



Completions (C) 2009-10



Chapter 1 - Welcome

Slide 1

On behalf of the Association for Institutional Research, AIR, and the National Center for Education Statistics, NCES, welcome to this tutorial on the IPEDS Completions survey, also called C.

Slide 2

The Completions survey is collected annually each fall. This year, the fall collection is open from September 2 through October 14, 2009, for keyholders; the close date for coordinators is October 28, 2009.

The tutorial for this survey includes an overview of the Completions Component, What's New for Completions for the 2009-10 collection and a Step-by-Step module for submitting the survey.

Slide 3

Many thanks to Darline Morris, Jacki Stirn, and Kimberly Thompson for producing the Completions tutorial.

Chapter 2 – Overview

Slide 1

On behalf of the National Center for Education Statistics, NCES, and the Association for Institutional Research, AIR, welcome to an overview of the Completions survey.

Slide 2

The U.S. Department of Education began collecting information about degrees awarded, or completions, in 1966 as a result of the Higher Education Act of 1965.

Slide 3

The Completions survey is part of the fall collection of IPEDS surveys which usually opens in early September. Data entry must be completed and considered final by the end of the collection, around mid-October, when the keyholder locks the survey. The fall collection is usually open for six weeks for keyholders and eight weeks for coordinators.

Slide 4

Information submitted in the Completions survey is compared with similar information in the prior year's Institutional Characteristics survey. The Completions information is also compared with the total enrollment data submitted on the prior year's Fall Enrollment survey. If the figures do not match, the system will not accept the data.

Slide 5

Institutions receiving Title IV (federal) financial aid must complete this survey if they have awarded certificates and/or degrees in the reporting period. However, the institution should not delete any programs if the program is still available but no awards will be reported. Failure to submit the Completions information may result in significant fines being imposed on the institution.

Slide 6

Screening questions may be included in the Completions survey to determine any choices made on reporting changes that may be optional in the current year.

Slide 7

IPEDS Keyholders and reporters should report degrees and certificates awarded by the institution from July 1 of the previous year through June 30 of the current year. All degrees and certificates will be reported regardless of level or type of program.

In 2001, IPEDS began collecting information on the number of students receiving degrees with double majors by 6-digit CIP code (for the second major) and by race/ethnicity and gender of recipient.

Report all degrees by race/ethnicity and gender and by the 6-digit Classification of Instructional Programs or CIP code.

Slide 8

Awards are reported by program CIP. Within the CIP, the awards are broken down by the level, gender and race/ethnicity.

Slide 9

Report awards, *not* students for the Completions survey. Students may be reported more than once if they have received more than one award. If students have double majors, but receive only one award, they should only be reported once.

Slide 10

The information reported in the Completions survey will be displayed to the public on College Navigator, a site that provides information about postsecondary institutions. Data are also displayed in the IPEDS Data Feedback Report, DFR, and in other NCES publications.

Slide 11

This concludes the overview of the IPEDS Completions survey. Thank you.

Chapter 3 – What's New Completions 2009-10

Slide 1

This section describes changes that have been made to the IPEDS Completions (C) survey component for the 2009-10 collection.

Slide 2

There are no new reporting requirements for the Completions survey component this year. However, two changes are already underway, Race/Ethnicity categories and post-baccalaureate degree classifications, which apply to this survey component.

Slide 3

Implementation of new categories for race/ethnicity began in the 2008-09 collection year and 2009-10 is the second optional year. Reporting by new categories becomes mandatory for Completions in 2011-12.

Slide 4

During the optional years, institutions may report using the new categories, the old categories or a mix of the new and old categories. Once an institution begins using the new race/ethnicity reporting categories, it must continue to do so.

Slide 5

Last year, several changes were made to the post-baccalaureate degree classifications. The first-professional certificate and first-professional degree classifications were eliminated. What used to be the post-master's certificate and the first-professional certificate were combined into a single classification, the post-master's certificate.

Reporting by new categories in the Completions component becomes mandatory in 2010-11.

Slide 6

The doctor's degree classification was revised and has three categories: Doctor's degree – Research/Scholarship, Doctor's degree – Professional Practice, and Doctor's degree – Other.

Slide 7

These are the recent changes to the Completions survey. An overview of the survey and a Step-by-Step module for completing the survey are also available from the AIR IPEDS training Web page.

Chapter 4 – Step-by-Step

Section 1 – Introduction and Screening Questions

Slide 1

This is the fourth unit of the IPEDS Completions Tutorial. The following instructions are presented to assist reporters who are responsible for submitting institutional data for the 2009-10 IPEDS Completions survey.

Slide 2

The Completions survey collects data on awards conferred by institutions between July 1st and June 30th of each reporting year. Classifications of Instructional Programs, or CIP (sip) Codes, are used to identify programs, and data are collected by award level, race and ethnicity, and gender.

Slide 3

Institutions that did not use the new race/ethnicity and/or post-baccalaureate degree classifications in last year's reporting will begin the survey by answering screening questions about their reporting methodology this year.

Institutions that used the new race/ethnicity and/or post-baccalaureate degree classifications last year will not be presented screening questions this year. If the new classifications were used last year, the same reporting method should continue for the current year.

Slide 4

All reporters must use the new post-baccalaureate classifications for the 2010-11 collection and the new race/ethnicity categories for the 2011-12 collection of Completions.

Refer to AIR IPEDS Resources for more information on implementing the new race/ethnicity and post-baccalaureate classifications.

