

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

## Admissions (ADM)

**OMB No. 1850-0582 v.31**

***Submitted by:***

National Center for Education Statistics (NCES)  
Institute of Education Sciences  
U.S. Department of Education

**Date**

# Admissions Package 2023-24 through 2024-25 Data Collections

## Contents

Integrated Postsecondary Education Data System (IPEDS) 2022-23 through 2024-25.....	0
<b>Admissions Package 2023-24 through 2024-25 Data Collections.....</b>	<b>1</b>
<b>Changes for 2023-24.....</b>	<b>2</b>
Overall changes.....	2
Part B (previously Part C) – for all institutions.....	2
<b>Years that change across the 3 years of clearance.....</b>	<b>2</b>
<b>Admissions Screens 2023-24 through 2024-25.....</b>	<b>3</b>
<b>Admissions Instructions 2023-24 through 2024-25.....</b>	<b>7</b>
<b>Admissions FAQs 2023-24 through 2024-25.....</b>	<b>11</b>

## Changes for 2023-24

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

General	
New FAQ	FAQ #13 [General] has been added regarding including incarcerated students in reporting.
FAQ Clarification	FAQ #9 [General] has been updated regarding experimental site participants.
Selectin Process - A/A/E	
Gender Unknown or Another Gender	Revised survey materials related to Gender Unknown or Another Gender reporting, including non-reporting for small cell size.
Selectin Process - Test Scores	
Instruction Clarification	Added clarification to Instructions regarding reporting test scores.

## 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. In the materials below, variability is indicated with [green].

Fall Admissions date	Year is loaded based on data collection cycle. <b>Collection Year 2023-24:</b> Fall 2023 <b>Collection Year 2024-25:</b> Fall 2024
----------------------	--

## Admissions Screens 2023-24 through 2024-25

### Overview

#### Admissions Overview

Welcome to the IPEDS Admissions (ADM) survey component. The primary purpose of ADM is to collect basic information about the undergraduate selection process for entering first-time, degree/certificate-seeking students in the fall term. This includes information about admissions considerations, admissions yields, and SAT and ACT test scores (if test scores are used in admissions decisions). The ADM survey component is collected only from institutions that do not have an open admissions policy for entering first-time students, which is captured on the IC Header survey component.

#### Data Reporting Reminders:

- 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.
- Institutions that have scores based on the old (2016) SAT score range should convert scores using the College Board concordance tables.
- Institutions operating on a traditional academic year calendar (semester, trimester, quarter, or 4-1-4) report admissions as of the institution's official fall reporting date or October 15. Institutions operating on an "other academic calendar", a calendar that differs by program, or that enrolls students on a continuous basis (referred to as program reporters) report admissions as students who enroll any time during the period of August 1 through October 31.
- ADM is only applicable to first-time students; DO NOT include other students (i.e., transfer-in students) in the number of applicants, number of admits, and number (of admitted) that enrolled. Only include levels (full-time, part-time) that you indicated were offered in the IC Header. If you made an error in the IC Header, please call the IPEDS Help Desk.

#### Changes in reporting:

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

- Revised survey materials related to Gender Unknown or Another Gender reporting, including non-reporting for small cell size
- Added a clarification to Instructions regarding reporting test scores
- Added FAQ regarding including incarcerated students in reporting
- Revised FAQ regarding experimental site participants

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

#### Admissions Considerations

Admission Considerations	Required to be considered for admission	Not required for admission, but considered if submitted	Not considered for admission, even if submitted
Secondary school GPA	Radio button option	Radio button option	Radio button option
Secondary school rank	Radio button option	Radio button option	Radio button option
Secondary school record	Radio button option	Radio button option	Radio button option
Completion of college-preparatory program	Radio button option	Radio button option	Radio button option
Recommendations	Radio button option	Radio button option	Radio button option
Formal demonstration of competencies (e.g., portfolios, certificates of mastery, assessment instruments)	Radio button option	Radio button option	Radio button option
Work experience	Radio button option	Radio button option	Radio button option
Personal statement or essay	Radio button option	Radio button option	Radio button option
Legacy status	N/A	Radio button option	Radio button option
<u>Admission test scores</u> Select options based on whether scores are required for <i>admissions</i> , not placement once admitted.	Required to be considered for admission	Not required for admission, but considered if submitted (Test Optional)	Not considered for admission, even if submitted (Test Blind)
<u>SAT/ACT</u>	Radio button option	Radio button option	Radio button option
Other Test (ATB, Wonderlic, WISC-III, etc.) Note: If this is the only requirement other than a diploma or equivalent, and few students are not admitted due to this test, your institution is open enrollment. Please contact the Help Desk to correct your response to this question.	Radio button option	Radio button option	Radio button option
English Proficiency Test (for applicable students)	Radio button option	Radio button option	Radio button option

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).

