



Institutional Characteristics (IC) 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 Institutional Characteristics survey, also called IC.

Slide 2

The IC 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 Institutional Characteristics Component, What's New for Institutional Characteristics for the 2009-10 collection, and a Step-by-Step module for submitting the survey.

Slide 3

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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 IPEDS Institutional Characteristics survey, or IC.

Slide 2

The IC survey collects descriptive information about the institution such as the institution's control or affiliation, calendar system, levels of degrees and awards offered, types of programs, application information, student services, and pricing information.

The Institutional Characteristics 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 period, 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.

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Any institution receiving Title IV (federal) financial aid is required to submit data to IPEDS, including the IC survey. Fines may be levied for failing to report this information.

Responses to the IC survey determine which surveys and which forms of each survey need to be completed for each institution; therefore it is very important that keyholders verify they are reporting correctly.

IC data may be collected for a full academic year, for a particular program, based on a particular reporting period. For example, pricing data may be for an academic year or for programs, and selection data are collected based on a fall reporting period.

Slide 4

The pricing information collected in the IC survey includes tuition and required fees, room and board charges, books and supplies and other expenses. This information is used for release on College Navigator and for the multi-year tuition calculator.

Slide 5

Much of the basic information about an institution that is displayed on the College Navigator Web site comes from IC. The College Navigator was developed to provide comparable information about postsecondary institutions to the public. College Navigator is used by students, parents, counselors, researchers and administrators from other institutions, and others.

Slide 6

For some of the items on IC, context boxes are provided so reporters may provide text to explain or clarify adjoining data entries. For example, an institution may want to provide more data about their disability services. Notes from the context boxes will be displayed on College Navigator.

Slide 7

This concludes the overview of IPEDS Institutional Characteristics survey.

Chapter 3 - What's New

Slide 1

This section describes changes that have been made to the Institutional Characteristics (IC) survey component for the 2009-10 collection.

Slide 2

Three types of changes affect the IC survey: changes to comply with requirements of the Higher Education Act of 2008, HEOA; changes to simplify reporting for non-degree granting institutions; and changes that are already underway.

Slide 3

In the IC component, changes to the price of attendance collection are **required** this year. Institutions that report on an academic year basis will need to report tuition and required fees separately.

All institutions will need to report four years of data instead of three. This will align the price of attendance data with data from the Student Financial Aid (SFA) which lags one year behind.

For the most recent year only, institutions will need to report if the tuition and fee amounts are guaranteed under a tuition guarantee plan.

Slide 4

In order to simplify reporting and reduce the reporting burden on non-degree-granting institutions, a few items have been eliminated.

For Academic Reporters **ONLY**, student charges and room and board items from Part D have been eliminated. Only the screening questions about student charges and price of attendance items remain for Academic Reporters.

For both Program and Academic Reporters, athletic association items have been eliminated.

Slide 5

Last year, new post-baccalaureate degree classifications were available to institutions as an option when reporting IC. These classifications **are mandatory for 2009-10**.

The first-professional certificate and first-professional degree classifications were eliminated. The post-master's certificate and the first-professional certificate are now combined into a single classification, the post-master's certificate. And finally, the doctor's degree classification now has three categories: Doctor's degree – Research/Scholarship, Doctor's degree – Professional Practice, and Doctor's degree – Other.

Slide 6

Only the revised classification categories will be displayed this year. The eliminated categories will not appear since the changes are now mandatory.

IC estimated enrollments will be reported as Undergraduate and Graduate.

The first-professional (FP) tuition page has been eliminated.

When reporting the average graduate tuition, **DO NOT** include professional tuition in the calculation.

Slide 7

Items previously collected in the 2009 Spring Supplemental survey have been incorporated into other IPEDS surveys. The IC survey component now asks for the percentage of students registered with disability services. The information will be displayed on College Navigator.

Slide 8

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

Chapter 4 – Step-by-Step

Section 1 – Introduction and Part A

Slide 1

This presentation contains instructions for completing the IPEDS Institutional Characteristics (IC) survey.

This tutorial is for all participating institutions. There are, however, special instructions for 2-year and less than 2-year institutions and for institutions that operate on a calendar year that is other than the standard academic term.

Slide 2

Part A collects information about educational offerings and the institution's mission statement. For Question 1, check all applicable instructional programs offered by the institution. Institutions that offer occupational, academic, and/or continuing professional programs must complete the IC survey.

Institutions that only offer leisure programs, adult basic education, and/or secondary programs are not expected to complete IC.