Slide 5

After the screening questions, the next step is to review the institution's list of programs. From the main screen of the Completions survey, click on Program Selection to display a screen showing the institution's list of programs.

Section 2 – Program Selection and Editing

Slide 6

The list, on the bottom of the screen, is based on programs reported by the institution in the previous year's submission. Make sure the program list is complete and up-to-date before continuing with the survey.

The top part of the screen includes instructions for entering data, adding and editing programs, editing and locking data, and reporting programs with no completers. There are also links to functions that will allow reporters to search for and add new programs, view award level codes, read the instructions, and see the summary report.

The list of programs must be recoded if using the new degree categories for the first time this year. IPEDS keyholders will not be able to lock the data submission without recoding the program list.

Slide 7

Click on the Search/ Add program link to add a new program. A wizard will guide users through the Search/Add process.

Users can search for a specific program by using a keyword or a CIP Code. If searching by keyword, the search can include the CIP Code title, description, or both.

Slide 8

For example, searching on the keyword “Horticulture” produces a list of possible selections. Click on the question mark icon to see a description of the program for that code. When the best program description has been located, click on the title to select it.

Slide 9

Use the check boxes to choose the award level or levels for the selected program. When finished, click SAVE at the bottom of the screen to add it to the list of programs.

Slide 10

A confirmation screen appears when a program has been successfully added. Users may enter data for the newly added program, add another program, or return to the program selection screen.

Slide 11

In addition to adding new programs, updates can be made to existing programs.

Instructions for editing programs and explanations of how to use the icons for editing are on the top half of the screen. Use the notepad icon to edit a program. Click the green check mark to save the edits. Clicking on a red X will delete a program and ALL levels of it. To delete only ONE level, use the notepad icon to edit.

Slide 12

When the notepad icon is clicked, the program’s row in the table is displayed so that award levels can be added or deleted.

Slide 13

Click on the green check mark to save the updates. To cancel an edit, click on the red X over the notepad icon.

Slide 14

To recode doctor’s degree and first-professional degree programs use the red link on the program selection screen.

Slide 15

Clicking the link displays a box with all doctor’s degree and first-professional programs that the institution reported in the prior year. Select the appropriate award level for each program on the list. When finished, click the SUBMIT button.

When all the programs have been added, edited, or recoded, data entry can begin.

Section 3 Entering Data and Help

Slide 16

Click on an underlined number in an award level column to navigate to the data entry screen for that program.

Slide 17

Click the View Award levels link and a popup box will appear with descriptions of the possible selections.

Slide 18

From the data entry screen, reporters can navigate from program to program by clicking on the CIP codes listed in the left menu. At the bottom of the screen are the “Save”, “Next”, “Save and Next” and “Reset” buttons. The Reset button resets the entire screen.

To aid users in reporting data, a column was added for the total number of awards for each racial/ethnic category.

Different collection screens are presented for each race/ethnicity category reporting method. Programs reported in prior years will display prior year data.

Enter the current year data and click the “Save and Next” button to save the data and go to the next data entry screen.

Slide 19

Once data has been entered for a program, a red dot appears on the program selection screen **next to that level**. A red dot next to all of the levels indicates that data has been entered for all of the institution’s programs.

Slide 20

If there are no completers for an active program, enter at least one zero on the data screen for that program so that the program will remain active and not have to be re-added next year. Doing so ensures that the program will remain in the College Navigator search by program feature.

Slide 21

Clicking on the Summary Report link will produce the summary grand totals **and** the totals for each award level by race, ethnicity, and gender.

If a completion was reported in category “99” for other, the system will ask for additional information for this program. Click on the link Programs Classified in “Other CIP codes” and entering a description of the program. Please do not enter information about “99” CIP codes in the context boxes.

Slide 22

The levels reported on the Completion survey must **match** the program levels reported in part B of the prior year’s Institutional Characteristics survey.

If they do not match, a ***fatal*** error message may appear. ***Fatal*** errors prevent the survey from being locked and must be corrected.

Additionally **an explanation** error may appear when a level is reported on the prior year IC survey, but no completions are reported for that item in the current year. Providing an explanation allows the survey to be locked.

For programs reporters only, the CIP codes they selected on the previous year IC Part D must be included in the CIP codes they have selected on this year's completions report. If they do not match, an explanation error may appear.

Slide 23

Students who may be qualified to teach an academic subject, such as English or biology, but **did not** pursue that program **solely** for the purpose of teaching, should be reported in the appropriate academic subject (such as English or biology) and not in education.

However, students who complete programs that are specifically preparing them to teach subjects such as agriculture, art, or music, **should** be reported in the appropriate education program by using a CIP code that starts with the number 13.

Slide 24

In June 2009, NCES released a new version of the Classification of Instruction Programs, CIP 2010. IPEDS Keyholders and Coordinators will be required to use the CIP 2010 beginning with the 2010-11 data collection year. The surveys affected are the Completions Survey (Fall 2010) and the Fall Enrollment Survey (Spring 2011).

CIP 2010 can be accessed at the URL shown on the screen. Questions about CIP 2010 can be directed by e-mail to CIP@ed.gov or call the IPEDS Help Desk at 1-877-225-2568.

Slide 25

This concludes the Completions tutorial. It is recommended that reporters begin early and seek help when needed by calling or sending an email to the IPEDS Help Desk. The knowledgeable staff is eager to help, however the response time may be longer near the end of the collection cycle.