Selection Process - A/A/E

2. Provide the number of first-time, degree/certificate-seeking undergraduate students who applied, who were admitted, and who enrolled (either full- or part-time) at your institution for Fall 2023. Include early decision, early action, and students who began studies during the summer prior to Fall 2023.

Remember that this question applies only to first-time, degree/certificate-seeking undergraduates. Do not include any other students in these totals. Report admitted students who enrolled in the summer ONLY IF they remained enrolled into the fall.

Only include levels that you indicated were offered in the IC Header. If you made an error in the IC Header, please remember to fix the error next year.

- The 'gender unknown' category will be **calculated based on the reported total minus the total of determined by subtracting** (men + women + another gender) **from the Total.**
- ~~Institutions should not ask students that do not select a binary gender to allocate themselves to a binary gender category; it is up to the institution to allocate unknown students and students that indicate another gender into the binary categories throughout the forms where required. One method commonly used by institutions is to allocate these students to the binary categories required in other parts of the form using the proportion of men to women reported.~~

Is your institution able to report another gender for the 2023-24 data collection? If you indicate 'No, my institution does not collect data on another gender,' ~~your institution should~~ leave the cells in the rows for 'Another gender' blank (i.e., do not report 0). If you indicate 'No, some cells will have a value of less than 5 students,' your institution collects data on another gender, but some cells will have a value of less than 5 students, do not report the data and leave the cells in the rows for 'Another gender' blank. If you indicate 'Yes', but no students identified as another gender, please enter '0'.

Radio button option	Yes
Radio button option	No, some cells will have a value of less than 5 students (do not report)
Radio button option	No, my institution does not collect data on another gender

	Men	Women	Another gender	Total	Gender unknown
Number of <u>applicants</u>	Reported value	Reported value	Reported value	Reported value	Calculated value
Number of <u>admissions</u>	Reported value	Reported value	Reported value	Reported value	Calculated value
Number (of admitted) that enrolled <u>full-time</u>	Reported value	Reported value	Reported value	Reported value	Calculated value
Number (of admitted) that enrolled <u>part-time</u>	Reported value	Reported value	Reported value	Reported value	Calculated value
Total enrolled full-time and part-time	Calculated value	Calculated value	Calculated value	Calculated value	Calculated value
Percent of admissions enrolled full-time and part-time	Calculated value	Calculated value	Calculated value	Calculated value	Calculated value

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).

Selection Process - Test Scores

3. Provide data for all students for whom a test score was used in the admissions decision for Fall 2023. Include new students admitted the summer prior to Fall 2023. If you report less than 5 students for any of the scores, do not report percentiles.

Institutions that use test scores for some students report the number of students for whom test scores were used.

Number of enrolled students for whom an <u>SAT</u> score was used in the admissions decision	Reported value
Percent of enrolled students for whom an <u>SAT</u> score was used in the admissions decision	Reported value
Number of enrolled students for whom an <u>ACT</u> score was used in the admissions decision	Reported value
Percent of enrolled students for whom an <u>ACT</u> score was used in the admissions decision	Reported value

Report the scores used in the admission decision, whether test scores are required or are only considered for admission. If you report less than 5 students for any of the scores, do not report percentiles.

Institutions that use test scores for some students report the percentile scores for the students for whom test scores were used.

	25 <sup>th</sup> percentile	50 <sup>th</sup> percentile (median)	75 <sup>th</sup> percentile
SAT Evidence-Based Reading and Writing	Reported value	Reported value	Reported value
SAT Math	Reported value	Reported value	Reported value
ACT Composite	Reported value	Reported value	Reported value
ACT English	Reported value	Reported value	Reported value
ACT Math	Reported value	Reported value	Reported value

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).



