

## **IPEDS Web-Based Data Collection, Fall 2004 Edit Specifications for Completions**

### **CIP code validation**

All CIP codes are verified against the 1990 or 2000 version of the *Classification of Instructional Programs* manual, depending on which the user has selected.

CIP codes used to report first-professional degrees and certificates (award levels 10) will be checked against the following list of approved first-professional degree programs:

51.0101 = Chiropractic (D.C. or D.C.M.)  
51.0401 = Dentistry (D.D.S. or D.M.D.)  
22.0101 = Law (L.L.B. or J.D.)  
51.1201 = Medicine, General (M.D.)  
51.1701 = Optometry (O.D.)  
51.1901 = Osteopathic Medicine (D.O.)  
51.2001 = Pharmacy (Pharm.D.)  
51.2101 = Podiatry (D.P.M., Pod. D., D.P.)  
51.2401 = Veterinary Medicine (D.V.M.)  
39.0602 = Divinity/Ministry (B.D., M. Div., or Ordination)  
39.0603 = Rabbinical and Talmudic Studies (M.H.L./Rav)  
39.0605 = Ordination, Other

Except for 51.2001 (Pharmacy) which can also be used to report bachelor's degrees, these CIP codes may **ONLY** be used for first-professional degrees or certificates.

Invalid CIP codes will not be imported into the data collection database. A listing of invalid CIP codes and corresponding line numbers in the import file will be provided.

### **Award level validation**

All invalid and missing award levels are also rejected from the database and a list will be provided giving the line number in the import file of the invalid award. Acceptable award level values are:

- 1 = Awards of less than academic year below the bachelor's level  
(less than 900 contact or clock hours)
- 2 = Awards of at least 1 but less than 2 academic years below the bachelor's level  
(at least 900 but less than 1800 contact or clock hours)
- 3 = Associate's Degrees
- 4 = Awards of at least 2 but less than 4 academic years below the bachelor's level  
(at least 1800 but less than 3600 contact or clock hours)

5 = Bachelor's Degrees or equivalent

6 = Postbaccalaureate Certificates

7 = Master's Degrees

8 = Post-Master's Certificates

9 = Doctor's Degrees

10 = First-Professional Degrees

11 = First-Professional Certificates (Post-Degree)

### **Comparability to Prior Year Completions (ONLY institutions using CIP2000, for First Majors)**

#### *Presence and absence of CIP code and award level*

Any 6-digit CIP code and award level that was reported in the previous year, but not reported this year, will need **confirmation**. If the program is no longer offered at the institution, the CIP code should be deleted. If the program is still offered but there were no awards granted in the current year, the respondent will be required to enter a "**Zero**" in at least one data cell.

Any 6-digit CIP code and award level that is reported in the current year, but not in the previous year, will generate a warning message that will **not** require respondent intervention.

#### *Variance check by 2-digit CIP code, award level, and gender*

For each award level except the first-professional level (10,11):

Sum men to the 2-digit CIP level for both the current year (CY) and prior year (PY)

If either value  $\leq 25$ , and if  $|PY - CY| > 15$ ,

Or, if both values are  $> 25$ , and if  $(|PY - CY| / PY) * 100 > 50$ ,

then a warning message will be generated, and the respondent must either fix the current year amounts or enter an explanation.

Sum and compare women the same way.

The first-professional categories (10 and 11) will be compared at the 6-digit CIP level, separately for men and for women, using the same parameters.

#### *Variance check by award level totals and race/ethnicity*

Sum the men column across all award levels and all 6-digit CIP codes, by race/ethnicity

Calculate the percent distribution of men by each race/ethnicity category for both the current year (CY) and prior year (PY).

Disregard the White non-Hispanic category and calculate the differences in the percent distributions by taking the absolute value of  $|PY - CY|$  for each race/ethnicity category;

summing the percentages.

If the sum of the differences > 30,

then a warning message will be generated, and the respondent must either fix the current year amounts or enter an explanation.

Do the same for women.

For example:

| Race/ethnicity                     | Current year percent distribution | Prior year percent distribution | Current year minus Prior year absolute value |
|------------------------------------|-----------------------------------|---------------------------------|--|
| White non-Hispanic                 | 50                                | 46                              | --   |
| Black non-Hispanic                 | 25                                | 10                              | 15   |
| Asian or Pacific Islander          | 8                                 | 6                               | 2  |
| Hispanic                           | 10                                | 9                               | 1  |
| American Indian/<br>Alaskan Native | 1                                 | 3                               | 2  |
| Nonresident Alien                  | 6                                 | 16                              | 10   |
| Race/ethnicity unknown             | 0                                 | 10                              | 10   |
| <b>Total</b>                       | --                                | --                              | 40   |

In this example, the sum of the differences is 40, which is > 30 and will generate a warning message.

## Second Majors

If an institution reports second majors, the grand total of first majors for the corresponding award level and gender must be greater than the second major's grand total.

## Comparability to the Fall 2003 Institutional Characteristics Data

Award levels are verified against those indicated on the **prior year** Institutional Characteristics survey.

For each award level, if the total number of awards is > 0, then the corresponding level of offering reported on the **2003** Institutional Characteristics Survey should have been checked. If this is not the case, a warning message will be generated, and the respondent must either fix the current year award level for completions or enter an explanation.

## Comparability to the Fall 2003 Enrollment Data

The number of awards reported for the 2003-2004 academic year should be less than the total enrollment reported for **Fall 2003, by level and gender**.

**Calculate the following for both men and women separately across all 6-digit CIP codes:**

**Undergraduate level awards equals the sum of:**

Award of less than one academic year below the bachelor's level

Awards of at least one, but less than 2 academic years below the bachelor's level  
Associate degrees  
Awards of 2, but less than 4 academic years below the bachelor's level  
Bachelor's degrees

**Graduate level awards equals the sum of:**

Postbaccalaureate certificates  
Master's degrees  
Post-master's certificates  
Doctor's degrees

**First-professional awards equals the sum of:**

First-professional degrees  
First-professional certificates

If undergraduate level awards > **2003** undergraduate enrollment,  
or graduate level awards > **2003** graduate enrollment,  
or first-professional level awards > **2003** first-professional enrollment,

then a warning message will be generated, and the respondent must either fix the current year award amounts or enter an explanation.

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