				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (not with family):				
Room and board				
Other expenses				
Room and board and other expenses				
Off-campus (with family):				
Other expenses				

Part C - Student Charges - Program Data

8. Please list your second through sixth largest programs by enrollment 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 clock 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 determined by enrollment size and NOT program length. Use total enrollment size from the last reporting year, as the total current year enrollment is unknown. Enrollment includes students enrolled for credit regardless of their full-time/part-time status or if they are Title IV eligible.*

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						O Clock hours	O Credit hours	
	Title							
2nd	select clear					O Clock hours	O Credit hours	
	Title							
3rd	select clear					O Clock hours	O Credit hours	
	Title							
4th	select clear					O Clock hours	O Credit hours	
	Title							
5th	select clear					O Clock hours	O Credit hours	
	Title							
6th	select clear					O Clock hours	O Credit hours	
	Title							

You may use the box below to provide additional context for the data you have reported above. Context notes will be posted on the College Navigator website. Therefore, you should write all context notes using proper grammar (e.g., complete sentences with punctuation) and common language that can be easily understood by students and parents (e.g., spell out acronyms).

Part C - Student Charges - Room and Board [Applicable to degree-granting institutions]

10. What are the typical room and board charges for a student for the full academic year 2023-24?
If your institution offers room or board at no charge to students, enter zero.
If you report room and board separately, leave the combined charge blank. If you report a combined charge, leave the room and board charges blank.

Room and board charges	Amount	Prior year
Room charge (Double occupancy)		
Board charge (Maximum plan)		
Combined room and board charge (Answer only if you CANNOT separate room and board charges.)		

Part D - Athletic Association [Applicable to degree-granting institutions]

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

- ○ No
- ○ Yes [Check all that apply]
  - National Collegiate Athletic Association (NCAA)
  - National Association of Intercollegiate Athletics (NAIA)
  - National Junior College Athletic Association (NJCAA)
  - United States Collegiate Athletic Association (USCAA)
  - National Christian College Athletic Association (NCCAA)
  - Other

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

Sport	NCAA or NAIA member		Conference
Football	○ No	○ Yes-Specify	Select One
Basketball	○ No	○ Yes-Specify	Select One
Baseball	○ No	○ Yes-Specify	Select One
Cross country and/or track	○ No	○ Yes-Specify	Select One

Prepared by

Prepared by

Reporting Reminders:

- 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:		
○ Keyholder	○ SFA Contact	○ HR Contact
○ Finance Contact	○ Academic Library Contact	○ Other
Name:		
Email:		

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

_____ 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	_____ hours	_____ hours	_____ hours	_____ hours
Other offices	_____ hours	_____ hours	_____ hours	_____ hours

Institutional Characteristics Instructions 2023-24 through 2024-25 Data Collections

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 - Services and Programs for Servicemembers and Veterans
    Part B - Student Services
    Part C - Student Charges
    Part D - Athletic Association
    Part E - Branch Campus

Purpose of Survey

The primary purpose of the IPEDS Institutional Characteristics (IC) component is to collect basic institutional information including 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.

Changes in reporting:

The following changes were implemented for the 2023-24 data collection period:

- The remedial checkbox has been removed for Part B Question 4.
- The dual enrollment checkbox has been removed for Part B Question 6.

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.

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.

Where to Get Help with Reporting

IPEDS Help Desk

Phone: (877) 225-2568
E-mail: 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.

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 Use the Data portal
- IPEDS Data Feedback Reports
- College Affordability and Transparency Center Website

At the aggregate-level, data will appear in:

- IPEDS Data Explorer
- IPEDS Data Feedback Reports
- The Digest of Education Statistics
- The Condition of Education

Reporting Directions

Part A - 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 Bill Yellow Ribbon Program, please choose this only if the Yellow Ribbon Program is available at your institution.

Part B - 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

Other Student services
Indicate which of the listed services are offered by your 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.

Promise program
Indicate if your institution participates in any Promise programs. Promise programs are residency-based scholarship programs for high school graduates at selected postsecondary institutions. Programs may have additional requirements beyond residency and can be either a first-dollar or last-dollar benefit.

Distance education

Indicate the levels at which your institutions offers distance education courses and/or distance education programs. Check all options that apply.

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 during the time period indicated 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 (up to 2 decimal places).

Please use the context box on the page to provide information, such as the webpage for your disabilities services website.

Part C - 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 [Applicable to public institutions only] [Applicable to academic reporting institutions only]

Indicate if the institution charges a different price for students from in-district, in-state, or out-of-state. If you select yes, indicate which of the tuition rates listed are charged by your institutions.

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) (Part C – Undergraduate Student Charges) [Applicable to academic reporting institutions only] [In-district, in-state, and out-of-state breakdowns applicable to public institutions only]

Undergraduate students include:

- Students who have not attained 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 *(1st year, 2nd year, 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. Do not include fees. 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 (Part C – Graduate Student Charges) [Applicable to 4-year institutions only] [In-district, in-state, and out-of-state breakdowns applicable to public institutions only] [Applicable to academic year reporting institutions only]

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. Do not include fees. 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 [Applicable to 4-year institutions only] [In-state and out-of-state breakdowns applicable to public institutions only] [Applicable to academic year reporting institutions only]
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) [Applicable to program reporting institutions 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 (Part C – Room and Board) [Applicable to degree-granting institutions only]
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.

Academic year reporters cost of attendance for full-time, first-time undergraduate students (Part C – Cost of Attendance) [In-district, in-state, and out-of-state breakdowns applicable to public institutions only] [Applicable to academic year reporting institutions only]
If you made errors in the prior year reporting, you will need to make changes in the Student Financial Aid component in the Winter. Revisions or changes to costs can ONLY be made in the Student Financial Aid component and not 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.

Room and Board:

- 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.

Program reporters cost of attendance (Part C – Cost of Attendance) [Applicable to program reporting institutions only]
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 by enrollment
Errors can be corrected in the Student Financial Aid component in the Winter.

This question requires working with your student financial aid office.

The "largest" programs are determined by enrollment size and NOT program length. Use total enrollment size from the last reporting year, as the total current year enrollment is unknown. Enrollment includes students enrolled for credit regardless of full-time/part-time status or if they are Title IV eligible.

This section asks questions about the largest program by enrollment 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.

Reporting the next 5 largest programs by enrollment
This section asks questions about the next 5 largest programs by enrollment 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.

Part D - 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 pull-down menu provided.

Part E - Campus information
For campuses, refer to the instructions on the appropriate screen.

Institutional Characteristics FAQ 2022-23 through 2024-25 Data Collections

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 student services and athletic association. IC also collects student charges data including tuition for different levels and cost data for first-time, full-time students either for programs or for an academic year. This includes tuition and fee data as well as information on the estimated student budgets for students based on living situations (on-campus or off-campus). The cost numbers are also used in the SFA survey during the spring collection to calculate net price of attendance.
2	What institutions are included in IPEDS? IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid.
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).
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/.
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.
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.”
7	Should my institution, which is participating as an experimental site, report high school students or incarcerated students who have received a Pell Grant while taking college coursework? If your institution is participating in the Dual Enrollment experimental site or the Second Chance Pell experimental site program, exclude these students from reporting.
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.
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.
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 students’ cost of attendance.
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!
Cost 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.
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.
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).
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.
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, and other expenses. The best way to see what information is available about your institution is to look up your institution on College Navigator.
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).