## Admissions Instructions 2023-24 through 2024-25

### Purpose of Admissions Survey

### Changes in Reporting

### General Instructions

Reporting Period for Admissions

Context Boxes

### Coverage

### Where to Get Help

### Where the Data Will Appear

### Reporting Directions

### Purpose of Survey

The primary purpose of the IPEDS Admissions (ADM) component is to collect basic information about the undergraduate selection process for entering first-time, degree/certificate-seeking students in the fall term. This includes information about admissions considerations, admissions yields, and SAT and ACT test scores (if test scores are used in admissions decisions). The ADM survey component is collected only from institutions that do not have an open admissions policy for all or most entering first-time students, which is captured on the IC Header survey component.

### Changes in Reporting

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

- Revised survey materials related to Gender Unknown or Another Gender reporting, including non-reporting for small cell size
- Added a clarification to Instructions regarding reporting test scores
- Added FAQ regarding including incarcerated students in reporting
- Revised FAQ regarding experimental site participants

### General Instructions

#### Reporting period covered

Institutions operating on a traditional academic year calendar (semester, trimester, quarter, or 4-1-4) report admissions data:

- For applicants and admitted students: Include all students who applied for enrollment or were admitted if they would have been considered first-time degree/certificate-seeking undergraduate students as of the institution's official fall reporting date, or October 15.
- For admitted students who enrolled: Include all students who were considered first-time degree/certificate-seeking undergraduate students as of the institution's official fall reporting date, or October 15.

Institutions operating on a calendar that differs by program or that enrolls students on a continuous basis (referred to as program reporters) report admissions data:

- For applicants and admitted students: Include all students who applied for enrollment or were admitted if they would have been considered first-time degree/certificate-seeking undergraduate students any time during the period of August 1 through October 31.
- For admitted students who enrolled: Include all students who were considered first-time degree/certificate-seeking undergraduate students any time during the period of August 1 through October 31.

#### 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

ADM is only applicable to first-time degree/certificate-seeking undergraduate students; do not include other students in the number of applicants, number of admits, and number (of admitted) that enrolled.

For the number (of admitted) that enrolled, include all students enrolled for credit after the official drop date. Exclude students who are not enrolled for credit.

For example, exclude:

- Students enrolled exclusively in courses that cannot be applied towards a recognized postsecondary credential
- Students enrolled only in ESL programs (programs comprised exclusively of ESL courses)
- Students enrolled exclusively in Continuing Education Units (CEUs)
- Students exclusively auditing classes
- Any student studying abroad (e.g., at a foreign university) if their enrollment at the 'home' institution serves as an administrative record
- Students enrolled in any branch campus located in a foreign country.
- ~~Students in Experimental Pell Programs.~~

Only include levels (full-time, part-time) that you indicated were offered in the IC Header. If you made an error in the IC Header, please call the IPEDS Help Desk and correct your error.

#### Where to Get Help with Reporting

##### IPEDS Help Desk

Phone: (877) 225-2568

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

##### Web Tutorials

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

##### IPEDS Resource Page

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

## 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

### Admission considerations

Select the option that best describes how your institution used any of the following data in its selection process for the **Fall 2023** first-time student cohort. (If your institution has changed its admissions considerations for the next year's first-time student cohort, you may indicate such changes in the context box immediately following this section).

Admission Considerations:

- Secondary school GPA
- Secondary school rank
- Secondary school record
- Completion of college-preparatory program
- Recommendations
- Formal demonstration of competencies (e.g., portfolios, certificates of mastery, assessment instruments)
- Work experience
- Personal statement or Essay
- Legacy status
- Admission test scores
  - o SAT/ACT
  - o Other test (ATB, Wonderlic, WISC-III, etc.)
  - o English Proficiency Test (for applicable students)

Options for how Considerations are used in admissions decisions:

- Required to be considered for admission
- Not required for admission, but considered if submitted
  - o For test scores, **test optional** institutions should select this option
- Not considered for admission, even if submitted
  - o For test scores, **test blind** institutions should select this option

Note: If ATB, Wonderlic, WISC-III (or similar) test is the only requirement other than a diploma or equivalent, and few students are not admitted due to this test, please call the IPEDS Help Desk so that your response to the screening question for this component can be corrected.