Slide 3

In Question 2, reporters may either provide a link to the institution's mission statement or type the mission statement directly into the survey. The mission statement will be displayed on College Navigator.

Section 2 – Part B

Slide 4

Part B of IC collects information about the institution's control, award level offerings, calendar system, and enrollment. Control refers to how an institution is governed. An institution can be only one of the choices presented – public, private-for-profit, private-not-for-profit independent, or private-not-for profit religiously affiliated.

Slide 5

A public institution is operated by publicly elected or appointed school officials and is supported primarily by public funds.

Public does NOT mean that the institution is open to the public or licensed by the state.

Slide 6

Private institutions are controlled by private individuals or a non-governmental agency. They are usually supported primarily by non-public funds and operated by appointed officials that are not publicly elected.

Private institutions can be not-for-profit independent or not-for-profit religiously affiliated.

For-profit institutions are also called “proprietary” schools.

Slide 7

Public institutions will further define their control by identifying a primary and, if applicable, secondary control.

Private-not-for-profit religiously affiliated institutions will further refine their description using a drop down menu of choices.

If the control is different than the prior year, contact the IPEDS Help Desk via the information provided at the end of this presentation.

Slide 8

Award levels are identified on the basis of recognition for their completion, duration, or a combination thereof. Check all applicable levels of for-credit programs offered by the institution.

For Associates degrees and Baccalaureate and above, indicate the degrees that the institution is authorized to award.

Award level 12, "Other," should be checked only if no other classification is appropriate. If selected, the award must be specified in the context box.

Slide 9

Postsecondary awards, certificates and diplomas below the Baccalaureate level and which are not Associate level degrees, are categorized by length of program or number of contact/credit hours.

All references to length of study mean the equivalent of full-time academic years. At least one, but less than two 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.

For example, on an academic semester or trimester credit hour system, an award level of 1 means that the program of study is less than one year and/or less than 30 credit hours.

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The reported calendar system determines how tuition and fees are reported later in the IC survey and the cohort used for the graduation rates survey. Reporters may choose only one predominant calendar system.

Once the fall collection closes, the response to the predominant calendar system question cannot be changed. Be sure to choose the correct calendar system for the institution.

If the current calendar system has changed from the prior year, contact the IPEDS Help Desk for directions.

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If programs are offered on more than one calendar system, select the system under which MOST programs are offered.

If there is no predominant calendar system, indicate the option that best characterizes the institution.

Slide 12

The Student Right-to-Know regulations state that if an institution offers a predominant number of programs based on standard academic terms including semesters, trimesters, quarters, or 4-1-4 terms, the reporter must use a fall cohort when reporting graduation rates data. Institutions choosing one of the standard academic term options will also report tuition and fees based on a full academic year.

The other academic calendar option under standard academic terms will require the use of a full-year cohort for reporting graduation rates data and will report tuition and fees based on a full academic year.

Institutions that operate on a program-by-program or continuous enrollment basis will use a full-year cohort for reporting graduate rates and will report pricing information by program.

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Reporters must indicate the types of students the institution enrolls and whether each type includes full-time and/or part-time students.

Only four-year institutions report enrollments of graduate students.

All institutions report undergraduate (academic or occupational programs), and first-time, degree or certificate seeking undergraduates.

You should include any enrollment levels offered by your institution, even if you do not currently have students enrolled at that level.

Slide 14

First-time students are those who are attending for the first time at the postsecondary level. Include students who are enrolled in either academic or occupational programs, students enrolled in the fall term that attended college for the first time in the prior summer term, and students who entered with advanced standing or received college credits before they graduated from high school. These students are often referred to as dual-enrolled or co-enrolled because they took high school and college credit courses at the same time.

Slide 15

Checking “Yes” for full-time, first-time, degree or certificate seeking students determines that the institution will report price information on subsequent IC screens in Part D and the Student Financial Aid survey.

Full-time, first-time students will also be reported on the Graduation Rates, Fall Enrollment, and Student Financial Aid surveys. Information about first-time, full-time, students is also presented on College Navigator.

Slide 16

Reporters provide an estimate of the fall enrollment for all levels offered for full- and part-time students at the institution.

Estimates should be based on the definitions used in the IPEDS Fall Enrollment component.

These data will NOT be posted on College Navigator but will be available in the IPEDS Data Center as an early estimate of enrollments. Actual fall enrollments will be collected on the Fall Enrollment survey later in the collection year.

