

## V. IPEDS

### Schedule for IPEDS 2004-05 Web Collection

<b>Registration:</b>	<b>All</b> institutions will be required to register for the 2004-05 data collection cycle.
<b>July 28, 2004</b>	IDs and passwords for the upcoming collection cycle will be distributed to all institutions. Those with designated keyholders will receive information via email. All institutions for which there is no designated keyholder will receive a letter directed to the CEO containing registration information.
<b>July 28, 2004</b>	<b>Registration opens</b>
<b>August 27, 2004</b>	NCES will review the registration status of each institution. If an institution has not registered as of this date, a letter will be sent to the CEO requesting appointment of a new keyholder.

**Fall Collection** includes Institutional Characteristics and Completions.

<b>September 8</b>	Fall Collection Opens
<b>October 20</b>	Collection Closes for Institutions
<b>November 3</b>	Collection Closes for Coordinators

**Winter Collection** includes Employees by Assigned Position, Salaries, Fall Staff, and Enrollment. Institutions will be able to lock the Enrollment component in the winter or the spring. The Fall Staff component is provided for your convenience, but data are NOT required this year.

<b>December 1</b>	Winter Collection Opens
<b>January 26</b>	Collection Closes for Institutions
<b>February 9</b>	Collection Closes for Coordinators

**Spring Collection** includes Enrollment (for those institutions that did not **lock** in the winter), Student Financial Aid, Finance, and Graduation Rates

<b>March 9</b>	Spring Collection Opens
<b>April 20</b>	Collection Closes for Institutions
<b>May 4</b>	Collection Closes for Coordinators

#### **Compliance Notice: Mandatory Reporting Requirements for Institutions with Program Participation Agreements.**

**Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325) requires that “institutions will complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS)...in a timely manner and to the satisfaction of the Secretary”.** Thus, reporting to IPEDS is mandatory for institutions that participate in or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended (20 USC 1094(a)(17)).

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**IPEDS 2004-05  
Data Collection Changes and Clarifications****Changes for 2004-05*****Institutional Characteristics:***

- Part A, the collection of the institution's mission statement becomes mandatory in Fall 2004
- Part B, item on formally organized programs that do not lead to a formal award will be deleted
- Part C, question on ACT and SAT scores (tentative change) - NCES proposes to eliminate the qualification that test scores be reported only if 60 percent or more incoming students submit scores; scores should be reported for all students, regardless of how many submit scores.\*
- Part D, NCES will add a radio button to determine if part-time first-professional students are enrolled
- Part D, for those institutions that report "by program," NCES will eliminate the question on programs of at least 300 contact or clock hours
- Part E, which pertains to new institutions, the question about providing postsecondary instruction for at least 2 consecutive years will be deleted

***Completions:***

- The use of CIP:2000 is optional this year and will be mandatory next year. Institutions should be aware that the pre-loaded information (CIP codes and titles) will utilize CIP:2000.

***Salaries:***

- This component will be mandatory for degree-granting institutions only. Institutions that offer only certificates above the baccalaureate level will no longer be required to respond.
- Part B - fringe benefit information for restricted housing and tuition plans - data for 9/10-month faculty and 11/12-month faculty will be collected separately.

***Fall Staff:***

- This is an optional year for reporting Fall Staff data
- Part E - Summary of Total Employees will display prior year data to aid editing and comparisons

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### ***Enrollment:***

- Part A - 4-year institutions will be required to report data for the 9 selected fields of study as required by the Office for Civil Rights; CIP:2000 will be used to define these programs
- Part B - the collection of age data is optional this year
- Part C - the collection of residence data is mandatory this year; (Tentative: NCES may restrict the collection of these data to 4-year and 2-year institutions only and thus eliminate the requirement for less than 2-year institutions)\*
- Tentative: NCES may restrict the collection of Part D (Total Entering Class) to those institutions that calculate graduation rates based on a fall cohort; those using a full 12-month period may not be required to respond to this item\*
- Part F - modify the collection of Instructional Activity to accommodate institutions that measure courses in terms of "units"
- Part G - retention rate data are now mandatory
- Caveats boxes will be added to Parts D, F and G

### ***Finance:***

- This is the final phase-in year for GASB 34/35; all GASB institutions must now use the new reporting standards
- Reporting endowment assets (market value at the beginning and end of year) is now mandatory for public and not-for-profit institutions (Spring 2005 collection)

### ***Graduation Rates:***

- 4-year institutions should report on a 1998 cohort; less than 4-year institutions should report on a 2001 cohort
- Allowable exclusions are expanded to include students called to active duty

## **Clarifications to screens and instructions for 2004-05**

### ***Institutional Characteristics***

- Part B - NCES will add the credit hour equivalents to the award level descriptions for certificates below the baccalaureate level
- Part C - Instructions will clarify that institutions should NOT convert test scores from one to another (SAT/ACT)

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- Part D - Questions on housing and board will be modified to use "offer" rather than "provide"; "on-campus housing" will be changed to "institutionally-controlled housing both on and off campus" and "dormitory" will be changed to "housing" in Question D5
- Also Part D - data on Price of attendance will allow for reporting a comprehensive fee (if institutions are unable to report data separately)

### ***Winter (Human Resources) surveys:***

- Instructions will clarify that undergraduates are not to be included as employees

### ***Enrollment***

- Part D - Total Entering Class - instructions for who to include will be clarified
- Part F - Instructional Activity - NCEs will add the definition of contact hour activity to the survey screen; clarify that each program/student should be reported using only one method (either credit hours or contact hours); clarify that activity should include all credit or contact hours attempted by students; and clarify that first-professional student activity is not included in this part
- Part G - Retention rates - NCEs will clarify the definition of who to include for program reporters (those who use a full 12-month cohort for calculating graduation rates), thus defining fall as a specific period (August 1 through October 31); clarify that students to be included in the numerator of the rate calculation include those who "re-enrolled or *are still enrolled* "; and for 4-year institutions, clarify that the bachelor's-degree seeking cohort should include students whose intent was not known upon entry to the institution

### ***Student Financial Aid:***

- Clarify that Perkins Loans should be included when reporting loans to students

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\* NCEs will provide direction on this by July 31, 2004, when the final version of the surveys are posted to the IPEDS website; see <http://nces.ed.gov/ipeds/webbase.asp>