### Selection Process

#### Applicants/admitted/enrolled students

Provide the number of men, women, another gender, and total first-time, degree/certificate-seeking undergraduate students who applied, who were admitted, and who enrolled (either full- or part-time) at your institution for Fall 2022. Include information for all first-time students for whom admissions criteria (other than a school diploma) were required. If your institution cannot currently report 'Another gender', please select 'No' to the question and leave the cells in the 'Another gender' column blank (do not input 0s). If your institution **does not collect data on another gender, cannot currently report 'Another gender'** please select 'No, my institution does not collect data on another gender' to the question and leave the cells in the 'Another gender' row blank (do not input 0s). **If your institution collects data on another gender, but some cells will have a value of less than 5 students, please select 'No, some cells will have a value of less than 5 students,' do not report the data and leave the cells in the rows for 'Another gender' blank.** If you indicate 'Yes', but no students identified as another gender, please enter '0' in the appropriate row(s).

Since the total may include students who did not provide gender data, the detail need not sum to the total.

You should not report admissions data for any level that you did not report as an offering on the Enrollment levels question in IC-Header. For example, if you indicated that you do not enroll part-time, first-time students leave those boxes blank.

#### Number of applicants

Applicants should include only those students who fulfilled all requirements for consideration for admission and who have been notified of one of the following actions: admission, non-admission, placement on a wait list, or application withdrawn (by applicant or institution). Admitted applicants (admissions) should include wait-listed students who were subsequently offered admission.

#### Number of admissions

Include all students who were offered admission to your institution. This would include:

- early decision students who were notified of an admissions decision prior to the regular notification date and who agreed to accept;



- early action students who were notified of an admission decision prior to the regular notification date with no commitment to accept; and
- admitted students who began studies during the summer prior to **Fall 2023**.

### Number (of admitted) that enrolled

Remember that this question is only applicable to first-time students; do not include other students in these totals. Include students enrolled in the fall term who attended college for the first time in the prior summer term. Also include students who entered with advanced standing (college credits earned before graduation from high school).

### Selection process

#### Test scores

If test scores are required for admission for first-time, degree/certificate-seeking undergraduate students, provide the number and percentage of enrolled students submitting SAT and/or ACT scores, as well as the 25<sup>th</sup>, 50<sup>th</sup> (median), and 75th percentile scores for each test. If you report less than 5 students for any of the scores, do not report percentiles.

### Number and percent of enrolled students that submitted test scores

Provide data for **Fall 2023**. Include information for ALL enrolled, degree/certificate-seeking, first-time (freshman) students for whom test scores were required. Include new students admitted the summer prior to **Fall 2023**.

### Test Scores

Provide data for **Fall 2023**. Report the scores used in the admission decision, **whether test scores are required or are only considered for admission**. If you report less than 5 students for any of the scores, do not report percentiles. **Institutions that use test scores for some students report the percentile scores for the students for whom test scores were used.**

- If students submitted both SAT and ACT scores, but only SAT scores were considered for admission, only report the SAT scores (and vice versa).
- If students submitted both SAT and ACT scores, and both SAT and ACT scores were considered for admission, report both scores.
- If a student submitted two sets of scores for a single test, report this information according to how you use the data. For example:
  - o If you consider the highest scores from either submission, use the highest combination of scores (e.g., verbal from one submission, math from the other).
  - o If you average the scores, use the average to report the scores.

SAT Evidence-Based Reading and Writing and math scores should be reported based on the (2016) SAT score range 200-800. Institutions that have scores based on the old (2015) SAT score range should convert scores using the College Board concordance tables (more information about converting scores using concordance tables is available at <https://collegereadiness.collegeboard.org/educators/higher-ed/scoring-changes/concordance>).

Do not convert test scores (e.g., do NOT convert an ACT score into a SAT score); scores must be reported separately.

Do not include partial test scores (e.g., mathematics scores but not verbal scores for a category of students) or combine other standardized test results (such as TOEFL) in this item.

Do not report scores if you cannot convert from old score to new score using the concordance tables.