Four-year institutions include estimates for graduate student enrollments as well as for undergraduate students.

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The graduation rate cohort is the group of first-time, full-time degree or certificate seeking students that begin at a specific point in time and whose academic success is tracked over subsequent years to completion.

Different data collection screens are presented for 2-year and 4-year institutions.

Four-year institutions indicate whether any full-time, first-time degree or certificate seeking students enrolled at the baccalaureate level or below for 2003-04 academic year.

If the answer is YES, the data will be required on the Graduation Rates Survey. If the answer is NO the reporter must indicate why there were none for the requested cohort year.

Prior year data will be displayed if available.

Slide 18

Two-year institutions indicate whether any full-time, first-time students enrolled for the 2006-07 academic year.

If the answer is YES, the enrollment of full-time, first-time degree certificate seeking students for academic year 2006-07 is the institution's graduation rates cohort. Data on this cohort will be required on the Graduation Rates Survey.

If the answer is NO, indicate why the graduation rates data for this cohort year will not be reported.

Slide 19

Reporters indicate whether the institution is or is not part of a system or corporate entity.

The name of the system or corporate entity must be specified if that option is selected. Keyholders cannot lock the survey if this item is left blank.

Slide 20

A system is an organization of two or more institutions of higher education under the control or supervision of a common administrative governing body.

In the IPEDS glossary, a system is defined as a governing body that generally has the power to act in its own name, to hire and fire personal, to enter into contracts, etc. A coordinating body without these powers or a section of a state agency usually would not be considered to be a system.

Slide 21

A corporate structure consists of an entity with a relationship between stakeholders.

This includes the share holders, the directors, and the management of the company and is defined by its corporate charter. There are bylaws, formal policies, and rules of law dictating the operations of a corporate structure.

Section 3 – Part C

Slide 22

Part C of the Institutional Characteristics Survey concerns admission requirements.

An institution has an open admission policy if virtually all secondary school graduates or students with GEDs are admitted without regard to academic record, test scores, or other qualifications. Open admission policy institutions do not report on admissions testing in the subsequent IC questions.

Reporters may use the context box to explain the data they have reported. These context notes will be posted on College Navigator.

Institutions that are not open admissions will report about their admissions procedures.

Slide 23

Reporters from institutions that do NOT have an open admission policy should use the options provided to best describe the institution's admission policy for entering first-time undergraduate students. Indicate the types of considerations that are used as part of the selection process for entering first-time degree or certificate-seeking students. For each, indicate if it is required, recommended, neither required nor recommended, or unknown.

Slide 24

Reporters from institutions that do not have open admissions policies should indicate the year of the most recent fall data available. The number of first-time, degree or certificate-seeking students who applied, the number offered admission, and the number who enrolled both full- and part-time is entered by gender and total.

Because gender data may not be known for all students, the gender details need not sum to the total.

Include early decision, early action, and students who began studies during the summer prior to the fall reporting period.

Applicants should include only those students who fulfilled all requirements for admission consideration and who have been notified of one of these actions: admission, non-admission, placement on a wait list, or application withdrawn; either by the applicant or the institution.

Admitted applicants should include wait-listed students who were subsequently offered admission.

Slide 25

For the most recent entering class for which data are available, provide the number and percentage of students submitting SAT or ACT scores and the 25th and 75th percentile scores for each test. Report these data only if test scores are required for admission for students in the cohort.

For students who provide both SAT and ACT scores report according to how the test scores are used in admission decisions. For example, if a student submits two sets of scores and the highest scores from either submission are considered, then use the combination of scores. As such, the verbal score may come from one submission, and math from another.

Include information for ALL enrolled, degree/certificate-seeking, first-time, students who submitted test scores. Include new students admitted the summer prior to the fall that is being reported.

Context notes, if added, will be posted on College Navigator.

Slide 26

Report whether the institution accepts dual credit, credit for life experiences, and/or advanced placement credits.

If the institution does not accept credit earned prior to admission select “None of the above.”

Slide 27

Indicate which of the listed special learning opportunities are offered by the institution: distance learning opportunities, ROTC, study abroad, and/or weekend/evening college.

Teacher certification refers to pre-K through 12. If the institution provides certification for some levels, for example elementary only and not secondary, be sure to indicate that only certain levels are offered.

If the institution does not offer any of these learning opportunities, check “None of the above.”

Slide 28

Question 7 of Part C is only presented to four-year institutions. Report the number of years of completed college-level work required for entrance, if a bachelor’s degree or higher is offered, but the institution does not provide a full four-year program of study at the undergraduate level.