## Admissions FAQs 2022-23 through 2024-25

General	
1	<p>When reporting admitted students, do I include early admits?</p> <p>Yes, include all students who were offered admission to your institution. This would include early decision students who were notified of an admission decision prior to the regular notification date and who agreed to accept; early action students who were notified of an admission decision prior to the regular notification date with no commitment to accept; and the admitted students who began studies during the summer prior to the fall reporting period.</p>
2	<p>Why can't I report Admissions data for transfer students?</p> <p>Admissions requirements for transfer students are often different from the requirements for first-time students. In order to make the data useful to students, it is important that you not report data for transfer students.</p>
3	<p>What do I do about students that were considered for admission, even though they did not submit all application materials?</p> <p>Institutions should report applicants based on the IPEDS glossary definition. If an institution's formal application review process considers students for admission, even in the event when not all application materials are submitted, and a formal admission decision is made based on the information provided (e.g., admitted, not admitted, waitlisted), students can be included in the reported applicant count. If a student is automatically not admitted because they do not submit all application materials (i.e., an incomplete application file does not allow a student to be considered for admission), the student should <b>not be included</b> in the applicant count.</p> <p>Institutions are reminded that reporting data accurately to IPEDS is statutorily mandated. Artificially inflating the number of applicants by counting students who are not given full consideration for admission because they do not submit all application materials is an example of not reporting accurately to IPEDS.</p>
4	<p>Some students send us both ACT and SAT scores. How should we report the data for these students?</p> <p>Report both scores to IPEDS. This may mean that the total number of students reported in test scores is greater than the total number of admitted students.</p>
5	<p>My institution does not use ACT scores for admission, so if a student submits an ACT score we convert it to an SAT score. Can I report that converted score to IPEDS so that it doesn't look like we accept ACT scores?</p> <p>No. There is no approved methodology for converting test scores, so any conversion would render the data unusable.</p>
6	<p>How do I report to IPEDS when my institution uses the highest of multiple test scores to evaluate students for admission?</p> <p>Report to IPEDS the test score that is used to make the admissions decision. This may include a mix of scores from tests taken at different times.</p>
7	<p>How do I report to IPEDS when my institution averages multiple test scores to evaluate students for admission?</p> <p>Report to IPEDS the averaged test score that is used to make the admissions decision.</p>
8	<p>How do I report English Proficiency Test scores or other standardized test scores (other than ACT and SAT)?</p> <p>For IPEDS purposes, English Proficiency Test scores and other standardized test scores (other than ACT and SAT) are not reported.</p>
9	<p>Should my institution, which is participating as an U.S. Department of Education experimental site, <del>report high school students or incarcerated students who have received a Pell Grant while taking college coursework</del> include experimental site participants in IPEDS Admissions (ADM)?</p> <p><del>If your institution is participating in the Dual Enrollment experimental site or the Second Chance Pell experimental site program, No, exclude experimental site participants these students</del> from reporting.</p>
10	<p>How do I treat students who enrolled in the summer prior to fall enrollment?</p> <p>The ADM survey component collects enrollment counts for first-time students in the fall term, which consists mostly of recent high school graduates. Report first-time students, even if they have prior summer session enrollment preceding the fall term or prior dual enrollment while in high school, in the ADM survey component as they are considered first-time for IPEDS reporting purposes. Note that ADM enrollment counts should closely mirror the first-time enrollment counts captured in the Fall Enrollment (EF) survey component.</p>
11	<p>How should I report admissions considerations if my institution has a "test-optional" or "test-blind" admission policy?</p> <p>If your institution has a test-optional admission policy (i.e., applicants for admission may decide whether to submit standardized test scores and they may be admitted with or without submitting such scores), select the "Not required for admission, but considered if submitted" option for the "SAT/ACT" consideration in Section 1 (Admissions Considerations).</p> <p>If your institution has a test-blind admission policy (i.e., test scores are not considered in admissions decisions, even if an applicant submits test scores), select the "Not considered for admission, even if submitted" option for the "SAT/ACT" consideration in Section 1 (Admissions Considerations).</p>
12	<p>How should I report for the 'legacy status' admissions consideration?</p> <p>If your institution considers legacy status in making admissions decisions, select "Not required for admission, but considered if submitted." If your institution does not consider legacy status (or it is not applicable to your institution), select "Not considered for admission, even if submitted."</p>
13	<p><u>Should incarcerated students be included in ADM reporting?</u></p> <p>Include all first-time degree/certificate-seeking undergraduate students.</p>