Slide 29

Reporters indicate which listed student services are provided by the institution.

Click on highlighted words to review a definition of each in the IPEDS Glossary.

Select all that apply or select “None of the above.”

Slide 30

Reporters indicate whether the institution has its own library, contributes financially to a shared library, or has no library facility.

Slide 31

Indicate whether the institution offers any alternative tuition plans.

Slide 32

Also, indicate the percentage of all undergraduates who were enrolled in fall 2008 and were formally registered as students with disabilities in the institution’s office of disability services.

Use the context box to clarify any data reported. Notes will be posted on College Navigator.

Section 4 – Part D

Slide 33

Part D collects information about student charges using different methods for Academic Reporters and Program Reporters. Academic Reporters provide information about the average tuition for students. This will include in-district, in-state, and out-of state when applicable. Program Reporters report information based on their largest 6 programs. You can skip ahead for information for Program Reporters. Only one reporting method can be used.

Slide 34

Section D has screening questions 3 – 6 about housing, different tuition charges, and board plans.

Slide 35

Reporters will enter the amount of the undergraduate application fee for admissions, if any.

Slide 36

Academic Reporters provide the average tuition and required fees for full-time undergraduates. They also provide the per credit hour charge for part-time students.

Prior year totals are displayed for comparisons.

Slide 37

Institutions that enroll graduate students will report graduate application fees and charges.

Slide 38

Institutions that reported having room and board options for students must provide details about those charges. Enter the typical room and board charges for students for the full 2009-10 academic year. This screen will not be seen by institutions that do not award degrees.

Slide 39

Academic Reporters provide four years of data for the price of attendance. Institutions must report both tuition and required fees, which are reported for In-district, In-state, and Out-of-state students as applicable. The institution must also provide costs for books and supplies.

Typically, this information is available on the Cost of Attendance Report from the student budget. It might also be available from the financial aid office.

If the institution participates in Title IV programs, all cells must be completed or the keyholder cannot lock the submission.

Slide 40

Institutions with housing and board plans provide data for four years for students who live on campus, live off campus not with family, and off campus with family.

Estimates of expenses can be obtained from the Cost of Attendance Report used by the financial aid office for determining financial need.

Slide 41

Program Reporters use a different method of providing data about price of attendance for entering students. Program Reporters enter the largest program and provide the CIP Code, title, and other information to identify the program.

Slide 42

The published tuition and fees, and books and supplies costs are provided for the largest program.

Program Reporters from institutions that provide housing and board plans provide details about the costs for these.

Slide 43

Program Reporters continue by providing the same information for the 2nd to 6th largest programs.

Slide 44

Price of Attendance is now reported for four years rather than three to align the price of attendance data with the Student Financial Aid data, which lags one year. This information will be used to calculate net price of attendance.

Institutions will continue to report price of attendance as previously reported to IPEDS *except* that academic reporters will report tuition and required fees separately.

IC is the only IPEDS survey that is not included in the Prior Year's Revision system, but reporters should take this opportunity to make changes to the prior year's tuition and fees if necessary.

Section 5 – Part E and Resources

Slide 45

Non degree granting and less than two year institutions are not presented the two questions about national athletic associations in Part E. Reporters from most 2- and 4-year institutions are asked to respond. Indicate any memberships. Institutions belonging to the NCAA or NAIA, report the details for football, basketball, baseball, and cross country/track.

Slide 46

Reporters for new institutions indicate the percentage of students who are enrolled primarily in postsecondary programs. Select the appropriate response from the drop-down menu.

Slide 47

Accreditation information is no longer collected on the IC survey but rather collected from the Office of Postsecondary Education Accreditation database. Reporters may check the institution's listing on College Navigator.

College Navigator links to the OPE Accreditation database.

Reporters may check the institution's accreditation information on College Navigator and should report any errors to the IPEDS Help Desk.

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NCES is required to annually provide a list of Title IV institutions that did not complete their IPEDS reports to the Office of Federal Student Aid, FSA.

The FSA sends out fine letters and warnings to the non-compliant institutions.

The penalty for not submitting IPEDS can be as high as \$27,500 per occurrence, or an institution can lose eligibility to participate in Title IV funding.

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It is always a good idea to begin the IPEDS reporting cycle early and seek help, when needed, from the IPEDS Help Desk. The knowledgeable staff is eager to help. Response time may be longer near the end of the collection cycle.

This concludes the tutorial for the IC survey.